

**AGENDA**  
**Regular Council Meeting – 6:00 pm**  
**October 14, 2024**

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**  
**READING AND APPROVAL OF MINUTES OF PREVIOUS MEETINGS**  
**ADOPTION OF PREVIOUS MEETING'S FINANCIALS**

**PUBLIC RELATIONS**

- James Seckman – Audit Review

**REPORTS**

Administrator	Court Report
Public Works	Fire Department
Law Enforcement	Emergency Mgmt

**PUBLIC COMMENT – (Remarks limited to 5 minutes)**

**AGENDA ADDITION/DELETIONS/ADOPTION HEARINGS**

- Water
- Zone Change – Unzone too Agricultural (AD)

**UNFINISHED BUSINESS**

**NEW**

- ORD 902 – Zone Change – 1<sup>st</sup> reading
- Tap Relinquishments – Request to proceed
- Review 13.04.400 - discussion
- RES #511 – LWCF resolution – discussion/approval
- Procurement Policy – Review/Approval
- RES #512 – Procurement Policy
- Review 18.44.050 – Prohibited Material - discussion
- Building Permits – fee structure review
- Investment - discussion/approval

**PROJECTS**

- **Main Street Lighting – discussion**
- **WWDC – level 2 study – discussion**

**EXECUTIVE SESSION – real estate, personnel**  
**APPROVAL OF BILLS**  
**ADJOURNMENT**

**REGULAR MEETING  
September 9, 2024**

STATE OF WYOMING    )  
BIG HORN COUNTY            ) SS.  
TOWN OF GREYBULL    )

The regular meeting of the Greybull Town Council was held at Town Hall at 6:00 pm with the following members and officers present: Administrator Hunt, Mayor Foley, Councilmembers Dooley, Kottman, Jolley, and Crist, Attorney Richins, Chief Davis, Foreman Irvine, and Clerk Winkler.

Councilmember Crist moved, and Jolley seconded to approve the meeting minutes from August 12<sup>th</sup>, 2024. Motion carried.

Councilmember Jolley moved, and Kottman seconded to adopt the financials as presented at the previous meeting. Motion carried.

**Public Relations:**

Administrator Hunt: Administrator Hunt reported most of her report is on the agenda.

Public Works: Foreman Irvine answered questions regarding public works. Councilmember Crist thanked the public works for all their hard work and how great the parks look. Councilmember Kottman addressed the condition of the recreation center lawn and asked that the mowing be done better.

Police report: Chief Davis answered questions regarding Greybull Police Department.

Public comment: D. Cooper stated Railroad Ave. is in poor shape and something should be done, before winter hits.

Additions, deletions, or adoptions: Councilmember Dooley moved, and Jolley seconded to approve the addition of T. Dalin Mosquito spray request discussion. Motion carried.

**Under Hearings:**

Water: Councilmember Kottman moved, and Dooley seconded to turn off water accounts: 5.0280.3, 6.0285.4, 5.1490.5, 3.0830.5, 4.0440.5, 4.1160.1, 2.1220.7, 2.1680.9, 5.0221.0, 3.2400.1, 5.2021.2, 1.1040.6, 4.0710.1, 5.0450.6, 1.1050.1, 2.0840.3, 6.1430.2, 5.0460.5, 5.0890.2, 4.0690.6, 2.0890.5, 5.1740.4, 3.1350.6, 2.0780.3, 4.0210.3, 4.0220.3, 2.1360.6, 5.2090.6, 4.0350.3, 5.1170.1, 1.0791.9, 5.0901.5 & 4.1410.4 for two months of nonpayment. Motion carried.

**Unfinished business:**

ORD #900 Ag Zoning no changes from second reading. Third and Final reading Councilmember Crist motioned, and Jolley seconded to Approve ordinance #900. Motion carried.

RV Dump Station: Need to find an alternate place, the original idea was to place it in the parking lot across from town hall, but council members feel that the parking lot is very utilized, it was decided to table until March.

**New Business:**

Water tap- 794 HWY 14 – Discussion: Council doesn't like the idea of having the service line run down the highway in WYDOT right of way and it be an issue later down the road. It was suggested that the property owners speak with L. Anderson about possibly running their service line from his tap.

Air B&B Rural Residential Zone - Discussion: A potential lot owner was inquiring why an air b&b wasn't allowed in the Frontier Subdivision. Council discussed this issue during the short-term rentals process and chose to not have the rural residential included due to limited housing options in town. If council wanted to change their mind and allow for air b&b in the subdivision, we would need to make an ordinance amendment that would go through the proper process. After discussion, Jolley made a motion, no one seconded, motion failed.

F-66 Submission- Review: An annual summary of the town's financials for the last fiscal year, that will follow up with the audit that will happen at the end of this month. No action taken.

D. Berlinger-water billing- Discussion: Discussion took place regarding the billing for excessive usage on an account that is owned by D. Berlinger. Councilmember Dooley made a motion to split the bill with

Mr. Berlinger, what would leave Mr. Berlinger with a balance of \$470.00, councilmember Crist seconded, motion passed.

T. Dalin- Mosquito Spray- Discussion: Discussion took place about the possibility of spraying mosquitos for out-of-town property, for a fee, but it was decided that at this time public works does not have the time or the extra help that this would require.

Pool- Season- Review: Administrator Hunt reported the pool seen an increase in attendance from last year of 11%, there were higher expenses, a lot of them related to chemicals. However, she felt the pool season was successful.

Projects:

Main Street Lighting – discussion: Administrator Hunt reported that all the wiring harnesses are done for the new installation.

WWDC – Level 2 study – discussion: No updates currently.

Executive Session – Personnel: Councilmember Jolley moved, and Dooley seconded to move into executive session at 6:31 pm.

Executive Session : Councilmember Jolley motioned, and Crist seconded to come out of executive session at 7:20 p.m.

Councilmember Dooley motioned and Kottman seconded to pay the bills for the month of September. Motion carried.

Councilmember Kottman motioned and Dooley seconded to adjourn the meeting at 7:20 p.m. Motion carried. At 7:21 Councilmember Crist motioned, and Jolley seconded to re-adjourn the meeting for the purpose of voting to complete water shut offs. Motion carried.

**Bills Payable:**

Vendor Name	Amount	Vendor Name	Amount
Advanced Technology	\$320.00	Agri Tire	\$80.00
B.P.O.E #1431	\$100.00	Bar T. Electric	\$2,251.46
BH Regional Joint Powers	\$18,465.50	Basin Pharmacy	\$14.54
Big Horn County Solid Waste	\$13,844.45	Big Horn Co-op	\$6,241.37
Big Horn County Treasurer	\$5,301.94	Big Horn REA	\$1,461.39
Club Dauntless	\$180.00	CNA Surety	\$175.00
Comtronix	\$135.00	Ferguson Waterworks	\$2,870.00
Greybull Body Shop	\$4,755.51	Greybull Building Center	\$102.96
Greybull Standard	\$2,305.00	Hawkins	\$120.00
Homax Oil	\$18.68	Interactive Data	\$75.00
Koller, Betty	\$84.95	Lexis Nexis	\$278.31
MASA	\$56.00	MC2 Engineering	\$14,187.50
Midland Implement	\$1,385.08	Murdoch Oil	\$4,643.98
NAPA	\$1,609.91	Nelson, Roberta	\$150.00
O'reilly Auto	\$1,119.55	PACE	\$184.50
Postmaster	\$361.92	Richins, Kent	\$2,100.00
Ridley's Family	\$1,919.05	Rocky Mountain Power	\$5,946.53
Royal, Randy	\$650.00	S&H Glass	\$889.00
T&E Cat Rental	\$5,948.00	Axon Enterprises	\$290.18
TCT West	\$1,227.97	Traveling Computer	\$210.00
Valley Hardware	\$13,103.76	Verizon Wireless	\$233.22
Wyoming Gas	\$939.82	WyoNet	\$144.00
Top Cut Manufacturing	\$157.49	WEBT	\$11,768.63

<b>Total A/P</b>	<b>\$128,407.15</b>		
Xpress Bill Pay	\$94.25	BMO	\$7,069.79
Postage	\$499.95	A. Coenen	\$3,559.44
Aflac	\$75.28	NCPERS	\$96.00
EFTPS – Payroll Taxes	\$8,960.99	Wyoming Retirement	\$18,986.43
Wyoming Child Support	\$701.52	Payroll – August	\$57,896.17
Bank of Greybull – HSA	\$920.00	Empower Retirement	\$300.00
Workers’ Compensation	\$1,369.04	<b>Total Payables</b>	<b>\$228,936.01</b>

There being no further business to come before Council, Councilmember Kottman moved, and Crist seconded to adjourn the meeting at 7:21 p.m. Motion carried.

/s/ \_\_\_\_\_  
Myles Foley, Mayor

Attest: \_\_\_\_\_  
Hailey Winkler, Town Clerk

**Honorable Mayor and Members of the Town Council**

**Primary focus of an audit in accordance with governmental auditing standards.**

- 1. Financial statements and related notes in accordance with accounting principles generally accepted in the United States of America.**

Conclusion – Town of Greybull’s financial statements in accordance with accounting principles generally accepted in the United States of America. Clean or Unqualified opinion.

- 2. Assess deficiencies in the Town’s internal controls.**

Conclusion – No material weaknesses or significant deficiencies noted in internal controls.

- 3. Assess the Town’s compliance with all laws, contracts, grant agreements, loan agreements, state statutes and internal revenue service requirements.**

Conclusion – The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

- 4. Assess the Town’s compliance with the requirements of circular A-133 on the Town’s major federal programs, sewer improvement phase II funded through the state and local fiscal recovery funds.**

Conclusion – the Town complied with the compliance requirements outlined in Circular A-133. Total federal awards \$1,186,685.

- 5. Assess the reasonableness of the Town’s cash reserves.**

General	General Fund Cash	\$1,112,127 increased \$325,565
	General Fund Operating Expenses	\$1,192,834
	Reserves	.93 time or 11.2 months
	Six to twelve months recommended	
Water	Water Fund Cash	\$1,768,915
	Water Fund Operating Expenses	\$982,228
	Reserves	1.80 time or 21.6 months
	Twelve to thirty six months recommended, cash increased by \$28,186.	

Wastewater	Wastewater Fund Cash	\$357,388
	Wastewater Fund Operating Expenses	\$407,194
	Reserves	.88 time or 10.5 months
	Twelve to thirty six months recommended, cash increased by \$114,068.	
Sanitation	Sanitation Fund Cash	\$437,773
	Sanitation Fund Operating Expenses	\$339,023
	Reserves	1.29 time or 15.5 months
	Enough to cover cost of replacing sanitation trucks and garbage containers, cash increased by \$58,434.	

**6. Assess the Reasonableness of Utility Rates**

Water Covering 63% of depreciation, positive cash flow \$28,186.

Wastewater Covering 63% of depreciation, positive cash flow \$114,068.

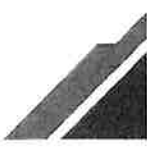
Sanitation Covering 100% of depreciation, positive cash flow \$58,434.

**Recommendation** – water fund rates and reserves are adequate.

sewer fund rates adequate and reserves low but increasing.

sanitation fund rates and reserves are adequate.

State Statutes requires all funds should show an operating profit after depreciation.



**TOWN OF GREYBULL  
ADMINISTRATOR'S REPORT  
OCTOBER 2024**

**FINANCIAL**

- **Revenue update (YTD – (July – Sept) compared to previous year**
  - Direct Distribution – January next payment **-3.57%**
    - 2024 YTD - \$168,630.56
    - 2025 YTD - \$162,611.57
  - Gas **-9.04%**
    - 2024 YTD - \$21,678.69
    - 2025 YTD - \$19,719.65
  - Cigarette **-9.91%**
    - 2024 YTD - \$2,629.37
    - 2025 YTD - \$2,368.80
  - Severance/Mineral – first distribution October
    - 2024 YTD - \$0
    - 2025 YTD - \$0
  - Lottery 103.32%
    - 2024 YTD - \$830.81
    - 2025 YTD - \$1,689.22
  - Skill Games – 100.00%
    - 2024 YTD - \$0
    - 2025 YTD - \$14,049.23
  - Property Tax **-41.55%**
    - 2024 YTD - \$5,459.19
    - 2025 YTD - \$3,191.06
  - Motor Vehicle Tax **-79.31%**
    - 2024 YTD - \$206.41
    - 2025 YTD - \$42.70
  - Sales/Use Tax 21.88%
    - 2024 YTD - \$101,770.53
    - 2025 YTD - \$124,033.11
  - Lodging Tax 3.19%
    - 2024 YTD - \$8,530.92
    - 2025 YTD - \$8,803.19

**TRAINING ATTENDED**

- WAMCAT – Carrie Attended in September – heard from various State and Federal agencies including Department of Liquor, Office of Budget – Grants Management Office and the EPA.
  - EPA – we have submitted our initial lead line inventory that was completed by EA Engineers and our office. Any customer owned material that was marked unknown or contains Lead is required to have a follow up letter sent within 30 days and then annually until all service line material has been identified.
- CASELLE – Lora and Hailey will be attending the annual user conference for Caselle the week of October 10<sup>th</sup>. Caselle is the software that the office uses for everything.

**UNFINISHED BUSINESS - NONE**

**NEW BUSINESS**

- **ORD #902- 1<sup>st</sup> reading** - The remaining properties within city limits that aren't zoned we are officially zoning in the AG district. These are the properties that are located on Cemetery Road.
- **Tap Relinquishment Request** – Lora is requesting to proceed with the advertisement of two different tap relinquishments. They have both met the current requirements of not paying for at least one year and/or a balance of \$1,000.
- **13.04.400** – Penalty for nonpayment -

- **Would council like to see this requirement change?** For reference I did a little bit of research with the following results:
  - Town of Basin allows inactive accounts to build up to the amount of \$250 before relinquishing the tap (don't require a tap application and payment once paid)
  - City of Worland is established after no payment received for 180 days or more.
  - Town of Lovell shuts off after the 20<sup>th</sup> of each month if the previous month isn't paid.
- **RES #511** – In the process of completing a grant application for the multipurpose court updates. We completed the pre-application in May, and they did a pre-inspection in August (enclosed). The application is due November 30. Jake did some estimates for the town, and they are a part of this packet.
- **Procurement Policy** – I'm currently in the process of writing policies that the Town should have but doesn't. In writing grants this is one policy that is always asked about. Over the course of the next several months, you will start seeing policies that we should adopt and put in a policy manual. With the grant applications the Procurement Policy is a priority, so this is where I decided to start.
- **RES #512** – Officially adopting the procurement policy as discussed.
- **18.44.050 – Prohibited Material** – Recently had some questions regarding the use of salvage material on a fence. The ordinance in place has been in place since 1978. The fence in question took old pallets and then added boards and built a fence. A building permit wasn't issued, and a letter was sent addressing that. Does council wish to address the prohibited materials section of the ordinance?
- **Building Permits -**
  - During this discussion it was mentioned that we should look at the cost of building permits issued versus surrounding towns. We put together a comparison with Greybull to a few other towns. You can see we are lower than comparable towns surrounding us apart from the Town of Basin who charges \$25 to issue a permit and value isn't considered. Is council good with the current rate structure or would we like to consider adopting new rates?
- **Investment** – I would like to take approximately \$250,000 and put into a cd or investment fund. Would council agree to this? Interest rates are as follows:
  - BHF – 4% (12 month), 4.075% (18 month) – attached for longer terms
  - SSB – 4.25% (6 month), 4% (12 month)
  - BOF – 4.5% (6 month), 4.25% (12 month), 4% (18 month)
- Currently we have a CD with SSB, and our water/sewer reserves are BHF as CDs.

## **PROJECTS**

### **Main Street Lighting Upgrade**

- We have a WAM Energy Lease, current terms are \$100,000 two-year lease with option to renew four terms, annual payment would be \$10,000/year over 10 years with renewal.
- Applied for a grant from Wyoming Energy Authority but wasn't successful.
- The total cost to replace all the decorative streetlights in town would be approximately \$137,000.
- An energy audit was completed on the current lights with results stating significant improvement in lighting energy use and energy cost reductions. Approximate savings would be about \$1,474 per year.



- WAM requests that we would need to request the funds by June 30, 2023.
- Working with Jason from Acuity Brands on looking at some other lighting options to try and reduce the cost to replace.
- Thoughts on doing the replacement in phases? Maybe replace all of 6<sup>th</sup> street first and then work on Main Street a block each year until fully replaced?
- A sample should be arriving soon and then we will make a final decision.
- The sample arrived and isn't going to work for the types of poles we have. Jason with Acuity is going to do some research and find some other options.
- New sample should arrive this week.
- The poles that are currently installed are old and not very sturdy. Mounting any type of light fixture on them may not be a good idea. At this point we might be better pulling back and figuring out how to improve everything (poles and lights).
- To replace all the poles and fixtures the cost for the entire assembly is \$2,370/unit. This would put us around \$220,000 to upgrade the entire system. To purchase the light itself would cost \$1,211 per fixture for a total cost of \$110,201.
- Received \$100,000 from WAM for energy efficiency lights – with it being late in budget year James Seckman told me I could move it forward to FY24 budget since it was unspent funds.
- 1<sup>st</sup> ½ of lights has been ordered – 12-week lead time
- The fixtures have been pushed back until the first week of December, so this has turned into a spring project, possibly a late winter project.
- Project has begun – 1<sup>st</sup> pole & light were installed by the Wheels Motel; crew is installing more by the day.
- Getting ready to order shipment #2. The poles on Greybull Avenue are in a diamond pattern versus the poles on 6<sup>th</sup> street. Working on making sure we get the correct layout for Greybull Ave.
- Shipment #2 has been ordered. The shipping times vary from April 30 – July 10 for various items being shipped. Just waiting on all the pieces to arrive before the crew starts replacing them again.
- All lights have arrived, and we will begin installing as time allows.

### **WWDC Level II**

- Met with selection committee on October 4<sup>th</sup> in Cheyenne
- Final approval on November 8<sup>th</sup>
- Kickoff meeting with WWDC and Dowl on May 22, 2024
- Working with DOWL on the study
- Mason met with Forsgren the week of September 30<sup>th</sup> to do a well evaluation as part of the study.

TOWN OF GREYBULL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FUND REVENUE</u>						
10-30-110	PROPERTY TAXES	1,302.80	4,921.54	95,000.00	90,078.46	5.2
10-30-111	MOTOR VEHICLE FEES	13.36	42.70	40,000.00	39,957.30	.1
10-30-112	FRANCHISE FEES	5,331.56	14,248.58	60,000.00	45,751.42	23.8
10-30-113	SOUTH-END ASSESSMENT REVENUE	1,483.72	1,483.72	6,000.00	4,516.28	24.7
10-30-114	GBP ASSESSMENT REVENUES	( 498.13)	5,907.81	9,500.00	3,592.19	62.2
10-30-115	POOL CONCESSIONS REVENUES	.00	260.00	150.00	( 110.00)	173.3
10-30-116	POOL GATE REVENUES	.00	6,461.00	4,000.00	( 2,461.00)	161.5
10-30-119	SWIM LESSONS	.00	2,900.00	4,500.00	1,600.00	64.4
10-30-210	LIQUOR LICENSE FEES	.00	.00	9,000.00	9,000.00	.0
10-30-211	PUBLISHING LIQUOR LICENSE	.00	.00	400.00	400.00	.0
10-30-212	ANIMAL LICENSES	25.00	160.00	2,000.00	1,840.00	8.0
10-30-215	BUILDING CONTRACTORS LICENSES	25.00	50.00	1,500.00	1,450.00	3.3
10-30-218	BUILDING PERMITS	1,482.00	3,410.00	2,000.00	( 1,410.00)	170.5
10-30-220	MISCELLANEOUS LICENSES	55.00	105.00	500.00	395.00	21.0
10-30-309	WY SKILLS GAMES DIST	.00	14,049.23	23,000.00	8,950.77	61.1
10-30-310	CIGARETTE TAXES	789.32	2,368.80	9,000.00	6,631.20	26.3
10-30-311	WY LOTTERY DISTRIBUTIONS	.00	1,689.22	5,500.00	3,810.78	30.7
10-30-312	GASOLINE TAXES	5,926.50	19,719.67	80,000.00	60,280.33	24.7
10-30-314	SALES TAXES	40,647.77	124,033.11	400,000.00	275,966.89	31.0
10-30-318	MINERAL ROYALTIES	.00	.00	100,000.00	100,000.00	.0
10-30-330	SEVERANCE TAXES	.00	.00	50,000.00	50,000.00	.0
10-30-335	DIRECT DISTRIBUTION	.00	162,611.57	325,000.00	162,388.43	50.0
10-30-340	MOSQUITO CONTROL/GRANT	1,554.70	9,158.96	10,000.00	841.04	91.6
10-30-350	STREET SWEEPING	80.00	440.00	525.00	85.00	83.8
10-30-410	RENTAL INCOME	1,716.67	5,150.01	15,000.00	9,849.99	34.3
10-30-420	VIN CHECKS	220.00	410.00	1,000.00	590.00	41.0
10-30-500	I.D. CHECKS	30.00	150.00	500.00	350.00	30.0
10-30-510	COURT FINES	1,160.00	10,030.00	20,000.00	9,970.00	50.2
10-30-512	COURT COSTS	110.00	630.00	1,000.00	370.00	63.0
10-30-515	RESTITUTION	222.02	432.02	.00	( 432.02)	.0
10-30-535	ANIMAL POUND RENTAL FEES	.00	.00	750.00	750.00	.0
10-30-600	MISCELLANEOUS REVENUE	1,912.31	4,253.67	13,500.00	9,246.33	31.5
10-30-650	INTEREST INCOME	672.88	10,245.69	3,500.00	( 6,745.69)	292.7
10-30-660	INVESTMENT INTEREST	.00	.00	21,000.00	21,000.00	.0
10-30-860	TRANSFER FROM CAPITAL FUNDS	.00	.00	41,892.00	41,892.00	.0
TOTAL FUND REVENUE		64,262.48	405,322.30	1,355,717.00	950,394.70	29.9
TOTAL FUND REVENUE		64,262.48	405,322.30	1,355,717.00	950,394.70	29.9

TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-41-110 SALARIES & WAGES	957.00	2,201.50	14,250.00	12,048.50	15.5
10-41-120 SALARIES - MAYOR & COUNCIL	1,100.00	2,100.00	9,000.00	6,900.00	23.3
10-41-150 EMPLOYEE BENEFITS	581.52	1,682.86	7,188.50	5,505.64	23.4
10-41-210 UTILITIES	995.03	2,206.58	9,000.00	6,793.42	24.5
10-41-220 LEGAL FEES	637.50	2,887.50	20,000.00	17,112.50	14.4
10-41-222 PROFESSIONAL SERVICES	14,187.50	14,247.50	35,000.00	20,752.50	40.7
10-41-270 INSURANCE	.00	.00	8,030.00	8,030.00	.0
10-41-280 TRAVEL & TRAINING	814.20	2,059.23	7,000.00	4,940.77	29.4
10-41-290 OTHER MISCELLANEOUS	63.94	63.94	750.00	686.06	8.5
10-41-300 MEMBERSHIP	250.00	3,614.88	4,500.00	885.12	80.3
10-41-310 PRINTING & ADVERTISING	2,414.06	4,815.27	10,000.00	5,184.73	48.2
10-41-320 MATERIALS & SUPPLIES	225.80	719.97	5,000.00	4,280.03	14.4
10-41-330 POSTAGE	.00	106.42	1,500.00	1,393.58	7.1
10-41-810 NEW EQUIPMENT	99.98	405.94	3,000.00	2,594.06	13.5
10-41-830 SOFTWARE CONTRACT/SUPPORT	271.16	5,116.64	30,000.00	24,883.36	17.1
10-41-990 SAFETY	.00	.00	600.00	600.00	.0
TOTAL ADMINISTRATION	22,597.69	42,228.23	164,818.50	122,590.27	25.6

TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-42-110 SALARIES & WAGES	24,875.51	72,916.28	334,000.00	261,083.72	21.8
10-42-120 SALARIES - DISPATCHER	.00	.00	38,407.00	38,407.00	.0
10-42-150 EMPLOYEE BENEFITS	9,670.22	28,573.96	122,500.00	93,926.04	23.3
10-42-210 UTILITIES	1,078.65	3,279.23	13,500.00	10,220.77	24.3
10-42-220 LEGAL FEES	.00	.00	5,500.00	5,500.00	.0
10-42-221 LEGAL PUBLICATIONS	278.31	947.17	1,500.00	552.83	63.1
10-42-222 PROFESSIONAL SERVICES	.00	984.00	5,500.00	4,516.00	17.9
10-42-230 COMMUNICATIONS - EQUIPMENT	265.58	265.58	7,000.00	6,734.42	3.8
10-42-250 REPAIR & MAINTENANCE OFFICE	.00	523.61	250.00	( 273.61)	209.4
10-42-260 VEHICLE MAINTENANCE MAJOR	( 485.29)	( 188.29)	2,000.00	2,188.29	( 9.4)
10-42-261 GASOLINE	1,207.21	4,056.26	15,000.00	10,943.74	27.0
10-42-262 CAR WASHES	18.68	148.15	750.00	601.85	19.8
10-42-263 OIL & DAILY MAINTENANCE	.00	280.54	1,500.00	1,219.46	18.7
10-42-265 TIRES	.00	.00	1,000.00	1,000.00	.0
10-42-270 INSURANCE	.00	.00	6,215.00	6,215.00	.0
10-42-280 TRAVEL, TRAINING, LODGING	979.55	1,221.33	6,000.00	4,778.67	20.4
10-42-281 TRAINING - ACADEMY	.00	840.00	2,000.00	1,160.00	42.0
10-42-282 TRAINING - IN SERVICE	.00	.00	1,500.00	1,500.00	.0
10-42-283 FIREARMS - AMMUNITION	.00	.00	1,500.00	1,500.00	.0
10-42-285 DRUG ENFORCEMENT PROGRAM	52.98	191.20	2,000.00	1,808.80	9.6
10-42-286 PUBLIC RELATIONS	.00	787.78	2,000.00	1,212.22	39.4
10-42-290 OTHER MISCELLANEOUS	.00	.00	1,000.00	1,000.00	.0
10-42-292 PRISONERS - JAIL	.00	150.00	2,500.00	2,350.00	6.0
10-42-300 MEMBERSHIP	.00	.00	500.00	500.00	.0
10-42-310 PRINTING & ADVERTISING	.00	406.14	1,500.00	1,093.86	27.1
10-42-320 MATERIALS & SUPPLIES OFFICE	259.71	1,278.89	4,000.00	2,721.11	32.0
10-42-322 POSTAGE	36.87	169.58	1,000.00	830.42	17.0
10-42-331 PATROL EQUIPMENT	.00	70.00	4,500.00	4,430.00	1.6
10-42-332 INVESTIGATIVE EQUIPMENT	365.18	789.02	6,500.00	5,710.98	12.1
10-42-340 #1 UNIFORMS	135.98	2,969.34	2,500.00	( 469.34)	118.8
10-42-800 NEW EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
10-42-990 SAFETY	.00	.00	150.00	150.00	.0
TOTAL POLICE DEPARTMENT	38,739.14	120,659.77	595,772.00	475,112.23	20.3

TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
10-43-210 UTILITIES	126.42	333.57	3,000.00	2,666.43	11.1
10-43-250 REPAIR & MAINTENANCE	.00	.00	4,000.00	4,000.00	.0
10-43-260 VEHICLE EXPENSE	.00	246.50	1,500.00	1,253.50	16.4
10-43-261 GASOLINE	64.98	64.98	1,000.00	935.02	6.5
10-43-270 INSURANCE	.00	.00	9,845.00	9,845.00	.0
10-43-280 TRAVEL & TRAINING	.00	.00	250.00	250.00	.0
10-43-290 OTHER MISCELLANEOUS	.00	.00	200.00	200.00	.0
10-43-300 MEMBERSHIP	.00	.00	3,500.00	3,500.00	.0
10-43-320 MATERIALS & SUPPLIES	.00	.00	2,000.00	2,000.00	.0
10-43-810 NEW EQUIPMENT	.00	.00	4,000.00	4,000.00	.0
10-43-990 SAFETY	.00	.00	250.00	250.00	.0
<b>TOTAL FIRE DEPARTMENT</b>	<b>191.40</b>	<b>645.05</b>	<b>29,545.00</b>	<b>28,899.95</b>	<b>2.2</b>
<u>STREETS AND ALLEYS</u>					
10-44-110 SALARIES & WAGES	3,200.72	10,379.40	46,250.00	35,870.60	22.4
10-44-150 EMPLOYEE BENEFITS	1,147.15	3,942.95	16,750.00	12,807.05	23.5
10-44-210 UTILITIES	2,102.98	6,309.31	25,500.00	19,190.69	24.7
10-44-250 REPAIR & MAINTENANCE	.00	12.11	1,500.00	1,487.89	.8
10-44-255 HIGHWAY/STREETS MAINTENANCE	.00	962.05	5,000.00	4,037.95	19.2
10-44-260 VEHICLE EXPENSE	110.32	367.24	2,500.00	2,132.76	14.7
10-44-261 GASOLINE	333.29	1,635.82	10,500.00	8,864.18	15.6
10-44-265 TIRES	.00	1,578.64	4,000.00	2,421.36	39.5
10-44-267 EQUIPMENT REPAIR & MAINTENANC	354.83	474.54	15,000.00	14,525.46	3.2
10-44-270 INSURANCE	.00	.00	4,400.00	4,400.00	.0
10-44-285 D & A TESTING	.00	.00	250.00	250.00	.0
10-44-290 OTHER MISCELLANEOUS	.00	132.00	250.00	118.00	52.8
10-44-320 MATERIALS & SUPPLIES	177.06	734.41	2,500.00	1,765.59	29.4
10-44-335 UNIFORMS	.00	.00	500.00	500.00	.0
10-44-990 SAFETY	.00	62.45	600.00	537.55	10.4
<b>TOTAL STREETS AND ALLEYS</b>	<b>7,426.35</b>	<b>26,590.92</b>	<b>135,500.00</b>	<b>108,909.08</b>	<b>19.6</b>
<u>MUNICIPAL JUDGE</u>					
10-45-110 SALARIES & WAGES	2,106.00	6,318.00	27,500.00	21,182.00	23.0
10-45-150 EMPLOYEE BENEFITS	370.10	1,110.30	5,000.00	3,889.70	22.2
10-45-220 LEGAL FEES	1,462.50	2,647.50	20,000.00	17,352.50	13.2
10-45-280 TRAVEL & TRAINING	.00	.00	2,000.00	2,000.00	.0
10-45-290 OTHER MISCELLANEOUS	.00	.00	200.00	200.00	.0
10-45-320 MATERIALS & SUPPLIES	.00	186.60	2,000.00	1,813.40	9.3
10-45-350 JURY TRIALS	.00	.00	500.00	500.00	.0
<b>TOTAL MUNICIPAL JUDGE</b>	<b>3,938.60</b>	<b>10,262.40</b>	<b>57,200.00</b>	<b>46,937.60</b>	<b>17.9</b>

TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MOSQUITO CONTROL</u>					
10-46-110 SALARIES & WAGES	740.19	2,435.35	10,750.00	8,314.65	22.7
10-46-150 EMPLOYEE BENEFITS	383.02	1,327.27	8,000.00	6,672.73	16.6
10-46-250 REPAIR & MAINTENANCE	.00	.00	500.00	500.00	.0
10-46-260 VEHICLE EXPENSE	.00	10.00	500.00	490.00	2.0
10-46-261 GASOLINE	.00	226.83	1,500.00	1,273.17	15.1
10-46-267 EQUIPMENT REPAIR & MAINTENANC	.00	.00	500.00	500.00	.0
10-46-280 TRAVEL & TRAINING	.00	.00	250.00	250.00	.0
10-46-290 OTHER MISCELLANEOUS	.00	.00	750.00	750.00	.0
10-46-310 PRINTING & ADVERTISING	.00	.00	100.00	100.00	.0
10-46-320 MATERIALS & SUPPLIES	.00	.00	500.00	500.00	.0
10-46-325 CHEMICALS	.00	14,505.83	15,000.00	494.17	96.7
10-46-335 UNIFORMS	.00	.00	100.00	100.00	.0
10-46-990 SAFETY	.00	.00	100.00	100.00	.0
<b>TOTAL MOSQUITO CONTROL</b>	<b>1,123.21</b>	<b>18,505.28</b>	<b>38,550.00</b>	<b>20,044.72</b>	<b>48.0</b>
<u>PARKS &amp; RECREATION</u>					
10-47-110 SALARIES & WAGES	1,479.62	4,869.55	21,500.00	16,630.45	22.7
10-47-115 SALARIES - MUSEUM	1,041.17	3,749.20	18,500.00	14,750.80	20.3
10-47-150 EMPLOYEE BENEFITS	864.75	3,010.93	17,500.00	14,489.07	17.2
10-47-210 UTILITIES	1,193.52	3,642.02	15,000.00	11,357.98	24.3
10-47-220 PROFESSIONAL SERVICES	.00	3,501.14	40,000.00	36,498.86	8.8
10-47-250 REPAIR & MAINTENANCE	253.55	1,188.21	2,000.00	811.79	59.4
10-47-260 VEHICLE EXPENSE	.00	24.29	2,500.00	2,475.71	1.0
10-47-261 GASOLINE	741.16	956.95	4,500.00	3,543.05	21.3
10-47-267 EQUIPMENT REPAIR & MAINTENANC	454.44	913.24	1,500.00	586.76	60.9
10-47-270 INSURANCE	.00	.00	1,210.00	1,210.00	.0
10-47-290 OTHER MISCELLANEOUS	.00	58.65	500.00	441.35	11.7
10-47-320 MATERIALS & SUPPLIES	259.74	1,738.32	6,500.00	4,761.68	26.7
10-47-335 UNIFORMS	.00	.00	300.00	300.00	.0
10-47-810 NEW EQUIPMENT	.00	1,142.93	1,500.00	357.07	76.2
10-47-990 SAFETY	.00	.00	600.00	600.00	.0
<b>TOTAL PARKS &amp; RECREATION</b>	<b>6,287.95</b>	<b>24,795.43</b>	<b>133,610.00</b>	<b>108,814.57</b>	<b>18.6</b>

TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ANIMAL CONTROL</u>					
10-48-110 SALARIES & WAGES	927.00	3,399.00	16,750.00	13,351.00	20.3
10-48-150 EMPLOYEE BENEFITS	88.26	323.62	1,500.00	1,176.38	21.6
10-48-210 UTILITIES	317.84	830.24	5,000.00	4,169.76	16.6
10-48-222 VETERINARY EXPENSE	.00	.00	150.00	150.00	.0
10-48-260 VEHICLE EXPENSE	.00	10.00	500.00	490.00	2.0
10-48-261 GASOLINE	.00	.00	1,500.00	1,500.00	.0
10-48-280 TRAVEL & TRAINING	.00	.00	250.00	250.00	.0
10-48-290 OTHER MISCELLANEOUS	.00	.00	750.00	750.00	.0
10-48-310 PRINTING & ADVERTISING	.00	.00	500.00	500.00	.0
10-48-320 MATERIALS & SUPPLIES	24.99	899.22	1,500.00	600.78	60.0
10-48-335 UNIFORMS	101.43	101.43	250.00	148.57	40.6
10-48-810 NEW EQUIPMENT	519.99	519.99	500.00	( 19.99)	104.0
<b>TOTAL ANIMAL CONTROL</b>	<b>1,979.51</b>	<b>6,083.50</b>	<b>29,150.00</b>	<b>23,066.50</b>	<b>20.9</b>
<u>FLOOD CONTROL</u>					
10-49-110 SALARIES & WAGES	901.20	3,041.68	13,750.00	10,708.32	22.1
10-49-150 EMPLOYEE BENEFITS	376.56	1,342.01	5,500.00	4,157.99	24.4
10-49-210 UTILITIES	219.78	496.71	2,000.00	1,503.29	24.8
10-49-220 PROFESSIONAL SERVICES	.00	.00	500.00	500.00	.0
10-49-250 REPAIR & MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
10-49-290 OTHER MISCELLANEOUS	.00	.00	200.00	200.00	.0
10-49-320 MATERIALS & SUPPLIES	.00	472.86	1,500.00	1,027.14	31.5
10-49-990 SAFETY	.00	.00	600.00	600.00	.0
<b>TOTAL FLOOD CONTROL</b>	<b>1,497.54</b>	<b>5,353.26</b>	<b>26,050.00</b>	<b>20,696.74</b>	<b>20.6</b>
<u>MISCELLANEOUS</u>					
10-50-110 SALARIES & WAGES	1,000.00	3,000.00	12,500.00	9,500.00	24.0
10-50-150 EMPLOYEE BENEFITS	165.35	496.05	1,061.50	565.45	46.7
10-50-220 PROFESSIONAL SERVICES	.00	.00	25,000.00	25,000.00	.0
10-50-225 PLANNING & ZONING	.00	.00	500.00	500.00	.0
10-50-290 OTHER MISCELLANEOUS	.00	3,559.44	5,000.00	1,440.56	71.2
10-50-780 ECONOMIC DEVELOPMENT	711.12	4,701.41	12,000.00	7,298.59	39.2
10-50-785 CHAMBER OF COMMERCE	.00	.00	5,000.00	5,000.00	.0
10-50-795 HOLIDAZZLE	100.00	100.00	3,000.00	2,900.00	3.3
10-50-800 DAYS OF '49	.00	.00	1,000.00	1,000.00	.0
10-50-805 FIREWORKS	.00	2,000.00	3,000.00	1,000.00	66.7
<b>TOTAL MISCELLANEOUS</b>	<b>1,976.47</b>	<b>13,856.90</b>	<b>68,061.50</b>	<b>54,204.60</b>	<b>20.4</b>

TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BUILDING MAINTENANCE</u>					
10-51-100 TOWN HALL	73.20	1,526.08	4,000.00	2,473.92	38.2
10-51-250 FIRE HALL	.00	.00	2,000.00	2,000.00	.0
10-51-300 REC CENTER	135.00	1,283.79	3,000.00	1,716.21	42.8
10-51-400 POUND	.00	33.99	500.00	466.01	6.8
10-51-500 LIBRARY	.00	93.98	1,500.00	1,406.02	6.3
10-51-800 CALL CENTER	889.00	908.96	1,000.00	91.04	90.9
10-51-900 P&R BLDGS	.00	60.00	1,500.00	1,440.00	4.0
10-51-950 GENERAL PROPERTY	.00	1,114.00	2,500.00	1,386.00	44.6
10-51-990 PROPERTY TAXES PAYABLE	5,301.94	5,301.94	5,500.00	198.06	96.4
TOTAL BUILDING MAINTENANCE	6,399.14	10,322.74	21,500.00	11,177.26	48.0
<u>POOL</u>					
10-52-110 SALARIES & WAGES	.00	11,761.38	21,500.00	9,738.62	54.7
10-52-150 EMPLOYEE BENEFITS	.00	1,119.69	2,250.00	1,130.31	49.8
10-52-210 UTILITIES	1,493.67	4,940.37	12,000.00	7,059.63	41.2
10-52-250 REPAIR & MAINTENANCE	37.33	37.33	1,000.00	962.67	3.7
10-52-270 INSURANCE	.00	.00	1,210.00	1,210.00	.0
10-52-280 TRAVEL & TRAINING	.00	310.00	1,500.00	1,190.00	20.7
10-52-290 OTHER MISCELLANEOUS	211.35	211.35	500.00	288.65	42.3
10-52-320 MATERIALS & SUPPLIES	.00	712.01	6,000.00	5,287.99	11.9
10-52-325 CHEMICALS	320.00	9,657.03	10,000.00	342.97	96.6
TOTAL POOL	2,062.35	28,749.16	55,960.00	27,210.84	51.4
TOTAL FUND EXPENDITURES	94,219.35	308,052.64	1,355,717.00	1,047,664.36	22.7
NET REVENUE OVER EXPENDITURES	( 29,956.87)	97,269.66	.00	( 97,269.66)	.0



TOWN OF GREYBULL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

CAPITAL PROJECT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FUND REVENUE</u>					
30-30-320 SALES TAX - OPTIONAL	34,974.94	106,627.77	350,000.00	243,372.23	30.5
30-30-667 INTEREST - CAPITAL DEPRECIATIO	13.26	40.20	50.00	9.80	80.4
30-30-670 INTEREST - SALES TAX	1,319.93	3,909.40	5,500.00	1,590.60	71.1
30-30-800 INTEREST - GDF	.00	.00	75.00	75.00	.0
30-30-805 INTEREST - FIRE SIREN FUND	8.33	25.25	75.00	49.75	33.7
30-30-822 INTEREST - DEV TRUST FUND	77.24	236.62	500.00	263.38	47.3
30-30-840 SALE OF OBSOLETE EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
30-30-865 SALE OF TOWN LAND	31,218.00	157,607.50	50,000.00	( 107,607.50)	315.2
30-30-884 SHSP- FIRE SIREN GRANT	.00	.00	21,000.00	21,000.00	.0
30-30-889 ARPA FUNDS	75.26	233.11	.00	( 233.11)	.0
30-30-892 ARPA FUNDS 1033	.00	27,061.25	.00	( 27,061.25)	.0
TOTAL FUND REVENUE	67,686.96	295,741.10	429,700.00	133,958.90	68.8
TOTAL FUND REVENUE	67,686.96	295,741.10	429,700.00	133,958.90	68.8

TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

CAPITAL PROJECT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
30-41-815 OFFICE IMPROVEMENTS/EQUIPMENT	.00	8,495.00	9,000.00	505.00	94.4
30-41-826 CAPITAL IMPROVMENT PLAN	1,730.00	28,857.25	8,000.00	( 20,857.25)	360.7
30-41-836 GREYBULL RESIDENTIAL DEV PROJ	.00	682.00	4,500.00	3,818.00	15.2
30-41-900 TRANSFER TO GENERAL FUND	.00	.00	41,892.00	41,892.00	.0
30-41-920 CAPITAL RESERVE	.00	.00	35,558.00	35,558.00	.0
<b>TOTAL ADMINISTRATION</b>	<b>1,730.00</b>	<b>38,034.25</b>	<b>98,950.00</b>	<b>60,915.75</b>	<b>38.4</b>
<u>POLICE DEPARTMENT</u>					
30-42-810 DEBT SERVICE - VEHICLES	.00	.00	23,000.00	23,000.00	.0
<b>TOTAL POLICE DEPARTMENT</b>	<b>.00</b>	<b>.00</b>	<b>23,000.00</b>	<b>23,000.00</b>	<b>.0</b>
<u>FIRE DEP'T. GRANTS/DONATIONS</u>					
30-43-815 FIRE SIREN - SOUTH	.00	.00	21,000.00	21,000.00	.0
<b>TOTAL FIRE DEP'T. GRANTS/DONATIO</b>	<b>.00</b>	<b>.00</b>	<b>21,000.00</b>	<b>21,000.00</b>	<b>.0</b>
<u>STREETS AND ALLEYS</u>					
30-44-815 EQUIPMENT REPLACEMENT SWEEPE	.00	.00	50,000.00	50,000.00	.0
30-44-822 EQUIPMENT - BRUSH HOG ATTACHM	.00	2,848.95	6,000.00	3,151.05	47.5
30-44-830 ROAD BASE PROJECTS	.00	.00	25,000.00	25,000.00	.0
30-44-880 STREET CURB/GUTTER	.00	.00	35,000.00	35,000.00	.0
30-44-890 MAINSTREET/DOWNTOWN ENHANCE	.00	3,254.28	15,000.00	11,745.72	21.7
30-44-891 MAINSTREET CHRISTMAS DECOR	4,060.00	4,060.00	25,000.00	20,940.00	16.2
<b>TOTAL STREETS AND ALLEYS</b>	<b>4,060.00</b>	<b>10,163.23</b>	<b>156,000.00</b>	<b>145,836.77</b>	<b>6.5</b>
<u>PARKS &amp; RECREATION</u>					
30-47-835 TREE BOARD PROJECT	84.95	84.95	3,500.00	3,415.05	2.4
30-47-880 BALLFIELD/PLAYGROUND IMP	.00	1,892.48	2,500.00	607.52	75.7
<b>TOTAL PARKS &amp; RECREATION</b>	<b>84.95</b>	<b>1,977.43</b>	<b>6,000.00</b>	<b>4,022.57</b>	<b>33.0</b>
<u>FLOOD CONTROL</u>					
30-49-820 FLOOD PLAIN REMEDIATION	5,948.00	5,948.00	10,000.00	4,052.00	59.5
<b>TOTAL FLOOD CONTROL</b>	<b>5,948.00</b>	<b>5,948.00</b>	<b>10,000.00</b>	<b>4,052.00</b>	<b>59.5</b>

TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

CAPITAL PROJECT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BUILDING IMPROVEMENTS</u>					
30-51-100 TOWN HALL	13,123.75	13,123.75	30,000.00	16,876.25	43.8
30-51-200 TOWN SHOP	.00	.00	7,000.00	7,000.00	.0
30-51-250 FIRE HALL	.00	.00	1,500.00	1,500.00	.0
30-51-300 REC CENTER	.00	3,321.00	20,000.00	16,679.00	16.6
30-51-400 POUND	.00	.00	250.00	250.00	.0
30-51-500 LIBRARY	70.90	70.90	9,000.00	8,929.10	.8
30-51-800 CALL CENTER	.00	.00	1,000.00	1,000.00	.0
30-51-900 P&R BLDGS	.00	.00	10,000.00	10,000.00	.0
30-51-910 SOCCER FIELD	.00	.00	1,000.00	1,000.00	.0
30-51-920 POOL	18.58	18.58	20,000.00	19,981.42	.1
30-51-950 GENERAL PROPERTY	1,385.08	2,019.85	15,000.00	12,980.15	13.5
TOTAL BUILDING IMPROVEMENTS	14,598.31	18,554.08	114,750.00	96,195.92	16.2
TOTAL FUND EXPENDITURES	26,421.26	74,676.99	429,700.00	355,023.01	17.4
NET REVENUE OVER EXPENDITURES	41,265.70	221,064.11	.00	( 221,064.11)	.0

TOWN OF GREYBULL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

LODGING TAX FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FUND REVENUE</u>					
46-30-610 LODGING TAX REVENUE	3,979.23	9,803.19	25,000.00	15,196.81	39.2
46-30-615 GRANT REVENUE	10,000.00	10,000.00	.00 (	10,000.00)	.0
46-30-630 INTEREST INCOME	15.55	42.52	200.00	157.48	21.3
TOTAL FUND REVENUE	13,994.78	19,845.71	25,200.00	5,354.29	78.8
TOTAL FUND REVENUE	13,994.78	19,845.71	25,200.00	5,354.29	78.8

TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

LODGING TAX FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FUND EXPENDITURES</u>					
46-40-610 PROMOTIONAL EXPENSE	1,075.00	12,553.10	25,200.00	12,646.90	49.8
TOTAL FUND EXPENDITURES	1,075.00	12,553.10	25,200.00	12,646.90	49.8
TOTAL FUND EXPENDITURES	1,075.00	12,553.10	25,200.00	12,646.90	49.8
NET REVENUE OVER EXPENDITURES	12,919.78	7,292.61	.00	( 7,292.61)	.0

TOWN OF GREYBULL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FUND REVENUE</u>					
71-30-410 METERED WATER SALES	83,818.62	263,257.26	880,000.00	616,742.74	29.9
71-30-450 OTHER WATER SALES	239.00	1,043.00	4,500.00	3,457.00	23.2
71-30-510 WATER TAPS	3,000.00	7,500.00	8,000.00	500.00	93.8
71-30-620 WATER SERVICE CHARGES	30.00	55.00	1,000.00	945.00	5.5
71-30-640 WATER TURN-ON CHARGES	75.00	210.00	1,000.00	790.00	21.0
71-30-645 B.H COUNTY AIRPORT ASSESSMENT	7,710.96	7,710.96	7,710.00	( .96)	100.0
71-30-650 SALE OF MATERIALS	1,724.80	1,724.80	1,500.00	( 224.80)	115.0
71-30-671 INTEREST - 2015 BOND FUND	38.84	117.68	250.00	132.32	47.1
71-30-672 INTEREST - 2017 BOND FUND	.11	.95	5.00	4.05	19.0
71-30-685 INTEREST - WATER MAINTENANCE	111.19	336.95	750.00	413.05	44.9
71-30-705 INTEREST - '15 BOND RESERVE	1,768.25	1,768.25	500.00	( 1,268.25)	353.7
71-30-710 INTEREST - '15 BOND ASSET RES	35.17	91.38	200.00	108.62	45.7
TOTAL FUND REVENUE	98,551.94	283,816.23	905,415.00	621,598.77	31.4
TOTAL FUND REVENUE	98,551.94	283,816.23	905,415.00	621,598.77	31.4

TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FUND EXPENDITURES</u>					
71-40-110 SALARIES & WAGES	14,205.51	43,450.91	199,000.00	155,549.09	21.8
71-40-150 EMPLOYEE BENEFITS	5,046.49	16,334.84	81,500.00	65,165.16	20.0
71-40-170 FIREMEN/EMT BENEFITS	106.03	324.89	1,500.00	1,175.11	21.7
71-40-210 UTILITIES	899.88	3,871.42	21,500.00	17,628.58	18.0
71-40-221 ENGINEERING	.00	675.00	5,000.00	4,325.00	13.5
71-40-225 PROFESSIONAL SERVICES	.00	31.50	17,000.00	16,968.50	.2
71-40-250 REPAIR & MAINTENANCE	.00	1,552.98	5,000.00	3,447.02	31.1
71-40-253 WATERLINE & STORAGE IMPROVE	59.81	12,326.32	75,000.00	62,673.68	16.4
71-40-260 VEHICLE EXPENSE	.00	1,127.92	3,000.00	1,872.08	37.6
71-40-261 GASOLINE	203.58	1,130.19	7,500.00	6,369.81	15.1
71-40-265 TIRES	.00	.00	2,500.00	2,500.00	.0
71-40-267 EQUIPMENT REPAIR & MAINTENANC	713.86	723.85	1,000.00	276.15	72.4
71-40-270 INSURANCE	.00	498.00	15,200.00	14,702.00	3.3
71-40-280 TRAVEL, TRAIN , MEMBERSHIP	.00	.00	5,000.00	5,000.00	.0
71-40-285 D & A TESTING	.00	181.00	500.00	319.00	36.2
71-40-290 WATER BILLING	359.98	1,172.02	3,500.00	2,327.98	33.5
71-40-310 PRINTING & ADVERTISING	.00	377.69	2,500.00	2,122.31	15.1
71-40-320 MATERIALS & SUPPLIES	354.05	3,263.98	15,000.00	11,736.02	21.8
71-40-325 METERS/AIR VALVES/RADIO READ	2,870.00	9,081.00	25,000.00	15,919.00	36.3
71-40-330 CHEMICALS	120.00	260.00	7,000.00	6,740.00	3.7
71-40-335 UNIFORMS	.00	.00	1,500.00	1,500.00	.0
71-40-340 WATER TESTING	14.54	187.62	5,000.00	4,812.38	3.8
71-40-400 WATER BUILDINGS	.00	.00	1,500.00	1,500.00	.0
71-40-410 TOWN SHOP	.00	.00	1,500.00	1,500.00	.0
71-40-720 WATER MAINTENANCE - TELEMETRY	2,251.46	2,251.46	20,000.00	17,748.54	11.3
71-40-735 DEBT SERVICE - 14 H2O UPGRADE	.00	.00	48,000.00	48,000.00	.0
71-40-736 DEBT SERVICE - TANK TIE-IN	43,023.27	81,023.27	85,000.00	3,976.73	95.3
71-40-755 B.H. REGIONAL	18,380.45	55,141.35	225,500.00	170,358.65	24.5
71-40-920 DEPRECIATION	.00	.00	20,915.00	20,915.00	.0
71-40-950 BAD DEBT EXPENSE	.00	1,041.58	1,500.00	458.42	69.4
71-40-990 SAFETY	.00	.00	1,800.00	1,800.00	.0
TOTAL FUND EXPENDITURES	88,608.91	236,028.79	905,415.00	669,386.21	26.1
TOTAL FUND EXPENDITURES	88,608.91	236,028.79	905,415.00	669,386.21	26.1
NET REVENUE OVER EXPENDITURES	9,943.03	47,787.44	.00	( 47,787.44)	.0

TOWN OF GREYBULL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FUND REVENUE</u>					
72-30-410 SEWER SERVICE REVENUE	30,897.11	94,080.70	360,000.00	265,919.30	26.1
72-30-670 INTEREST - SEWER BOND FUND	42.32	123.70	200.00	76.30	61.9
72-30-675 INTEREST - SEWER BOND ASSET R	40.89	40.89	.00	( 40.89)	.0
72-30-680 INTEREST INCOME-SEWER BOND RE	815.78	815.78	200.00	( 615.78)	407.9
72-30-690 INTEREST - WASTEWATER	16.27	49.31	150.00	100.69	32.9
TOTAL FUND REVENUE	31,812.37	95,110.38	360,550.00	265,439.62	26.4
TOTAL FUND REVENUE	31,812.37	95,110.38	360,550.00	265,439.62	26.4



TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FUND EXPENDITURES</u>					
72-40-110 SALARIES & WAGES	10,709.10	32,347.54	147,500.00	115,152.46	21.9
72-40-150 EMPLOYEE BENEFITS	3,506.44	11,082.88	50,750.00	39,667.12	21.8
72-40-210 UTILITIES	1,026.34	2,833.74	11,000.00	8,166.26	25.8
72-40-221 ENGINEERING	.00	1,600.00	1,000.00	( 600.00)	160.0
72-40-222 PROFESSIONAL SERVICES	150.00	600.00	15,000.00	14,400.00	4.0
72-40-250 REPAIR & MAINTENANCE	.00	.00	15,000.00	15,000.00	.0
72-40-260 VEHICLE EXPENSE	.00	110.00	1,500.00	1,390.00	7.3
72-40-261 GASOLINE	1,437.51	1,717.34	4,000.00	2,282.66	42.9
72-40-267 EQUIPMENT REPAIR & MAINTENANC	.00	.00	2,500.00	2,500.00	.0
72-40-270 INSURANCE	.00	.00	9,900.00	9,900.00	.0
72-40-280 TRAVEL, TRAIN, MEMBERSHIP	.00	100.00	1,500.00	1,400.00	6.7
72-40-285 D & A TESTING	.00	.00	450.00	450.00	.0
72-40-290 SEWER BILLING	274.83	890.74	2,500.00	1,609.26	35.6
72-40-310 PRINTING & ADVERTISING	.00	80.18	1,000.00	919.82	8.0
72-40-320 MATERIALS & SUPPLIES	.00	385.04	2,000.00	1,614.96	19.3
72-40-330 CHEMICALS	.00	.00	10,000.00	10,000.00	.0
72-40-345 TOWN SHOP	.00	.00	1,000.00	1,000.00	.0
72-40-750 DEBT SERVICE - '20 SEWER BONDS	.00	.00	33,400.00	33,400.00	.0
72-40-760 '24 SEWER BOND	.00	.00	15,500.00	15,500.00	.0
72-40-820 SEWER BUILDINGS	.00	.00	14,000.00	14,000.00	.0
72-40-850 SEWER TESTING	184.50	2,427.60	10,000.00	7,572.40	24.3
72-40-920 DEPRECIATION	.00	.00	9,250.00	9,250.00	.0
72-40-990 SAFETY	.00	.00	1,800.00	1,800.00	.0
TOTAL FUND EXPENDITURES	17,288.72	54,175.06	360,550.00	306,374.94	15.0
TOTAL FUND EXPENDITURES	17,288.72	54,175.06	360,550.00	306,374.94	15.0
NET REVENUE OVER EXPENDITURES	14,523.65	40,935.32	.00	( 40,935.32)	.0

TOWN OF GREYBULL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

SANITATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FUND REVENUE</u>					
73-30-410 SANITATION CUSTOMER SERVICE	33,103.28	99,632.91	380,000.00	280,367.09	26.2
73-30-650 RECYCLING REVENUE	.00	.00	500.00	500.00	.0
73-30-670 INTEREST - SANITATION DEPREC	37.17	112.64	250.00	137.36	45.1
TOTAL FUND REVENUE	33,140.45	99,745.55	380,750.00	281,004.45	26.2
TOTAL FUND REVENUE	33,140.45	99,745.55	380,750.00	281,004.45	26.2

TOWN OF GREYBULL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

SANITATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FUND EXPENDITURES</u>					
73-40-110 SALARIES & WAGES	6,671.61	19,465.42	91,250.00	71,784.58	21.3
73-40-150 EMPLOYEE BENEFITS	3,480.29	11,413.93	50,500.00	39,086.07	22.6
73-40-210 UTILITIES	89.97	259.14	4,500.00	4,240.86	5.8
73-40-250 REPAIR & MAINTENANCE	135.00	238.32	4,500.00	4,261.68	5.3
73-40-260 VEHICLE EXPENSE	97.11	863.59	2,500.00	1,636.41	34.5
73-40-261 GASOLINE	1,271.40	3,550.82	16,000.00	12,449.18	22.2
73-40-265 TIRES	.00	.00	5,000.00	5,000.00	.0
73-40-270 INSURANCE	.00	.00	13,600.00	13,600.00	.0
73-40-285 D & A TESTING	.00	.00	250.00	250.00	.0
73-40-290 SANITATION BILLING	274.82	890.71	2,500.00	1,609.29	35.6
73-40-295 LANDFILL ASSESSMENT	13,844.45	40,481.55	160,000.00	119,518.45	25.3
73-40-310 PRINTING & ADVERTISING	.00	297.50	1,000.00	702.50	29.8
73-40-320 MATERIALS & SUPPLIES	88.65	104.63	2,000.00	1,895.37	5.2
73-40-335 UNIFORMS	.00	.00	500.00	500.00	.0
73-40-340 GARBAGE CONTAINERS	.00	9.99	15,000.00	14,990.01	.1
73-40-360 TOWN SHOP	.00	.00	1,000.00	1,000.00	.0
73-40-920 SANITATION DEPRECIATION FUND	.00	.00	9,450.00	9,450.00	.0
73-40-990 SAFETY	.00	600.00	1,200.00	600.00	50.0
TOTAL FUND EXPENDITURES	25,953.30	78,175.60	380,750.00	302,574.40	20.5
TOTAL FUND EXPENDITURES	25,953.30	78,175.60	380,750.00	302,574.40	20.5
NET REVENUE OVER EXPENDITURES	7,187.15	21,569.95	.00	( 21,569.95)	.0

	6/30/2024	7/31/2024	8/31/2024	9/30/2024
CASH IN CHECKING - COMBINED	\$ 577,403.99	\$ 683,668.10	\$ 847,256.48	\$ 990,848.97
PETTY CASH	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
CHANGE FUND	\$ 230.00	\$ 230.00	\$ 230.00	\$ 230.00
CASH - INVESTMENT FUNDS (XX2678)	\$ 1,025,302.40	\$ 1,025,302.40	\$ 1,025,302.40	\$ 1,025,302.40
UTILITY CASH CLEARING	\$ -	\$ -	\$ -	\$ -
CASH - SALES TAX ACCOUNT	\$ 1,517,817.92	\$ 1,548,692.98	\$ 1,592,060.22	\$ 1,628,355.09
CASH--CAPITAL DEPRECIATION	\$ 31,198.86	\$ 31,212.97	\$ 31,225.80	\$ 31,239.06
CASH-FIRE SIREN	\$ 10,306.61	\$ 10,315.47	\$ 10,323.53	\$ 10,331.86
CASH - DEV TRUST FUND	\$ 78,154.36	\$ 78,234.01	\$ 78,313.74	\$ 78,390.98
CASH- ARPA FUNDS	\$ 96,221.57	\$ 96,304.22	\$ 96,379.42	\$ -
CASH - LODGING TAX	\$ 16,103.32	\$ 10,358.49	\$ 10,476.15	\$ 23,395.93
CASH - WATER MAINTENANCE FUND	\$ 174,280.70	\$ 174,398.92	\$ 174,506.46	\$ 174,617.65
CASH - SALES TAX ACCOUNT	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
CD - SERIES 15/17 BOND RESERVE	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 101,768.25
CASH - SERIES 15 BOND ASSET RESERVE	\$ 38,550.89	\$ 38,578.98	\$ 38,607.10	\$ 38,642.27
CASH - SERIES '15 BOND FUND	\$ 48,056.60	\$ 48,097.88	\$ 48,135.44	\$ 48,174.28
CASH - SERIES '17 BOND FUND	\$ 49,600.65	\$ 49,601.07	\$ 49,601.49	\$ 6,578.33
CASH - WASTEWATER FACILITIES	\$ 34,784.54	\$ 34,801.84	\$ 34,817.58	\$ 34,833.85
CASH - SALES TAX ACCOUNT	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
20 SEWER BOND RESERVE	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,815.78
2020 SEWER BOND ASSET RESERVE	\$ 14,748.67	\$ 14,748.67	\$ 14,748.67	\$ 14,789.56
20 SEWER BOND FUND	\$ 34,068.98	\$ 34,104.08	\$ 34,150.36	\$ 34,192.68
CASH-SANITATION DEPRECIATION	\$ 67,233.48	\$ 67,273.00	\$ 67,308.95	\$ 67,346.12
CASH - SALES TAX ACCOUNT	\$ 8,140.84	\$ 8,140.84	\$ 8,140.84	\$ 8,140.84
Total Assets	\$ 3,984,829.38	\$ 4,116,688.92	\$ 4,324,209.63	\$ 4,380,618.90

## Public Works

### Council Report for October 2024

#### Completed Tasks

- We are in contact with Rattlesnake services to replace broken hydrants.
- An asphalt company out of Cody is coming to patch and replace street segments.
- Downtown decorative lights are up.
- Replaced a broken curb stop.
- Prepped for asphalt patches.
- Blew out sprinkler systems and park bathrooms.
- Pruned trees at the baseball fields, downtown, and at the dog park.
- Dispersed probiotics into the lagoon.
- Ben Jordan came up for the level 2 study, we gave him a tour of our water system and it appears he will be able to help us with some of our immediate problems.

#### Upcoming Tasks

- Finish Easterly sprinkler system.
- Replace floats at the lagoon.
- Continue coursework to get water and sewer licenses for the crew.
- Resume washing storm drains under the levee.
- Prep PRV's for winter.

# Greybull Police Department

24 South 5<sup>th</sup> Street, Greybull, Wyoming 82426



Phone 307-765-2308

Fax 307-765-2384

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Monday, October 14, 2024

Dear Mayor and Council,

The department has been actively addressing a series of break-ins and had successfully made an arrest in connection with this case. Several stolen items have been recovered. I participated in a work session with the superintendent and school board.

I attended a leadership training focused on performance and accountability. Officer Rutkowski and Officer Wiekhorst completed advanced training in roadside impaired driving enforcement (A.R.I.D.E.)

The following information is the approximate stats for the month of August:

**Calls for Service: 252**

**Traffic Stops: 20**

**EMS Calls: 13**

**New Cases: 13**

**Arrests: 4**

Please feel free to contact me with any questions.

Chief Travis Davis  
Greybull Police Department

# GREYBULL VOLUNTEER FIRE DEPARTMENT

MONTHLY FIRE REPORT FOR SEPTEMBER, 2024

## FIRE CALLS

<b>NUMBER OF FIRE INCIDENTS</b>		<b>0</b>	
<b>MEMBER:</b>	<b>#</b>	<b>HOURS</b>	
ALLEN, COLTON		0	
BROWN, EDDIE		0	
COYNE, JOHN III		0	
EMMETT, ROBERT		0	
HALE, MARK		0	
HETZEL, MATHEW		0	
HETZEL, NATHAN		0	
HOWE, ROBB		0	
KERN, NICK		0	
KOTTMAN, JEREMY		0	
MAZUR, MAX		0	
MILLER, MIKE		0	
MULLEY, BRADY		0	
MURDOCH, PRESTON		0	
MURPHY, SKYLAR		0	
NUTTALL, ROB		0	
OGG, BRANT		0	
PATRICK, SEAN		0	
SPRAGG, CHUCK		0	
SPRAGG, KYLE		0	
SUKUT, JEFF		0	
		0	
<b>FIRE CALL DURATION</b>		<b>1</b>	
<b>FIRE CALL HOURS</b>		<b>0</b>	
<b>TRAINING HOURS</b>		<b>29</b>	
<b>TOTAL FIRE HOURS</b>		<b>29</b>	
<b>TOTAL DEPT. HRS</b>		<b>29</b>	
Total Water Usage Estimate	500	gallons	



Carrie Hunt <admin@greybullwy.gov>

## 2024 SHSP Preliminary Award Notice

6 messages

**ZoomGrants Notices** <Notices@zoomgrants.com>

Thu, Jun 27, 2024 at 8:57 AM

Reply-To: darryl.erickson1@wyo.gov

To: admin@greybullwy.gov



Wyoming Office of Homeland Security

**2024 SHSP**

sent by: Darryl Erickson

Dear 2024 SHSP Applicant,

The Wyoming Office of Homeland Security has mailed out the 2024 SHSP Preliminary Award Letters to the authorized points of contact registered in ZoomGrants for all successful 2024 SHSP applications. I am sending you this email curtesy copy of your agency's Preliminary Award Letter because you are listed as the Application Contact (which may differ from the Authorized Point of Contact):

June 26, 2024

Dear (Authorized Point of Contact),

In May, your organization submitted an application for the Federal Fiscal Year (FFY) 2024 State Homeland Security Program (SHSP) grant for Update North Fire Siren in the amount of \$20,705. The Wyoming Office of Homeland Security received over \$11 million dollars in requests for the approximately \$3.6 million dollars available for local projects. The Wyoming Office of Homeland Security in consultation with the Senior Advisory Committee was able to fund multiple projects, resulting in 100% utilization of FFY 2024 SHSP grant funds.

We are pleased to share that a preliminary determination has been made in the amount of \$20,705 to support your project. This award amount is preliminary and is subject to change based on the final award and approval from the U.S. Department of Homeland Security. Additional information regarding which elements of your application project were selected for funding will be provided in the grant award agreement.

Once the Wyoming Office of Homeland Security receives its 2024 SHSP federal award notification, a formal grant award agreement will be presented to you. Your jurisdiction will need a fully executed agreement prior to the start of any project or initiation of any purchase.

We want to thank you for taking the time to complete and present this project proposal.

If you have any questions, please contact the Grant Program Manager, Darryl Erickson at [darryl.erickson1@wyo.gov](mailto:darryl.erickson1@wyo.gov) or (307) 777-4917; or the Grants/Finance Section Chief, Ashley Paulsrud, at [ashley.paulsrud@wyo.gov](mailto:ashley.paulsrud@wyo.gov) or (307)777-4907.

Sincerely,

Lynn Budd  
Director

\*\*\*\*\*

If the preliminary award amount listed in the letter above is less than your agency's requested amount, you will receive additional information concerning which elements of your proposal the Senior Advisory Committee selected for support. I hope to have that information compiled by mid-July.



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## 2024 SHSP Award Update

1 message

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**ZoomGrants Notices** <Notices@zoomgrants.com>

Mon, Oct 7, 2024 at 4:46 PM

Reply-To: darryl.erickson1@wyo.gov

To: admin@greybullwy.gov



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Wyoming Office of Homeland Security

**2024 SHSP**

sent by: Darryl Erickson

Dear 2024 SHSP Subrecipient,

The Wyoming Office of Homeland Security received its 2024 SHSP award on September 19, 2024. The award amount is what we anticipated and will allow us to fully support the amount listed on your Preliminary Award Letter which was sent out last June.

Since receiving the award, an agreement template incorporating the award's agreement articles has been submitted to the Wyoming Attorney General's Office for approval. Once approval of the template is obtained, I will compose the individual subrecipient award agreements for all 24-SHSP subawards. The subaward agreements are then re-submitted to the Attorney General's Office for individual approval.

When subaward agreements are approved, copies will be sent to your agency via the Application Contact email address listed in ZoomGrants. We anticipate the award agreements to be sent to your agency for signatures no later than November 18th.

Prior to receiving your agreement, I suggest you take a moment to double check the status of your agency's UEI number in Sam.gov. No agreement can be executed by WOHS without a valid UEI in good standing in Sam.gov at the time of execution.

Also, if you indicated your 24-SHSP project would need an EHP review (Question #4 of your application), you might consider completing an EHP review package sooner than later. It is not necessary to wait for an executed agreement before you submit an EHP. All EHPs are reviewed by FEMA and the process can take anywhere from a few weeks to several months. Completed EHP packages can be emailed to me at [darryl.erickson1@wyo.gov](mailto:darryl.erickson1@wyo.gov).

Regards,  
Darryl Erickson  
WOHS SHSP Grant Specialist

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This email was sent from a notification-only email address.

Replies to this message will be sent to the person who originated this message.

Thank you for using <http://www.zoomgrants.com>

## **NOTICE OF ZONE CHANGE HEARING**

The Town of Greybull is in the process of re-zoning six parcels of land from Unzone to Agricultural District (AD). Details on the properties being considered for a zoning change are available at Town Hall.

The Town of Greybull Town Council will hold a public hearing on the proposed zoning change, on Monday, October 14, 2024, at 6:00 pm, or as the agenda follows, in the Greybull Council Chambers at 24 South 5<sup>th</sup> St., Greybull, WY.

If you are unable to attend the public hearing, you may submit your comments in writing to Greybull Town Hall, 24 South 5<sup>th</sup> St., Greybull, WY 82426, or you can email your comments to Carrie Hunt at [admin@greybullwy.gov](mailto:admin@greybullwy.gov). All written comments must be received by 12:00 PM on Friday, October 11, 2024.

Please contact Town Hall (307-765-9431) and speak to Carrie Hunt if you have any questions, comments, or concerns.

*Published: 9-26*

## ORDINANCE #902

AN ORDINANCE OF THE TOWN OF GREYBULL, BIG HORN COUNTY, WYOMING, AMENDING THE OFFICIAL ZONING MAP PROVIDED FOR IN GREYBULL MUNICIPAL CODE SECTION 18.16.110 BY ZONING THE REAL PROPERTY DESCRIBED BELOW. ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH ARE HEREBY REPEALED.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF GREYBULL, BIG HORN COUNTY, WYOMING:

**SECTION 1:** The following parcels of real property located within an **UNZONED DISTRICT** are hereby zoned to an **AGRICULTURAL DISTRICT (AD) ZONE:**

1. 52930820016000 – 6.18 AC in NE Cor TR 53 7/8 52 93 SD89-955/SD89-957
2. 52930820016100 – 10 AC in NW Cor lot 53 8 52 93 SD169-681 – 3425 Cemetery Road
3. 52930710004688 – 271.4' X 446.1' NW Cor TR-53 7 52 93 BK379-77, 2.78 Acres
4. 52930830005800 – 8.42 AC in Lot 53 Beg 603.25' S of Cor #6 8 52 93 SD152-304 – 3441 Cemetery Road
5. 52930830021500 – 6.53 AC in Lot 53 Beg 2.166.3' N From Cor #5 8 52 93 SD158-325 – 3456 Cemetery Road
6. 52930830005700 – Lot 53 Beg 1783.3' N of Cor #5 of Lot 53 RS (383X558.8X383.6X581.7) 8 52 93 5 (unplatted Greybull) SD63-1934 – 3460 Cemetery Road

**SECTION 2:** Public hearing was held by the Town of Greybull Governing Body regarding this matter, after published notice thereof in the manner prescribed by Greybull Municipal Code Section 18.64.030, on October 14, 2024. Greybull Town Council considered the zoning change and unanimously approved the recommendation.

**SECTION 3:** After due deliberation, the Greybull Town Council found that the real property described in Section 1 above should be and are hereby zoned from an **UNZONED DISTRICT** to **AGRICULTURAL DISTRICT** as described above, and that the Official Zoning Map provided for in Section 18.16.110 of the Greybull Municipal Code is hereby amended to reflect said zoning changes.

**SECTION 4:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 5:** If any portion of this ordinance is held or found to be invalid, the remainder of the ordinance shall continue to be in full force and effect.

**SECTION 6:** This Ordinance shall take effect and be in full force and effect on December 20, 2024, after having been published in the Greybull Standard.

First Reading: October 14, 2024

Second Reading: November 11, 2024

Third Reading: December 9, 2024

Passed, approved, and adopted this 9<sup>th</sup> day of December 2024.

/s/ \_\_\_\_\_  
Myles Foley, Mayor

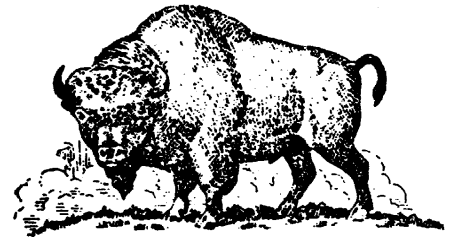
ATTEST: \_\_\_\_\_  
Hailey Winkler, Town Clerk

This is a request for a motion to proceed with the relinquishment of a domestic water tap. Attached, please find the communication that will be sent to the property owner as of 10/15/2024 after the motion is approved. This tap meets the requirement of being delinquent for one year or more. Thank you for your consideration in this matter.

Lora Metheny  
Utility Clerk

HUB OF THE BIG HORN BASIN

*Town of Greybull . . .*



24 South 5th Box 271

Greybull, Wyoming 82426

Phone [307] 765-9431

October 3, 2024

Susan Hansen  
PO Box 70  
Shoshone, WY 82649

Dear Ms. Hansen;

We are sending this reminder regarding your past due balance with the Town of Greybull at 229 5<sup>th</sup> Avenue South. As of October 3, 2024, your account with the Town of Greybull will be delinquent in the amount of \$901.12. The water has been turned off at this address; however, there are inactive charges still being applied to the account each month.

In order to avoid relinquishment of this water tap back to the town, this will need to be paid in full. Should the tap be relinquished back to the town, the tap and the meter will be pulled and there will be no more service to that address. Should you decide to sell the property in the future, you or whoever purchases it will need to pay \$1500 in order to put the tap back into service as well as \$200 for a sewer tap.

Please do not hesitate to call if you have any questions regarding this matter.

Regards,

Lora Metheny  
Utilities Clerk

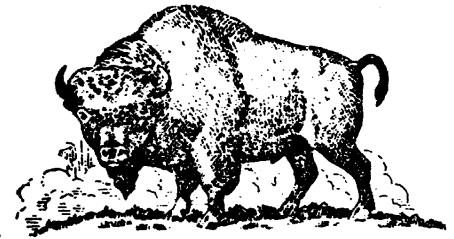
enclosure

This is a request for a motion to proceed with the relinquishment of a domestic water tap. Attached, please find the communication that will be sent to the property owner as of 10/15/2024 after the motion is approved. It should be noted that this relinquishment reflects two (2) account numbers. The first account number is the information under the renter's name and the second account number is the information under the owner's name. The total amount due reflects the total of the balance on both accounts; therefore, meeting the requirement of owing a total of \$1,000 or more that is reflected in the customer history, which is attached. It should also be noted that the last letter that I sent certified to Ms. Heitman in August advising that payment must be made in order to avoid a tap relinquishment came back as refused. Thank you for your consideration in this matter.

Lora Metheny  
Utility Clerk

HUB OF THE BIG HORN BASIN

*Town of Greybull . . .*



24 South 5th Box 271

Greybull, Wyoming 82426

Phone [307] 765-9431

August 19, 2024

Victoria Heitman  
PO Box 758  
Woodbridge, CA 95258

Dear Ms. Heitman,

We are sending this reminder regarding your past due balance with the Town of Greybull for account numbers 5.1330.4 which is located at 465 8<sup>th</sup> Avenue South in the Town of Greybull. As of the date of this letter your account with the Town of Greybull is delinquent in the amount of \$1110.38. The water has been turned off at this address; however, there are inactive charges still being applied to the account each month.

In order to avoid relinquishment of this water tap back to the town, this will need to be paid in full. Should the tap be relinquished back to the town, the tap and the meter will be pulled and there will be no more service to that address. Should you decide to sell the property in the future, you or whoever purchases it will need to pay \$1500 in order to put the tap back into service as well as \$200 for a sewer tap.

Please do not hesitate to call if you have any questions regarding this matter.

Regards,

Lora Metheny  
Utilities Clerk

enclosure



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### **13.04.400 Penalty for nonpayment.**

- A. A graduated penalty will be added to all account(s) delinquent by more than 60 days, said penalties to be determined by the council at its annual budget meeting.
- B. The property owner(s) of tap(s) no longer in service, account(s) in delinquent status where no payments have been received for more than six months or account(s) owing a total of \$500.00, or more, shall be notified by USPS certified return receipt mail of the council's intentions to confiscate and remove the tap(s) from the water system.

Notice of a hearing to confiscate and remove a tap(s) from the water system shall be published in a newspaper of general circulation in the town for three consecutive weeks prior to the hearing.

After granting the property owner(s) of the tap(s) considered for confiscation and removal from the water system an opportunity to be heard, and the council determines that there is no adequate reason for the delinquency, it shall be the duty of the council to cause all water to be shut off from delinquent tap(s) and the tap(s) to be removed from the water system.

The council shall enforce payment of the lawful charges for all delinquent accounts by all lawful means, including filing of lien(s) against the property, and shall refuse to furnish water to such premises, and/or to the person or persons chargeable with the payment of such charges, until delinquent accounts are paid in full and a new tap(s) is purchased.

(Ord. No. 847, 11-4-2019; Ord. 714 (part), 2003; Ord. 670 (part), 1995; Ord. 467 § 4, 1974)

**RESOLUTION #511**

**A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE LAND AND WATER CONSERVATION FUND GRANT PROGRAM ON BEHALF OF THE GOVERNING BODY OF THE TOWN OF GREYBULL FOR THE TOWN OF GREYBULL TENNIS COURTS II PROJECT.**

WITNESSETH

**WHEREAS**, the Town of Greybull has identified the need for a multipurpose court and has established a project called the Greybull Tennis Courts II project; and

**WHEREAS**, the Governing Body of the Town of Greybull recognizes the need for the project and has identified the need of this project in their 2024 Capital Improvement Plan; and

**WHEREAS**, the Land and Water Conservation Fund, administered by the Wyoming Department of State Parks and Cultural Resources, is a federal grant program designed to assist in development and/or acquisition of public outdoor recreation lands and facilities; and

**WHEREAS**, the Town of Greybull will encumbered 100% of the grant request funding totaling \$418,872.40, which includes both federal funds requested and cash match, for this purpose; and

**WHEREAS**, the Governing Body of the Town of Greybull plans to match the requested Land and Water Conservation Fund grant from the following source(s):

1. Funds in the form of cash to be approved in the next fiscal year budget (FY26), specifically from revenue line item 30-30-893 Greybull Tennis Courts II in the amount of approximately \$209,436.20, not to exceed \$225,000, and

**WHEREAS**, the Town of Greybull designates that Town of Greybull Multipurpose Court will only be used for outdoor recreation into perpetuity.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF GREYBULL, WYOMING:** That the Mayor is hereby authorized and directed to execute and the Town Clerk to attest, a grant application to the Land and Water Conservation Fund administered by the Wyoming Department of State Parks and Cultural Resources and in the amount of up to \$225,000 in federal funds for the Greybull Tennis Courts II.

PASSED, APPROVED, AND ADOPTED this 14<sup>th</sup> day of October 2024.


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Myles Foley, Mayor

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Hailey Winkler, Town Clerk

Town of Greybull Tennis Court Improvements - Concrete (Objective Project)					
Unit Price Items					
Item No.	Description	Unit	Quantity	Unit Price	Est. Price
1	Mobilization	LS	1	\$25,000.00	\$25,000.00
2	Remove Existing Surface	SY	1472	\$23.00	\$33,856.00
3	F&I 4" Road Base	CY	170	\$48.00	\$8,160.00
4	F&I 4" Reinforced Concrete	SY	1472	\$125.00	\$184,000.00
5	Court Surfacing/Striping	EA	1	\$18,000.00	\$18,000.00
6	F&I Stanchions/Poles	LS	1	\$7,500.00	\$7,500.00
7	R&R Chain Link Fence	LF	500	\$42.50	\$21,250.00
Total of Unit Price Items					<b>\$297,766.00</b>
Additional Project Costs					
	Design and Specifications			(10% of Construction Cost)	\$29,776.60
	Permitting and Legal				\$2,000.00
	Construction Engineering			(10% of Construction Cost)	\$29,776.60
	Contingency			(20% of Construction Cost)	\$59,553.20
Total of Additional Project Costs					<b>\$121,106.40</b>
Total Estimated Project Cost					<b>\$418,872.40</b>

	<b>Policy Title:</b> Administrative Policy for Procurement, Bidding, Bid Specifications, Consulting, and Request for Qualifications (RFQ)	<b>Policy Number:</b> 2024-01	Page 1 of 12
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<b>Effective Date:</b> October 14, 2024  <b>Responsible Department Head:</b> All Department Heads  <b>Approval Authority:</b> Town Administrator	<b>Policy Contact:</b> Town Administrator’s Office 307-765-9431 <a href="mailto:admin@greybullwy.gov">admin@greybullwy.gov</a>  <b>Creation Date:</b> September 24, 2024  <b>Council Approval Date:</b> October 14, 2024  <b>Next Review Date:</b> June 30, 2025
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**1. Purpose:**

The purpose of this is to establish a standard for Town of Greybull employees to assure continuity and uniformity in purchasing practices. This Policy is not intended to address every issue, exception, or contingency that may arise while purchasing activities. Employees should always exercise good sound judgment, seek the best value when using Town resources and keep within the budget authorized by the Governing Body. Each purchase shall encourage open competition between suppliers and contractors, while seeking the best value for the Town.

The Town of Greybull will adhere to W.S. §15-1-113, as amended from time to time, when purchasing new vehicles and contracts for public improvements.

The Town of Greybull will refer to 2 CFR 200 when purchasing or procuring with Federal funds, as amended from time to time. In accordance with 2 CFR 200.320 (a)(2)(ii), as amended from time to time.

Employees will be encouraged to purchase from local Big Horn County businesses or Wyoming businesses if there are no local businesses. To maintain fiscal responsibility, purchases from these businesses will be given preference if their quote or bid is no more than 5% higher than the lowest quote or bid.

In the following policy, an assignment to the Town Administrator to establish guidelines and procedures is intended to designate such matter as a general administrative procedure. Any of the identified general administrative procedures may be amended, altered, or changed at the discretion of the Town Administrator with the Governing Body’s approval.

## 2. Policy Statement

The Town of Greybull is committed to promoting a fair and open competitive bidding process that provides an opportunity for all responsible bidders and qualified service providers to compete for Town projects and service contracts in accordance with applicable Wyoming Statutes and Federal Guidelines.

## 3. Definitions

- a. “Architectural and/or Engineering Services” mean professional services of an architectural or engineering nature, as defined by state law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide the services described as follows:
  - i. Professional services of an architectural or engineering nature performed b contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and
  - ii. Other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.
- b. “Bid” means the offer made by a contractor or vendor in response to an advertisement for bid pursuant to Wyoming State Statute.
- c. “Purchasing Agent” means the Town Administrator or designee.
- d. “Consultant” means engineering firms, architectural firms, surveying firms, and other firms or individuals engaged in providing consulting or other professional services.
- e. “Contractor,” means any person who is a party to a contract with a public entity to construct, renovate, or perform major maintenance of any highway, public building, public work or public improvement, structure or system. W.S. § 16-6-701(a)(ii).
- f. “Department Head” means the person designated as the administrative official who oversees a department in accordance with Ordinance 2.03.
- g. “Electronic Requisition” hereinafter referred to as an ‘eReq’, is the official document that records information regarding the purchase and obligates the funds in the budget.
- h. “Resident” means a natural person, association or business entity authorized to be formed under Wyoming Statute Title 17, or the laws of another state which are the functional equivalent, and that is certified as a resident by the Department of Workforce Services following receipt of an affidavit executed and sworn to by a chief executive officer of the entity setting forth information required by the

department to determine compliance with this act and prior to bidding upon the contract or responding to a request for proposal. W.S. § 16-6-101 (a)(i)

- i. “Maintenance” means any repair which does not constitute “Major Maintenance.”
  - j. “Major Maintenance” means the repair or replacement of complete or major portions of building and facility systems at irregular intervals which is required to continue the use of the building or facility at its original capacity for its original intended use and is typically accomplished by contractors due to the personnel demand to accomplish the work in a timely manner, the level of sophistication of the work or the need for warranted work. W.S. § 16-1-101 (a)(v).
  - k. “New Vehicle” means any motor vehicle that has had no previous owner and is still covered by the manufacturer’s warranty.
    - i. Automobile means a 4-wheeled vehicle that is propelled by fuel, or by alternative fuel, manufactured primarily for use on public streets, roads and highways and rated less than 10,000 pounds gross vehicle weight. 49 USC 32901(a)(3)
    - ii. Truck is defined as a motor vehicle designed, used or maintained for the transportation of property, including pickup trucks by excluding multipurpose vehicles and cars.
  - l. “Project Manager” means the assigned Department Head or his/her designee responsible for overseeing specified projects and tasks.
  - m. “Public Improvement” means an improvement made within any Town for which general bonded obligation may be incurred. W.S. § 15-1-101 (a)(xi)
  - n. “Procurement” means buying, purchasing, renting, leasing or otherwise acquiring any supplies or services. W.S. § 9-2-1016(a)(i)
  - o. “Sealed Bid” means a bid which is not revealed or evaluated until the date of public opening, per W.S. § 15-1-113.
  - p. “Services” means the furnishing of labor, time or effort by a contractor to an agency. The term does not include employment agreements. W.S. § 9-2-1016(a)(iii)
- 4. Tax Exempt Status**
- a. The Town of Greybull is exempt from most state sales taxes and some excise taxes. The Town may also be exempt from other State’s sales taxes if that State participates in the Streamlines Sales & Use Tax Agreement with the State of Wyoming. The Town of Greybull’s Federal Tax Identification number is 83-6000066. This number may only be used for Town of Greybull purposes. All employees who make purchases on behalf of the Town shall ensure that the vendor is informed of the Town’s tax-exempt status. If proof of exemption is required by the vendor, proper documentation may be obtained from the Town Administrator’s office.
- 5. Cooperative Purchasing**
- a. When two (2) or more entities join to buy one (1) or more items, the venture is called cooperative or collective purchasing. The Treasurer shall approve the use of cooperative agreements bid by other governmental agencies, unless otherwise

provided by this Policy. An example would be the Town using a State of Wyoming bid for vehicles.

**6. Employee Reimbursements**

- a. Any purchases made by Town employees in accordance with their scope of duties may be reimbursed in accordance with procedures established by the Town Administrator.

**7. Petty Cash**

- a. The Treasurer's Office shall have a petty cash fund not to exceed \$125.00. The management and procedures of the purchase shall be in accordance with procedures established by the Town Administrator.

**8. Procurement Process – Federal Uniform Grant Guidance (2 CFR 200.320)**

- a. Purchases made with Federal funds must comply with applicable State of Wyoming Statutes and local procurement policies. Additionally, purchases must follow the regulations outlined in Federal Uniform Grant Guidance (2 CFR 200.317 - .326). Appendix A must be read and understood before obligating any funds for procurement. All details of this policy and Appendix A must be followed for procurements.
- b. Authoritative Guidance: 2 CFR 200 Subpart D – Post Federal award Requirements Section .317 through .326 (Procurement Standards).

**9. Specific Procurement Guidance**

- a. In addition to applicable Wyoming statutes and local procurement policy, all non-Federal entities and all non-State entities, including subrecipients of a state, will follow sections 200.318 General procurement standards through 200.326 Contract provisions.

**10. Uniform Grant Guidance Procurement requires five general standards to be followed:**

- a. Documented Policies and Procedures
- b. Purchase must be necessary
- c. Full and open competition
- d. No conflict of interest
- e. Document cost and price analysis and vendor selection

**11. Procurement of goods or services under section .320 will be under the following methods**

- a. Micro-Purchases: The maximum threshold for a micro purchase is \$7,500. Micro-purchases are made without soliciting competitive quotations. Upon division discretion, it may be prudent to request informal quotes for effective cost comparisons among qualified suppliers. The Federal standard notes that to the extent practical, the non-federal entity must distribute micro-purchases equitably among qualified suppliers.
  - i. Expenditures \$7,500 or less
    - 1. Authority to Award: Department Head (with Town Administrator Authorization)

- b. Small Purchases: The dollar threshold for small purchases is greater than \$7,500 but less than or equal to \$75,000. For small purchases an adequate number of price or rate quotations must be obtained.
  - i. Expenditures \$7, 500 to \$34,000
    - 1. Authority to Award: Department Head (with Town Administrator Authorization)
  - ii. Expenditures \$35,000 to \$75,000
    - 1. Authority to Award: Town Council
- c. Sealed Bids: For services greater than \$75,000, primarily for construction projects, sealed bids are required. Bids must be public and formally solicited, and a firm fixed contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions for the Bid Specifications, is the lowest price.
  - i. Expenditures \$75,000 or greater
    - 1. Authority to Award: Town Council
- d. Standard Bid Package: The standard bid package shall be developed by the Town Administrator with the guidance of the Town Attorney. For non-federally funded public works projects, the 5% Wyoming bidder preference clauses shall be included; see W.S. § 16-6-102, W.S. § 16-6-104, W.S. § 16-6-105, W.S. § 16-6-106, and W.S. § 16-6-107. For federally funded projects, the suspension and debarment statement must be included.
  - i. Any restriction in the specifications that could be considered restrictive of competition is prohibited. They include, but are not limited to:
    - 1. Placing unreasonable requirements on firms to prevent them from qualifying.
    - 2. Requiring unnecessary experience and excessive bonding.
    - 3. Non-competitive pricing practices between firms or between affiliated companies.
  - ii. Authority to Award: Town Council
- e. Advertisement and Invitation to Bid: see W.S. § 15-1-113(b)
  - i. The Mayor or designated appointee must sign all advertisements and invitations to bid.
  - ii. All legal ads shall be placed by the Town Clerk.
  - iii. The advertisement and invitation to bid shall be published on two (2) different occasions, at least seven (7) days apart, in the local newspaper, or according to the funding agency's requirements. The published notice shall state:
    - 1. The place, date and time of any pre-bid meetings
    - 2. The place, date and time when the bids will be received
    - 3. The place, date and time when the bids will be publicly opened
    - 4. The place where interested persons may obtain the bid package
    - 5. The bond requirement



6. Any automobiles or trucks for trade-in if a new automobile or truck is to be purchased
  7. Except for federally funded projects, a statement that “preference is hereby given to materials, supplies, agricultural products, equipment, machinery, and provisions produced, manufactured or grown in Wyoming, or supplied by a resident of the state, quality being equal to articles offered by the competitors outside the state;” W.S. §16-6-106.
- iv. The Town shall make an effort to notify known local vendors of upcoming bids.
- f. Awarding the Bid/Notice of Award
- i. The Project Manager or Department Head will review the bids and put together a bid tabulation of all bidders and submitted bids.
  - ii. Prior to awarding, the Town Attorney shall review all contracts.
  - iii. A public works contract shall be awarded to the responsible certified resident making the lowest bid if the certified resident’s bid is not more than five percent (5%) higher than that of the lowest responsible non-resident bidders; see W.S. §16-6-102.
  - iv. The Town Administrator or Engineer shall issue an award letter of recognition which shall be presented to the Governing Body for approval.
  - v. The Governing Body shall award the bid at a scheduled Council meeting.
  - vi. The contract shall be executed by the mayor and attested by the Clerk, or his/her designee and copies must be given to the Town Administrator, Engineer, the consultant or vendor and the Department Head, if applicable.
  - vii. The Engineer or Town Administrator shall issue the Notice of Award to the successful bidder.
  - viii. The successful bidder shall furnish the performance guarantee within 30 days.
- g. Advertisement for Final Payment
- i. Before the Town is to make the final payment on any contract for which a bond or other financial guarantee is required, the Town shall publish once a week for three (3) consecutive weeks and also post in three (3) conspicuous places at the place of work, forty-one (41) days before the final payment, a notice that the contractor is entitled to final settlement and the Town will pay to the contractor the full amount due under the contract; see. W.S. §16-6-116.
  - ii. No final payments shall be made to a contractor without a sworn statement from the contractor setting forth that all claims for material and labor performed under the contract have been paid and are paid for the entire period for which the final payment is to be made. If any claim for material and labor is disputed, the sworn statement shall so state and the amount claimed to be due the laborer shall be deducted from the final payment and retained by the Town until the determination of the dispute, either by

judicial action or consent of the parties, and then paid by the Town to the persons found entitled thereto; see W.S. § 16-6-117.

h. Competitive Proposals (RFP or RFQ)

i. Requirement

1. Request for proposals/qualifications are required for professional services for construction manager agents, construction manager-at-risk or design-builder if the estimated cost exceeds \$75,000; see W.S. § 15-1-113.
2. Requests for proposals/qualifications are required for all other services, including maintenance, if the estimated cost exceeds \$75,000.
3. Additionally, requests for proposals/qualifications are required for all leases of equipment if the estimated cost exceeds \$75,000.
4. If the project or procurement is receiving funding from an outside funding agency, Town staff must receive written approval from the funding agency to utilize the RFP/RFQ process.

ii. Procedures

1. The Town Administrator shall set procedures for the use of an RFP or RFQ. The Town Administrator approved procedures shall comply with all applicable federal and state statutes.

iii. Non-Competitive Proposals

1. Limitation – Non-Competitive proposals may be used only when one or more of the following circumstances apply:

a. Single Source Requirements

- i. Single source procurement is when there is only one vendor who can provide the goods or services.
- ii. Procurement without competition is authorized under limited conditions and subject to written justification documenting the conditions which preclude the use of a competitive process.
- iii. A requirement for a particular proprietary item (i.e., a brand name specification) does not justify single source procurement if there is more than one potential vendor for that good or service. Price is not a consideration to justify sole source procurement. In cases of reasonable doubt, competition should be solicited. The Department Head shall determine if the price is fair and reasonable.
- iv. The Department Head shall take reasonable steps to avoid using single source procurement except in circumstances where it is both necessary and in the best interests of the Town. The Department Head

- shall take action, whenever possible, to avoid the need to continue to procure the same supplies and/or services without competition.
- v. The requesting department shall submit a memo to the Purchasing Agent of source justification along with any other pertinent information regarding single source procurement, i.e. vendor quote, literature, etc.
  - vi. The Purchasing Agent must approve all single source procurements unless such selection is required to be approved by the Town Governing Body or otherwise allowed by this Policy.
- b. Expressly authorized by Federal Agency or Pass-Through
- c. Inadequate Competition Requirements
- i. Inadequate Competition procurement is when only one vendor has the expertise or specific product, and the other competitors' products and services cannot meet the needs of the Town.
  - ii. Procurement without competition is authorized under limited conditions and subject to written justification documenting the conditions which preclude the use of competitive process.
  - iii. A requirement for a particular proprietary item (i.e. a brand name specification) does not justify single source procurement if there is more than one potential vendor for that good or service. Price is not a consideration to justify sole source procurement. In cases of reasonable doubt, competition should be solicited. The Department Head shall determine if the price is fair and reasonable.
  - iv. The Department Head shall take reasonable steps to avoid using single source procurement except in circumstances where it is both necessary and in the best interests of the Town. The Department Head shall take action, whenever possible, to avoid the need to continue to procure the same supplies and/or services without competition.
  - v. The requesting department shall submit a memo to the Purchasing Agent of source justification along with any other pertinent information regarding single source procurement, i.e. vendor quote, literature, etc.

- vi. The Purchasing Agent must approve all single source procurements unless such selection is required to be approved by the Town Governing Body or otherwise allowed by this Policy.

2. Emergency purchase

- a. An emergency purchase is a purchase that is essential to the life, health or convenience of the citizens of Greybull. Examples of such emergencies may be a breakdown of the water transmission/distribution system, water supply, wastewater system, or critical vehicles.
- b. When an emergency condition exists that prevents the use of a competitive procurement method, the Town may conduct procurement on an emergency basis. Emergency procurements may be negotiated on a single source or limited competition basis as dictated by the circumstances surrounding the emergency.
- c. Emergency purchases are authorized if expressly allowed by Federal Agency or Pass-Through.
- d. An emergency purchase may be made when there is inadequate competition.
- e. Emergency procurements do not include:
  - i. Procurements that need to be rushed because of failure to plan ahead
  - ii. End of the fiscal year procurements
  - iii. End of a grant/contract procurement
  - iv. Emergency Proclamation has been issued by the Mayor or Town Governing Body in accordance with Ordinance 2.28.020.
- f. Authority to make Emergency Procurements
  - i. Approval by the Purchasing Agent, or his/her designee, shall be obtained prior to the procurement. In the event an emergency arises after normal working hours, the requesting department shall notify the Purchasing Agent as soon as reasonably possible.
  - ii. The emergency procurement shall be limited to the procurement of only the types of items and quantities or time period sufficient to meet the immediate threat and shall not be used to meet long-term requirements.
- g. Documentation
  - i. As soon as practicable, the Department Head shall prepare a written justification, to be approved by the

Mayor or Town Administrator, that sets forth the justification for the emergency procurement. The justification shall include the following:

1. The basis for the emergency procurement including the date the emergency first became known;
  2. A listing of the supplies and/or services procured;
  3. A description of the efforts made to ensure that proposals or offers were received from as many potential vendors as possible under the circumstances;
  4. The basis for the selection of the selected vendor
- h. Emergency Proclamation Purchases
- i. Purchases made in accordance with an Emergency Proclamation issued by the Mayor or Town Governing Body in accordance with Ordinance 2.28.020 shall be governed by the Proclamation. Provided, no purchase may be made which would violate federal or state law. All purchases, unless otherwise directed by Emergency Proclamation, shall be approved by the Town Administrator.
  - i. All emergency procurements shall be ratified by the Governing Body as soon as practicable.

## **12. ORIGINAL CONTRACT DOCUMENTS AND MAINTENANCE AGREEMENTS**

- a. All original documents and agreements, bid packages, and actions by the Governing Body shall be maintained by the Town Clerk in accordance with the Town's adopted documentation retention schedule, state statute and as directed by the Town Administrator.

## **13. RECEIVING OF SUPPLIES AND EQUIPMENT**

- a. The procedure for the receiving and acceptance of supplies and equipment shall be set by the Town Administrator.

## **14. METHOD OF PAYMENT**

- a. Unless otherwise required by this policy, the method and means of payment for purchases shall be in accordance with the procedures established by the Town Administrator.

## **15. GOVERNING BODY PROCEDURES**

- a. Changes, Alterations, and Waivers
  - i. By majority vote of the Governing Body, any requirement or provisions of this Policy, except for requirements set forth by Wyoming State Statute or Federal Law, may be changed, altered or waived. Any waiver of any

requirement or provision for any specific purchase shall not waive the Policy requirement or provision for future purchases unless specifically stated by the Governing Body.

- ii. This Policy shall be updated as needed by the Town Administrator to reflect and ensure compliance with state and federal law or Town ordinance or resolution. Any update required by federal, or state law shall not require Governing Body's approval to be effective. Any other update or amendment which is recommended by the Town Administrator must be approved by a majority vote of the Governing Body.

b. Enforceability

- i. This Policy does not create any property right, due process right or reasonable expectation for any vendor or contractor regarding the method of contract awards or selection for services. The terms and requirements of this Policy are solely for the purpose of providing guidance for Town employees regarding purchases and procurements.

PASSED, APPROVED, and ADOPTED this 14<sup>th</sup> day of October 2024.

**ATTEST:**

**Town of Greybull**

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Hailey Winkler, Town Clerk

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Myles Foley, Mayor

Appendix A  
Types of Procurement

	Micro-Purchase	Small Purchase	Non-Competitive Proposals	Competitive Bids	Competitive Proposals
Limit	<= \$7,500	>\$7,500 - \$75,000	No limit	No limit	> \$75,000
Purchase Type	<ul style="list-style-type: none"> <li>•Supplies</li> <li>•Equipment</li> <li>•Services</li> </ul>	<ul style="list-style-type: none"> <li>•Supplies</li> <li>•Equipment</li> <li>•Services</li> </ul>	<ul style="list-style-type: none"> <li>•Under Micro Purchase Threshold</li> <li>•Single Source (i.e. Proprietary)</li> <li>•Emergency</li> <li>•Authorized by Federal Agency</li> <li>•If, after attempting bids/RPFs, competition is inadequate</li> </ul>	<ul style="list-style-type: none"> <li>•Purchase or lease of new automobiles and trucks</li> </ul>	<ul style="list-style-type: none"> <li>•Public Improvement Contracts</li> <li>•Construction Manager</li> <li>•CMR</li> <li>•Design/Builder</li> <li>•Contract for professional services</li> <li>•Maintenance</li> <li>•Supplies</li> <li>•Equipment</li> </ul>
Competition	None	At least 3 quotes	None	Sealed Bids	RFP/RFQ/Bid
Legal Reference	2 CFR 2.320	2 CFR 200.320	2 CFR 200.320	W.S. § 15-1-113	W.S. § 15-1-113 2 CFR 200.320
Authorized/ Awarded By	TA	Governing Body	TA	Governing Body	Governing Body

RESOLUTION #512

A RESOLUTION ADOPTING THE TOWN OF GREYBULL'S PROCUREMENT WITH FEDERAL FUNDS POLICIES.

WITNESSETH

WHEREAS, the Town of Greybull currently utilizes Federal monies to construct and acquire properties and improvements, and

WHEREAS, the Town of Greybull is required to have a Single Audit conducted annually on the Federal monies over \$750,000 it receives, and

WHEREAS, the Town of Greybull must be in compliance with Federal Procurement Standards

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERING BODY OF THE TOWN OF GREYBULL, WYOMING,

That the Procurement with Federal Funds document attached hereto and made a part hereof is adopted as an integral part of the Town of Greybull's Procurement Policies.

PASSED, APPROVED, AND ADOPTED this 14<sup>th</sup> day of October 2024.

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Myles Foley, Mayor

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Hailey Winkler, Town Clerk



18.44.050 - Prohibited materials.

All fences shall be constructed from approved fencing materials and shall not be constructed from railroad ties, rubble or salvage.

(Ord. 517 Ch. 10 § 5, 1978)

## BUILDING PERMIT FEE COMPARISONS

### GREYBULL

1.00-500.00	\$ 5.00
500.00-600.00	\$ 6.00
600.00-700.00	\$ 7.00
700.00-800.00	\$ 8.00
800.00-900.00	\$ 9.00
900.00-1000.00	\$ 10.00
1000.00-1100.00	\$ 11.00
1100.00-1200.00	\$ 12.00
1200.00-1300.00	\$ 13.00
1300.00-1400.00	\$ 14.00
1400.00-1500.00	\$ 15.00
1500.00-1600.00	\$ 16.00
1600.00-1700.00	\$ 17.00
1700.00-1800.00	\$ 18.00
1800.00-1900.00	\$ 19.00
1900.00-2000.00	\$ 20.00
2000.00-3000.00	\$ 24.00
3000.00-4000.00	\$ 28.00
4000.00-5000.00	\$ 32.00
5000.00-6000.00	\$ 36.00
6000.00-7000.00	\$ 40.00
7000.00-8000.00	\$ 44.00
8000.00-9000.00	\$ 48.00
9000.00-10000.00	\$ 52.00
250000.00-251000.00	\$ 512.00
499000.00-500000.00	\$ 884.00

### LOVELL

1.00-1000.00	\$ 25.00
1001.00-1100.00	\$ 27.00
1101.00-1200.00	\$ 29.00
1201.00-1300.00	\$ 31.00
1301.00-1400.00	\$ 33.00
1401.00-1500.00	\$ 35.00
1501.00-1600.00	\$ 37.00
1601.00-1700.00	\$ 39.00
1701.00-1800.00	\$ 41.00
1801.00-1900.00	\$ 43.00
1901.00-2000.00	\$ 45.00
2001.00-3000.00	\$ 54.00
3001.00-4000.00	\$ 63.00
4001.00-5000.00	\$ 72.00
5001.00-6000.00	\$ 81.00
6001.00-7000.00	\$ 90.00
7001.00-8000.00	\$ 99.00
8001.00-9000.00	\$ 108.00
9001.00-10000.00	\$ 118.00
250000	\$ 1,299.00
500000	\$ 2,299.00

### COWLEY

1.00-1000.00	\$ 15.00
1001.00-2000.00	\$ 15.00
2001.00-5000.00	\$ 25.00
5001.00-7500.00	\$ 30.00
7501.00-10000.00	\$ 35.00
200000-250000.00	\$ 450.00
450000.00-500000.00	\$ 800.00

### WORLAND

0.00-500.00	\$ 20.00
501.00-600.00	\$ 23.00
601.00-700.00	\$ 26.00
701.00-800.00	\$ 29.00
801.00-900.00	\$ 32.00
901.00-1000.00	\$ 35.00
1001.00-1100.00	\$ 38.00
1101.00-1200.00	\$ 41.00
1201.00-1300.00	\$ 44.00
1301.00-1400.00	\$ 47.00
1401.00-1500.00	\$ 50.00
1501.00-1600.00	\$ 53.00
1601.00-1700.00	\$ 56.00
1701.00-1800.00	\$ 59.00
1801.00-1900.00	\$ 62.00
1901.00-2000.00	\$ 65.00
2001.00-3000.00	\$ 77.00
3001.00-4000.00	\$ 89.00
4001.00-5000.00	\$ 101.00
5001.00-6000.00	\$ 113.00
6001.00-7000.00	\$ 125.00
7001.00-8000.00	\$ 137.00
8001.00-9000.00	\$ 149.00
9001.00-10000.00	\$ 161.00
250000.00-251000.00	\$ 1,621.00
500000.00-501000.00	\$ 2,870.00



## CD interest rate

**Ken Wright** <kwright@bighornfederal.com>  
To: Carrie Hunt <admin@greybullwy.gov>

Wed, Oct 9, 2024 at 10:43 AM

Here is our jumbo CD rates. Let me know if you have any questions.

32	JUMBO CD: 1 Year	4.000%	4.060%
<b>LONGER TERM - LESS LIQUID INVESTMENTS</b>			
33	JUMBO CD: 18 Month	4.075%	4.138%
34	JUMBO CD: 2 year	4.100%	4.163%
35	JUMBO CD: 3 year	4.175%	4.241%
36	JUMBO CD: 4 year	4.200%	4.267%
37	JUMBO CD: 5 year	4.200%	4.267%
38	JUMBO CD: 6 year	4.375%	4.447%
39	JUMBO CD: 8 year	4.375%	4.447%

**Ken Wright**

EVP

NMLS ID 759152

**Big Horn Federal Savings Bank**

P.O. Box 471 Greybull, WY 82426

(307) 765-4412 X 1217



Carrie Hunt <admin@greybullwy.gov>

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## CD interest rate

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**Sorenson, Casey** <csorenson@bankofgreybull.com>  
To: Carrie Hunt <admin@greybullwy.gov>

Wed, Oct 9, 2024 at 12:54 PM

Carrie:

We can do 6 month at 4.5%, 12 month at 4.25%, and 18 month 4.0%. Let me know if those will work.

Thanks,

*Casey Sorenson* Credit Administration

Bank of Greybull

NMLS #677469

Phone # 307-765-4437

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**From:** Carrie Hunt <admin@greybullwy.gov>  
**Sent:** Wednesday, October 9, 2024 8:40 AM  
**To:** Sorenson, Casey <csorenson@bankofgreybull.com>  
**Subject:** Re: CD interest rate

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[Quoted text hidden]



Carrie Hunt <admin@greybullwy.gov>

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## CD Interest Rate

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**Michael M. McColloch** <mmccolloch@ssbwyo.bank>  
To: Carrie Hunt <admin@greybullwy.gov>

Wed, Oct 9, 2024 at 8:33 AM

Good morning!

We could do 4.25% on a 6 month and 4% on a 12 month. The 18 month drops off quite a bit, but it might be a good time to lock in a 12 month term with rates anticipated to drop in the next 6 months.

[Quoted text hidden]