



MEETING REQUEST FORM

Meeting Date Requested: December 16, 2025	Contact Phone and E-mail: 307-872-3762 / romeror@sweetwatercountywy.gov
Presenters Name, Title and Name of Organization: Rebecca Romero / Accounting Specialist	Exact Wording for Agenda: Resolution 25-12-CL-02 - Budget amendment to transfer \$5,500 from the Capital Projects Fund (26CAP-Facilities-Van) to General County Administration - Equipment.
Preference of Placement on Agenda & Amount of Time Requested for Presentation: Any / Five Minutes	Will there be handouts? (If yes, include with meeting request form) No
Will handouts require SIGNATURES? No SHOULD THE ITEM BE MARKED CONFIDENTIAL? No	If you are submitting a Resolution or Proclamation, please forward in Word format to: shoemakers@sweetwatercountywy.gov
Additional Information: Consideration of a budget amendment to transfer \$5,500 from Capital Projects Fund – 26CAP-Facilities-Van to General County Administration – Equipment for the purchase of a flatbed/ADF document scanner. This equipment is needed to continue the County’s archival and digitization project, including scanning historical coroner books, replacing an end-of-life scanner used by the Sheriff and County Attorney, and preparing for additional multi-department digitization efforts. The request supports ongoing records management and frees storage space across departments. This reallocation uses existing appropriations and does not affect General Fund reserves.	
Attachments: Resolution 25-12-CL-02.pdf 25-12-CL-02 - Supplement Information(b).pdf	

INSTRUCTIONS:

- All requests to be added to the agenda, along with handouts and original documents to be signed, must be submitted in writing on the “Meeting Request Form” by Tuesday at 10:00 a.m. prior to

the scheduled meeting and returned in person or electronically to Administrative Assistant Sally Shoemaker at: shoemakers@sweetwatercountywy.gov

*****If your handout is not accompanied with the request, your request may be dismissed and you may reschedule for the next meeting provided the handout(s) are received.*****

- If you are presenting a **Resolution or Proclamation**, it must be submitted in Word Format and emailed to: shoemakers@sweetwatercountywy.gov
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item may be rescheduled.
- In order to determine placement on the agenda, please review the county website sweetwatercountywy.gov on Thursday afternoon by clicking “Commissioner's Agenda”.
- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.

The Board of County Commissioners meets in regular session the first and third Tuesday of every month.

The meetings are open and the public is invited to attend.

The meetings are held in the commission meeting room:

80 West Flaming Gorge Way

Meeting Room #115

Green River, Wyoming

[Resolution 25-12-CL-02.pdf](#)

[25-12-CL-02 - Supplement Information\(b\).pdf](#)