



**MEETING REQUEST FORM**

<b>Meeting Date Requested:</b> December 2, 2025	<b>Contact Phone and E-mail:</b> 307-872-3762 / romeror@sweetwatercountywy.gov
<b>Presenters Name, Title and Name of Organization:</b> Rebecca Romero / Accounting Specialist	<b>Exact Wording for Agenda:</b> Resolution 25-12-CL-01 - Transfer funds within the Capital Budget, increase project 26CAP-FACILCUST-CLEANER by \$3,000 and decrease project 26CAP-FACILITIES-VAN by \$3,000
<b>Preference of Placement on Agenda &amp; Amount of Time Requested for Presentation:</b> Any / Five Minutes	<b>Will there be handouts? (If yes, include with meeting request form)</b> No
<b>Will handouts require SIGNATURES?</b> No <b>SHOULD THE ITEM BE MARKED CONFIDENTIAL?</b> No	If you are submitting a Resolution or Proclamation, please forward in Word format to: <a href="mailto:shoemakers@sweetwatercountywy.gov">shoemakers@sweetwatercountywy.gov</a>
<b>Additional Information:</b> Public Works Director Gene Legerski reported that the cost of the floor cleaner has increased since the original budget estimate. To accommodate the updated purchase price, \$3,000 will be transferred from the underspent 26CAP-FACILITIES-VAN project to 26CAP-FACILCUST-CLEANER. This amendment reallocates existing funds within the Capital Projects and has no impact on County reserves.	
<b>Attachments:</b> <a href="#">25-12-CL-01 (Facilities Custodial).docx</a> <a href="#">25-12-CL-01 - Supplement Information.pdf</a>	

**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](mailto: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](mailto: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](http://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

[25-12-CL-01 \(Facilities Custodial\).docx](#)

[25-12-CL-01 - Supplement Information.pdf](#)