



**MEETING REQUEST FORM**

<b>Meeting Date Requested:</b> May 19, 2026	<b>Contact Phone and E-mail:</b> 307-872-3921, legerskig@sweetwatercountywy.gov
<b>Presenters Name, Title and Name of Organization:</b> Gene Legerski, Public Works Director	<b>Exact Wording for Agenda:</b> 10:40- Change Order Number 1 to the Rock Springs Youth Home Roofing Contract
<b>Preference of Placement on Agenda &amp; Amount of Time Requested for Presentation:</b> 5 min	<b>Will there be handouts? (If yes, include with meeting request form)</b> Yes
<b>Will handouts require SIGNATURES?</b> Yes <b>SHOULD THE ITEM BE MARKED CONFIDENTIAL?</b> No	If you are submitting a Resolution or Proclamation, please forward in Word format to: shoemakers@sweetwatercountywy.gov
<b>Additional Information:</b> Due to the rapid pace of this contract and the unknowns that happen with a roofing contract, I asked Chairman West if I could exceed the contract amount if needed and then have the BOCC ratify these changes at the next meeting. I have attached the changes that were needed to improve the project and the explanation behind those changes. Contractor Change orders 1 and 2 will be completely paid out of the contingency amount that was included in the contract. A portion of contract change order 3 will be paid out of the remainder of the contingency amount, and the rest will need to be added to Project Change Order #1. This change order is \$2,544.04. The total budget for this project was not exceeded by this Project Change Order.	
<b>Attachments:</b> <a href="#">RS YH Contractor Change Order 1 to 3-Signed.pdf</a> <a href="#">Change Order Number 1-Contract Price.pdf</a> <a href="#">Contingency Tracking Updated.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

[RS YH Contractor Change Order 1 to 3-Signed.pdf](#)

[Change Order Number 1-Contract Price.pdf](#)

[Contingency Tracking Updated.pdf](#)