

**INFORMATION PACKET**  
**Friday, April 1, 2022**

---



**TABLE OF CONTENTS**

**CITY OF CASPER DOCUMENTS & INFORMATION**

The Grid - Schedule of Council Meetings & Addendum .....	2
April Calendar 2022 (updated) .....	6
Ford Wyoming Center Events Calendar April 2022 .....	7
Ford Wyoming Center Events Calendar March 2022 .....	8
Wyoming Central Abate Request .....	9

**WAM DOCUMENTS & INFORMATION**

WAM Info WYDOT National Electric Vehicle Infrastructure .....	11
WAM Info DUNS Number Transition to UEI Number .....	14

**AGENCIES, BOARDS AND COMMITTEES DOCUMENTS & INFORMATION**

Leisure Services Advisory Board Minutes 02.10.22 .....	16
Platte River Trails Community Promotions Final Report .....	19

**INVITATIONS, NEWSLETTERS & OTHER INFORMATION**

Charter Communications Channel Changes 04.01.22 .....	24
---	----

**C.A.S.P.E.R.**

# The Grid

A working draft of Council Meeting Agendas

**April 5 , 2022** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Indoor Sports Complex					
Pre-Meeting: OYD Parking Lot Food Truck Parking					
Bright Spot: National Service Recognition Day					
Establish April 19, 2022, as the Public Hearing Date for a New Microbrewery Liquor License No. 4 Brewstory, LLC d/b/a Frontier Brewing Company Located at 150 West 2nd Street.	C				
Public Hearing: Approving an Ordinance Confirming the Assessment for Local Assessment District No. 158 – Coates Road Asphalt Surfacing Improvements.		N	N		
Authorizing a Contract with Off Duty Management, Inc. for the Consolidation and Management of Police Contractual Services.				N	
Amending Resolution 17-155 and Establishing New Guidelines and Procedures Regarding City Councilmember Attendance at Pre-Meetings and Work Sessions.				N	
Establishing a Policy Regarding Security Screenings at City Council Meetings.				N	
Authorizing the Release of a Local Assessment District Lien Regarding 1614 Laramie Avenue, Casper, Wyoming.				C	
Authorizing a Right-of-Way Easement with Rocky Mountain Power as part of the Solid Waste Thermal Lenses and CRL Electrical Service Upgrades.				C	
Authorizing a Final Acceptance Certificate with the Wyoming Department of Transportation for the Midwest Avenue Bike Lane and Pedestrian Development.				C	
Authorizing an Agreement with Sheet Metal Specialties, Inc., for the Wastewater Treatment Facility Boiler Replacement				C	
Authorizing an Agreement with Wayne Coleman Construction, Inc., for the Wolcott Street Mill and Overlay.				C	
Authorizing the Execution of an Access Permit with the Wyoming Department of Transportation for Access to Palmer Drive from Casper Mountain Road.				C	
Authorizing a Contract for Professional Services with Faro Technologies, Inc.				C	
Approving a vacation and replat creating the Stahley Addition.				C	
Authorizing the Purchase of One (1) New John Deere 310SL Backhoe Loader, from Honnen Equipment, Casper, Wyoming, to be Used in the Water Distribution Division of the Public Services Department, in the Total Amount of \$120,747.16 Before Trade-in.					C
Rejecting the bid received for the Highland Cemetery Irrigation Improvements Project.					C
Executive Session: Personnel, Land Acquisition, Litigation					

# The Grid

A working draft of Council Meeting Agendas

## April 12, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
311 Council Training	Direction Requested	4:35	15 min
Project Safe (Andrew)	Direction Requested	4:50	45 min
Police Response to Alarms	Direction Requested	5:35	30 min
Hotels/Lodging Ordinance Changes	Direction Requested	6:05	30 min
Agenda Review		6:35	20 min
Legislative Review		6:55	20 min
Council Around the Table		7:15	20 min
Approximate Ending Time:			7:35

## April 19 , 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Open Container Area					
Establish public hearing for new Microbrew No. 10 for Bull Horn Brewing, LLC d/b/a Bull Horn Brewing located at 2027 East Yellowstone Hwy Unit B.	C				
Establish public hearing for transfer of Retail Liquor License No. 30 from Gold Crown, LLC d/b/a Paradise Valley Liquors, located at 401 Valley Drive to Half Barrel, Inc., d/b/a Paradise Valley Liquors located at 401 Valley Drive.	C				
Public Hearing: New Microbrewery Liquor License No. 4 Brewstory, LLC d/b/a Frontier Brewing Company Located at 150 West 2nd Street.		N			
2nd Reading Ordinance: Approving an Ordinance Confirming the Assessment for Local Assessment District No. 158 – Coates Road Asphalt Surfacing Improvements.			N		
Authorizing a Contract with AAA Landscaping, LLC for Weed Mowing and Litter Abatement				C	
Authorizing a Contract with B&B Sales and Service for Weed Mowing and Litter Abatement				C	
Authorizing a Contract with Brian's Go To Service for Weed Mowing and Litter Abatement				C	
Declaring certain City-owned property as surplus property and promote sale of these items through a government surplus online auction.				C	
Mike Lansing Lease Agreement				C	
Audit Professional Services Agreements from Finance				C	
Amendment to ARAJPB MOU for Investment Advisor				C	
Investment Advisors Professional Services Agreements from Finance				C	
Leisure Services Advisory Board Bylaw Changes				C	
Leisure Services Advisory Board: Appointment of New Members					C
Executive Session: Litigation					

# The Grid

A working draft of Council Meeting Agendas

## April 26, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Benefits of Wayfinding Signs	Information Only	5:20	20 min
I-25 Beautification Follow-up	Direction Requested	5:40	30 min
Parks Watering Discussion	Direction Requested	6:10	30 min
Parkway Parking Update	Direction Requested	6:40	30 min
Agenda Review		7:10	20 min
Legislative Review		7:30	20 min
Council Around the Table		7:50	20 min
Approximate Ending Time:			8:10

## May 3, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing: New Microbrew No. 10 for Bull Horn Brewing, LLC d/b/a Bull Horn Brewing located at 2027 East Yellowstone Hwy Unit B.		N			
Public Hearing: Transfer of Retail Liquor License No. 30 from Gold Crown, LLC d/b/a Paradise Valley Liquors, located at 401 Valley Drive to Half Barrel, Inc., d/b/a Paradise Valley Liquors located at 401 Valley Drive.		N			
3rd Reading Ordinance: Approving an Ordinance Confirming the Assessment for Local Assessment District No. 158 – Coates Road Asphalt Surfacing Improvements.			N		

## May 10, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
USS Wyoming		4:35	20 min
Ice Arena Rink Expansion		4:55	45 min
		5:40	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Non-discrimination Ordinance			
Code Enforcement - Municipal Code?			
North Platte River Park No. 2 Subdivision			May
Handymen and Home Inspectors			
Bar & Grill Presentations			May
One-Way to Two-Way Conversion Follow-up			

### Staff Items:

Short Term Rental Agreements			
City Inspectors Authority/Oversight of Licensed Contractors			
Shipping Container Ordinance Update			
FWC Study Spectra and Visit Casper			
Recreation Refunds			
Sign Code Revision			
Drug Court Update			
Upcoming Legislation			
Council Goals Status Update			
Cemetery Ordinance Changes			May
Speed Limit Ordinance Review			
Mobile Vendor Parking Permit Amendments			

### Potential Topics-- Council Thumbs to be Added:


--	--	--	--

### Future Regular Council Meeting Items:

Authorizing the Appointment of One New Member, Kate Maxwell, to Fill an Open Position and the Reappointment of an Existing Member, Errol Miller, to the Central Wyoming Senior Services Board.			
--	--	--	--

### Retreat Items:

Economic Development and City Building Strategy
---

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 5:00 p.m. - CNFR (Freel, Cathey)	5 6:00p-Council Meeting	6	7 7:00p-Youth Empowerment (Pacheco)	8 11:30a-Chamber Coordination/ Infoshare (None)	9
10 4:30 p.m. - Casper Youth Council (Gamroth, Pacheco)	11 8:30a-Historic Preservation (Engebretsen)	12 4:30p-Council Work Session	13 6:00p-Amoco Re- use JPB (Sutherland)	14 4:00p-Advance Casper Board meeting (Freel, Gamroth) 4:30p-Leisure Services Board (Engebretsen) 5:30p-Platte Riv- er Restoration Advisory Commit- tee (Pacheco, Pol- lock Alternate) 7:00p-Youth Empowerment (Pacheco)	15 3:30p-LGBTQ Advisory Committee (Freel, Pacheco)	16
17 	18 TAX DAY	19 11:30a-Regional Water JPB (Cathey, Knell, Freel, Suther- land) 4:00p-Chamber of Commerce (Cathey, Freel) 6:00p-Council Meeting	20	21 7:00a-Mayor/ Commissioner w/ Advance Casper 11:00a-Housing Au- thority (Gamroth) 4:00p-Contractors' Licensing Board (Engebretsen) 5:30p- City County Board of Health (Freel) 6:00p- Planning & Zoning (Knell) 7:00p-Youth Empowerment (Pacheco)	22 	23
24	25 12:30p-Senior Services (Engebretsen) 4:00p-OYD Advisory Committee (Pollock, Freel)	26 11:30a-Travel & Tourism (Freel, Johnson) 4:30p-Council Work Session	27 7:00a-CPU Advisory Board (Cathey) 11:30p-NIC (None) 5:15p-CAP (None)	28 11:30a - Disabil- ity Council (Pacheco) 7:00p-Youth Empowerment (Pacheco)	29 Arbor Day	30

APRIL 2022							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
27	28	29	30 Blippi The Musical 6:00 pm-8:00 pm	31 Private Meeting 10:00 am- 11:30 am	1 Load-in PBR 8:00 am-5:00 pm	2 Professional Bull Riders Casper Classic 7:00 pm- 10:00 pm	
3 Cory Asbury Sons & Stories Tour 7:00 pm-9:00 pm	4	5	6 Santana Blessings & Miracle Tour 8:00 pm- 10:00 pm	7 Private Meeting 6:30 am- 4:00 pm	8	9	
10	11 CNFR Committee Meeting 5:00pm- 6:00 pm	12	13 SkillsUSA Closing Ceremony 8:00 am-11:00 am Load-in WAWA 12:00 pm- 5:00 pm	14 WAWA Tournament 7:00 am- 8:00 pm	15 WAWA Tournament 7:00am-8:00pm	16 WAWA Tournament 7:00am-8:00pm	
17	18	19	20 Load-in Art Symposium 8:00 am-10:00 pm	21 High School Art Symposium 7:00am-5:00 pm	22 High School Art Symposium 8:00am -2:00pm	23 Chicago Live in Concert 7:30 pm-9:30 pm	
24 Academic Awards Banquet 4:00 pm- 8:00 pm	25	26	27	28	29	30 CDC Art Al Carte 5:00pm-11:00pm	
1	2 Load-in WY Game & Fish Outdoor Expo 8:00 am-5:00 pm	3 Load-in WY Game & Fish Outdoor Expo 8:00 am-5:00 pm	4 Load-in WY Game & Fish Outdoor Expo 8:00 am-5:00 pm	5 WY Game and Fish Outdoor Expo 9:00 am- 3:00 pm	6 WY Game and Fish Outdoor Expo 9:00 am- 6:00 pm	7 WY Game and Fish Outdoor Expo 9:00 am- 3:00pm	

MARCH



2022



# MARCH 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	1	2 Luncheon Meeting 12:00 pm- 1:00 pm	3 WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 10:30 pm	4 WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 10:30 pm	5 WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 7:30 pm
6	7 CNFR Committee Meeting 5:00 pm- 7:00 pm	8	9	10 WHSAA State High School 3A/4A Basketball Tournament 7:00 am- 10:30 pm	11 WHSAA State High School 3A/4A Basketball Tournament 7:00 am-10:30 pm	12 WHSAA State High School 3A/4A Basketball Tournament 7:00 am- 9:00 pm
13	14 MPO Meeting 7:00 am- 5:00 pm TIPS Training 6:00pm-9:00pm	15 Full Scale Exercise 8:00am-5:00pm Set-Up for Home Show 8:00 am - 5:00 pm	16 Load-In Home & Garden Show 8:00 am - 6:00 pm Luncheon 12:00 pm- 1:00 pm	17 Load-In Home & Garden Show 8:00 am - 6:00 pm	18 Home & Garden Show 10:00 am - 6:00 pm	19 Home & Garden Show 10:00 am - 6:00 pm
20 Home & Garden Show 10:00 am - 4:00 pm	21 Load-In WY State Pool 8:00 am- 5:00 pm	22 WY State Pool Tournament Load-in and open practice 8:00 am-12:00 am	23 WY State Pool Tournament 8:00 am- 12:00 am	24 WY State Pool Tournament 8:00am-12:00 am	25 WY State Pool Tournament 8:00 am- 12:00 am	26 WY State Pool Tournament 8:00 am- 12:00 am
27 WY State Pool Tournament 8:00 am-6:00 pm	28	29	30 Blippi the Musical 6:00 pm-8:30 pm	31 Thursday Night Lights Featuring Aquile 8:00 pm- 10:00 pm	1 PBR Load-In 8:00 am-8:00 pm	2 PBR 7:00 pm- 10:00 pm



City of Casper  
J. Carter Napier  
City Manager

Wyoming Central Abate  
"Mileage" Mike Harrison

Hello Carter, Mr. Mayor and City Council,

We have been going back-and-forth for a few years, since the new administrations and the new chief, with these motorcycle parades twice yearly in Casper. We have had hassles, of one thing or another, throughout the entire process. Carla Mills and her group has been trying one thing and then another and now they have really get something nice and easy instead of loads and loads of paperwork. We are very pleased about that and also our new officer, Jeff Broneck, that we are working with one-on-one. He seems to be very knowledgeable, honest and listens to both sides or fairness! Through him we have agreed to change our route once more. The big eyesore about the route has been leaving the Eastside Walmart and going across Wyoming Boulevard.

This year's parade route will be as follows: leaving the Hobby Lobby parking lot turning South on Country Club Rd., West on 2<sup>ND</sup> St., South on Center St., West on Collins, North on Poplar Street, East on 1<sup>st</sup> St., East on Yellowstone all the way to Hat Six truck stop.

Two or three years ago we had a meeting with Carter and we planned a route for both parades. This route was supposed to be something we could stick with from here on out. It has been changed several times since. With officer Jeff Broneck support we did come up with some great ideas for Motorcycle Safety And Awareness and the Toy Run. We would like to thank the mayor for his participation of the reading of the proclamation. We still don't feel it's fair for us to have to do the liability insurance for either of those runs. Starting next year Carla Mills and I will get together and fill out the grant to alleviate some of the cost of the insurance. Unless there is a another change we're stuck paying so were going to abide by the rules.

We were all set and ready to go and now the police are wanting us to pay them to escort us. They know that's not feasible for us at all. We are working with the city the best we can and will continue to do so as long as we can. Please get this one item waived and we're set to go.

Thank you very much for all your work and understanding in this matter.

Mileage

Wyoming Central Abate (WCA)

[Mikemileage@aol.com](mailto:Mikemileage@aol.com)

742 North Jefferson St.

Casper, WY 82601

**From:** Justin Schilling <[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)>

**Sent:** Friday, March 25, 2022 3:27 PM

**Subject:** WAM FYI - WYDOT announces strategy for National Electric Vehicle Infrastructure funding

Hey WAM,

For those of you who attended the WYDOT Update at WAM Winter Conference, you may remember that Director Reiner talked about a series of public meetings around the state they intended to have to talk about National Electric Vehicle Infrastructure Funding. Attached you will find the schedule, with times and locations for each meeting. We hope you'll be able to attend the meeting closest to you, and we'll be hosting WYDOT for more discussions on this and other exciting funding opportunities on the horizon based on dollars from the Federal Infrastructure Bill at WAM Summer Convention coming up June 8-10 in Laramie.

Have a great weekend,

Justin @ WAM

22 March 2022

For more information you can also contact:

--

Cody Beers  
WYDOT Public Relations Specialist  
WYDOT Tribal Liaison  
(307) 856-1341 (office)  
(307) 431-1803 (cell)  
[cody.beers@wyo.gov](mailto:cody.beers@wyo.gov)  
@d5pio



22 March 2022

FOR IMMEDIATE RELEASE

**WYDOT announces strategy for National Electric Vehicle Infrastructure funding**

CHEYENNE, Wyo. — Wyoming will soon receive National Electric Vehicle Infrastructure (NEVI) formula funds to use to facilitate electric vehicle infrastructure development, especially charging stations, around the state.

The funding is part of the Federal Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), signed by President Biden in November 2021. The Wyoming Department of Transportation (WYDOT) is allocated \$3.9 million this year and expects \$5 million each year for the next four years for a total of \$23.96 million for EV infrastructure over five years.

In preparation to execute NEVI funding and other program incentives, the state has developed a Zero Emission Vehicle Strategy and will circulate the strategy over the next month to allow the public and interested parties to provide comments and feedback.

“These stations will not only be powered by Wyoming energy, but will help facilitate tourism around the state,” said Director Luke Reiner. “We want drivers who choose EVs to have safe and reliable ways to charge their vehicles as they drive in our state. This has been an inter-agency effort to maximize available resources for our residents and visitors.”

Wyoming’s interstates have been designated as “Alternative Fuel Corridors” and under the NEVI program must have infrastructure installed first. Corridor infrastructure must adhere to guidelines set by the NEVI Program Joint Office for charger efficiency, location, and accessibility. Once the interstate corridors are complete, remaining funding can be spent along other key routes to popular destinations like Yellowstone National Park and Devil’s Tower National Monument.

No state funds will be used to build, maintain or operate EV charging infrastructure through the NEVI program. Instead, the company who bids on the corridor will pay the required match amount to the Federal funds.

In addition to the NEVI funding, the BIL outlined \$2.5 billion in discretionary grants available to eligible applicants, including state and local governments, special purpose districts, tribes and other groups or entities. The state also has VW settlement funds that will be used to provide additional funding for EV infrastructure development in areas not along the alternative fuel corridors.

WYDOT and other state officials have scheduled public meetings around the state in early April to gather public input as well as feedback from potential bidders and other interested parties. Each meeting is expected to have a virtual component so viewers can attend any meeting and see the proposed plan

and make comments.

The schedule is as follows:

- Cheyenne
  - Date and time: April 4, 1-3 p.m.
  - Location: WYDOT Auditorium, 5300 Bishop Blvd.
- Casper
  - Date and time: April 5, 9-11 a.m.
  - Location: WY Oil and Gas Commission Hearing Room, 2211 King Blvd.
- Cody
  - Date and time: April 5, 5-7 p.m.
  - Location: Park County Public Library Grizzly Hall, 1500 Heart Mountain Street
- Riverton
  - Date and time: April 6, 1-3 p.m.
  - Location: Riverton City Council Chambers, 816 N. Federal Blvd.
- Jackson
  - Date and time: April 7, 9-11 a.m.
  - Location: Ordway Auditorium, Teton County Library, 125 Virginian Lane
- Rock Springs
  - Date and time: April 7, 5-7 p.m.
  - Location: WYDOT District Office, 3200 Elk Street
- Rawlins
  - Date and time: April 8, 11 a.m. - 1 p.m.
  - Location: Rawlins Family Recreation Center, 1616 Harshman St.
- Gillette
  - Date and time: April 11, 2-4 p.m.
  - Location: Campbell County Library, 2101 S 4-J Road
- Sheridan
  - Date and time: April 12, 10 a.m. - noon
  - Location: Sheridan County Fulmer Library, 335 W Alger St.

Those interested in making a public comment can also email [dot-publicaffairs@wyo.gov](mailto:dot-publicaffairs@wyo.gov). For more information, visit our website: [https://www.dot.state.wy.us/home/planning\\_projects/zero-emission-vehicles/national-electric-vehicle-infrastructure-\(nevi\)-program.html](https://www.dot.state.wy.us/home/planning_projects/zero-emission-vehicles/national-electric-vehicle-infrastructure-(nevi)-program.html)

-30-



**For information about this news release, contact WYDOT senior public information specialist Jordan Achs at 307-777-4013 or [jordan.achs@wyo.gov](mailto:jordan.achs@wyo.gov).**

**For the latest road conditions, visit [www.wyoroad.info](http://www.wyoroad.info), call 5-1-1, or download the Wyoming 511 app.**

**Follow WYDOT on Facebook at [www.facebook.com/WyomingDeptofTransportation](https://www.facebook.com/WyomingDeptofTransportation)**

**From:** Justin Schilling <[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)>

**Sent:** Thursday, March 31, 2022 1:26 PM

**Subject:** FW: REMINDER: DUNS Number transition to Unique Entity Identifier (UEI) – April 4, 2022

Good Afternoon WAM!

Passing along an important message about a change from Federal Treasury concerning identification numbers.

Warm regards,

Justin Schilling

Member Services Manager

Wyoming Association of Municipalities

315 West 27th Street

Cheyenne, WY 82001

[307-632-0398](tel:307-632-0398)

[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)

[www.wyomuni.org](http://www.wyomuni.org)

From: [slfrp@treasury.gov](mailto:slfrp@treasury.gov) <[slfrp@treasury.gov](mailto:slfrp@treasury.gov)>

Date: Wed, Mar 30, 2022 at 2:43 PM

Subject: REMINDER: DUNS Number transition to Unique Entity Identifier (UEI) – April 4, 2022

To: [gwynne.james1@wyo.gov](mailto:gwynne.james1@wyo.gov) <[gwynne.james1@wyo.gov](mailto:gwynne.james1@wyo.gov)>

**Dear Recipient of Treasury Programs,**

**This message is a reminder that** beginning on April 4, 2022, as part of the federal government's transition for all federal awards, all entities doing business with the federal government will use the Universal Entity Identifier (UEI) number assigned by the U.S. General Services Administration (GSA) in the System for Award Management (SAM.gov). Therefore, the U.S. Department of the Treasury (Treasury) will no longer be able to accept a Data Universal Numbering System (DUNS) number as a valid identification number, and Treasury will no longer require that applicants, recipients, subrecipients, or contractors provide a DUNS number when applying for Treasury awards.

**IMPORTANT: As a Recipient, you should also ensure that your subrecipients and contractors obtain a UEI number if they have not done so already.**

#### **What is the UEI?**

Beginning April 4, 2022, the federal government will stop using the DUNS number issued by Dun and Bradstreet to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) number assigned in [SAM.gov](https://sam.gov) and will no longer use a third-party website to obtain their identifier number. Entities are able to manage organizational information, such as legal business name and physical address associated with a UEI number, directly from [SAM.gov](https://sam.gov).

#### **What does this mean for Recipients?**

No action is required if you have an existing and active registration in [SAM.gov](https://sam.gov). If you are registered in [SAM.gov](https://sam.gov), your UEI number has already been assigned and is viewable in your SAM.gov account. Your UEI number is located below the DUNS number on your entity registration record. Please ensure your



legacy DUNS number is accessible for historical reference where needed, as the DUNS number will no longer be visible to users in SAM.gov after April 4, 2022. Similarly, Treasury will automatically populate your existing account records with the GSA-issued UEI number in the Treasury.gov application and compliance portal, as applicable.

If you identify a difference between the number listed in SAM.gov for the legal entity participating in one or more Treasury programs or experience another issue with the UEI number that is specific to Treasury, please contact the designated program by using the email address that you corresponded with as part of application and/or post-award compliance with your Treasury award number and include "SAM.gov - UEI number" in the subject line. Please note that GSA manages the issuance of UEI numbers and SAM.gov registration.

New SAM.gov registrants will be assigned a UEI number as part of their SAM registration. More information about the UEI transition is available through the U.S. General Services Administration's [website](#). If you are a new applicant for federal funds, you must register in SAM.gov and obtain a UEI number beginning on April 4, 2022. You may continue using your DUNS number for applications submitted prior to that date. Beginning on April 4, 2022 you will be required to list your UEI number in lieu of the DUNS number on all submissions to Treasury. This includes any legacy forms submitted to Treasury after April 4, 2022 that may or may not continue to reflect a field for the DUNS number. You may include your legacy DUNS number and UEI number where space allows, but the DUNS number will no longer be required.

Again, Recipients may continue registering for and using the DUNS number up through April 3, 2022. On and after April 4, 2022 all recipients will need to apply for a UEI number as part of the SAM registration process, regardless of any applications for a DUNS number pending with Dun and Bradstreet.

#### **Where can I get more information?**

Questions about the conversion from DUNS number to UEI number should be directed to GSA. Information about the **UEI** transition can be found on GSA's webpage, [here](#).

You can also find additional resources below:

[External UEI Transition FactSheet](#)

[FAQs on SAM.gov and UEI Transition](#)

--



**Gwynne James, MPA**  
**Senior Budget Analyst**  
**State Budget Department**

2800 Central Ave.  
Cheyenne, WY 82002

**Phone:** 307-777-6049

**Email:** [gwynne.james1@wyo.gov](mailto:gwynne.james1@wyo.gov)

**Website:** <https://sbd.wyo.gov/>

## **Leisure Services Advisory Board (LSAB)**

### **Minutes of Thursday, February 10, 2022**

**Meeting Called to Order:**      **Date:** February 10, 2022  
   **Time:** 4:30 pm  
   **By:** Amy Crawford  
   **Location:** Casper Aquatic Center Conference Room & via Microsoft Teams

- I. Board Members Present:** Amy Crawford, Doug Hall, Doug Follick, Olivia Cole, Jim DeGolia  
**Council Liaison:** Lisa Engebretsen  
**Staff Present:** Zulima Lopez (Director Parks, Rec & Public Facilities), Randy Norvelle (Parks Manager), Phil Moya (Recreation Manager), Paul Zowada (Athletics Supervisor), Edwin Luers (Aquatics Supervisor)  
**Guests:** None
- II. Approval of Minutes:**  
**Minutes Date:** December 9, 2021  
**Motion By:** Doug Follick  
**Second:** Olivia Cole  
**Board:** Approved
- Minutes Date:** January 13, 2022  
**Motion By:** Amy Crawford  
**Second:** Doug Follick  
**Board:** Approved
- III. User Groups**
- A. Casper Youth Baseball – Not present, did send in a report**
- B. Casper Baseball Club / Casper Crush – Kalen Hill**
- Both clubs are doing well. So well they are having to turn away kids because they just don't have the space.
  - Future Projects
    - Artificial turf in the infield at Mike Lansing Field.
      - The cost for a top-of-the-line complete install would be about \$160K.
      - 10-year lifespan on average. Believe they could make it last up to 15 years.
      - Would be paid for by the stakeholders with donations if we can get longer-term agreements.
      - Would have to be swept more often because it's windy here, but irrigation would be less and there is no mowing needed.
      - This would help the clubs to get out on the field earlier in the year, about 3 weeks earlier.
      - Would also help with being able to play 65-70 games per year spread out over more weeks.
      - Would help with competing with Cheyenne and Sheridan as they both start their seasons about 3 weeks earlier than us with their artificial turf areas.
      - Would allow usage during nice days in the winter.
      - Would allow the club to do the Miracle League for Special Olympics.
      - Would pretty up the area as well.
    - The batting cage at Crossroads is unsafe. Balls hit the metal and ricochet back at the players. Several have been hurt.
    - Batting cages at both facilities need to be updated/replaced
      - Needed to host the games/tournaments they'd like to host
  - Plan to raise \$330k over the next 3 years. Already have 4 groups willing to donate \$5k per year for 3 years.



- The Indoor building we built is used a lot by us and we open it up to other groups.

#### C. Casper Softball Association – Hillary Shirley

- Utilize the fields at 13<sup>th</sup> and Sycamore
- Values are to provide a traveling softball experience to girls that is affordable and builds confidence & skills. Do not want to grow the numbers so large that the girls lose out on affordability and good coaches.
- The fields are humble – but that is ok.
- Financials
  - Operated at a loss last year for the first year ever.
  - High school girls are not allowed to fundraise during the season. Only 8-14-year-olds can.
  - Took money we had saved in previous years to rent an indoor facility at 3700 Salt Creek.
  - This year every kid is tasked with raising \$500.
- Issues
  - Waterline break in one of the buildings
  - Turnover of volunteers
  - Cannot figure out how to provide increased capacity and have good coaching.

#### D. Casper Horseheads – Not present, did send in a report

#### E. Casper Aquatic Center – Edwin Luers

- 3 current capital projects: Roof, slide tower, the Starburst (structure with 5 spray heads)
- Attendance numbers:
  - Numbers are rebounding to 2019 levels.
  - Had covid restrictions from January to June 2021, so numbers are lower.
  - Hoping to get back to 2019 levels this year.
- Financials
  - Increased prices, so income is higher even though attendance numbers are lower.
  - With 3 month memberships, people got \$10 off swim lessons, therefore swim lesson income is lower.
- Membership drives are in January and June.
- Future Capital Projects: purchasing an extra pump for each pool. PV pool pump went down last year and it took 5 months to get a pump. Want to have a reserve pump on hand so that there is minimal downtime to replace it (2 hours versus weeks to months).

### IV. Parks Repurposing

The following are the ideas the Board came up with for repurposing parks. The Board asks that the Parks department staff choose which parks would be best suited for the ideas.

Pickleball Courts	Fenced Dog Park	Xeriscaping	Additional Play Structures
Bicycle Pump Track	Public Art Displays	Cacti Garden	Exercise Routes
Outdoor Classroom	Outdoor Theater	Food Truck Area	

- **ACTION:** Parks department staff will take ideas and identify costs, etc. associated with each.
- **ACTION:** Parks department staff to survey the neighbors on which idea they would support if we were to repurpose their neighborhood park.
- **ACTION:** Parks department staff to look into partnering with clubs or user groups for funding.
- The Board suggests we look into the age demographics of the neighborhood to determine what would be best suited for the park.
- The Board suggests looking into digging wells in parks to lessen irrigation expenses.
- CY Islands: Board believes it would be a good area for Public Art Displays. The City does not want to see the trees go away.

- Timeline: Planning for FY 24. However, if there are any agencies or groups we can partner with that have funding, it could be done earlier. Also, depending on the cost, could get capital funding from other areas this year. However, do not want to rush things. Want this to be done correctly.

## V. Other Business

1. *Public*: None
2. *Staff*: University of South Dakota Occupational Therapy Program is doing a needs assessment on ADA Accessible playgrounds. They are compiling a report and will meet with Zulima and Randy to establish goals for the city. Looking at Adventure Playground, City Park, Meadowlark Park, & Huber Park.
3. *Board*:
  - a. Approval to rename the “Leisure Services Advisory Board” to “Parks and Recreation Advisory Board”
 

**Motion By:** Doug Follick  
**Second:** Olivia Cole  
**Board:** Approved
  - b. New Board members
 

**ACTION:** Zulima to post the advertising for new members with a deadline to submit applications by 3/4/2022.
  - c. Chairman & Vice Chairman Elections – Tabled until next meeting.
  - d. Liaison Assignments
 

Fort Caspar Museum

    - Looking into putting Museum Expansion as a 1-cent capital project.
    - Working on CARES funding.
    - Ford Wyoming Center is going to move the USS Wyoming from their facility to the DuBois WWII Museum.
    - Casper was picked as the #3 Western Destination in True West Magazine. Will run an ad in the April/May issue.
    - Rick is researching re-enactments and Pow-wows.
    - Fort Casper Museum Association to take over doing the Ghost Tours.
4. *Tracking Progress of Maintenance Requests* –
 

**ACTION:** Phil to look into finding the digital document.

The next scheduled meeting will be **Thursday, March 10, 2022, at 4:30 pm both in-person and via Microsoft Teams.**

**Meeting Adjourned:** The meeting was adjourned at 6:15 pm.



## FY 2022 Community Promotions Final Report

Please file this form within **30 days** of the conclusion of your event. Submit this form electronically to the City Manager's Office at [rjordan@casperwy.gov](mailto:rjordan@casperwy.gov). Submit any bills for reimbursement electronically to [accountspayable@casperwy.gov](mailto:accountspayable@casperwy.gov). **Failure to complete and send in this form could result in a denial of payment for in-kind, facilities, AND cash funding, as well as a disqualification from any future funding grants.**

Organization: Platte River Trails Trust Program/ Event: 2021 Riverfest

Contact Person: Angela Emery Phone Number: 307-577-1206 Date: March 30, 2022

Email Address: aemery@platterivertrails.com

### SEE ATTACHMENT

#### 1. Mission

#### 2. Written Account of your Event

Please attach a written account of your event. Was the event successful? Did it go off as expected? Were there any problems? **Please limit your written account to one (1) page of written material.**

#### 3. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from community promotions funding and whether it was for cash, in-kind, facilities, or any combination of the three.**

#### 4. Program Significance

- Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
- What impact did the program have on the specified target population and community?
- Have there been significant trends over the past months regarding your target population?

#### 5. Results

- Please describe the outcomes/outputs
- Please describe the method of measurement
- Please describe the performance results

#### 6. Program Results/Impacts (use bullets)

- Explain how much (quantity) service the program delivered
- How well (quality) the services were delivered. For example, describe how individuals were better because of the event
- What does your analysis of the past year's data tell you about what is happening to the impacted target population?
- How could the event have worked better?
- How will you address this?

## 7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people attended and/or participated in your event.

- a. **Please fill out the information in one of the three boxes below.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.
- b. Please provide information as to number of participant/spectators who are from Casper and those that are from outside of Casper, as well as what method you used to count.

### Attendance and Participation

Please fill out one of these three sections as instructed on the opposite side of this page.

<i>I can <b><u>Accurately Count</u></b> the number of people who attended my event because:</i>	
<input type="checkbox"/>	We sold tickets
<input type="checkbox"/>	We took a turnstile count or counted people as they came in
<input checked="" type="checkbox"/>	We conducted an organized head count
<input type="checkbox"/>	All participants were registered
<input type="checkbox"/>	We used sign-in sheets
<input type="checkbox"/>	We used another method that was pre-approved by the City Manager's Office
Number who Actively Participated:	<input type="text" value="100"/>
Number who attended as Spectators:	<input type="text" value="1500"/>

<i>I can only make a <b><u>Rough Estimate</u></b> of the number of people who attended my event.</i>	
Number who Actively Participated:	<input type="text"/>
Number who attended as Spectators:	<input type="text"/>

<i>I can make an <b><u>Educated Guess</u></b> at the number of people who attended my event because:</i>	
<input type="checkbox"/>	We counted cars
<input type="checkbox"/>	We filled a certain amount of space <i>For example: "We filled fifteen rows of 20 seats each" or "We filled two 20 x30 foot rooms with people"</i>
<input type="checkbox"/>	We used another method that was pre-approved by the City Manager's Office
Number who Actively Participated:	<input type="text"/>
Number who attended as Spectators:	<input type="text"/>

***What's the difference between a participant and a spectator?***

A **participant** is someone who is actively involved in the activity; a **Spectator** is someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator! For example:

<b>If your event was....</b>	<b>Then your count of <u>Participants</u> would include...</b>	<b>And your count of <u>Spectators</u> would include...</b>
<i>.... a Baseball Tournament</i>	<i>Players, coaches, volunteers, and other people who helped out with the tournament</i>	<i>The people who were sitting in the bleachers.</i>
<i>.... a Bake Sale fundraiser</i>	<i>People who cooked, set up tables, handed out flyers, etc.</i>	<i>The people who came to shop at the bake sale, even if they didn't buy anything</i>
<i>... a class for teens about alcohol abuse</i>	<i>The teachers, the people who organized and hosted the event</i>	<i>The students who attended the class.</i>
<i>.... a soup kitchen that gave food to the homeless</i>	<i>People who worked in the kitchen, advertised the program, etc.</i>	<i>The people who received the food.</i>

**ADDITIONAL NOTES (IF NEEDED):** We define participants as members of the Platte River Trails Trust, Casper Rotary Club or other volunteers at the Event. We use a hand click counter at the front gate where the beer cups are sold to track spectators/attendees as they arrive at the site. We know we miss some spectators/attendees who may walk in from another direction.

## **Casper Community Promotions Grant Report Attachment**

### **1. Mission**

The mission of the Platte River Trails Trust is to develop a river pathway while preserving the scenic, natural, and historic value of the North Platte River, and to assist with the development of a network of trails that contribute to our community's non-motorized transportation options, economic vitality, and quality of life.

### **2. Written Account of your Event**

2021 Riverfest went very well. We counted (using a hand clicker) approximately 1500 people through the front entrance. The weather was beautiful, and we sold all of our 2021 cups. We were unsure, given the ongoing COVID scenario, whether people would attend. We were graced with lovely weather that contributed to an excellent turn-out that raised money for trails in our community.

### **3. Financial Information**

**SEE ATTACHED Income Statement**

### **4. Program Significance**

- a. Our community trails are free for everyone in the community to use regardless of income, age, ability, race, gender etc. So, the entire Casper community benefits from our signature fundraiser, Riverfest, as we direct proceeds from Riverfest to our mission.
- b. In addition, our partner Casper Rotary Club, raises funds for projects such as the Adventure Playground and the Climbing Feature that benefit the entire community

### **5. Results**

- a. We had an excellent turnout for the event.
- b. We count people who enter the event site and people who purchase beer cups.
- c. Attendance and beer cup sales were up over 2019.

### **6. Program Results/Impacts (use bullets)**

- a. We are an event not a program. We analyze success from year to year on attendance and event profit. By those measures we did well in 2021. The fact that people attended the event tells us that Casper citizens come out to support our mission and our event.
- b. We are always looking for ways to make our event better to retain and attract attendees.
- c. We hope to tweak our site plan this year to showcase the space and make it comfortable and appealing.

### **7. Attendance and Participation**

In order to gauge the impact that your event has had on the community, it is important that we know how many people attended and/or participated in your event.

- a. **We use handheld counters at the main entrance to our event. Board members man the counter.**

2021 Riverfest Income Statement

	A	B	C
1	INCOME		
2			
3	Sponsorships		
4		Foss Motors	5,000.00
5		WPDN	3,000.00
6		Rocky Mountain & Park	3,000.00
7		Rocking K Development	1,000.00
8		Hilltop	1,000.00
9		ANB Bank	1,000.00
10		Grab N Go Gourmet	1,000.00
11		Lisa Burrige Assoc.	1,000.00
12		Communitiy Promotions -	46.25
13		City Promotions Grant -	1,347.00
14	TOTAL Sponsors		17,393.25
15			
16			
17	Duck Ticket Sales		1,585.60
18			
19	Rotary Club		10,106.59
20	TOTAL INCOME		46,478.69
21			
22			
23	Expenses		
24			
25		T-shirts	343.38
26		Cups	3,228.67
27		Music	1,850.00
28		Infatables	1,050.00
29		Posters	80.70
30		Insurance	1,100.00
31		Malt Beverage	80.00
32		Park Rental	205.00
33		Tents & Table	1,377.50
34		CAMBYR & Xcountry Kid	500.00
35			
36	Total Expenses		9,815.25
37			
38	NET INCOME		36,663.44

**From:** Lee, John L <John.L.Lee@charter.com>  
**Sent:** Friday, April 1, 2022 1:27 PM  
**To:** Lee, John L <John.L.Lee@charter.com>  
**Subject:** Charter/Spectrum Channel Lineup Change

Hello.

Charter Communications/Spectrum is making changes to our residential channel lineup for customers in your community.

PROGRAMMING	CHANGE
Victory Channel Gap Launches	Launch (SPP Select & Legacy Equivalent Tiers)
Sonlife	Launch (SPP Select & Legacy Equivalent Tiers)
ShopHQ Health	Launch
Circle Satellite Feed	Addition on SPP Tier 1

To view a current Spectrum channel lineup visit [www.spectrum.com/channels](http://www.spectrum.com/channels).

Please contact me should you have any questions.

Sincerely,  
John Lee



John Lee | Senior Manager, Government Affairs  
6399 S. Fiddler's Green Circle 2nd Floor | Greenwood Village, Colorado 80111  
O: 720 482-6086  
C: 303 949-6671  
E: [John.L.Lee@Charter.com](mailto:John.L.Lee@Charter.com)