
INFORMATION PACKET

Friday, February 16, 2024



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The Grid
Working Draft of Council Meeting Agendas

February 20, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
	Pre-Meeting: Opioid Funding (Eric)				
Pre-Meeting: Weed & Pest Technician Request					
Pre-Meeting: USPS Closure					
Public Hearing Consideration of an ordinance vacating the segment of alley abutting Lot 5, 6 and 7, Kenwood Addition to the City of Casper		N			
Public Hearing: Liquor License Renewals		N			
2nd Reading: Consideration of an Ordinance approving a zone change of multiple properties located north of East 12th Street, between South Conwell and South Lowell Streets.			N		
2nd Reading: Consideration of an Annexation and Zoning Request for 0.51-acres, more or less, described as Lot 6, "Bryan Subdivision."			N		
2nd Reading: LAD 160 Assessment Roll					
3rd Reading - Utility Billing			N		
Authorizing Amendment No. 2 to the Contract for Professional Services with CH2M Hill Engineers, Inc. for the Sam H. Hobbs WWTP MCC Replacement, Project 17-081.				C	
Authorizing an Agreement with Crown Construction, LLC, in the Amount of \$97,200.00, for the Downtown Parking Garage Drainage Improvements, Project No. 22-064.				C	
Consideration of a Resolution approving a final plat of the "Morado Cove" subdivision, and the associated Subdivision Agreement.				C	
Authorizing an Agreement for Software Between TargetSolutions Learning LLC, dba Vector Solutions and the City of Casper in the Amount of \$10,000 to Procure an Operations and Training Records Management System.				C	
Authorizing a Software or Services Agreement Amendment Between Image Trend LLC, and the City of Casper in the Amount of \$4,175 to Procure an Integration Model for Vector Distribution.				C	
Part Time Judge Contracts (2)				C	
Authorizing Amendment No. 1 to the Existing Professional Services Agreement with Kone Elevators to Modernize the Elevators at City Hall.				C	
Authorizing a Letter of Agreement Between the City of Casper, Wyoming, Through the Casper Police Department and the United States Department of Justice, Drug Enforcement Administration in the Amount of Fifteen Thousand Dollars.				C	
Purchase of 4 New Turf Utility Carts					C
Purchase of New greens roller					C
Executive Session: Personnel					

February 27, 2024 Councilors 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
1% #17 Reallocation of \$85k Funding Options	Direction Requested	4:35	45 min
Parks and Rec Master Plan Update	Information Only	5:20	30 min
Code Enforcement Follow-up Part 3 (Assessment of Administrative Fees)	Direction Requested	5:50	40 min
Code Enforcement Follow-up (Abatement Responsibility for Sidewalk and Street Vegetation Obstructions)	Information Only	6:30	30 min
Waste Water Treatment Plant Capital Budget Amendment	Move Forward for Approval	7:00	30 min
Agenda Review		7:30	20 min
Council Around the Table		7:50	20 min

March 5, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
	Pre-Meeting: Railway Support				
Approval of 2/6 Minutes					C
Approval of 2/6 Exec Session Minutes					C
Approval of 2/20 Minutes					C
Approval of 2/20 Exec Minutes					
Public Hearing: Consideration of a Resolution Certifying the Annexation of 0.51 acres, more or less, described as Lot 5, "Bryan Subdivision," complies with W.S §15-1-402.		N			
2nd Reading: Ordinance vacating the segment of alley abutting Lot 5, 6 and 7, Kenwood Addition to the City of Casper			N		
3rd Reading: Consideration of an Ordinance approving a zone change of multiple properties located north of East 12th Street, between South Conwell and South Lowell Streets.			N		
3rd Reading: Consideration of an Annexation and Zoning Request for 0.51-acres, more or less, described as Lot 6, "Bryan Subdivision."			N		
3rd Reading: LAD 160 Assessment Roll			N		
Accepting a 30-foot Public Pathway Easement from the State of Wyoming as part of the Edness Kimball Wilkins Park Trail Extension.				C	
Accept Amendment No. 1 to the existing Water Line Easement Instrument No. 1127681 from The Church of Jesus Christ of Latter-Day Saints as part of the Casper Wyoming Temple Construction at 2905 Independence Court.				C	
A Resolution Authorizing a Contract for Outside-City Water Service with James P. and Brenda S. Short.				C	
Part Time Judge Contract (1)				C	

March 12, 2024 Councilors 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
Code Enforcement Follow-up Part 2 (Time Frame for Addressing Violations)	Direction Requested	4:35	30 min
Code Enforcement Follow-up (Funding Source for Condemnations, Dangerous Buildings, and Demolitions)	Direction Requested	5:05	30 min
Business Self Inspection Ordinance	Direction Requested	5:35	30 min
Capital Budget Review	Information Only	6:05	60 min
Agenda Review		7:05	20 min
Legislative Review		7:25	20 min
Council Around the Table		7:45	20 min
Approximate Ending Time:			8:05

Future Agenda Items

Council Items:			
Item	Date	Estimated Time	Notes
Funding for Sidewalk Repairs/Homeowner Responsibilities			Ordinance issue?
Naming City Garbage Trucks/Plow Follow-up			
Staff Items:			
Downtown Parking Kiosks			May
Utility Rate Model			May
Tentative Budget to Council	May 7, 2024		
Budget Review Sessions	5/20/24 & 5/22/24		
Summary Proposed Budget to Council	June 4, 2024		
Fort Caspar Feasibility Study			Fall
Master Plan			Summer
Potential Topics-- Council Thumbs to be Added:			
Future Regular Council Meeting Items:			
Establish Public Hearing: FY25 Budget	6/4/2024		
Public Hearing: FY25 Budget Adoption	6/18/2024		
Urban Forestry Grant			Waiting on a contract
Retreat Items:			
Economic Development and City Building Strategy			

FEBRUARY 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 Bert Kreischer 7:00 pm- 10:00 pm	2 Load-In Boys & Girls Club 8:00 am - 5:00 pm	3 Boys & Girls Club Reverse Raffle & Auction 5:00 pm - 11:00 pm
4	5 CPD Testing 7:30 am- 11:00 am	6	7	8 HF Sinclair Training 8:00 am- 5:00 pm State Legislators' Dinner 4:00 pm-8:00 pm	9 Load-In API Chili Cook-Off & Calcutta (6:00-9:30 pm) 8:00 am- 10:00 pm	10 API Chili Cook-Off 11:00 am- 2:00 pm
11	12 HF Sinclair Training 8:00 am-5:00 pm	13	14	15 Postmodern Jukebox 7:00 pm- 10:00 pm	16	17
18 Broadway at the Ford Hairspray 6:00 pm- 10:00 pm	19 <i>Presidents' Day</i> <i>FWC Offices Closed</i>	20 Dropkick Murphys 6:00 pm- 10:00 pm	21 Load-in WHSAA State Wrestling 8:00 am-5:00 pm	22 WHSAA State Wrestling 7:00 am-9:00 pm	23 WHSAA State Wrestling 7:00 am- 9:00 pm	24 WHSAA State Wrestling 8:00 am-9:00 pm
25 Casper Showdown 7:00 am- 7:00 pm	26	27	28	29 WHSAA State High School 1/A 2/A Basketball 9:00 am- 9:00 pm	1 WHSAA State High School 1/A 2/A Basketball 9:00 am - 9:00 pm	2 WHSAA State High School 1/A 2/A Basketball 8:30 am - 9:00 pm



**AMOCO REUSE AGREEMENT
JOINT POWERS BOARD**

2435 King Blvd, Suite 249
Casper, WY 82604
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AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, January 10, 2024
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Rob Hurless, Larry Madsen, John Lee, Jim Milne, and Amber Pollock

Absences: None

Others Present: Jim DeGolia, Thomas Smoll, Eric Nunn, Matt Reams and Executive Director Renee Hahn.

With a quorum in attendance, the meeting was called to order at 6:00 p.m. by Chairman Hurless. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

Mr. Hurless requested a roll call for all members and any public in attendance.

Mr. Hurless asked that introductions begin by all members and then the public in attendance.

1. Minutes from December 13, 2023 Regular Meeting

A motion was made by Mr. Madsen and seconded by Mr. Lee to approve the Minutes of the December 13, 2023 meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of January 10, 2024 Treasurer’s Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer’s Report as of January 10, 2024 were presented by Mr. Madsen.

A motion was made by Ms. Pollock and seconded by Mr. Lee to approve the Treasurer’s Report of January 10, 2024, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report.

3. Committee Reports

• **Three Crowns**

Mr. Reams stated that all memberships were on plan to date. He will be presenting the new draft budget to Landscapes Golf Management (LGM) this Friday. Upon acceptance, the new

draft budget will be presented to the Three Crowns Committee at their February Meeting. Upon acceptance, the budget will advance to be presented to ARAJPB at their March Meeting. Ms. Pollock asked Mr. Reams about results for The Refinery at the holiday season. Mr. Reams announced that they had good feedback from the customers. Normal revenue for the holiday season in Food and Beverage is \$40-50k but this year they grossed about \$80k. Mr. Reams shared that during the construction months last year they were down about \$130k in gross revenue, but at this time after December Financials he expects the loss to be lessened to \$10K.

The restaurant has now improved their turnaround times and are on track. There will be additional bar training next week for the staff.

Staff hours have been cut back in January so in the future the crew can enjoy some time off.

- **PRC**

Ms. Hahn had no report.

- **ARAJPB Development**

Ms. Hahn summarized the Status Report that was sent to the Board Members via email in advance of the meeting.

Additionally, Ms. Hahn reported that WDEQ has met with some of the City of Casper's staff about the approval of the Fire Department on Site C. She also shared that Mr. Hurlless and Mr. DeGolia had met with Mr. Brauer and Zulima about the possibility of a new ball field for minor league play in the Western Opportunity Area. Those discussions are very preliminary.

Ms. Hahn shared that WYDOT had begun the construction on Poplar Street and will replace sewer lines and other infrastructure.

- **Executive Committee**

Mr. Hurlless asked that Ms. Hahn share all future meeting dates. It was determined at the next Executive Meeting they will begin discussing when to officially place an advertisement for a new Executive Director and when to place the advertisement.

4. Election of Officers

Mr. Hurlless announced that this matter will be moved to February upon completion of the appointments by the City and County

5. Establishment of Regular Meeting Dates and Times for Calendar Year 2024

A motion was made by Ms. Pollock and seconded by Mr. Madsen that the Board establish the second Wednesday and, if needed, the fourth Wednesday of each month as the regular meeting dates for the Board for the calendar year of 2024, with all meetings starting at 6:00 pm and that the normal meeting location will be in the Big Horn Conference Room of Casper Area Innovation Center, located at 2435 King Blvd., Casper, WY. One exception is for the December Meeting being held at Three Crowns 1601 King Blvd., starting at 5:00 p.m. and a special meeting to be held on June 28, 2024 to pay all unpaid invoices for the fiscal year. There being no further discussion, the Board proceeded to vote, and the motion carried with all members in attendance voting aye.

6. Establishment of Financial Institutions

A motion was made by Mr. Madsen and seconded by Mr. Milne to approve the official financial institutions for the year 2024 be Hilltop National Bank, the Wyoming Government Investment Fund, Peaks Investment, Wyoming Class, and the FIB Wealth Management Fund, to be the depositories this year. There being no further discussion, the Board proceeded to vote. The motion carried with all members present voting aye.

7. 2024 Board Members and Committee Tasks

Mr. Hurlless announced that this task will be moved to February upon completion of the appointments by the City and County

8. Interaction with City and County Representatives – Specific Issues and Concerns

City Representative Pollock stated that all interviews were completed for ARAJPB Members and the selected applicants will be appointed on January 16th for ARAJPB.

She also announced that the new Mayor will be Steve Cathey and Vice Mayor will be Lisa Engebretsen.

Mr. Milne shared the County had selected Mr. Nicolaysen as the new Chair.

Mr. Milne shared that a meeting was held with SkyWest and had them explain to the County why they needed to be funded.

9. Other

No Report.

10. Future Meetings/Agenda

- Three Crowns Management Committee - January 18th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- Regular Board meeting - February 14th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room
- Three Crowns Management Committee - February 15th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

Office Closures:

January 15th - Martin Luther King Day

February 19th - Presidents' Day

11. Public Comment

There was no public comment.

12. Good of the Order

No Report.

13. Adjournment

There being no further action by the Board, a motion was made by Mr. Madsen and seconded by Ms. Pollock to adjourn the meeting at 6:28 p.m. The motion carried with all members in attendance voting aye.

2-14-24
Date

Lenny Madsen
Board Officer

2-14-24

T. Madsen

Date

Presiding Officer

Parks & Recreation Advisory Board Minutes of Thursday, January 11, 2024

Meeting Called to Order: **Date:** January 11, 2024
Time: 4:37 pm
By: Amy Crawford
Location: Casper Family Aquatic Center Conference Room

- I. Board Members Present:** Amy Crawford, Jim DeGolia, Kris Galles, Randy Hein, Shelly Zimmerman, & Susan Redding
Council Liaison: Not present
Staff Present: Zulima Lopez, Nick Whipps, Jenniffer Harvey
Guests: Joe Kennedy, Jeremy Taylor, Luke Carlson, Ken Thoren

Approval of Minutes:

II. User Groups

Casper Recreation Center – Jenniffer Harvey

The Rec Center received a grant for \$156k for summer camp programming. The Rec Center added staff and an enclosed room. Hope to add fitness equipment for youth and childcare in the future.

Revamped the cardio/spin/weight room this year with new equipment.

Memberships have grown dramatically over the last 2 years. We've instituted more marketing, promotions, and training of the front desk workers to convert day pass users to membership holders instead.

Working steadily to reduce the yearly subsidy.

Midget Football – Joe Kennedy

Thank you to the City for everything you have done and do for our group.

We are a football program for 5th and 6th graders throughout the city.

We are working with the Boys and Girls Club to help expand their program.

All of our workers are volunteers.

Membership was down significantly this year.

Concern: heaters are out at the storage building at Washington Park.

Good: Bathrooms at the building at Washington Park are being renovated.

Casper Junior Football – Jeremy Taylor

Thank you to Paul and his guys for everything they do for our group.

Our group had 520 kids last year with 24 teams. We will probably surpass 600 kids with 30 teams this coming year.

We have restructured our division so our grades match the Rec Center sports.

Concerns: We have outgrown the space at Mike Sedar Park. Parking is a big issue as well. The City is actively working on a solution.

Request: We would like to build a shed at Crossroads Park to keep our equipment. 1st and 3rd grade play there.

The season starts in August and runs through mid-October.

We have a travel league that runs from October through November. The tournament will be held here this year. Visit Casper is sponsoring.

All volunteers lead the group.

We have 55 cheerleaders as well now.

Casper Soccer Club – Luke Carlson

We definitely appreciate the support of the City in our efforts.

We saw a little growth this year. We had 850 club members in 2022, with 900 members in 2023.
Hosted several tournaments again this year: Fall Classic, Spring Jamboree, and the State Soccer Cup.
We have 75 volunteer coaches for the competitive league and 60 for the rec league.
Purchased a new golf cart.

Have some older goals that need to be replaced.

Challenges: To provide the best program we need more leaders.

Director of Coaching is now a paid position. Unfortunately, in the past, the directors stayed 2-3 years and then moved on to the larger cities. This year we hired 2 local coaches that have roots in the community. Hoping they will stay longer.

Referees are a huge issue. We never have enough. We offer clinics, we pay for the training. Can be a referee starting at 12 years old. Visit Casper is helping out with the referee issue. It is a city-wide and not just a soccer club issue.

Community Recreation Foundation – Ken Thoren

Our foundation works with the Recreation Center to provide support and scholarships for underprivileged kids and 55+ to use the Recreation Center and the associated programs.

We host 2-3 fundraising events each year.

The Fall Craft Fair is the largest with approximately 227 booths this last year.

The spring basketball tournament is almost back to pre-COVID numbers. Has a huge economic impact and is very competitive.

We received some grant money from the Joint Powers Board.

We have 11 people on our Board with 1 current vacancy.

We never turn anyone away that needs financial support.

We cover 75% of the cost if you meet eligibility.

This Board recommends that CRF let the School District know about their services.

Casper Recreational Leagues Association – N/A

CRLA no longer manages the sports league programs for the City as we have restructured our relationship.

CRLA is still active in the leagues, but they no longer manage the financials.

This has not affected the number of participants.

We have 14 Pickleball teams. We are noticing first-time players coming in more and more.

Like other sports, officials are the biggest hurdle. Unfortunately, since the City took over the league, anyone who wants to be an official through the Rec center leagues has to become a City employee, pass a background check, etc. This has reduced the number of officials.

We do have the jobs posted on our city website as well as at Casper College.

III. Board Member Terms & Vacancy

ACTION: Amy to schedule interviews for the applicants. The interview committee will then recommend the two replacements. Then the Board can vote via email. If this can be done by Jan 31st, the Board can send the recommendation to the City Council on Feb 6th for their approval.

Capital Budget Updates

Currently in process. Capital budgets open in our system in November of each year. Each department has until January 19th to enter. From January 31st to February 5th this department is scheduled to meet with the City Manager regarding our Capital Requests for the next 5 years. Capital is considered anything over \$5000 with a 5-10 year longevity.

ACTION: Would like this Board to weigh in on our requests. Zulima will send the Capital Requests to the Board for your review and comments.

IV. Grant Updates

Wyoming Outdoor Rec offering an ARPA grant opportunity for projects that fall in qualified census tracts. For us that is North Casper. Changes were made in December to include park infrastructure and athletic fields. We are applying for 3 grants: 1) North Casper ballfields to include dugouts, Tani bathrooms, concessions, redo fencing, scoreboard replacement, and tear down the current skate park and rebuild with a Miracle Field, and 2) Build a new skate park at Marion Kreiner park and update the pool filtration, and 3) Build a pedestrian bridge over the river adjacent to the Poplar St. overpass. WYDOT is excited about this possibility as then they won't have to widen the overpass for a sidewalk. This would be a 30-foot-wide bridge that could host events. **ACTION:** Zulima to send Randy Hein a recommendation letter template for the ARPA grant application.

Phase II in Washington Park was due in November. We will find out in the spring.

Save America's Treasures Grant – This is to fix historic buildings in Fort Caspar. We are working on background work.

Urban Forestry Grant – No contract yet. In a holding pattern at the moment.

V.Other Business

Public: None

Staff: Parks Repurposing: the Master Plan is working on this. It is to be done in June. This Board will meet with the consultant as a stakeholder group at the February Board Meeting.

Board: **Question:** Can this Board share information from these meetings to the public? Specifically, what can we share and what can we not share?

The next scheduled meeting will be **Thursday, February 8, 2024, at 4:30 pm at the Casper Family Aquatic Center Conference Room & via Microsoft Teams.**

Meeting Adjourned: The meeting was adjourned at 5:56 pm.

SAVE THE DATE!

SHARE YOUR INPUT regarding the future of our parks!



PLEASE JOIN US AT THE
**CASPER AREA PARKS
OPEN HOUSE**

Tues., Feb. 27 5:30-7:30 PM
The Lyric - Lobby
230 W Yellowstone Hwy, Casper