

INFORMATION PACKET
Friday, January 21, 2022



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

01/21/2021

The Grid

A working draft of Council Meeting Agendas

January 25, 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
Engineering Consultants	Information Only	4:35	20 min
Athletic Field Operation Agreement	Direction Requested	4:55	30 min
Two-Way to One-Way Proposal - St. Anthony Vicinity	Information Only	5:25	20 min
Agenda Review		5:45	10 min
Legislative Review		5:55	10 min
Council Around the Table		6:05	10 min
Approximate Ending Time:			6:15

February 1, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: WyoStar II State Investment Pool					
Pre-Meeting: Investment Policy					
Approve Executive Session Minutes from Jan. 18					
Bright Spot - Random Acts of Kindness Proclamation (Chris Murray)					
Establish February 15, 2022 as the Public Hearing Date for Consideration of the Adoption of the Fiscal Year 2022 Budget Amendment #2.					
Public Hearing: Ordinance Amending Ward Boundaries		N	N		
Public Hearing: Consideration of New Resort Liquor License No. 1 Peachtree Hospitality Management, LLC d/b/a Hilton Garden Inn, Located at 1150 North Poplar.		N			N
Vacation, Replat, Subdivision Agreement and Zone Change for the Eagle Valley Addition. 3rd Reading			N		
Zone Change of 104 and 110 South Beverly Street, Described as Portions of Lots 13, 14 and a Vacated Strip of Former Beverly Street Right-of-Way, Block 2, Beverly Addition. 2nd reading			N		
Approval of Lease with Casper Soccer Club				C	
Authorizing Acceptance of the Wyoming Office of Homeland Security Grant, in the Amount of \$20,000, for the Purchase of Equipment for Regional Response Team 2.				C	

The Grid

A working draft of Council Meeting Agendas

February 1, 2022 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing Acceptance of the Wyoming Office of Homeland Security Grant, in the Amount of \$16,000, for the Purchase of Equipment for Regional Response Team 2.				C	
Authorizing Acceptance of the Wyoming Office of Homeland Security Grant, in the Amount of \$91,926, for the Purchase of Equipment for Regional Response Team 2.				C	
Ratifying the Establishment and Funding of WyoStar and WyoStar II Local Investment Pool Accounts and Authorize the Treasurer to Transfer Funds to these Accounts Based on the Recommendations of the Investment Advisory Committee.				C	
Authorizing a Professional Services Contract for Hazardous Waste Disposal Services, Project No. 21-080, with Veolia ES Technical Solutions, L.L.C., in an amount not to exceed \$90,000.				C	
Authorizing a Contract for Professional Services with JKC Engineering for \$40,800 for the 2022 Casper Regional Landfill Survey, Project No. 22-001.				C	
Authorizing a Transportation Alternatives Program Agreement with the Wyoming Department of Transportation in the Amount of \$400,000, for the College Drive Multi-Use Pathway, Project No. 21-024.				C	
Authorizing the Purchase of One (1) New Pneumatic Roller from Power Equipment, Casper, Wyoming, in the Total Amount of \$96,252, Before Trade, for Use by the Streets Division of the Public Services Department.					C
Authorizing the Purchase of One (1) New 4x4 Pickup Truck with 5.5' Bed, from Greinder Ford, Casper, Wyoming, in the Total Amount of \$31,864, Before Trade, for Use by the Solid Waste Division of the Public Services Department.					C
Authorizing the Purchase of One (1) New Truck Chassis, from CMI Teco, Casper, Wyoming, in the Total Amount of \$99,503, Before Trade, for Use by the Solid Waste Division of the Public Services Department.					C
Rejecting all Bids Received for the Casper Regional Landfill Leachate Collection & Control System Structure Enclosures, Project No. 19-061.					C
Acknowledging Receipt of Financial Interest Disclosures					C
Declaring an Inventory Surplus of 975 Biohazard Bags in the City's Emergency Covid Supplies.					C
Authorizing \$148,639.89 Reduction of Debt Owed Accounts Receivable Balances, Aged from 2020, from Lease of 135 North Ash Street.					C
Investment Policy					C

The Grid

A working draft of Council Meeting Agendas

February 8, 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
Council Pre-Meeting or Work Session Attendance (materials received)		4:35	30 min
Community Promotions Process Changes		5:05	30 min
I-25 & Center Street Follow-Up		5:35	30 min
Council Committee Assignments		6:05	30 min
Budget Amendment #2 Discussion		6:35	30 min
Visit Casper Bus Partnership		7:05	10 min
Agenda Review		7:15	10 min
Legislative Review		7:25	10 min
Council Around the Table		7:35	10 min
Approximate Ending Time:			7:45

February 15, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing: Fiscal Year 2022 Budget Amendment #2.		N		N	
Public Hearing: Annual Renewal of Liquor Licenses		N			N
Ordinance Amending Ward Boundaries - 2nd reading			N		
Zone Change of 104 and 110 South Beverly Street, Described as Portions of Lots 13, 14 and a Vacated Strip of Former Beverly Street Right-of-Way, Block 2, Beverly Addition. 3rd reading			N		

February 22, 2022 Councilmembers Absent:

Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
City Inspectors Authority/Oversight of Licensed Contractors			40 min
Updating Rooming of Hotels, Lodging in the City (materials received)			30 min
Agenda Review			
Legislative Review			
Council Around the Table			
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			
Parkway Parking			March
Safe Place Program Implementation & Resolution			
Non-discrimination Ordinance			
Code Enforcement - Municipal Code?			
Gambling Establishment Licensing/Enforcement?			
North Platte River Park No. 2 Subdivision			May
Handymen and Home Inspectors			

Staff Items:

Shipping Container Ordinance Update			
Cemetery Resolution Revisions			22-Feb
Business Plan Discussion			22-Feb
Project Safe			
Recreation Refunds			
Sign Code Revision			
Visit Casper Van			
Drug Court Update			
Capital Budget			8-Mar
Downtown One-Way to Two-Way			8-Mar
10-Year Destination Plan			22-Mar

Potential Topics-- Council Thumbs to be Added:

Restructure of Community Promotions			
Handheld Device Use While Driving?			

Future Regular Council Meeting Items:

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Retreat Items:

Economic Development and City Building Strategy



Association of Public Treasurers of the United States and Canada

EXECUTIVE BOARD

CLINT LICHTENWALTER
PRESIDENT

JULIE SILBERNAGEL
PRESIDENT ELECT

TRICIA WIGGLE-BAZZY
VICE PRESIDENT

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TREASURER

HEATHER GALE
SECRETARY

MICHAEL PETTIGREW
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ERIN CRAWFORD

PETER GRAY

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SALVATORE TALARICO

RON VANDER BAND

ADVISOR

ASHLEY VANDEBURGH

PARLIAMENTARIAN

LINDSEY GRIGG

HISTORIAN

BLINDA BAKER

January 10, 2022

PRESS RELEASE

Contact Information:

Shelley Buresh, APT US&C Executive Director

shelley@aptusc.org; 989-820.5205

City of Casper, Wyoming Official Recognized for National Certification Achievement

Jill Johnson, Financial Services Director with City of Casper, Wyoming has earned the Certified Public Funds Investment Manager (CPFIM) Certification from the Association of Public Treasurers of the United States and Canada (APT US&C).

The nationally recognized Certified Public Funds Investment Manager certification program is designed to provide treasury professionals with the confidence and knowledge to better manage investments on behalf of their municipalities.

To earn the CPFIM certification, individuals must participate in a six-hour certification training and successfully pass a 70-question exam on the following training objectives components: identifying and understanding investment options; how and where to buy investments; establishing internal controls and developing procedures; identifying and mitigating risk in the portfolio; quantifying and reporting safety measures; understanding liquidity needs and yield calculations; managing and forecasting investments; and, implementing and monitoring strategy.

The CPFIM is awarded to approximately 125 individuals annually. In order to maintain the certification, recipients must demonstrate continued investment training through a reapplication process every five years.

APT US&C is a national organization formed in 1967. It was founded to support public treasury managers, financial officers, and private sector representatives with quality treasury management education and training, professional certifications and peer networking opportunities to strengthen their commitment to public service.

Additional information on APT US&C can be found at www.APTUSC.org.

www.aptusc.org

Post Office Box 591 - Tawas City, MI 48764-0591 - info@aptusc.org - (p) 989-820-5205

Natrona County Residential MLS Statistics from 2013 to 2021														
		January	February	March	April	May	June	July	August	September	October	November	December	Total/Average
Number of New Listings														
	2013	156	149	142	179	221	227	212	173	166	136	94	78	1933
	2014	136	140	179	211	177	179	224	183	169	160	115	122	1995
	2015	163	180	196	216	203	216	218	185	155	183	118	90	2123
	2016	143	144	172	255	222	209	183	184	167	127	127	93	2026
	2017	146	160	200	170	235	229	218	189	182	160	133	100	2122
	2018	146	133	194	211	239	212	214	196	145	161	97	69	2017
	2019	136	147	140	168	89	197	225	179	130	131	89	79	1710
	2020	149	127	173	124	159	206	225	184	159	167	105	97	1875
	2021	126	127	131	179	165	220	171	184	137	128	117	90	1775
Number of Closings														
	2013	83	98	114	121	129	150	156	135	170	144	121	115	1536
	2014	85	85	125	128	139	153	148	150	153	148	132	128	1574
	2015	85	93	142	151	143	163	164	129	153	121	97	105	1546
	2016	68	77	111	106	116	149	128	111	147	112	92	111	1328
	2017	69	84	120	108	126	151	107	142	115	126	124	93	1365
	2018	95	76	116	123	130	139	151	149	135	118	121	85	1333
	2019	91	80	129	136	146	168	178	169	127	145	124	113	1606
	2020	101	105	126	109	124	156	175	140	186	142	135	121	1620
	2021	99	123	151	157	149	184	160	176	166	156	141	158	1820
Average Sales Price of Closed Homes														
	2013	\$197,306	\$217,040	\$201,527	\$210,804	\$224,927	\$232,923	\$229,701	\$231,046	\$220,991	\$232,582	\$220,115	\$227,883	\$222,003.00
	2014	\$237,679	\$208,959	\$226,840	\$217,483	\$232,406	\$241,555	\$246,123	\$253,894	\$255,382	\$233,193	\$233,907	\$239,886	\$236,987.00
	2015	\$225,142	\$232,794	\$230,848	\$224,540	\$242,602	\$236,567	\$241,058	\$224,712	\$236,998	\$241,325	\$234,656	\$233,918	\$233,866.00
	2016	\$233,097	\$232,475	\$211,450	\$214,881	\$219,988	\$227,504	\$229,161	\$236,191	\$224,346	\$243,304	\$209,772	\$212,851	\$224,585.00
	2017	\$210,612	\$226,367	\$217,499	\$209,658	\$232,229	\$221,465	\$221,530	\$211,937	\$212,676	\$221,742	\$225,052	\$220,472	\$219,269.92
	2018	\$205,017	\$198,807	\$204,250	\$226,685	\$199,170	\$220,669	\$224,926	\$234,370	\$222,333	\$225,785	\$243,350	\$232,112	\$219,789.50
	2019	\$238,124	\$217,850	\$234,628	225,388	\$239,728	\$245,120	\$222,023	\$244,404	\$234,111	\$259,715	\$262,588	\$248,186	\$239,322
	2020	\$208,780	\$246,356	\$227,429	\$257,089	\$262,885	250,066	\$254,419	\$274,693	\$261,398	\$281,710	\$291,497	\$284,281	\$257,943
	2021	\$256,490	\$257,057	\$247,779	\$245,518	\$254,948	\$291,980	\$316,562	\$310,406	\$287,041	\$278,979	\$295,975	\$284,528	\$277,272

Days on Market of Closed Homes														
	2013	101	107	101	96	85	103	91	90	107	108	106	111	100.5
	2014	133	105	117	106	89	85	93	84	84	92	102	106	99.67
	2015	110	99	88	87	99	93	89	92	96	104	108	108	97.75
	2016	137	130	105	109	87	99	108	108	113	115	104	115	110.83
	2017	128	144	110	109	95	101	87	101	92	99	103	108	106.42
	2018	104	127	111	114	103	84	81	84	88	86	101	106	99.08
	2019	122	115	101	97	89	88	100	77	76	109	93	99	97.16666667
	2020	93	93	89	87	89	78	78	77	70	77	67	84	81
	2021	76	94	79	75	67	66	65	74	67	73	76	70	73.5
Sales Price as a Percentage of List Price														
	2013	99.04%	98.84%	99.21%	98.54%	98.73%	98.94%	99.30%	99.05%	99.00%	97.78%	97.79%	96.83%	98.59%
	2014	99.18%	99.09%	98.62%	99.26%	99.35%	98.87%	99.11%	98.51%	98.93%	98.89%	98.76%	98.96%	98.96%
	2015	98.97%	98.19%	98.85%	98.98%	98.66%	98.84%	98.77%	98.22%	97.83%	98.98%	98.60%	97.58%	98.54%
	2016	96.76%	97.93%	96.40%	98.18%	98.36%	97.76%	97.76%	98.16%	97.64%	97.43%	97.78%	97.27%	97.62%
	2017	98.16%	97.32%	98.45%	97.99%	97.88%	98.70%	97.90%	98.14%	97.43%	98.14%	96.88%	97.95%	97.91%
	2018	97.07%	96.66%	98.60%	98.29%	97.69%	98.75%	97.60%	97.64%	97.89%	97.85%	98.32%	98.62%	97.92%
	2019	97.92%	97.72%	98.44%	98.82%	98.10%	98.62%	98.70%	98.54%	98.73%	98.68%	98.68%	99.46%	98.53%
	2020	98.87%	98.62%	98.69%	98.93%	98.89%	99.03%	98.99%	98.69%	98.76%	99.32%	98.92%	98.36%	98.81%
	2021	98.05%	98.61%	98.95%	98.94%	99.36%	99.97%	98.90%	98.77%	99.11%	97.09%	98.22%	98.99%	98.75%
Absorption Rate - Based on Actives at the Begining of the Month and Sales for the Previous 3 Months, Expressed in Months														
	2018	1.12	1.09	1.25	1.08	1.02	0.97	0.9	0.82	0.81	0.78	0.85	0.84	
	2019	0.8	0.83	0.96	0.6	0.7	0.6	0.58	0.56	0.51	0.57	0.56	0.51	
	2020	0.46	0.57	0.46	0.58	0.71	0.63	0.68	0.48	0.46	0.49	0.48	0.26	
	2021	1.26	0.83	0.85	0.78	0.75	0.61	0.96	0.94	0.94	1.05	0.91	0.89	



**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING**

THURSDAY, JANUARY 20TH, 2022

Virtual by Zoom or in person in the North Platte Conference Room

ZOOM LINK: <https://us02web.zoom.us/j/88579870904>

Phone: 1 253 215 8782 **Passcode:** 8857987094

5:30 PM

WE RECOGNIZE AND RESPECT THE CURRENT SURGE, WE WILL PRACTICE SOCIAL DISTANCING AND WILL REQUIRE MASKING BUT ZOOM COULD BE SOME INDIVIDUALS PREFERRED OPTION

- I. AGENDA/MINUTES**
 - a. Previous Meeting Minutes/Notes**
 - i. December meeting minutes*

- II. BUDGET/FINANCIAL**
 - a. FINANCIALS**
 - i. November financials*
 - ii. December financials*

- III. BOARD**
 - a. Next Meeting Date**
 - i. Proposed Meeting Date February 17th, 2022*
 - ii. Adopt County Holiday Schedule*

- IV. HEALTH OFFICER**
 - i. Health Officer Report

- V. DIVISION REPORTS**
 - a. ADMINISTRATION-Anna**
 - i. COVID-19 UPDATE**
 - 1. Update-Testing/Vaccination
 - a. Temporary Structure
 - b. WDOH Vaccine Contract*
 - 2. Community Impacts

ii. General Administration

1. Reporting grid-updated, please review
2. Strategic Planning for Board-tabled until further notice
3. Building update
4. City of Mills-satellite

b. COMMUNICABLE DISEASE-Emma

- i. Expedition
- ii. WyAETC
- iii. HIV Case Management

c. COMMUNITY PREVENTION-Hailey/Anna

- i. Community Prevention
- ii. WCRS
 1. Final Signature WDH contract
- iii. WYCC

d. ENVIRONMENTAL HEALTH-Ruth

- i. Review of new proposed fees

e. NURSING PROGRAMS

- i. DISEASE PREVENTION CLINIC-Kendall
- ii. ADULT HEALTH PROGRAM-Mary Ann
- iii. MATERNAL CHILD HEALTH PROGRAM- Tonya

f. PUBLIC HEALTH PREPAREDNESS- Tammy

- i. Preparedness
- ii. Staff
- iii. CPR

g. City/County Liaison

h. Board Member Reports

i. Adjourn

j. Executive Session- Personnel

**CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD**

MEETING PROCEEDINGS

December 21, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, December 21, 2021 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, Secretary Waters (by phone), Treasurer Bertoglio, and Board Members Cathey, and Knell. Board Members Freel, and Powell were absent.

City of Casper – Cathey, Knell, Andrew Beamer, Bruce Martin, Seth Van Wyck, Clint Conner, Janette Brown, Jill Johnson, Evan Condelario, Nicholas Gassman

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters (by phone)

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Cynthia Olson – Skogen, Cometto & Associates, P.C.

The Board meeting was called to order at 11:34 a.m.

1. In Announcements, Mr. Martin stated that Secretary Waters is attending the meeting by phone.

2. Chairman King asked for a motion to approve the minutes from the November 16, 2021 Regular meeting and Executive meeting. A motion was made by Treasurer Bertoglio and seconded by Board Member Knell to approve the minutes from the November 16, 2021 Regular meeting and Executive meeting. Motion put and carried.
3. Mr. Martin informed the Board that seven additional vouchers were added to the voucher listing that was sent out in the agenda packet: Voucher 8382 for Riley Industrial Services, Inc. in the amount of \$63,596.70 for the 2.6MG Tank Recoating Project No. 18-093; Voucher 8383 for Casper Star-Tribune c/o Lee Advertising in the amount of \$261.04 for the Notice of Final Payment 2021 RWS Roof Replacements Project No. 20-051; Voucher 8384 for Riley Industrial Services, Inc. in the amount of \$22,478.90 for the 2.6 MG Tank Recoating Project No. 18-093; Voucher 8385 for ITC Electrical Technologies in the amount of \$11,250.00 for the WTP Pipe Gallery Lighting; Voucher 8386 for Harrington Industrial Plastics in the amount of \$383.69 for parts for the Sodium Hypochlorite Line Replacement; Voucher 8387 for AUMA Actuators, Inc. in the amount of \$6,131.91 for adjusting the High Service Pump Valves; and Voucher 8388 for Haid's Plumbing and Heating in the amount of \$5,160.00 for a Hot Water Recycle Pump. Mr. Martin stated that most of the vouchers on the listing are for FY22 capital projects. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Board Member Knell asked what firm Mr. Chapin is with. Mr. Chapin stated he is with Williams, Porter, Day & Neville.

Treasurer Bertoglio asked about the fees for Ms. Scott that are listed. Mr. Chapin stated that the fees for Ms. Scott are split between Wardwell and the RWS for work done on the City of Mills issue.

Chairman King asked for a motion to approve the December 2021 vouchers. A motion was made by Board Member Knell and seconded by Board Member Cathey to approve the December 2021 voucher listing to include voucher numbers 8366 through 8388 in the amount of \$717,472.59. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for November 2021 was 163 MG, which is right at the five-year average. Mr. Martin stated that the year to date production total is 2.01 BG, which is 100 MG less than the five-year average. Mr. Martin stated that the decrease in water production is due to the chemical issues and the temporary watering restrictions/conservation measures that were put in place.

Mr. Martin asked the Board to reference page 2 of the Financial Report. Mr. Martin stated that Water Utility Charges is \$4,286,406, which is \$226,861 less than the same time last year.

Mr. Martin stated that Reimbursable Contract Expense is \$1,342,737, which is \$80,075 less than the previous year due to the timing of chemical purchases.

Chairman King asked for a motion to approve the November 2021 Financial Report as

presented. A motion was made by Vice-Chairman Keffer and seconded by Board Member Cathey to approve the November 2021 Financial Report as presented.

Board Member Knell asked how big an impact was made on the budget for the additional chemical costs. Mr. Martin stated that the chemical budget may be short approximately \$100,000 - \$200,000, but it is too early to tell yet.

Motion put and carried.

5. Chairman King turned the time over to Mr. Van Wyck for the WTP Operations Update.

Mr. Van Wyck stated that the Casper 10 Well rehabilitation work has been completed and is back in service. Mr. Van Wyck stated that the well is producing 325 - 350 gpm, which is an improvement.

Mr. Van Wyck stated that two new actuators and a sump pump were installed in Raw Water.

Mr. Van Wyck stated that Actiflo and the Settled Water chambers have been cleaned.

Mr. Van Wyck stated that brackets were welded on piping in Ozone and Settled Water. Mr. Van Wyck stated that the pipes had a lot of movement to them so the brackets were added to make them more stable. Mr. Van Wyck stated that staff painted the piping after the welders were finished with the brackets.

Mr. Van Wyck stated that three of the new turbidimeters that were recently purchased have been installed; one in South Chem for the groundwater going into the tank, and one each in Casper 15 and 12 wells. Mr. Van Wyck stated that the turbidimeters seem to be working fine.

Mr. Van Wyck stated that the painting has been completed on the 2.6 MG Tank. Mr. Van Wyck stated that a new tank mixer was installed in the tank and the screen was reinstalled on the tank overflow pipe. Mr. Van Wyck stated that over the next month the tank will be disinfected and put back in service to make sure all the seals and hatches don't leak. Mr. Van Wyck stated that new fall protection that was received needs to be installed on the tank ladder.

Mr. Van Wyck stated that staff has been replacing the air relief valves on the Settled Water pumps for surface water.

Chairman King asked if the new Airport Tank is operating as expected. Mr. Van Wyck stated that the Airport Tank is operating as expected.

Board Member Knell asked how many more new turbidimeters are on hand. Mr. Van Wyck stated that six new turbidimeters were ordered from Hach, so there are three more that can be installed. Mr. Van Wyck stated that staff is waiting to see which of the old turbidimeters are failing and then install the new. Mr. Van Wyck stated that ultimately, all the turbidimeters will be replaced. Mr. Van Wyck stated that the new Hach

turbidimeters have a cleaning system which includes a squeegee that goes down and cleans the vial every so often; whereas the KROHNE turbidimeters use the same principle, where it has a vial, but has no way of cleaning it. Mr. Van Wyck stated that when the wells are brought on line, if there is a slug in the turbidimeter, it just sits there and floats, whereas the Hach turbidimeter will clean the slug out and the turbidity readings come in quicker.

Chairman King turned the time over to Mr. Conner for the Transmission System Update.

Mr. Conner stated that staff has started cleaning the north backwash lagoon. Mr. Conner stated that they have to get more water out of the lagoon before they can get a loader down in it to finish hauling the material.

Mr. Conner stated that the new Airport Booster pump was flow tested as well as the old pump. Mr. Conner stated that both pumps are doing well.

Mr. Conner stated that staff soft dug the line that runs from the Degas Chamber to the new Backwash Tank. Mr. Conner stated that a section of the line and a vault will be replaced next year. Mr. Conner stated that staff was determining the diameter and external condition of the line.

Mr. Conner stated that all RWS hydrants were checked. Mr. Conner stated that this included the non-drainer hydrants.

Mr. Conner stated that staff has completed flushing the dead-end lines. Mr. Conner stated that the residuals in the system are increasing. Mr. Conner stated that it seems that the system is coming out of the nitrification cycle earlier than usual.

Chairman King stated that Salt Creek residual is .52 - .57. Mr. Conner stated that is really good. Mr. Conner stated that the only tank residual that is low is Sandy Lake, but it is holding in there.

Mr. Conner stated that staff is getting quotes for pump repairs to replace a couple of impellers for next budget year.

Mr. Conner stated that the new pump has been installed in Mountain View Booster. Mr. Conner stated that staff is completing some painting on the pump, and getting the motor wired up. Mr. Conner stated that hopefully by the end of the week it will be started up for testing.

Mr. Conner stated that all the ARV's on the Crosstown Pipeline were checked. Mr. Conner stated that staff will be starting on the ARV's out in the RWS system.

6. There was no Public Comment.
7. There was no Old Business.
 - a. There was no Other Old Business.

8. In New Business:

- a. Mr. Martin stated that Ms. Cynthia Olson, with Skogen, Cometto & Associates, is in attendance today for the presentation of the FY2021 audit. Mr. Martin stated that Ms. Johnson, Mr. Condelario, and Mr. Gassman from the City Finance Department are also in attendance today.

The time was turned over to Ms. Olson for the presentation of the FY2021 audit.

Ms. Olson stated that the FY2021 audit was not a Single Audit this year as Federal funds received were under the threshold. Ms. Olson stated that there were a couple of small non-material journal entries made by the auditors as well as the normal reclassifying journal entries which are better for financial statement presentation.

Ms. Olson asked the Board to reference page 11, Statement of Net Position, in the audit report. Ms. Olson stated that Current Assets this year were up by approximately \$1.4 M due to an increase in accounts receivable and a little bit more in inventory. Ms. Olson stated that the Total Net Position has also increased this year approximately \$2.4 M. Ms. Olson stated that the Investment in Capital Assets increased approximately \$6.4 M this year.

Ms. Olson asked the Board to reference page 12, Statements of Revenues, Expenses, and Changes in Net Position. Ms. Olson stated that Operating Revenues increased approximately \$3.5 M. Ms. Olson stated that there was also an increase in Operating Expenses. Ms. Olson stated that they did note in the Board minutes there were some increases in expenses mostly due to the chemical issue last year. Ms. Olson stated that the change in Operating Revenues was mostly due to the change in the rate, and the dry summer that was experienced. Ms. Olson stated that Nonoperating Revenue (Expenses) includes Forgiveness of Debt on the loans. Ms. Olson stated that the last loan went into repayment this year.

Ms. Olson asked the Board to reference page 26, Long-Term Obligations. Ms. Olson stated that the Reductions column shows the payments on the debt this year, which includes the Forgiveness of Debt. Ms. Olson stated that there were only \$168,057 in Additions to the debt this year.

Treasurer Bertoglio asked if the debt is just the principal amounts on the loans. Ms. Olson stated that was correct.

Ms. Olson asked the Board to reference page 24, Capital Assets. Ms. Olson stated that this year there were approximately \$1.8 M in additions. Ms. Olson stated there were \$4.725 M transferred out of Construction in Process due to the completion of the WTP Emergency Power and SCADA projects. Ms. Olson stated that Depreciation was approximately \$2 M this year, which is about the same as last year. Ms. Olson stated that there was a net decrease in Assets of approximately \$850,000.

Ms. Olson offered to answer any questions on the audit that the Board might have.

Board Member Knell asked if the audit report is favorable considering the financial hardships and issues the Board had over the year. Ms. Olson stated that the report is favorable as there was an increase in revenue, and an increase in expenses, but overall it came out favorable.

Chairman King asked for a motion to accept the FY2021 Audit Report. A motion was made by Treasurer Bertoglio and seconded by Board Member Knell to accept the FY2021 Audit Report. Motion put and carried.

Board Member Knell asked that it be noted that Mr. Martin and staff did a fine job with all the challenges they faced this year, and still got a favorable audit report.

Treasurer Bertoglio asked that when the two WWDC loans are paid off, is the Board still required to have the \$1 M separate reserve. Mr. Martin stated that the Board will not be required to have the separate \$1 M reserve after the WWDC loans are paid off. Mr. Martin stated that before Mr. Pitlick retired, he was working with WWDC and someone there told him that requirement has gone away, but it is still in the Board's loan documents and staff was not willing to get rid of it unless something in writing was received from WWDC.

- b. Mr. Martin stated that this change order is for the roof replacement that was done over the Filter Gallery. Mr. Martin stated that the reason for the price reduction is that during work on the roof the contractor drilled through the concrete deck of the roof, which broke out some of the concrete, and debris fell into the filters. Mr. Martin stated that the contractor filled the holes with a concrete compound, but it was not satisfactory as it was already cracking. Mr. Martin stated that the Board hired Lower Company to do a structural analysis on the roof deck and recommend a repair that would be sufficient and stay in place and not fall into the filters. Mr. Martin stated that the cost for the report was \$600.00. Mr. Martin stated that staff time was used to research the concrete falling into the filter to make sure that there would not be any issues with the operation of the filter. Mr. Martin stated that the cost of these two items is \$1,079.26. Mr. Martin stated that this amount is being deducted from what is being paid to the contractor and reduces the contract price to \$72,220.74. Mr. Martin stated that he would be happy to answer any questions the Board might have on this change order.

Board Member Knell asked if staff is expecting any push back on the deduction from the contractor. Mr. Martin stated that the contractor has already signed the change order.

A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to approve Change Order No. 1 with Contract West Roofing, Inc., for a price reduction in the amount of \$1,079.26 for the 2021 RWS Roof Replacements Project No. 20-015. Motion put and carried.

- c. Mr. Martin stated that the Board is in a unique position where all the employees at the WTP are City of Casper employees, and the Board pays for all personnel expenses through the monthly Operations Reimbursement. Mr. Martin stated that the City Manager looks for memos for requests for additional positions in late December, early January. Mr. Martin stated that staff would like to request a couple of positions for the WTP, but before the memo is submitted, he wanted to see how the Board felt about adding two positions. Mr. Martin stated that nothing will be decided on today, it will be discussed more at budget time in May and June.

Mr. Martin stated that over the last summer, five full-time employees and one part-time employee retired in a matter of six months. Mr. Martin stated that the WTP team did great, and Water Distribution helped keep things going. Mr. Martin stated that since there is new staff in place now, operations of the WTP are being reviewed. Mr. Martin stated that Mr. Edwards has brought forward a proposal to add a couple of positions. Mr. Martin stated that the proposed positions are a Maintenance Supervisor and another Operator. Mr. Martin referenced the WTP organizational chart shown on the screen. Mr. Martin stated that currently there is a single line of supervision, with Mr. Edwards at the top as Plant Manager. Mr. Martin stated that there are five Operators, including Mr. Wood, who spends most of his time in Maintenance, but covers Operations when needed. Mr. Martin stated that there are two Plant Mechanics on staff.

Mr. Martin stated that the issue is when the Operators call in sick, or are on vacation, it falls on the Maintenance staff to fill in and cover for the Operators. Mr. Martin stated that just in 2021 alone, Mr. Wood spent close to 500 hours covering for Operators. Mr. Martin stated that the other Maintenance staff spent over 300 hours covering for Operators in 2021. Mr. Martin stated that this greatly reduced the ability to get maintenance done.

Mr. Martin stated that what is proposed is to go with a dual line of supervision and breaking out Operations from Maintenance with Mr. Van Wyck as the Lead Operator supervising the Operators and Custodian, and a Plant Maintenance Supervisor supervising the Plant Mechanics and Instrumentation Tech.

Mr. Martin stated that an additional Operator would cover vacations and sick leave. Mr. Martin stated that would make it so there would be three Plant Mechanics plus a Maintenance Supervisor. Mr. Martin stated that as the WTP gets older, there is more maintenance to take care of and when Operations is using one of the Maintenance staff, it reduces time spent on maintenance.

Mr. Martin stated that two positions will mean a rate increase anywhere from 1.5% to 2% on top of what the Board is already looking at for a rate increase. Mr. Martin stated that with inflation being what it is, the rate increase for the Board is looking to be approximately 6%. Mr. Martin stated that there will be more information on rate setting in upcoming meetings as the Board sets the rate in June to go into effect in July.

Chairman King stated that it seems like it's a necessity to have a couple more people on staff. Mr. Martin stated that as he looks at the Wastewater Treatment Plant (WWTP) staff, which is different but of similar size operations, there are five Operators and three dedicated Plant Mechanics, they also have a Maintenance Supervisor as well. Mr. Martin stated that the proposed positions request would mirror the WWTP staff. Mr. Martin stated that right now at the WTP, Operations is being covered by Maintenance staff and cuts down on the amount of maintenance that gets done.

Board Member Knell stated that the City just raised rates and Council has been hammered for it by citizens. Board Member Knell stated that City Water and Sewer rates are being subsidized by One Cent funds for line replacement. Board Member Knell stated that to add two people during a time when inflation is so high, and with the increase in chemicals is really poor timing. Board Member Knell stated that he is not opposed to the additional positions, but the Board should consider all aspects of this as the rates roll downhill, so whatever the Board decides, the City will need to make an adjustment on their rates.

Treasurer Bertoglio stated that he can appreciate hiring another Operator, and putting Mr. Wood over in Maintenance, but he is not sure to what degree a Maintenance Supervisor is needed if there is a Plant Manager.

Chairman King stated that he agrees with Treasurer Bertoglio that he doesn't see the necessity of a Maintenance Supervisor.

Board Member Cathey stated that he would assume that the Maintenance Supervisor would also be a working mechanic so he doesn't see why one of the three Mechanics couldn't be moved into the Supervisory position. Board Member Cathey stated that then the Board would only be looking at adding an Operator.

Board Member Knell asked what the cost of two employees with benefits would be. Mr. Martin stated that it would depend on where they would start in the range but would add approximately \$150,000 to \$170,000 to the budget for both positions.

Board Member Cathey asked how much money the Board has to have in Reserves. Mr. Martin stated that the Board needs approximately \$5 M in Reserves according to the policy. Board Member Cathey asked if the audit shows that the Board has \$38 M in the bank. Mr. Martin answered no. Board Member Cathey asked how much the Board has in the bank. Treasurer Bertoglio stated that the Board has approximately \$6.9 M in the bank. Board Member Cathey stated he was looking at the wrong page in the audit.

Treasurer Bertoglio asked if there has been any discussion with HDR about costs for the UV project. Mr. Martin stated that HDR is still working on the preliminary design report. Mr. Martin stated that a letter was sent to EPA asking for information about lowering the ozone level when the UV is implemented. Mr. Martin stated that a response was finally received from EPA and they said the

ozone level can be lowered slightly if the UV dose is increased, and the testing will have to continue. Mr. Martin stated that a cost for the project hasn't been estimated yet. Mr. Martin stated that it looks like another building will not be needed. Treasurer Bertoglio stated that the rate is based on future projections and if the cost of the UV project comes in lower the Board will be in a better financial position.

Board Member Cathey stated that if just another Operator is hired it will mean a 0.75% increase on the rate.

Treasurer Bertoglio stated that maybe it would be better to increase the positions in two years instead of one.

Chairman King stated that staff is qualified and can do all the maintenance. Mr. Martin stated that staff is qualified but there are specialty items that still have to be sent out for a contractor to do.

Board Member Cathey asked if there has been much overtime. Mr. Martin stated that there has been quite a bit of overtime. Mr. Martin stated that they try to cover shifts with a floater guy as much as they can, but sometimes the schedule just doesn't work. Board Member Cathey stated that he was thinking that if another Operator is hired, it would reduce the overtime and free the three Maintenance staff. Mr. Martin stated that would make a reduction in the overtime.

Board Member Cathey stated that he would be willing to go along with filling the Operator position and making one of the Maintenance staff a lead or supervisor. Board Member Cathey stated that he thinks hiring an additional Operator will still be absorbed in the City rate increase that was just implemented. Mr. Martin stated that as we get into budget discussions, more solid information and numbers will be available for the Board's review. Board Member Knell stated that would be more helpful for the Board.

Mr. Martin thanked the Board for their input on this discussion.

- d. There was no Other New Business.
- 9. In the Chairman's Report, Chairman King thanked the Board for their cooperation and help this past year and stated that the next regular meeting would be held on January 18, 2022.

Board Member Knell asked Mr. Chapin the status of the two items he is working on.

Board Member Cathey asked if any of this should be discussed in Executive Session. Mr. Chapin stated that it does not need to be in Executive Session.

Mr. Chapin stated that he hasn't heard anything back on the property.

Mr. Chapin stated that for the litigation, disclosures have been filed. Mr. Chapin stated

that he thought this would be a simple oral argument based on the briefs filed by both sides, but discovery has to be done before it goes to a hearing. Board Member Knell asked if it would now be late spring or early summer before there is any news. Mr. Chapin stated that was correct.

Chairman King wished everyone a Merry Christmas and Happy New Year.

A motion was made by Board Member Knell and seconded by Board Member Cathey to adjourn the meeting at 12:25 p.m. Motion put and carried.


Chairman


Secretary

**CITY OF CASPER
LICENSING AND APPEALS BOARD
CITY HALL, DOWNSTAIRS MEETING ROOM
JANUARY 20,2022
4:00 P.M.**

Members of the public wishing to place a new item on the agenda must submit a written request to the Community Development Department no later than eight (8) days preceding the Licensing and Appeals Board meeting.

Members of the public wishing to comment at a regular Licensing and Appeals Board Meeting may do so at the end of the regular meeting with a majority of the board voting in favor of their request. These comments will be limited to five (5) minutes.

AGENDA

- I. NOTES FROM DECEMBER 2021**
- II. MONTHLY REPORT**
- III. NEW BUSINESS: Vacant Board Positions**
- IV. APPLICATIONS FOR THE BOARD'S CONSIDERATION:**

GENERAL CONTRACTORS

**Zeb Timberman – Timberman Ranches – Class I
Mike Reno – 7 Bros. Construction – Class III**

MECHANICAL APPLICATIONS

Chris Mittleider – Mechancial Master

PLUMBING APPLICATIONS

Parker Mason – Journeyman Plumber

- V. COMPLAINTS**
- VI. COMMUNICATIONS FROM PERSONS PRESENT**
- VII. ADJOURNMENT**

**CITY OF CASPER
CONTRACTORS' LICENSING AND APPEALS BOARD
DECEMBER 16TH 2021**

MEMBERS PRESENT:

CITY COUNCIL: NONE PRESENT

CITY STAFF: DAN ELSTON, DEEANN MILLER, CRAIG COLLINS, JUSTIN SCOTT

**BOARD MEMEBERS: JASON HUBER, SCOTT WARREN, STEVEN WALKIN,
ANDREW ELSTON, ADAM HALL**

COUNTY BUILDING EMPLOYEE: JUSTIN SMITH

CALL MEETING TO ORDER – 4:03 PM

MONTHLY REPORT UPDATE –

Below is a breakdown of __16_ commercial projects that are in progress:

- . State Office Building (444 West Collin) Final T.C.O. Inspections are in process, will be completed by next week. Exterior site work is nearing completion except for sod which will be installed in the spring.
- Ace Hardware-Once Upon A Child-Backdoor Lounge (CY Ave.) All phases of construction in process. Ace and Once Upon a Child are scheduled to open in February.
- Visual Arts (Casper College) foundation and structural steel in process
- The Nolan Phase 1 (222 S. David St.) Black Tooth Brewery has received a T.C.O. and open for public. Brewing equipment is delayed and will be installed when arrived. Shipping product from Sheridan in the interim. Phase II not started at this time.
- Rescue Mission Discipleship housing (600 E. A St.) Women's housing is painted and final finishes in process, hoping to open in February. Men's housing = drywall in process.
- YMCA Natatorium (1161 Casper Mountain Road) Interior framing, M.E.P., and exterior sheathing in process.
- Whites Mountain Chevrolet (2400 E. Yellowstone) All phases of construction in process.
- Alder Park Apartments (Tranquility Way) Framing and interior rough in for MEP in process.
- Metro Coffee Roasters (W. Yellowstone) site work in process
- Ridley's Eastside Remodel (300 SE WY. Blvd.) Final finishes in process.
- LDS Temple Foundation (Outer Dr. and Eagle Dr.) Site prep, caissons in process. Building permits issued.
- State Office Maintenance Bld. (444 W. Collins) All phases of construction in process.
- Wyoming Discount Liquors (E. 2nd St., Old Work Warehouse) interior remodel in process.
- Dollar General Store (6500 CY Ave. Old Bullwinkles) site work in progress.
- Dollar General Store (14th and McKinley) site work in progress.
- Casper Medical Clinic (E. 2nd St. Old Dragon Wall) interior remodel in process.
-

Completed Projects:

- NCHS Natatorium.
- Sweet Zoey's Restaurant (CY Ave. in Bustards parking lot) Moved from Sunrise Mall.

Plans Submitted for Approval:

- Scooters Coffee (CY Ave.) Next to Wendy's
- Liberty Square Apartment Complex (Beverly St.) 2 building 60 units.
- M Building (E. 1st St. Old Wells Fargo Onion Bld.) Phase II, including operating room in the basement.

NEW BUSSINESS:

Jason Huber's term has ended, December 16th was his last meeting

Proposed complaint form:

Created by Justin Scott

Council presentation January 11th

During the discussion of the proposed complaint form Justin Scott explained how the form will be used and informed the board it will be for permitting and licenses purposes only and it is not to be used for craftsmanship or price being charged to the complaint. He also stated that in the code the city cannot regulate the craftsman ship or prices between a contractor and their customer. Andrew Elston asked if the form can be used against the homeowner from a contractor if the homeowner is not calling in for inspections, Dan Elston replied with stating that the board can modify the form however they see fit. Adam Hall asked; is this to play mediator? Justin Smith explained it will be used for code violations, to track repeat offenders who work without permits or licenses and to have better documentation of such situations. Scott Warren asked if the form should be notarized and legal will need to be asked about any legal signatures being needed. Andrew Elston commented about a disclaimer being used stating that the city does not regulate craftsmanship and this form will be used for code violation or working without a permit. Craig stated that in other municipalities this form is used to check for complaints before licenses or future permits are issued, with that Andrew replied with most complaints being about price and craftsman ship then being about the contractor having a permit or a license. Justin Scott explained that the complaints will be fielded through our office first and any that require the boards attention will be presented to them during the board meetings and any that don't pertain to code or licensing violations will be dealt with in our office. Scott Warren and Jason Huber are in favor while Adam Hall and Andrew Elston are not in favor just yet, the board voted to table the voting of the form until next meeting when they have had time to take notes of their own and do more research on the city codes. Dan Elston commented that it will be presented before City Council on January 11th and he will get more direction from the council on how to proceed.

LICENSE APPLICATIONS

GENERAL CONTRACTORS

Blue Line Construction – Brett Jackson – Class 1 – Liberty Square Apartment Complex

Dream Bigg Construction LLC – Jacob DeGoyette – Class III – Wants to flip a house he is wanting to buy.

APPRENTICE, JOURNEYMAN, MASTER

Alex Cole – Plumbing Journeyman

COMPLAINTS – None at this time

UNSAFE STRUCTURES ORDINANCE –

ADJOURN – Meeting adjourn at 4:50 PM

Respectfully submitted,

Dan Elston, Secretary

AGENDA

LGBTQ ADVISORY COMMITTEE

Friday, January 21, 2022 - 3:00 p.m. – 4:00 p.m.

City Hall - 200 N. David St. - Downstairs Meeting Room

**Enter from the west side of the building as those are the only doors open to the public
(facing the employee parking lot)*

OR

Join virtually: [Click here to join the meeting](#)

Phone: 307-314-2685

Conference ID: 151 375 276#

Recommendation to download [Microsoft Teams](#) prior to the meeting.

1. Approve November 19, 2021, Meeting Minutes
2. New Business
 - New Member Interest - Grace
 - Regular Meeting Day/Time
3. Old Business
 - Proposed Ordinance - Update from Committee
 - Natrona County School District/Casper College – Update from Committee
 - Website presence on City of Casper website – Update from Staff
 - Safe Place Program – Three Trails EFAP Support
4. Other Business
5. Adjourn

Next Meeting: February 18th at 3:00 p.m. or To Be Determined



CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING

Friday, November 19, 2021, 3:00 p.m.

Microsoft Teams Online

MINUTES

The meeting began at 3:00 p.m. with attendance by City of Casper staff member, Heidi Rood, Sergeant Tony Stedillie, Casper Police Department Liaison; and the following committee members: Athne Machdane, Christy Jourgensen, Darrell Wagner, Jill Felbeck-Jones, Kate Allen, and Riley Jourgensen

Others: Natrona County School District Representatives - Marie Puryear and Dirk Andrews

Absent: Mayor Freel, Councilman Pacheco, Caitlin Jonckers, David Anderson, Gage Williams, Grace Niemitalo, Kate Allen, Kody Allen-Sambrano, and Shannon O'Quinn

Introduction

Brief re-introductions to the School District representatives joining the meeting.

Approve October 15, 2021, Meeting Minutes

Motion to approve October 15, 2021, minutes made by Jill Felbeck-Jones and seconded by Riley Jourgensen with no objections.

Proposed Non-Discrimination Ordinance

Athne Machdane and Kate Allen shared an update with the group that the sub-committee met with City Attorney, John Henley. The City Attorney offered an anti-hate crimes proposal in place of the non-discrimination ordinance. John indicated specific concern in the non-discrimination ordinance with regard to preemption and personal liability. The sub-committee felt the proposed anti-hate crime document seemed very separate from the proposed non-discrimination ordinance and the sub-committee agreed these are two different initiatives.

Kate recommended the sub-committee research news stories and how similar non-discrimination ordinances are implemented and used across the country. The group agreed to cancel the regularly scheduled meeting for December 17th and to allow that time to be used by the sub-committee as a work session.

Discussion with Natrona County School District

Marie Puryear and Dirk Andrews joined the meeting and would like to attend meetings ongoing. Darrell offered to contact Elaine at Casper College to extend an invitation to meetings.



Marie discussed training opportunities for consideration as she has been tasked with providing recommendations to the cabinet. Christy, Jill, Marie and Dirk will meet to discuss ideas to address how to easily built into courses for credit and how to market to draw interest.

Ongoing, Marie suggested the committee come up with a plan. For instance, if the committee could do one thing with the School District, what would that be? Then, what would be next, and finally what is the ultimate goal. Jill and Christy will meet to discuss ideas to present at the January meeting.

Safe Place Project

Sgt. Stedielle said he has had conversations with Dorian and provided two of CPD's policies regarding "Code of Ethics" and "Bias Based Policing".

Heidi Rood shared an update with the committee that the Police Chief is reviewing the documentation and what is specifically needed to move forward and then to make a recommendation based on that review.

Website Presence

Heidi verified with City staff that it is possible for a website presence on the City of Casper website. Email Heidi recommendations as to what the committee would like on the website, Heidi will then combine and bring back to the January meeting for discussion.

The meeting was adjourned at 3:52 p.m.

Next Meeting Date

January 21st

** December 17th meeting will be used as a work session for the non-discrimination sub-committee