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The Grid

A working draft of Council Meeting Agendas

April 5 , 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: 311 Council Training (TENTATIVE)					
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		
Contractual Police Services Management (TENTATIVE)				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 an M-3A Access Application with the Wyoming Department of Transportation for an Access Permit as Part of the Eagle Valley Addition Subdivision.				C	
Authorizing Rejection of Bids for Highland Park Cemetery Irrigation Project.				C	
Audit Professional Services Agreements from Finance				C	
Investment Advisors Professional Services Agreements from Finance				C	
Mike Lansing Lease Agreement				C	
Pre-Meeting and Worksession Guidelines				?	
Resolution adopting Council Chambers Rules				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
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. (tentative)					C
Executive Session: Personnel & Land Acquisition					

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
Project Safe (Andrew)	Direction Requested	4:35	45 min
Police Response to Alarms	Direction Requested	5:20	30 min
Hotels, Lodging	Direction Requested	6:35	30 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

April 19, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Open Container Area					
Public Hearing: New Microbrewery Liquor License No. 4 Brewstory, LLC d/b/a Frontier Brewing Company Located at 150 West 2nd Street.		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	

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

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			
Metro Animal Update			

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			
311 Council Training			
Council Goals Status Update			
Cemetery Ordinance Changes			May
USS Wyoming			10-May
Ice Arena Rink Expansion			11-May
Mobile Vendor Parking Permit Amendments			

Potential Topics-- Council Thumbs to be Added:



Handheld Device Use While Driving?			
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Future Regular Council Meeting Items:

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Retreat Items:

Economic Development and City Building Strategy

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

From: Taylor Kenney <taylor.kenney@bird.co>

Sent: Monday, March 21, 2022 6:16 PM

To: Jeffrey Bullard <jbullard@casperwy.gov>; John Henley <jhenley@casperwy.gov>; Fleur Tremel <ftremel@casperwy.gov>; Carla Mills-Laatsch <camills@casperwy.gov>; Keith McPheeters <kmcpheters@casperwy.gov>; Renee Jordan-Smith <rjordansmith@casperwy.gov>; Carter Napier <cnapier@casperwy.gov>; Andrew Beamer <abeamer@casperwy.gov>

Subject: Bird + Casper - 2022 Relaunch

Hello Casper Team,

I hope this email finds you all well! With warmer weather quickly approaching and "scooter season" around the corner, I wanted to reach out to everyone to provide an update on our spring relaunch. Timeline is still dependent on vehicle shipment and ramp-up times (with vehicle IDs to be provided prior to relaunch.)

I'm extremely excited to share that we'll be relaunching with our new [BirdThree](#) scooters! These vehicles not only improve rider experience, but also offer tremendous technological advances such as improved geofencing capabilities. Specifically, our geofencing will be much more precise when it comes to "no ride zones" which was one of our priorities coming into this year given the learnings we had from last year.

We look forward to being back on the road and are excited for you to experience the new vehicles. Please let me know if you have any questions!

Thank you so much,

--

Taylor Kenney

[BIRD](#) | Account Manager

B I R D

CARES Funding Summary

3/8/2022

\$ **13,103,191** Actual CARES Act Revenue (Excludes ARPA Funding)

FY	ORG	OBJECT	AMOUNT	COMMENTS
2021	107	6601	\$ 482,403	City Furlough Repayment - Transfer per Budget Amend #4
2021	107	6601	\$ 171,997	JE to pay the Ford Wyoming Center their furlough money - Transfer per Budget Amend #4
2021	107	6601	\$ 849,034	CARES Eligible project expenses paid directly from the General Fund - Transfer per Budget Amend #4
2021	107	6601	\$ 10,000	Natrona County Travel and Tourism Expense - Transfer per Budget Amend #4
2021	107	6213	\$ 2,229	Investment Fees
2022	107	6001	\$ 131,943	Vaccination Incentives - Salary
2022	107	6020	\$ 8,615	Vaccination Incentives - Social Security
2022	107	6040	\$ 3,399	Vaccination Incentives - Workers Comp
2022	107	6255	\$ 15,268	Audit expenses
2022	107	6213	\$ 15,000	Investment Fees - BUDGET NOT ACTUAL
2022	107	6601	\$ 50,000	Ford Wyo Center 40th Anniversary - BUDGET NOT ACTUAL
2022	107	6601	\$ 50,000	Proud to Host the Best (Budget Amend #2) - BUDGET NOT ACTUAL
2022	107	6601	\$ 34,000	Rec Center and Ice Arena Touchless Doors (Amend #2) - BUDGET NOT ACTUAL
2022	107	6601	\$ 18,000	Events Center Feasibility Study (Amend #2) - BUDGET NOT ACTUAL
2022	107	6101	\$ 94,500	Fire Dept SCBA Purchases (Amend #3 - Upcoming) - BUDGET NOT ACTUAL
Total:			\$ 1,936,386	
			\$ 11,166,805	Total AVAILABLE CARES Funding



Dear Casper Area Chamber of Commerce Investor,

Your chamber is growing—both literally and figuratively. We've added valuable professional staff and continue to expand our programs and visibility in Natrona County.

- Last year we welcomed Vice President of Special Events, Darcie Holscher
- Our marketing efforts continue to grow as we support our events, advocacy, and visibility
- We invest heavily in training and continuing education for all professional staff

To facilitate this growth and ensure its sustainability, we have implemented a slight investment enhancement you will see on your next invoice.

Everything in the Chamber's toolbox is more available and valuable than ever and that toolbox is growing.

- The Wyoming Chambers Health Benefit Plan
- Three Trails Employee and Family Assistance Plan (EFAP)
- Multiple Employer Aggregation Program (MEAP)

Stay tuned. The above Chamber benefits shall be discussed in further detail soon. Thank you for your continued investment and trust.

In prosperity,

Jason DeWitt
President/CEO
Casper Area Chamber of Commerce



March 17, 2022

Dear City of Casper Council and City Manager

The Casper Natrona County Board of Health and Casper Natrona County Health Department are writing this letter in support for the City of Casper Complete Streets Plan and Policy. “Complete Streets” takes into consideration the importance of active transportation, safety and mobility for individuals of all ages and abilities. Our national organization, The American Public Health Association (APHA) is committed to promoting changes to the built environment that encourage active transportation, minimize disparities in mobility and ensure the safety of all transportation users and aligns with the APHA principles.

The residents of Casper should have safe, comfortable, and convenient access to community destinations and public places—whether walking, driving, bicycling, moving actively with assistive devices, or taking public transportation. Numerous studies support that the implementation of Complete Streets policies result in safer streets, healthier residents, and a strong local economy. By including green spaces, dedicated bike paths and pedestrian safe cross walks, Casper will become a more vibrant and livable city well into the future.

The Casper Natrona County Board of Health and Casper Natrona County Health Department recognizes the innovation and forward thinking of this initiative and fully supports the adoption of the Complete Streets Plan and Policy by the City of Casper.

Respectfully,

Christie Nelson, PharmD, Board of Health
Casper Natrona County Health Department

Anna Kinder, Executive Director
Casper Natrona County Health Department

March 23, 2022

MEMO TO: J. Carter Napier, City Manager JCN
FROM: Tracey Belser, Support Services Director
SUBJECT: Follow-Up Information

Summary:

During the topic of Preliminary Personnel Budget Discussion at the City Council meeting held March 22, 2022, the inquiry was made on how many employees did not get a compensation increase in January 2022.

There was a total of 233, out of 437, full-time employees who did not receive a compensation increase in January 2022.

The 233 employees that were considered ineligible for an increase at that time comprised of:

- 59 were new employees that had worked less than 12-months
- 164 employees were previously at a step 5 on the previous classification plan and had no financial loss due to the pay freeze
- 10 were director level positions that didn't have steps on the previous classification plan

CASPER YOUTH COUNCIL MINUTES
Chamber of Commerce
March 6, 2022

1. **ROLL CALL** Casper Youth Council met at 4:30 p.m., Sunday, March 6, 2022

Present: Annalise Koehmstedt, Zoe Johnson and Advisor Elissa Ruckle

There were not enough members to meet quorum, so this was an unofficial meeting

2. **Discussion Notes:**

Zoe, Anna, and Elissa discussed:

Zoe will be writing an article about CYC for the Kelly Kall. She would like to interview one or two CYC members (why is CYC important? why did you join? what do you hope to accomplish?) and our City Manager and Council Liaison (why is CYC important? why is youth engagement important?). We are working to set up interview times.

Elissa met with Jolene, Assistant to the City Manager. The City is working on re-branding the City with a new logo. The City has asked CYC to hold off on creating/ launching an official CYC logo until the City is ready - as we are part of the City, we will follow their lead.

Conversation about the various social media platforms and how we might use them. A few ideas - create a list of fun 'get to know' you questions, shoot quick videos with each Council Member asking those questions (solid 10-12 videos); shoot quick videos with each Youth Council Member asking those questions (another 5-8 videos); use Instagram for quick polls/surveys (what do you like about Casper? where's your favorite place to eat? what do you do on the weekends? what would you like to change/add to Casper? what frustrates you about Casper?); discussed CYC website should have information regarding who we are, why we exist, what we do, what we're working on, and how to get involved - application link.

First annual Wyoming Youth Council Conference will be in Laramie **June 8-10**. Elissa is coordinating with Justin (WAM), and the Cheyenne, Laramie, and Riverton Youth Councils.

Our goal is to create a content calendar on March 20th (next meeting), begin creating content, launch content mid-April/May

3. **Next Meeting:** Sunday, March 20th from 4:30-5:30
4. **ADJOURNMENT** at 5:20 p.m.

Submitted by ERuckle



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, March 9, 2022
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|---|----------------------|
| I. | Establish Quorum and Call Meeting to Order | T. Schenk |
| II. | Public Comments | |
| III. | City Report | K. Gamroth |
| IV. | Approval of Minutes
Feb 2022 Board Minutes | T. Schenk |
| V. | Financials (DDA & David Street Station)
A) Feb 2022 Reports
B) March 2022 Payments
C) Motion to Approve Financials | N.Grooms
N.Grooms |
| VI. | Director's Report
-Meeting w/ City, CAEDA, Visit Casper, Chamber - Update | K.Hawley |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting April 13, 2022

Note: Board members wishing to discuss confidential information should request all other board members to hold the information in confidence

Downtown Development Authority

Board Meeting Minutes

February 9, 2022

11:30 a.m.

I. Call Meeting to Order

Present: Tony Hagar, Shawn Houck, Kerstin Ellis, Critter Murray, Deb Clark, Will Reese, Tim Schenk, Kyle Gamroth

Staff: Kevin Hawley, Brooke Montgomery

Guests:

Excused: Nicholas Grooms, Pete Fazio, Ryan McIntyre

II. Public Comments:

III. City Report:

IV. Approval of December Board Meeting Minutes

Motion, Second, Passed (Critter Murray, Will Reese) (All Approved)

V. Financials – Kevin Hawley

- Because we cancelled last month's meeting, today we are approving the finalized reports for December 2021 and January 2022. Payments to approve for January and February as well.

Approval of December 2021/January 2022 DDA & DSS Financial Reports

Motion, Second, Passed (Critter Murray, Will Reese) (All Approved)

VI. Director's Report - Kevin Hawley

- Tim and Kevin had a meeting with other boards in the county to discuss collaboration and to come together to identify projects and asks for the community. DDA/DSS projects included:
 - \$275,000 – \$300,000 capital campaign to purchase ice rink chiller
 - Fundraising challenges/continue to bring in fundraising
 - Public Infrastructure Downtown
 - Could we use ARPA funds for downtown projects
 - Property purchase and redevelopment?
 - String lights throughout downtown, reached out to Cheyenne to get information on how they implemented their lights.

VII. Committee Reports –

- A.) Executive Committee** – Tim Schenk
- B.) MARCOM Committee** – Shawn Houck
- C.) David Street Station** – Jackie Landess
- D.) Finance Committee** – Nick Grooms
- E.) Infrastructure** – Tim Schenk
- F.) Governance** – Will Reese

Comments:

Motion to adjourn at approximately 12:30 PM

Motion, Second, Passed (Will Reese, Shawn Houck) (All Approved)

Action Items:

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

Casper Downtown Development Authority
Profit & Loss

	DDA-Balance	February 2022 Feb 22
Ordinary Income/Expense		
Income		
ACCT. INTEREST		1.44
ASSESSMENTS		<u>45,081.59</u>
Total Income		45,083.03
Expense		
ADMINISTRATIVE		
Payroll Expense		<u>-37,500.00</u>
Total ADMINISTRATIVE		-37,500.00
MARKETING-COMMUNICATIONS		
PR - Director		<u>70.50</u>
Total MARKETING-COMMUNICATIONS		70.50
OPERATIONS		
Music Service		50.00
Office Equipment		84.12
Office Rent		
Utilities		139.89
Office Rent - Other		<u>2,650.00</u>
Total Office Rent		2,789.89
Total OPERATIONS		<u>2,924.01</u>
Total Expense		<u>-34,505.49</u>
Net Ordinary Income		79,588.52
Other Income/Expense		
Other Income		
DSS Fund Transfer		<u>-37,500.00</u>
Total Other Income		<u>-37,500.00</u>
Net Other Income		<u>-37,500.00</u>
Net Income		<u><u>42,088.52</u></u>

Casper Downtown Development Authority

Balance Sheet

As of February 28, 2022

Feb 28, 22

DDA-P&L

ASSETS

Current Assets

Checking/Savings

CHECKING 109,177.10

NOW Acct 187,798.06

Total Checking/Savings 296,975.16

Total Current Assets 296,975.16

TOTAL ASSETS 296,975.16

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 580.47

Total Other Current Liabilities 580.47

Total Current Liabilities 580.47

Total Liabilities 580.47

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -172,583.53

Net Income 86,653.78

Total Equity 296,394.69

TOTAL LIABILITIES & EQUITY 296,975.16

Casper Downtown Development Authority
Profit & Loss

July 2021 through February 2022

DDA-YTD

Jul '21 - Feb 22

Ordinary Income/Expense

Income

Donation - Adopt A Planter 2,000.00

ACCT. INTEREST 14.33

ASSESSMENTS 121,560.67

Total Income 123,575.00

Expense

ADMINISTRATIVE

Payroll Expense -36,919.53

Total ADMINISTRATIVE -36,919.53

MARKETING-COMMUNICATIONS

PR - Director 286.87

Sponsorships/PR 6,250.00

MARKETING-COMMUNICATIONS - Other 910.58

Total MARKETING-COMMUNICATIONS 7,447.45

MISCELLANEOUS

Service Chg 32.25

Total MISCELLANEOUS 32.25

OPERATIONS

Repairs/Maintenance 355.12

Board Mtg. Expense 62.50

Conference Registration 175.00

Dues/Subscriptions 649.99

Planters 16,000.99

Office Automation 139.89

Music Service 365.00

Office Equipment 374.15

Office Rent

Utilities 969.40

Office Rent - Other 21,200.00

Total Office Rent 22,169.40

Office Supplies 505.52

Travel 668.33

Total OPERATIONS 41,465.89

Total Expense 12,026.06

Net Ordinary Income 111,548.94

Other Income/Expense

Other Income

DSS Fund Transfer -24,897.00

Total Other Income -24,897.00

Other Expense

Bank Service Charge -1.84

Total Other Expense -1.84

Net Other Income -24,895.16

Net Income 86,653.78

Casper Downtown Development Authority
Transaction Detail by Account
 February 2022

DDA-Transactions

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
CHECKING							
	Deposit	02/03/2022			Deposit	42,757.29	42,757.29
	Bill Pmt -Check	02/07/2022	6121	CAV - Front Range	Monthly fee	-50.00	42,707.29
	Bill Pmt -Check	02/07/2022	6122	Charter Communications		-139.89	42,567.40
	Bill Pmt -Check	02/07/2022	6123	FIB - MASTERCARD	KH	-70.50	42,496.90
	Bill Pmt -Check	02/07/2022	6124	Ricoh USA, Inc	Printer	-84.12	42,412.78
	Bill Pmt -Check	02/07/2022	6125	Walsh Property Management	Feb Rent	-2,650.00	39,762.78
	Deposit	02/11/2022			Deposit	2,324.30	42,087.08
Total CHECKING						42,087.08	42,087.08
NOW Acct							
	Deposit	02/28/2022			Interest	1.44	1.44
Total NOW Acct						1.44	1.44
TOTAL						42,088.52	42,088.52

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
CHECKING							
	Bill Pmt -Check	03/07/2022	6126	Animal & Plant Health Inspection	Services in S	-1,618.31	-1,618.31
	Bill Pmt -Check	03/07/2022	6127	CAV - Front Range	Monthly Music	-50.00	-1,668.31
	Bill Pmt -Check	03/07/2022	6128	Charter Communications		-139.89	-1,808.20
	Bill Pmt -Check	03/07/2022	6129	FIB - MASTERCARD	KH	-131.24	-1,939.44
	Bill Pmt -Check	03/07/2022	6130	Walsh Property Management	March Rent	-2,650.00	-4,589.44
	Bill Pmt -Check	03/07/2022		David Street Station Transfer	Payroll for KH	-37,500.00	-42,089.44
	Deposit	03/31/2022			Interest	0.69	-42,088.75
Total CHECKING						-42,088.75	-42,088.75
TOTAL						-42,088.75	-42,088.75

Downtown Development Authority
Balance Sheet

As of February 28, 2022

Feb 28, 22

DSS-Balance

ASSETS

Current Assets

Checking/Savings

Plaza Checking 284,631.31

Special Events 36,737.90

Total Checking/Savings 321,369.21

Accounts Receivable

Accounts Receivable 4,410.00

Total Accounts Receivable 4,410.00

Total Current Assets 325,779.21

TOTAL ASSETS 325,779.21

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 2,029.53

Total Other Current Liabilities 2,029.53

Total Current Liabilities 2,029.53

Total Liabilities 2,029.53

Equity

Unrestricted Net Assets 376,800.07

Net Income -53,050.39

Total Equity 323,749.68

TOTAL LIABILITIES & EQUITY 325,779.21

Downtown Development Authority

Profit & Loss

February 2022

	DSS-P&L	<u>Feb 22</u>
Ordinary Income/Expense		
Income		
ACCT. INTEREST		2.40
Investments		
Endowment		32,057.00
Total Investments		<u>32,057.00</u>
Other Types of Income		
Miscellaneous Revenue		225.00
Other Types of Income - Other		37,500.00
Total Other Types of Income		<u>37,725.00</u>
Program Income		
Friends of Station		45.00
Total Program Income		<u>45.00</u>
Total Income		<u>69,829.40</u>
Gross Profit		69,829.40
Expense		
Contract Services		
Construction Expense		943.50
Contract Services - Other		600.00
Total Contract Services		<u>1,543.50</u>
Facilities and Equipment		
Building Repairs/Maint		3,346.49
Equip Rental and Maintenance		80.00
Rent, Parking, Utilities		
DSS		127.97
Rent, Parking, Utilities - Other		4,161.13
Total Rent, Parking, Utilities		<u>4,289.10</u>
Total Facilities and Equipment		<u>7,715.59</u>
Marketing		
Advertising/Media		9.06
Fundraising Expense		220.38
Marketing - Other		3,462.80
Total Marketing		<u>3,692.24</u>
Operations		
Books, Subscriptions, Reference		381.47
Event Expense		
Entertainment/Rentals		517.50
Event Supplies		39.10
Event Expense - Other		170.00
Total Event Expense		<u>726.60</u>
Overnight Security		1,102.50
Postage, Mailing Service		120.00
Service Charge		2.79
Supplies		428.42
Total Operations		<u>2,761.78</u>
Payroll Expenses		<u>26,225.92</u>
Total Expense		<u>41,939.03</u>
Net Ordinary Income		<u>27,890.37</u>
Net Income		<u><u>27,890.37</u></u>

**Downtown Development Authority
Profit & Loss**

July 2021 through February 2022

DSS-YTD Jul '21 - Feb 22

Ordinary Income/Expense

Income

ACCT. INTEREST 21.80

Investments

Endowment 32,057.00

Total Investments 32,057.00

Other Types of Income

Miscellaneous Revenue 9,842.25

Other Types of Income - Other 37,500.00

Total Other Types of Income 47,342.25

Program Income

Beverage Sales 23,742.31

Event Sponsorship 72,500.00

Facility Rental 20,577.50

Friends of Station

Treediton 3,390.60

Friends of Station - Other 15,851.00

Total Friends of Station 19,241.60

Ice Skating Fees 24,735.81

Partners In Progress 2,500.00

Support the Station

Poinsettia sales 1,877.50

Support the Station - Other 108,200.00

Total Support the Station 110,077.50

Vendor Fees 6,981.26

Program Income - Other 1,509.00

Total Program Income 281,864.98

Total Income 361,286.03

Gross Profit 361,286.03

Expense

Contract Services

Construction Expense 2,197.00

Contract Services - Other 19,759.39

Total Contract Services 21,956.39

Facilities and Equipment

Building Repairs/Maint 11,307.90

Equip Rental and Maintenance 30,597.02

FF&E 8,767.21

Landscaping, Repairs/Maint. 1,605.50

Rent, Parking, Utilities

DSS 4,742.76

Rent, Parking, Utilities - Other 15,554.92

Total Rent, Parking, Utilities 20,297.68

Facilities and Equipment - Other 192.33

Total Facilities and Equipment 72,767.64

Downtown Development Authority
Profit & Loss

July 2021 through February 2022

DSS-YTD Jul '21 - Feb 22

Marketing	
Advertising/Media	1,811.25
Fundraising Expense	1,310.56
Website	425.74
Marketing - Other	4,495.83
Total Marketing	8,043.38
Operations	
Bank Fees	-2.37
Books, Subscriptions, Reference	3,367.37
Equip/Supplies	150.00
Event Expense	
AV	16,250.00
Bands	26,640.00
Entertainment/Rentals	8,087.50
Event Supplies	1,295.86
Insurance	14,345.53
Security	8,348.75
Event Expense - Other	15,967.19
Total Event Expense	90,934.83
Overnight Security	12,731.88
Postage, Mailing Service	177.00
Service Charge	718.05
Software/Subscriptions	9.99
Supplies	5,722.24
TIPS Training	8.99
Utilities	127.97
Operations - Other	172.86
Total Operations	114,118.81
Payroll Expenses	197,450.20
Total Expense	414,336.42
Net Ordinary Income	-53,050.39
Net Income	-53,050.39

Downtown Development Authority
Transaction Detail by Account
 February 2022

DSS-Trans						
Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Liability Check	02/01/2022		United States Treasury	83-0286881	-302.60	-302.60
Bill Pmt -Check	02/01/2022		Rivers Edge Storage		-300.00	-602.60
Liability Check	02/03/2022		United States Treasury	83-0286881	-1,509.84	-2,112.44
Bill Pmt -Check	02/07/2022	2475	Alliance Electric	Disconnect chiller	-80.00	-2,192.44
Bill Pmt -Check	02/07/2022	2476	Black Hills Energy		-145.34	-2,337.78
Bill Pmt -Check	02/07/2022	2477	Charter Communications	Charter	-127.97	-2,465.75
Bill Pmt -Check	02/07/2022	2478	City of Casper - Water Services		-51.14	-2,516.89
Bill Pmt -Check	02/07/2022	2479	Cowdin Cleaning	Cleaning for Jan 2022	-600.00	-3,116.89
Bill Pmt -Check	02/07/2022	2480	Galles Greenhouse & Hepp Landscaping		-3,035.00	-6,151.89
Bill Pmt -Check	02/07/2022	2481	Green Johnson Student Success Center,	Career Fair fee	-150.00	-6,301.89
Bill Pmt -Check	02/07/2022	2482	GW Mechanical		-3,346.49	-9,648.38
Bill Pmt -Check	02/07/2022	2483	High Country Crane Service	Chiller removal	-943.50	-10,591.88
Bill Pmt -Check	02/07/2022	2484	Mastercard	KH	-315.04	-10,906.92
Bill Pmt -Check	02/07/2022	2485	Rocky Mountain Power	Power	-3,568.36	-14,475.28
Bill Pmt -Check	02/07/2022	2486	Secure Gunz LLC		-1,620.00	-16,095.28
Bill Pmt -Check	02/07/2022	2487	City of Casper - Water Services	Water	-87.83	-16,183.11
Bill Pmt -Check	02/07/2022	2488	Mastercard	JL	-1,292.09	-17,475.20
Bill Pmt -Check	02/07/2022	2489	City of Casper - Water Services	City	-8.46	-17,483.66
Bill Pmt -Check	02/07/2022	2490	Mastercard	BM	-39.10	-17,522.76
Deposit	02/11/2022			Deposit	558.33	-16,964.43
Deposit	02/14/2022			Deposit	32,057.00	15,092.57
Paycheck	02/15/2022		Brooke C Montgomery		-1,618.08	13,474.49
Paycheck	02/15/2022		Jaclyn A Landess		-1,958.92	11,515.57
Paycheck	02/15/2022		Kevin T Hawley		-2,623.56	8,892.01
Paycheck	02/16/2022		Kevin T Hawley		-7,479.00	1,413.01
Liability Check	02/17/2022		United States Treasury	83-0286881	-1,509.88	-96.87
Deposit	02/17/2022			Deposit	20.00	-76.87
Deposit	02/17/2022			Deposit	37,500.00	37,423.13
Liability Check	02/22/2022		United States Treasury	83-0286881	-3,286.00	34,137.13
Deposit	02/23/2022			Deposit	25.00	34,162.13
Paycheck	02/28/2022		Brooke C Montgomery		-1,618.08	32,544.05
Paycheck	02/28/2022		Jaclyn A Landess		-1,898.92	30,645.13
Paycheck	02/28/2022		Kevin T Hawley		-2,623.57	28,021.56
Check	02/28/2022			Service Charge	-2.79	28,018.77
Deposit	02/28/2022			Interest	2.12	28,020.89
Total Plaza Checking					28,020.89	28,020.89
TOTAL					28,020.89	28,020.89

**Downtown Development Authority
 Transaction Detail by Account
 March 2022**

DSS-Trans								
Type	Date	Num	Name	Memo	Amount	Balance		
Plaza Checking								
Bill Pmt -Check	03/07/2022	2491	aggreko	3 of 3 Package 2021-2022	-12,000.00	-12,000.00		
Bill Pmt -Check	03/07/2022	2492	AMBI Mail & Marketing		-33.00	-12,033.00		
Bill Pmt -Check	03/07/2022	2493	Black Hills Energy		-105.78	-12,138.78		
Bill Pmt -Check	03/07/2022	2494	Charter Communications	Internet	-127.97	-12,266.75		
Bill Pmt -Check	03/07/2022	2495	City of Casper - Water Services	DSS	-9.64	-12,276.39		
Bill Pmt -Check	03/07/2022	2496	Kistler Tent & Awning	Tent	-1,305.00	-13,581.39		
Bill Pmt -Check	03/07/2022	2497	Mastercard	JL	-202.79	-13,784.18		
Bill Pmt -Check	03/07/2022	2498	Rocky Mountain Power		-1,153.92	-14,938.10		
Bill Pmt -Check	03/07/2022	2499	City of Casper - Water Services	DSS	-64.37	-15,002.47		
Bill Pmt -Check	03/07/2022	2500	Mastercard	KH	-295.25	-15,297.72		
Bill Pmt -Check	03/07/2022	2501	Mastercard	BM	-177.70	-15,475.42		
Bill Pmt -Check	03/07/2022	2502	Artisan Alley	St. Patrick's Day craft	-171.10	-15,646.52		
Total Plaza Checking					-15,646.52	-15,646.52		
TOTAL					-15,646.52	-15,646.52		

CASPER HISTORIC PRESERVATION COMMISSION
MINUTES OF THE REGULAR MEETING
January 10, 2022

In attendance: Jeff Bond, Anthony Jacobsen, Carolyn Buff, John Lang, Paul Yurkiewicz, Robin Broumley, Bob King

Absent: Maureen Lee, , Connie Hall, Pinky Ellis, Erich Frankland
Liz Becher, Community Development Director
Lisa Engebretsen (Council rep)

Staff: Craig Collins, City Planning Department
Kristie Turner, Administrative Assistant III

Guest: Rob Piotter

Jeff Bond called the meeting to order at 8:32 a.m.

Election of Officers

John Lang made a motion to keep the current Chairman and nominated Connie Hall for Vice Chairman.

The motion was seconded by Carolyn Buff. Motion passed unanimously.

Approval of Minutes

Mr. Bond asked if everyone had read the minutes of the December 13, 2021, meeting and asked if there were any corrections. One correction was noted.

Minutes from December 13, 2021, were approved unanimously.

New Business

Discussion with Rob Piotter

Mr. Piotter has been researching the old underground tunnels that were used to provide steam heat from Casper Electric Company to businesses and residences in the downtown area. Mr. Piotter described all the business that he knows of and has visited that were at one point connected to the tunnel system. Mr. Piotter discussed with the commission ideas regarding whether the tunnels had been mapped or when and why the tunnel accesses were closed off. The exact locations of access to the steam tunnel system remains a mystery and Rob is dedicated to researching the topic.

Discussion of December items

- Ms. Broumley is currently working on researching the structures on the Historic Register that need plaques and the cost of plaques.
- The option to use text for agendas, bids, etc. is being reviewed by the City’s IT department.
- Ms. Becher will be reaching out to Bird Scooters to inquire about integrating maps on the scooter App.
- Poll results for meeting availability reflected Monday at 8:30 as the preferred time by the commission members.

Progress Report on African American Study – Review/Direction

SHPO is reviewing the report. Mr. Collins has been in contact with Bethany Kelly.

Old Business

SHPO/CLG Grant Project (Jeff/Staff)

No Report

OYD Committee Update (Connie and John)

No Report

P&Z Commission

This month there is a small subdivision change and two conditional use cases.

Demolition Permits (Staff)

No Report

Sub-Committee reports

- Ghost Signs (**John and Connie**)
Mr. Lang will send photos to Mr. Bond.
- Brochures and Mobile App (**Paul, Jeff, Ann and Robin**)
No Update
- GIS map of historic properties and surveyed properties for website (**Jeff and Anthony**)
No Update
- Field Visits/Tours (**Robin and Connie**)
No Update
- Social Media/Outreach/Education (**Maureen, Paul and Ann**)
Mr. Yurkiewicz reported that the Facebook page has 360 followers.
- Strategic Plan progress/review (**Jeff**)
No update.

Other Business

The next meeting will be February 14, 2022 at the old Wells Fargo building for a tour.

Meeting adjourned at 9:43 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Liz Becher". The signature is written in a cursive, slightly slanted style.

Liz Becher
Community Development Director

**PLANNING AND ZONING MEETING
THURSDAY JANUARY 20, 2022
CITY COUNCIL CHAMBERS**

These minutes are a summary of the meeting. For full details view online at www.casperwy.gov on the Meetings and Agendas web page. The Planning and Zoning Commission held a meeting at 6:00 p.m., on Thursday November 18, 2021, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: Terry Wingerter
Carol Johnson
Ken Bates
Vickery Fales-Hall
Mike McIntosh
Maribeth Plocek
Joe Hutchison

Absent Members: Bruce Knell, Council Liaison

Others present: Liz Becher, Community Development Director
Craig Collins, City Planner
Kristie Turner, Administrative Assistant III
Wallace Trembath, Deputy City Attorney

I. ELECTION OF OFFICERS

Carol Johnson, acting as the substitute presiding officer, called the meeting to order. Mr. Henley explained the election process.

Ms. Johnson opened the floor for nominations for the position of Chairperson. Ms. Fales-Hall nominated Mr. Bates for Chairperson. The nomination was seconded by Mr. Wingerter. Mr. Bates nominated Ms. Johnson for Chairperson. The nomination was seconded by Mr. McIntosh. Ms. Johnson closed the nominations. Ms. Johnson asked members to cast their vote.

Votes were counted by Mr. Henley and Ms. Turner. Mr. Bates was elected Chairperson for 2022.

Ms. Johnson opened the floor for nominations for the position of Vice-Chairperson. Ms. Fales-Hall nominated Ms. Johnson for Vice-Chairperson. The nomination was seconded by Mr. Bates. Mr. Hutchison nominated Ms. Fales Hall for Vice-Chairperson. The nomination was seconded by Mr. McIntosh. Ms. Johnson closed the nominations. Ms. Johnson asked members to cast their vote.

Votes were counted by Mr. Henley and Ms. Turner. Ms. Johnson was elected Vice-Chairperson for 2022.

A five (5) minutes recess was taken for the Chairperson and Vice-Chairperson to move to the appropriate seats.

I. MINUTES OF THE PREVIOUS MEETING

Chairperson Bates asked if there were additions or corrections to the minutes of the December 16, 2021 Planning & Zoning Commission meeting.

Chairperson Bates called for a motion to approve the minutes of the December 16, 2021, Planning & Zoning Commission meeting.

Ms. Johnson made a motion to approve the minutes of the December 16, 2021, meeting. The motion was seconded by Mr. Wingerter.

All those present voted aye. Motion carried.

II. PUBLIC HEARINGS

Our first case this evening:

- A. **SUB-104-2021** (CONTINUED FROM DECEMBER) A vacation and replat of Lot 7 in Wolf Creek Eight Addition and Lot 43 in Wolf Creek Nine Addition, to create “Wolf Creek Ten Addition”, located at 3714 and 3720 Dancing Wolf Drive. Applicants: BI Properties, LLC & Iliana Adler, Administrator JJSN Living Trust.

Craig Collins, City Planner presented the staff report and entered 7 exhibits into the record for this case.

Chairperson Bates opened the public hearing and asked for the person representing the case to come forward and explain the application.

Randy Hall, 550 N. Poplar, spoke as representative for this case.

Mr. Hall addressed the issues that had been raised from community members at the December 16, 2021, meeting. There will be no changes in the current HOA. In regard to lot adjustments or purchases, Mr. Hall stated that his business model is subdividing plats into lots that are sold to builders for development. He does not sell lots to neighboring homeowners as there is no profit. In regard to the pedestrian pathway, Mr. Hall acknowledges that there was an error and miscommunication with the builders. Mr. Hall worked with the City Engineers to correct the error.

Chairperson Bates asked if there was anyone in the audience wishing to speak in favor or opposition of this case?

Christina Batt, 3711 Dancing Wolf Dr., spoke regarding the case.

Ms. Batt thanked Mr. Hall for addressing the issues and had no other opposition.

Don Gilmore, 3708 Dancing Wolf Drive, spoke in opposition to the case. Mr. Gilmore stated that he is still disgruntled by the situation with the pedestrian path. Mr. Bates commented that the commission sympathized with his situation but the pedestrian path issue was not applicable to the SUB-104-2021.

There being no others to speak, Chairperson Bates closed the public hearing and entertained a motion to approve, deny or table SUB-104-2021 regarding the vacation and replat.

Mr. Wingerter made a motion to approve case SUB-104-2021. The motion was seconded by Ms. Johnson

All those present voted aye. Motion carried

Our second case this evening:

CUP-114-2021 Request for a Conditional Use Permit to allow for an accessory building (detached garage) with an exterior wall height greater than 12-feet in height in an R-1 (Residential Estate) zoning district, located at 1225 West 30th Street, Lot 9, South Garden Creek Acres #3. The proposal is requesting approval for a 22-foot wall height. Applicants: Dan and Deb White

Craig Collins, City Planner presented the staff report and entered 5 exhibits into the record for this case.

Chairperson Bates opened the public hearing and asked for the person representing the case to come forward and explain the application.

Deb White, 1225 W 30th, spoke as representative for this case.

Chairperson Bates asked if there was anyone in the audience wishing to speak in favor or opposition of this case?

There being no others to speak, Chairperson Bates closed the public hearing and entertained a motion to approve, deny or table CUP-114-2021 regarding the CUP.

Ms. Fales-Hall made a motion to approve case CUP-114-2021. The motion was seconded by Mr. Wingerter.

All those present voted aye. Motion carried.

Our last case this evening:

CUP-118-2021 Request for an amendment to Conditional Use Permit granted March 25, 2014, to enlarge the allowable size of an oversized, detached garage,

located at 643 East 17th Street, described as Portions of Lots 3, 4, 5 and the Adjacent Alley, Block 37, Butler Heights Addition. The previously-approved Conditional Use Permit allowed for a maximum building footprint of 1,800 square feet for said detached garage. The current request proposes to enlarge the size of the detached garage by thirty (30) additional square feet. Applicant: Emerick Huber.

Craig Collins, City Planner presented the staff report and entered 6 exhibits into the record for this case.

Chairperson Bates opened the public hearing and asked for the person representing the case to come forward and explain the application.

Rob Shively, 536 S. Center. spoke as representative for this case.
Emrick Huber, 643 E 17th St. also spoke as representative for this case

Chairperson Bates asked if there was anyone in the audience wishing to speak in favor or opposition of this case?

There being no others to speak, Chairperson Bates closed the public hearing and entertained a motion to approve, deny or table CUP-118-2021 regarding the CUP.

Mr. McIntosh made a motion to approve case CUP-118-2021. The motion was seconded by Ms. Plocek.

All those present voted aye. Motion carried.

III. SPECIAL ISSUES:

**Cancellation of February 17, 2022 Planning and Zoning Commission Meeting.
There are no cases to be heard.**

Ms. Fales-Hall made a motion to cancel the public meeting for February 17,2022. The motion was seconded by Mr. McIntosh.

Committee Assignments –

Historic Preservation – Ms. Fales-Hall, Ms. Johnson, and possibly Mr. Bates

Old Yellowstone District – Mr. McIntosh, Mr. Hutchison, and Ms. Plocek

IV. COMMUNICATIONS:

A. Commission:
No Report

B. Community Development Director:
No Report


- C. Council Liaison:
No Report
- D. OYD and Historic Preservation Commission Liaisons:
No Report
- E. Other Communications:
Mr. Bates asked about scheduling a tour of the new State Office Building.

V. **ADJOURNMENT:**

Chairperson Bates called for a motion for the adjournment of the meeting. A motion was made by Ms. Fales-Hall and seconded by Mr. McIntosh to adjourn the meeting.

All present voted aye. Motion carried.

The meeting was adjourned at 7:20 pm.



Chairperson



Secretary

