

# INFORMATION PACKET

**Friday, June 2, 2023**



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

Communication   Accountability   Stewardship   Professionalism   Efficiency   Responsiveness

**The Grid**  
Working Draft of Council Meeting Agendas

**Meetings Move to the Lyric**

**June 6, 2023** Councilors Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Judge's Quarterly Update					
Pre-Meeting: Youth Empowerment Council					
Pre-Meeting: Energy Efficiency Conservation Block Grant Application					
Approval of 5/16 Minutes					C
Bright Spot: Rotary Donations for Various City Parks					
Est. PH - Adopt FY24 Budget	C				
Establishing June 20th as the public hearing date for consideration of Fiscal Year 2023 Budget Amendment #3	C				
Public Hearing - Adoption of 2023 National Electric Code		N			
Public Hearing - Chinook LAD No. 160		N			
Authorize Amendment No. 1 to the Contract for Professional Services with Civil Engineering Professionals, Inc. (CEPI) in the amount of \$131,582.46 for the Poplar and 1st Street Utility Improvements, Project No. 17-072.				C	
Authorize a purchase order to Aqua Smart, Inc., for procurement of SeaQuest corrosion inhibitor for use at the WTP, in an amount not to exceed \$158,062.50				C	
Authorizing an Agreement with 71 Construction, in the amount of \$216,680.00 for the Police Department Impound Lot Improvements, Project No. 21-037.				C	
Authorize an Agreement with Crown Construction, LLC., in the Amount of \$268,230.00 for the Solid Waste Surfacing Improvements, Project. 22-060.				C	
Authorize an Agreement with Crown Construction, LLC., in the Amount of \$484,165.00 for the Ford Wyoming Center (FWC) South Walkway Replacement, Project. 22-025.				C	
Authorize an Agreement with Treto Construction, LLC., in the Amount of \$295,200.00 for the Wolf Creek Road Improvements (West 38th Street to West 40th Street) – Phase I, Project. 21-066				C	
Amending Various Utility Billing and Water Metering Fees				C	
A Resolution Authorizing Amendment No. 1 to the Contract for Professional Services Between the City of Casper and Foxter OPCO LLC, dba CTS Software, for Transit Dispatch Software.				C	
Authorizing Amendment Three to the Grant Award Agreement Between the Wyoming Office of Homeland Security and City of Casper. (Regional Response Grant #19)				C	
Nicolaysen Contract Amendment				C	
Authorize a Partial Refund, in the Amount of Two Hundred Twenty-five Dollars (\$225), for the Parkway Parking Permit Issued at 1140 South Center Street.					C

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**June 6, 2023** Councilors Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Authorize the Purchase of One (1) New Haul Truck in the Total Amount of \$176,200.00, to be Used by the Solid Waste Division of the Public Services Department.					C
Authorizing the Purchase of One (1) New Skid Steer Loader in the Total Amount of \$65,350, Before Trade, and \$42,350.00 after Trade to be Used by the Waste Water Treatment Plant of the Public Services Department.					C
Authorizing the Purchase of One (1) Water Truck in the Total Amount of \$144,773.00, to be Used by the Solid Waste Division of the Public Services Department.					C
Authorizing the Purchase of Three (3) New Half-Ton Extended Cab 4x4 Pickup Trucks with 8' Beds in the Total Amount of \$139,332.00, Before Trades, and \$119,192.00 After Trades, to be Used by the Casper Metro Division.					C
Reject All Bids Received for the Center Street Underpass Painting Project No. 23-008					C
Authorizing the Inclusion of Fiscal Year 2023-2024 Summary Proposed Budget into the Minutes of the June 6, 2023 Regular Council Meeting.					C
Executive Session: Personnel & Security					

**June 13, 2023** Councilors Absent: Pollock

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
MPO's Electric Fleet Feasibility Study Final Report	Information Only	4:35	20 min
Rec Enterprise Business Plans Part 1--Golf and Fort Caspar	Direction Requested	5:15	45 min
Fiscal Year 2023 Budget Amendment #3	Move Forward for Approval	6:45	20 min
Banner Health and Fire Agreement	Move Forward for Approval	7:05	20 min
I-25 Enhancement Updates	Direction Requested	7:25	20 min
Agenda Review		7:45	20 min
Legislative Review		8:05	20 min
Council Around the Table		8:25	20 min
Approximate Ending Time:			8:45

**The Grid**  
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**June 20, 2023** Councilors Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Impact Fee Final Report (30 min)					
Approval of 6/6 Minutes					C
Approval of 6/6 Executive Session Minutes					C
Public Hearing - Adopt FY24 Budget		N			
Public Hearing - Budget Amendment #3		N			
2nd Reading - Adoption of 2023 National Electric Code			N		
2nd Reading - Chinook LAD			N		
Authorizing a Request to Natrona County to Continue the Collection of 8 Mills of Property Tax on Behalf of the City of Casper.				C	
Agreement for Elevator Maintenance Services with Kone Corporation (tentative)				C	
1% #17 Community Projects				C	
Sponsorship & Naming Rights Global Spectrum (tentative)				C	
Authorize Revocable License Agreement with Centurylink Communications, LLC., dba Lumen Technologies Group, for Installation and Maintenance of a Fiber Optic Line.				C	
Authorize Revocable License Agreement with Zayo Group, LLC., for Installation and Maintenance of a Fiber Optic Line.				C	
Approving the Senior Center Lease				C	

**June 27, 2023** Councilors Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Optional 1% Tax	Direction Requested	4:35	60 min
Homeless Coalition	Direction Requested	5:35	40 min
Ordinance Regarding Feeding Turkeys	Direction Requested	6:15	30 min
Rec Enterprise Business Plans Part 2	Direction Requested	6:45	45 min
Agenda Review		7:30	20 min
Legislative Review		7:50	20 min
Council Around the Table		8:10	20 min
Approximate Ending Time:			8:30

**The Grid****Working Draft of Council Meeting Agendas****WEDNESDAY, July 5, 2023** Councilors Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting:					
Approval of 6/20 Minutes					C
3rd Reading - Adoption of 2023 National Electric Code			N		
3rd Reading - Chinook LAD			N		

**July 11, 2023** Councilors Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Code Enforcement – Potential Code Changes	Direction Requested	4:35	40 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

**Tuesday, July 18, 2023** Councilors Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting:					
Approval of 7/5 Minutes					C

**July 25, 2023** Councilors Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
		4:35	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Camping Ordinance & SOP Follow-up			
One Cent Funding Application Process Debrief			
One Cent Allocation Compliance Follow-up			
General Businesses Licenses			
Snow Route Declarations			Late Summer
Snow Plow Ordinance			Late Summer
Funding for Sidewalk Repairs/Homeowner Responsibilities			
Parking Garage Update from Republic			
Naming City Equipment			Summer
Liquor License Incentive and Responsible Sales Program			
Wyoming 211			
Youth Commission (Discrimination)			

### Staff Items:

CBC Public Safety Design			July
Downtown Parking Kiosks			
City Inspectors Authority/Oversight of Licensed Contractors			
Speed Limit Ordinance Review			
Unpaid Utility Ordinance Amendment			
Part 2 Ford Wyoming Center			
Judge's Quarterly Update	Sep. 5 & Dec. 5	15 minutes	Rekurs Quarterly
Parks Master Plans MOU's			
Community Readiness Application for Utility Installation			
Casper Mountain Property Easement Request			
North Platte Development Plan			August

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

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### Future Regular Council Meeting Items:

Executive Session: Personnel	9/19/2023		
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### Retreat Items:

Economic Development and City Building Strategy
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May 26, 2023

MEMO TO: Carter Napier, City Manager 

FROM: Zulima Lopez, Parks, Recreation and Public Facilities Director

SUBJECT: Parks and Recreation Additions to Casper Connect 311 Application

**Action Type**

Information Only

**Summary**

The Parks, Recreation and Public Facilities Department has been working with the City's Information Technology Team to add two new tools for citizens to report issues through Casper 311 on the City's website or through the Connect Casper app. Citizens are now able to report graffiti on City property and damage to playgrounds or other amenities in City parks.

The City of Casper has 42 formal parks with 54 playground structures and over 130 city-owned buildings and structures throughout Casper. With so much ground to cover, problems like damaged park infrastructure or graffiti on public property could go unnoticed for several days. Staff hopes that 311 will assist in bringing these important problems to the City's attention sooner, so issues can be addressed as timely as possible.

We ask that citizens be as descriptive as possible when reporting an issue and its location, and that they limit reports to City of Casper-owned property. The City is not responsible for graffiti removal on private property or for park maintenance or repairs in parks on Natrona County School District property or parks outside of the Casper City limit. If the request indicates a serious safety hazard, an inspection will occur immediately. Otherwise, City staff will aim to inspect a reported issue within one business day. Parks employees may remove or block off all or part of a playground structure that is damaged if needed for safety. If replacement parts are required, they will be ordered promptly but may not arrive for several months depending on stock and supply chains. These details are noted each time citizens enter a report into Casper 311, as a reminder.

Status updates of requests will be provided by staff through the Casper 311 platform.

**Financial Considerations**

None

**Oversight/Project Responsibility**

Zulima Lopez, Parks, Recreation and Public Facilities Director  
Randy Norvelle, Parks Manager  
Matt Thomason, Buildings and Structures Manager

**Attachments**

None





## NEWS RELEASE

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### For Immediate Release

Contact:

Kendra Ziler

307-235-8456

[kendra\\_ziler@oakviewgroup.com](mailto:kendra_ziler@oakviewgroup.com)



**WYOMING CENTER**  
**OVG360**

## Fireworks Festival 2023 on the Grounds of the Ford Wyoming Center

Casper, WY – The McMurry Foundation presents Fireworks Festival 2023 on Tuesday, July 4<sup>th</sup> at 4:00 pm on the grounds of the Ford Wyoming Center. Food trucks, food vendors, vendor booths, and music will fill the area as we celebrate America’s Independence Day.

The big fireworks show will start at approximately 10:00 pm. The Official Fireworks Festival soundtrack will be broadcasted on 104.7 KISS-FM, 107.9 JACK-FM, K2 Radio, Rock 96.7, My Country 95.5, and AM 1400 The Cowboy – all Townsquare Media Stations.

Food Truck, Food Vendor and Retail Vendor Booth Space is still available. This is an excellent opportunity for local businesses to showcase their products or services in front of a large, festive crowd. Space is limited, so don’t delay in reserving your space. Food vendors will receive approximately 30’x20’ of space for \$250 and non-food vendors will have approximately 10’x20’ of space for \$150. To reserve space or for more information, visit [FordWyomingCenter.com](http://FordWyomingCenter.com).

Gates to the grounds of the Ford Wyoming Center open at 4:00 pm. Admission is \$10 per vehicle in advance, \$15 per vehicle at the gate, \$5 per motorcycle, bicycle and pedestrian in advance and \$10 per motorcycle, bicycle, and pedestrian at the gate. **All gate admission is on a CASH ONLY basis.** Advanced tickets are available online at [www.SinclairTix.com](http://www.SinclairTix.com), by phone at (800) 442-2256 or in-person at the SinclairTix Box Office at the Ford Wyoming Center.

Pursuant to City Park regulations, no glass containers will be permitted to be carried onto the premises. Coolers, food and beverages are permitted. Beer and alcohol service will be available. Must be 21 years of age or older and show a valid photo ID to enter the serving areas. Attendees are encouraged to bring blankets, lawn chairs, sunscreen, bug spray, etc.

Sponsors and Supporters of the 2023 Fireworks Display include the City of Casper, The McMurry Foundation, Oil City Axe Company, Hat Six Travel Center and Mtn West Technologies.

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DATE: JUNE 7, 2023  
TO: CIVIL SERVICE COMMISSION  
FROM: HEIDI ROOD, HUMAN RESOURCES GENERALIST  
SUBJECT: CIVIL SERVICE COMMISSION MEETING

**CIVIL SERVICE COMMISSION MEETING  
WEDNESDAY, JUNE 7, 2023**

1:00 P.M.

**CASPER BUSINESS CENTER**

123 W 1<sup>st</sup> St

5<sup>th</sup> Floor Large Meeting Room – Just past suite 555 (Human Resources)

**AGENDA**

1. Approval of May 3, 2023, Meeting Minutes
2. Firefighter Trainee Testing
3. Certify Entry-Level Police Officer List
4. Certify Police Sergeant Promotional List
5. Certify Police Lieutenant Promotional List
6. Other Business
7. Set Next Meeting Date(s)

July 5<sup>th</sup>

August 2<sup>nd</sup> – Certify Entry-Level Police Officer List



**Jeremiah Volk, Program Coordinator 500 South Wolcott, STE 100 Casper, WY 82601 Phone: 307-235-2000 Fax: 307-235-2015**

- Advisory Board Meeting minutes for 05/10/2023.
- Client numbers have stayed consistently at/around 37. We still need more clients.
- We received our finalized contract for FY24. Our total amount of funding is: \$450,949.56 dollars this includes the \$17,212.11 “surcharge”. The State funding for FY23 was \$431,598.84; however, we had also received a “COVID grant” in the amount of \$56,127.96 dollars bringing FY23’s funding to a total of \$487,726.80 dollars. The total for FY24 is \$36,777.24 dollars less than FY23.
- We discussed FY23 Finances (State Grant and COVID Grant) in totality
- The total Drug Court client fees for FY23 is \$14,210.00 dollars to date
- We discussed drafting a policy regarding clients in residential treatment attending Drug Court hearings.
- Parolee track Update – our first parolee started late last week. This shows great potential.
- Lori Jo is planning a client appreciation event. Funds from the Quality of Life line-item will be used to fund the event.
- Coordinator Conference is May 22, 2023 – May 23, 2023. This is attached to the Rocky Mountain Prevention and Traffic Safety Summit. Jeremiah is required to be there 5/22/23 – 5/23/23.
- Mental Health Court. Idaho Falls is a training site.
- National Conference in Houston June 26<sup>th</sup> – June 29<sup>th</sup>. Flights have been booked and itineraries have been sent out.
  - Judge Brian Christensen
  - Jeremiah Volk
  - April Steffensmeier
  - Sam Forshner
  - Terry Jackson
  - Steve Mink
- Client Spotlight: Michael Downing and Rozellen Rhoades have both participated in artistic expressions within the last month with an emphasis on recovery from addiction.
- Any concerns from the city
- Any further business

The next Advisory Board Meeting will be on July 12, 2023. *This has been rescheduled from July 5, 2023.*

thank you!

Bruce Lawson

David Boncher

Casper Skeet  
Club wants to  
Thank Casper City  
Council for supporting  
us with support  
from the one cent  
Fund!

Russ Bradford

from all of  
us at

Ray Meade

[Signature]



[Signature]

Robert Mege  
Kyllan

[Signature]