

**INFORMATION PACKET**

**Friday, November 18, 2022**



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

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

# MEDIA ALERT

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## **For Immediate Release**

### Contact:

Rachel Bouzis  
Communications & Marketing Generalist  
rbouzis@casperwy.gov  
(307) 235-8296

### **Holiday Square lighting event schedule**

*Countdown begins around 4 p.m. and lights will turn on around 5 p.m.*

**Casper, Wyo. (Nov. 18, 2022)** – The City of Casper invites you to celebrate the season during the lighting of the 25<sup>th</sup> annual Holiday Square at Healing Park on Conwell Sunday, Nov. 20.

The tentative schedule is as follows:

4:00 – Countdown begins

4:45 – Cookies and cocoa will be served

4:50 – Introduction of Santa, Mrs. Claus and Mayor

4:55 – Mayor’s remarks

5:00 – Lights turn on

5:00-7:00 – Santa and Mrs. Claus available for photos; cookies and cocoa continue

Please note that this schedule is approximate and may fluctuate due to wind, weather or technology. The Clauses and the City thank the public for their understanding.

**The Grid**  
A working draft of Council Meeting Agendas

**November 22, 2022** Councilmembers Absent:

<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Council Straw Poll	Direction Requested	4:35	10 min
Winds Henge	Direction Requested	4:45	20 min
Unsafe Structures Update	Information Only	5:05	30 min
Council Goals Update	Information Only	5:35	45 min
Agenda Review		6:20	10 min
Legislative Review		6:30	10 min
Council Around the Table		6:40	20 min
Approximate Ending Time:			7:00

**November 29, 2022 - 5th Tuesday - No Council Meeting Scheduled!**

**December 6, 2022** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: One Cent Community Projects Applications and Reports					
Approval of 11/1 Regular Meeting Minutes					C
Approval of 11/1 Executive Session Minutes					C
Approval of 11/8 Special Meeting Minutes					C
Approval of 11/8 Executive Session Minutes					C
Approval of 11/15 Regular Meeting Minutes					C
Approval of 11/15 Executive Session Minutes					C
Public Hearing for Transfer of Ownership for Retail Liquor License No. 37 From Charger Holdings, LLC d/b/a Yellowstone Garage Located at 355 West Yellowstone to 307 Repair, Inc. d/b/a Yellowstone Garage Bar and Grill, Located at 355 West Yellowstone		N			
Public Hearing: Restaurant Liquor License for Little Shop of Burgers		N			
2nd Reading - Ordinance approving a vacation, replat, subdivision agreement and zone change for the Pasadena Addition.			N		
3rd Reading: Non-Discrimination Ordinance			N		
3rd Reading: Private Intrusion Alarms			N		
Authorizing the Sole Source Purchase between Communication Technologies Inc., and the City of Casper.				C	
A resolution authorizing a contract between the City of Casper and HDR Engineering, Inc. for the Casper Area Transit Electric Fleet Conversion Study				C	
2.A resolution authorizing a contract between the City of Casper and T-O Engineers, Inc for the Westwinds Road Extension and Land Use Study				C	

**December 13, 2022 Councilmembers 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
SRO Contract	Direction Requested	4:35	20 min
Ice Arena Part II	Direction Requested	4:55	45 min
COLA	Direction Requested	5:35	30 min
Project SAFE Update	Direction Requested	6:05	45 min
Utility Rate Model Review	Direction Requested	6:50	45 min
Agenda Review		7:35	20 min
Legislative Review		7:55	20 min
Council Around the Table		8:05	20 min
Approximate Ending Time:			8:25

**December 20, 2022 Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Part II Safe Rooms					
Approval of 12/6 Minutes					C
3rd Reading - Ordinance approving a vacation, replat, subdivision agreement and zone change for the Pasadena Addition.			N		
A resolution authorizing a Professional Services Contract for transit services with Natrona County for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Evansville, a Wyoming municipality, for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Bar Nunn, a Wyoming municipality, for Fiscal Year 2023.				C	

**December 27, 2022 Councilmembers Absent:**

<b>CANCELED - No Work Session</b>
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**January 3, 2023 Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Approval of 12/20 Minutes					C
Oaths for New Councilmembers					
Establish public hearing for FY23 Budget Amendment #2 for the January 17th	C				
Banks, Newspapers, Disclosures					

**January 10, 2023 Councilmembers 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
FY23 Budget Amendment #2	Move Forward for Approval	4:35	20 min
Golf Subsidy		4:55	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

**January 17, 2023 Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Approval of 1/3 Minutes					C
Public Hearing for FY23 Budget Amendment #2 for the January 17th				N	

**January 24, 2023 Councilmembers 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
Recreation & Sports Subsidy	Direction Requested	4:35	45 min
		5:20	
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
Flag Lots in Residential Areas			After January 2023
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			After January 2023
Safe Place Program Implementation & Resolution			
Code Enforcement - Municipal Code?			
Class and Compensation Study Follow-up			After January 2023
Parking Garage Lease			Summer 2024
Detox Funding Discussion			
LGBTQ Advisory Committee Update			
Budget Amendment #2 Discussion			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Banner Health and Fire Agreement			

**Staff Items:**

City Inspectors Authority/Oversight of Licensed Contractors			
Recreation Refunds			
Sign Code Revision			
Speed Limit Ordinance Review			
Part 2 Ford Wyoming Center			
Sponsorships and Naming Rights (Tentative)			
Poplar St. and CY St. Intersection			
Judge's Quarterly Update			Recurs Quarterly
Enterprise Proforma Review			
Rocky Mountain Power Update			
Ford Wyoming Center Subsidy			
Capital Budget Review	March 14, 2023		
Tentative Budget to Council	May 9, 2023		
Council Budget Review	May 22 & 24		

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

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**Future Regular Council Meeting Items:**

Summary Proposed Budget to Council	6/6/2023		
Est. PH - Adopt FY24 Budget	6/6/2023		
PH & Adoption of FY24 Budget	6/20/2023		

**Retreat Items:**

Economic Development and City Building Strategy
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November 18, 2022

TO: J. Carter Napier, City Manager *scw*  
FROM: Andrew Beamer, Public Services Director  
SUBJECT: Neptune Water Meters

Attached is a product support document (PSD) for the City's Neptune E-Coder registers on residential water meters for inclusion in the info packet. Casper has been using these registers for the last six to eight years, and have found that customers actually find them easier to read than the old wheel style. The customer can shine a flashlight on the "solar panel" to make the display active.

Let me know if you have any questions.



# How to Read the Neptune E-CODER® Register

To read your Neptune E-CODER® register, expose the solar panel to sunlight or shine a bright light (i.e. flashlight or cell phone flashlight), and the display will activate.

When activated, the LCD display will first show a segment test:



This screen will be followed by the display of the E-CODER's manufacturing configuration, followed by two (2) reading screens:

**Reading** - Shows the current read with comma separators and decimal place, after initial activation this screen displays for 20 seconds before toggling to Rate Screen. Each additional Read Screen displays for 8 seconds. The below image shows a reading value of 179.21 (one hundred, seventy-nine) US gallons.



**Flow Rate** - When the screen toggles, the rate of flow is visible and is shown in gallons per minute for four seconds. Then it toggles back to the read screen. The image below shows a flow rate of 50.7 (fifty) gpm.



	<p><b>FLOW INDICATOR</b> Shows the direction of flow through the meter.</p> <p><b>ON</b> Water in use. <b>OFF</b> Water not in use. <b>Flashing</b> Water is running slowly. <b>(-)</b> Reverse flow. <b>(+)</b> Forward flow.</p>
	<p><b>LEAK INDICATOR</b> Displays a possible leak:</p> <p><b>OFF</b> No leak indicated. <b>Flashing</b> Intermittent leak indicates that water has been used for at least 50 of the 96 15-minute intervals during the previous 24-hour period. <b>On Continuously</b> Indicates water use for all 96 15-minute intervals during the previous 24-hour period.</p>
<p><b>RATE</b></p>	<p><b>RATE OF FLOW</b> Average flow rate is displayed every twelve (12) seconds on LCD display.</p>
	<p><b>LCD DISPLAY</b> Nine-digit LCD displays the meter reading in billing units of measure: U.S. gallons, cubic feet, Imperial gallons, or cubic metres.</p> <p>1 E-Coder Basic Reading/Customary 6-digit remote reading 2 Customary sweep hand digits 3 E-CoderPLUS Reading (8-digit remote reading)</p>



November 17, 2022

MEMO TO: Carter Napier, City Manager *JCN*  
FROM: Zulima Lopez, Parks, Recreation and Public Facilities Director  
SUBJECT: Washington Park Revival Survey Results

**Action Type**  
Information Only

**Summary**

As a part of the Land and Water Conservation Fund (LWCF) grant application process, and in following council goals regarding public engagement, a public survey was deployed and two public meetings were held to discuss the proposed improvements for the Washington Park Revival Project. There were 44 participants in the public meetings and 422 responses to the survey. In general, participants expressed overwhelming support for enhancements at the park, and there was not strong opposition to any of the recommended improvements. The attached charts summarize the data collected through the survey. This information will be shared with participants on the City's website dedicated to the Washington Park Revival and submitted as part of the City's LWCF grant application.

**Attachments**  
Survey Summary

# Washington Park Revival Survey Responses

Total Responses

422

Age of Respondent	Responses	Percent
01 - 18	11	3%
19 - 40	87	21%
41 - 64	153	36%
65 +	60	14%
Did not answer	111	26%
Total	422	100%

How do you usually get to the Park?	Responses	Percent
Drive	319	76%
Walk	70	17%
Bike	10	2%
Scooter	1	0%
(blank)	22	5%
Total	422	100%

How often do you visit?	Responses	Percent
Daily	33	8%
Weekly	146	35%
Monthly	93	22%
A few times a year	105	25%
Yearly	13	3%
Not very often	24	6%
(blank)	8	2%
Total	422	100%

One way to make it better:	Responses	Percent
ADA Restrooms	50	12%
Tennis Improvements	41	10%
Pickleball courts	34	8%
Bandshell/concerts	29	7%
Parking improvements	22	5%
Pool improvements	22	5%
Baseball improvements	22	5%
Additional lighting	18	4%
Trails/paths	16	4%

I did this activity recently:	Responses	Percent
Took a walk	186	44%
Sat and enjoyed the view	185	44%
Attended a Concert	181	43%
Played on the Playground	176	42%
Ate food at a picnic table	157	37%
Quietly enjoyed nature	155	37%
Played with a dog	153	36%
Played tennis	135	32%
Swam in the pool	124	29%
Attended a party	84	20%
Watched a sporting event	82	19%
Played baseball	74	18%
Went for a jog or a run	52	12%
Played volleyball	37	9%
Played pickleball	23	5%
Played football	19	5%

Improvements I would support:	Responses	Percent
Permanent ADA accessible restrooms	152	36%
New aquatic features for the pool	151	36%
Bandshell improvements	147	35%
Splash pad or splash park	146	35%
Rebuild Washington Pool building	136	32%
Dedicated food truck parking	125	30%
Tennis court enhancements	121	29%
Trails	119	28%
Additional Parking	115	27%
Concessions for all park users	98	23%
New pickleball courts	95	23%
Native areas for wildlife/ bird watching	93	22%
Baseball field enhancements	79	19%
Inclusive / ADA accessible playgrounds	77	18%

No improvements necessary	Responses	Percent
No improvement needed/wanted	9	2%

**From:** Earla Checchi <checchi@wyomuni.org>  
**Sent:** Wednesday, October 26, 2022 1:16 PM  
**Subject:** WAM Winter Workshop

Good afternoon,

WAM Winter Workshop will be held January 25-27, 2023 at Laramie County Community College, 1400 E College Dr, Cheyenne in connection with the 2023 Legislative Session starting on January 10. Please come join us for an opportunity to talk with your Legislators, learn new things, meet new people, have great food, and discuss issues with your peers.

Below is the registration link with hotel information. If you have any questions, please let me know.

[https://www.ciclt.net/sn/events/e\\_signup.aspx?ClientCode=wam&E\\_ID=500101&RegType=ATT](https://www.ciclt.net/sn/events/e_signup.aspx?ClientCode=wam&E_ID=500101&RegType=ATT)

Regards,  
Earla

## Earla Checchi

*Finance/HR Manager*

*Wyoming Association of Municipalities*

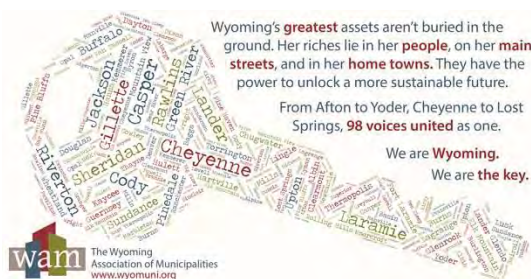
*315 W. 27 Street*

*Cheyenne, WY 82001*

*307.632.0398*

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

[www.facebook.com/wyomuni](https://www.facebook.com/wyomuni)





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

**NOVEMBER 17, 2022**

Virtual by Zoom or **in person in the ELKHORN Conference Room**

**ZOOM LINK: <https://us02web.zoom.us/j/86982682897>**

**Phone: 1 253 215 8782 Passcode: 86982682897**

**5:30 PM**

- I. AGENDA/MINUTES**
  - a. **Previous Meeting Minutes/Notes**
    - i. October meeting minutes\*
  
- II. BUDGET/FINANCIAL**
  - a. **FINANCIALS**
    - i. October Financials\*- tabled due to staff absences
  
- III. BOARD**
  - a. **Next Meeting Date**
    - i. **Proposed Meeting Date DECEMBER 15th, 2022\***
  
- IV. HEALTH OFFICER**
  - i. Health Officer Report
  
- V. DIVISION REPORTS**
  - a. **ADMINISTRATION-Anna**
    - i. **General Administration**
      1. Reporting grid-updated, please review
      2. Strategic Planning MAPP (Mobilizing for Action through Planning and Partnerships -TABLED
      3. Building update
      4. Employee Compensation and Retention
      5. Job announcements
        - a. COVID Nurse-Wyoming Community Foundation update
        - b. Disease Prevention Nurse

- c. Environmental Health position-filled
- d. Clinic Reception-filled
- e. HIV Case Management-on hold

**b. COMMUNICABLE DISEASE-Emma**

- i. Expedition (Community Outreach)
  - 1. Disease Intervention Specialist
  - 2. Public Health Detailer
- ii. Wyoming AIDS Education and Training Center (WyAETC)
- iii. HIV Case Management

**c. COMMUNITY PREVENTION-Hailey**

- i. Community Prevention
- ii. Wyoming Cancer Resource Services (WCRS)
- iii. Wyoming Cancer Coalition (WYCC)
- iv. Healthy Heart

**d. ENVIRONMENTAL HEALTH-Ruth**

**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**

**g. City of Casper/City of Mills/County Liaison**

**h. Board Member Reports**

**i. Adjourn**



CASPER AREA  
CHAMBER OF COMMERCE

# YOU'RE INVITED

2023 Pre-Legislative Forum

December 14, 2022

11:30 AM MST

[Register](#)

**Deadline to register is December 7, 2022**

The Casper Area Chamber of Commerce and the Government Affairs Committee present:  
2023 Pre-Legislative Forum

Brought to You By: Black Hills Energy

What's Next for Wyoming? Join us December 14th at the M Building, 234 E. 1<sup>st</sup> St. for our 2022 Pre-Legislative Forum!

## Menu

Plated grilled chicken Caesar salad with shaved parmesan, garlic croutons and cherry tomatoes.  
Side of 4-cheese stuffed ravioli tossed in olive oil vinaigrette with accents of red onion, mint, fresh basil.

\*Vegetarian and Gluten-Free options are available upon request\*

## Luncheon Tickets

Individual seat (member): \$35

Individual seat (not-yet-member): \$45

## Sponsorships

Table of 8 (member): \$350

Table of 8 (not-yet-member): \$450

All Sponsorships include a reserved table and 8 tickets to the luncheon plus additional promotion. Contact Jereca Lutz for sponsorship opportunities or to learn more!

**From:** Renee Jordan-Smith

**Sent:** Thursday, November 10, 2022 4:22 PM

**Subject:** Ford Wyoming Center - Join us for our 40th Anniversary VIP Reception and concert

Good afternoon Councilmembers,

The Ford Wyoming Center is 40 years old and having a special anniversary celebration! See their invitation +1 guest each to attend below.

*They need your RSVP by Monday, November 21<sup>st</sup>!* Use the link below or you can email Kendra Ziler. Of course if you have any questions, you can also call or email me as well.

It sounds like it will be a great time, go ahead and click the link now while you are thinking about it!

Renée Jordan-Smith  
Executive Assistant  
Office of the City Manager  
200 N. David | Casper, WY 82601 | 307.235.8224  
[www.casperwy.gov](http://www.casperwy.gov)

**From:** Kendra Ziler <[Kendra.Ziler@oakviewgroup.com](mailto:Kendra.Ziler@oakviewgroup.com)>

**Sent:** Wednesday, November 9, 2022 5:13 PM

**Subject:** Join us for our 40th Anniversary VIP Reception and concert

The Ford Wyoming Center would like to cordially invite the Casper City Council plus a guest to attend the building's 40<sup>th</sup> Anniversary Concert and VIP Reception.

The date is Saturday, December 10th, 2022, and there will be a VIP Reception, powered by Greiner Ford, prior to the event that all of the you are invited to attend. The celebration will start at 4:00 pm with the reception, Public doors at 5:30 pm, and the concert at 6:30 pm. The concert will feature **Sawyer Brown** along with Wyoming's own **Chancey Williams**.

You can RSVP online [HERE](#) or by emailing me. Please RSVP by end of day on Monday, November 21<sup>st</sup>.

If you have questions or special requests for additional tickets, please let me know.

We look forward to celebrating with you,

**KENDRA ZILER**

**District Marketing Director**

**OVG360** | Ford Wyoming Center

Casper, WY

O: 307.235.8456 | C: 307.315.3898

[Kendra.Ziler@OakViewGroup.com](mailto:Kendra.Ziler@OakViewGroup.com)





**JOIN US!**

**Advance Casper & Visit Casper**

**OPEN HOUSE**



**Thursday, December 8<sup>th</sup>**

**4:00-6:00 pm**

**At our offices, 139 W 2nd St.**

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**Meet new Visit Casper CEO and enjoy  
food, drink & mingling!**