

INFORMATION PACKET

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Friday, November 20, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

December 1, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-meeting at 5pm.					
Pre-Meeting: Straw Poll for Council Leadership					
Pre-Meeting: Extra Christmas or New Year's Holiday					
Pre-Meeting: Ice Arena Contingency					
Pre-meeting Cable Channel 192					
Approval of Nov. 17 Executive Session Minutes					
Bright Spot: Recognition of CENSUS 2020 Complete Count Committee					
Establish the Public Hearing Date on Liquor License Renewals for Licensing Period April 1, 2021 through March 31, 2022. (Feb. 16, 2021)					
Public Hearing - Amending Chapter 9.40 of the Casper Municipal Code – Offenses By or Against Minors, Article IV, Sale of Tobacco.		N			
Public Hearing - Terms of the Sale and Transfer of Ownership of the Real Property, Generally Known as the "Former Beverly Street Ballfields Property" and More Particularly Described as: Lots 2 and 3, Highland Park Addition No. 6, City of Casper.		N			
Public Hearing - Transfer of Ownership for Retail Liquor License No. 11 from Partytime Inc. d/b/a Partytime Liquors, Located at 1335 South McKinley Street to JJBB, LLC d/b/a Partytime Liquors, Located at 1335 South McKinley Street.		N			
Public Hearing - Transfer of Ownership for Retail Liquor License No. 17 L & L Liquors, Inc., d/b/a Liquor Shed, Located at 4241 East 2nd Street.		N			
Zone Change of Lots 3 and 4, Hembree Addition No. 2, from Zoning Classification R-2 (One Unit Residential) to C-2 (General Business), located east of Robertson Road, and Directly north of 2671 South Robertson Road. 2nd reading			N		
Vacate and Replat Mesa Del Sol III Addition, to Create Mesa Del Sol IV Addition, Generally Located at the Intersection of Jordan and Central Drive. 2nd reading			N		
Plat a Portion of SE1/4NW1/4, Section 3, T33N, R79W, 6th P.M., Natrona County, Wyoming, to Create the Kinco Addition No. 2, Located at 813 North Elma Street, and Comprising 0.77-acres, more or less. 2nd reading			N		
Amending Ordinance No. 11-11 an Ordinance Granting to SourceGas Distribution, LLC, a Franchise Agreement. 2nd reading			N		
Authorizing the Submission of a Land and Water Conservation Fund Grant, in an Amount of \$250,000, for the First Street Gateway Project.				C	
Authorizing the Release of LAD Liens as Identified on Exhibit 1 to the Resolutions.				C	
Authorizing Amendment No. 1 to the Contract for Professional Services with Stantec Consulting Service, Inc., in the Amount of \$36,973.00 for Construction Administration for the First Street Reach of the North Platte River Restoration Project.				C	

The Grid
A working draft of Council Meeting Agendas

December 1, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing a Cooperative Agreement with the Wyoming Department of Transportation to allow Bridge Abutments to Encroach on the City of Casper Rails-to-Trails Corridor.				C	
Authorizing a Professional Services Agreement with Huber Plumbing and Heating to Replace Boilers and Mechanical Equipment at the Metro Animal Shelter.				C	
Motorola item - Police Department				C	
Authorizing a Contract for Professional Services with ConvergeOne, Inc., in the Amount of \$55,963.56, for the Purchase of Mobile Telephone Positions.				C	
WAM Resos					C

December 8, 2020 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Nolan Status Update	Information Only	20 min	4:35
Downtown Development Authority Update	Information Only	20 min	4:55
Downtown Speed Limits	Direction Requested	20 min	5:05
Building Permit Requirements	Information Only	20 min	5:25
Prostitution Ordinance Updates	Direction Requested	30 min	5:45
Massage therapy	Move Forward for Approval	30 min	6:15
Agenda Review		20 min	6:35
Legislative Review		20 min	6:55
Council Around the Table		10 min	7:05
Approximate Ending Time:			7:15

December 15, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Massage Therapy License and Permit Ordinance - 3rd Reading (moved from Dec. 1)			N		
Zone Change of Lots 3 and 4, Hembree Addition No. 2, from Zoning Classification R-2 (One Unit Residential) to C-2 (General Business), located east of Robertson Road, and Directly north of 2671 South Robertson Road. 3rd reading			N		
Vacate and Replat Mesa Del Sol III Addition, to Create Mesa Del Sol IV Addition, Generally Located at the Intersection of Jordan and Central Drive. 3rd reading			N		

The Grid

A working draft of Council Meeting Agendas

December 15, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Plat a Portion of SE1/4NW1/4, Section 3, T33N, R79W, 6th P.M., Natrona County, Wyoming, to Create the Kinco Addition No. 2, Located at 813 North Elma Street, and Comprising 0.77-acres, more or less. 3rd reading			N		
Amending Ordinance No. 11-11 an Ordinance Granting to SourceGas Distribution, LLC, a Franchise Agreement. 3rd reading			N		
Amending Chapter 9.40 of the Casper Municipal Code – Offenses By or Against Minors, Article IV, Sale of Tobacco. 2nd reading		N			
Resolution - Renaming Conwell Park				C	
Authorize the reappointment of Mark Pepper to the Economic Development Joint Powers Board (EDJPB).					C
Authorize the reappointment of Charles Moore to the Hall of Justice/Detention Center Joint Powers Board.					C
Authorize the reappointment of Robert Chynoweth and Reed Merschat to the Amoco Reuse Agreement Joint Powers Board (ARAJPB) and appoint 2 new board members.					C

Future Agenda Items

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Meadowlark Park			Spring 2021
Formation of Additional Advisory Committees			
TOPOL Addition Release of Zoning Restrictions (tentative)			Liz will get more info
Consideration for responsible bidder status			
Follow-up: Mike Lansing Field Proposals			
Follow-up: Government Access Cable Channel			

Staff Items

Limo Amendment			
Sign Code Revision			
Blood Borne Pathogens			

Future Council Meeting Items

Council Leadership Election			Jan. 5, 2021
Public Hearing Date: Liquor License Renewals for Licensing Period April 1, 2021 through March 31, 2022.			Feb. 16, 2021

Retreat Items

Economic Development and City Building Strategy



November 19, 2020

City Councilmembers,

Following is the list of Council boards, commissions and committees. The newly elected Mayor will assign Councilmembers to the various positions. I have highlighted the known openings that we will have at the beginning of the year.

Also included is an older listing of boards that included some general estimates of the time commitments needed as well as another listing of the same boards, that includes meeting locations as well. If there is a board you are interested in that does not show a time commitment, let us know and we will find out for you.

If there are any boards or committees you are interested in serving on, please contact Mayor Freel. He will be sure to pass that information on to the Mayor for 2021.

Cordially,

Renée Jordan-Smith
Executive Assistant



Council Committee Assignments January 2020

Governmental Affairs

Natrona County Council of Governments	Council Legislative Committee (WAM)	City/County Hall of Justice/Detention Facility Joint Powers Board	Municipal Court Coordination Committee	Public Safety Communications Center	Council Finance Committee
3 rd Thursday 7:00 am	Meet as Needed	Meet as Needed	Meet as Needed	Meet as Needed	Meet as Needed
1. Steve Freel 2. Khrystyn Lutz	1. Charlie Powell 2. Mike Huber	1. Steve Cathey 2. Mike Huber	1. Shawn Johnson 2. Mike Huber	1. Steve Freel	1. Bob Hopkins 2. Khrystyn Lutz 3. Shawn Johnson 4. Charlie Powell

Economic Development

Economic Development Joint Powers Board	Advance Casper (CAEDA)	Travel & Tourism Council
3 rd Week of the Month, 9:30 am Feb, May, Aug, Nov	2 nd Thursday of each month, 7:00 am	4 th Tuesday 11:30 am
1. Charlie Powell 2. Bob Hopkins	1. Steve Freel 2.	1. Steve Freel 2. Shawn Johnson (Alternate)

Social Services and Recreation

Casper-Natrona County Health Department	C.A.T.C.	Central Wyoming Senior Services	Casper Housing Authority	Casper's Council of People with Disabilities	Youth Empowerment
3 rd Thursday 5:30 pm.	4 th Monday 2:00 pm	4 th Monday 2:00 pm	3 rd Thursday 10:30 am	4 th Thursday 11:30 am	Every Thursday 7:00 pm
1. Ken Bates	1. Shawn Johnson	1. Ray Pacheco	1. Ken Bates	1. Charlie Powell	1. Ray Pacheco

College National Finals Rodeo Committee	Leisure Services Advisory Board	Natrona County Liquor Dealers Association	LGBTQ Advisory Committee	Casper Youth Council
1 st Monday 5:00 pm	2 nd Thursday 4:30 pm		3 rd Friday 3:00 p.m.	1 st Sunday 4:30
1. Steve Freel 2. Steve Cathey (Alternate)	1. Mike Huber	1. Khrystyn Lutz	1. Steve Freel 2. Ray Pacheco	1. None yet

City Services

Central Wyoming Regional Water System Joint Powers Board	Council Solid Waste Committee	Contractors' Licensing and Appeals Board	Code Enforcement Appeals Committee	Casper Utilities' Advisory Board	Drug Court
3rd Tuesday 11:30 am	Meet as Needed	3rd Thursday 4:00 pm	Meet as Needed	4th Wednesday 7:00 am	1st Wednesday 11:30 am
1. Steve Cathey 2. Mike Huber 3. Charlie Powell 4. Steve Freel	1. Khrystyn Lutz	1. Khrystyn Lutz	1. Mike Huber	1. Ken Bates	1. Mike Huber

Land Use and Development

MPO Policy Committee	Planning & Zoning Commission	OYD Advisory Committee	OYD Architectural Review Committee	Platte River Restoration Advisory Committee
Quarterly	3rd Thursday 6:00 pm	3rd Monday 4:00 pm	Each Friday 9:00 am	1st Wednesday 5:30 pm
1. Bob Hopkins	1. Bob Hopkins	1. Bob Hopkins 2. Steve Freel	1. Bob Hopkins	1. Ray Pacheco

Downtown Development Authority	Amoco Reuse Agreement JPB	Casper Area Chamber of Commerce	Historic Preservation Commission	Air Service Advisory Committee
2nd Wednesday 11:30 am	2nd Wednesday 6:00 pm	3rd Tuesday 4:00 pm	2nd Monday 8:30 am	Meet as Needed
1. Charlie Powell	1. Bob Hopkins	1. Steve Cathey 2. Steve Freel (Alternate)	1. Ken Bates	1. Mike Huber

Boards & Commissions are responsible for filling openings on their boards. They must advertise the opening, interview, and then receive City Council approval. The board/commission will need to submit the following documentation for approval at a regular Council meeting.

- A memo that includes the following information:
 - Total number of applicants.
 - How many applicants were interviewed?
 - Why this applicant was selected.
 - Include information about the term - is this a full or a partial term, is this their first term or are they being reappointed.
 - Include the beginning and ending dates of this term.
- Attach the following documents to the memo:
 - Name of publication and copy of advertisement that announced opening and requested applications, as well as the dates advertised.
 - Copy of all resumes submitted for board opening.

Councilmember	Name of Board or Commission	Time Commitment
Ray Pacheco	Natrona County Council of Governments	2 hours/quarter
	Economic Development JPB	2 hours/quarter
	Youth Empowerment	2 hours/month
	K2 Morning Radio Show	4 hours/month

Councilmember	Name of Board or Commission	Time Commitment
Charlie Powell	Natrona County Council of Governments	2 hours/quarter
	Council Legislative Committee (WAM)	8 hours/month average (varies)
	Leisure Services Advisory Board	2 hours/month
	K2 Morning Radio Show	4 hours/month
	Central Wyoming Regional Water System JPB	1 hour/month
	Downtown Development Authority	2 hours/month

Councilmember	Name of Board or Commission	Time Commitment
Bob Hopkins	Council Finance Committee	2-3 hours/year
	Economic Development JPB	2 hours/quarter
	MPO Policy Committee	2 hours/quarter
	Planning & Zoning Commission	1-2 hours/month
	OYD Advisory Committee	1-2 hours/month
	OYD Architectural Review Committee	*1 hour/week
	Amoco Reuse Agreement JPB	2-3 hours/month
		*When scheduled to meet

Councilmember	Name of Board or Commission	Time Commitment
Mike Huber		

Councilmember	Name of Board or Commission	Time Commitment
Kenyne Humphrey	City/County Hall of Justice/Detention Facility	
	Joint Powers Board	
	Public Safety Communications Center	
	Council Finance Committee	
	C.A.T.C.	
	Central Wyoming Senior Services	
	Central Wyoming Regional Water System JPB	

Councilmember	Name of Board or Commission	Time Commitment
Shawn Johnson	Municipal Court Coordination Committee	
	Council Finance Committee	
	Travel & Tourism Council	
	Central Wyoming Regional Water System JPB	

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Councilmember	Name of Board or Commission	Time Commitment
Dallas Laird	Municipal Court Coordination Committee	
	Council Solid Waste Committee	
	Casper Utilities' Advisory Board	
	Platte River Restoration Advisory Committee	

Councilmember	Name of Board or Commission	Time Commitment
Jesse Morgan	Council Legislative Committee (WAM)	
	Council Finance Committee	

Councilmember	Name of Board or Commission	Time Commitment
Chris Walsh	City/County Hall of Justice/Detention Facility Joint Powers Board	Meetings called as needed, takes 1 hour
	College National Finals Rodeo Committee	One meeting a month, takes about 1 hour
	Central Wyoming Regional Water System JPB	One meeting a month, takes about 1 hour

Councilmember	Name of Board or Commission	Time Commitment
Amanda Huckabay	Leisure Services Advisory Board	
Didn't Have Rep	Casper Housing Authority	
Amanda Huckabay	Casper Area Chamber of Commerce	

Other Boards No Time Commitment Provided

Name of Board or Commission	
Air Service Advisory Committee	
Casper Area Chamber of Commerce (InfoShare)	
Chamber of Commerce Coordination Committee	
Code Enforcement Appeals	
Casper Housing Authority	
Community Action Partnership (CAP) - Human Services	
Historic Preservation Commission	
Metro Oversight Committee	
Natrona County Drug Court	
Natrona County School District Coordination Committee	
Natrona County School District Recreation Board	
Nicolaysen Art Museum	
City/County Board of Health	
CAEDA	
Civil Service Commission	

NATRONA COUNTY HEALTH OFFICER

PUBLIC HEALTH ORDER 2020-6

ORDER REQUIRING ALL ADULTS WITHIN NATRONA COUNTY, WYOMING, TO WEAR FACE COVERINGS IN CERTAIN PLACES OPEN TO THE PUBLIC, WITH EXCEPTIONS

WHEREAS, Dr. Mark E. Dowell, M.D., and Ghazi Ghanem, M.D, serve as the Natrona County Health Officers pursuant to Wyoming Statute § 35-1-306(a); and

WHEREAS, Wyoming Statute § 35-1-240(a)(i), (ii), and (iii) gives the power to the Wyoming Department of Health, through the State Health Officer or under her direction and supervision, or through other employees of the Department of Health to investigate and control the causes or epidemic affecting the public health, and to establish, maintain and enforce isolation and quarantine, and in pursuance thereof, and for such purposes only, to exercise such physical control over property and over the people within this state as the State Health Officer may find necessary for the protection of the public health; and

WHEREAS, as evidenced by her signature below, Alexia Harrist, MD, Ph.D., the Wyoming State Health Officer has reviewed and does hereby authorize the issuance of this Order by Dr. Dowell and Dr. Ghanem, the Natrona County Health Officers, and the State Health Officer, Dr. Harrist also specifically makes the finding that this Order is necessary for the protection of the public health in Natrona County; and

WHEREAS, COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to at least 216 countries including the United States.ⁱ There are 19,298 confirmed cases of COVID-19 in Wyoming as of November 16, 2020, and 2,583 confirmed cases of COVID-19 in Natrona County as of November 16, 2020, as well as the presence of community spread in Wyoming and Natrona County. It is expected that more cases will be diagnosed; and

WHEREAS, the World Health Organization declared COVID-19 a worldwide pandemic on March 11, 2020ⁱⁱ; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that “in December 2019 a novel (new) coronavirus known as SARS-Co V-2 was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the corona virus disease (COVID-19) that has now spread globally. The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems and cause great economic and social disruption. Additional measures are needed to successfully contain and combat the virus in the United States”; and

WHEREAS, on March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19; and

WHEREAS, Governor Gordon’s Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary

actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare; and

WHEREAS, a significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19 place other vulnerable members of the public at significant risk; and

WHEREAS, COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposureⁱⁱⁱ; and

WHEREAS, respiratory droplets from infected individuals are a major mode of SARS-CoV-2 transmission.^{iv} This understanding is the basis of the recommendations for physical distancing, and of the PPE guidance for healthcare workers. Droplets do not only come from coughing or sneezing: in a-/pre-symptomatic individuals, droplets are generated via talking and breathing;^v and

WHEREAS, Face Coverings reduce droplet dispersal and cloth-coverings reduce emission of particles by variable amounts; and

WHEREAS, evidence indicates that wearing Face Covering reduces the transmissibility per contact by reducing transmission of infected droplets; and

WHEREAS, in the most comprehensive, systematic review and meta-analysis of Face Coverings published to date, Chu *et al.* found that Face Coverings could reduce risk of transmission of COVID-19 by an expected 85 percent;^{vi} and

WHEREAS, guidelines published by the U.S. Centers for Disease Control (CDC) on April 3, 2020, recommend that all people wear cloth Face Coverings in public settings where other physical distancing measures may be difficult to maintain. The CDC also advises the use of a simple Face Covering to slow the spread of the virus and help people who may have the virus and do not know from transmitting it to others.^{vii}

NOW, THEREFORE, IT IS HEREBY ORDERED that persons within Natrona County, Wyoming, shall wear a Face Covering in certain public settings as further described below:

1. "Face Covering," as used in this Order, means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
2. Except as specifically exempted below, all members of the public, except for minors, must wear a Face Covering outside their home or other place of residence in the following situations:

- a. When any person is inside, or in line to enter, any retail or commercial business, or any government facility open to the general public, including county and municipal buildings but excluding state and federal buildings; or
 - b. When any person is obtaining services at, or visiting healthcare operations, including, but not limited to, hospitals, clinics, and walk-in health facilities, dentists, pharmacies, blood banks, other healthcare facilities, behavioral health providers, and facilities providing veterinary and similar healthcare services for animals; or
 - c. When any person is waiting for or riding on public transportation or paratransit, or while they are riding in a taxi, private car service, shuttle, tour, or ride-sharing vehicle. The driver shall also wear a Face Covering when passengers are in the vehicle.
3. All retail and commercial businesses and government facilities open to the general public, including county and municipal buildings but excluding state and federal buildings, must post notices stating that Face Coverings are required in a clearly visible location at or near the entrance of the business or building.
 4. All employees, owners, and volunteers of retail and commercial businesses and employees and volunteers of government facilities open to the general public, including county and municipal buildings but excluding state and federal buildings, shall wear Face Coverings at their business or government facility when interacting with the public, or working in a space visited by members of the public, such as by way of example, but not limited to: reception areas, grocery store aisles, service counters, public restrooms, cashier and checkout areas, waiting rooms, service areas, and other spaces used to interact with the public.
 5. A Face Covering is not required under the following circumstances:
 - a. When a person is in a personal office (a single room) where others outside of that person's household are not present as long as the public does not regularly visit the room, but that individual must put on a Face Covering when being visited by a client, customer, or a member of the public.
 - b. The person is a minor. Minors are not required to wear a Face Covering, however minors three years old and older are encouraged to wear Face Coverings. Minors age two years or younger should not wear a Face Covering.
 - c. When a person is seated at a table of a restaurant or other food service venue, the person is separated by at least six (6) feet from other patrons at other tables, and no more than eight (8) people in total are seated at the table. If more than eight (8) individuals are seated at the table, but all individuals are members of the same household, this exception applies. This exception also applies if a person is seated at a booth. However, individuals shall wear a Face Covering while entering, exiting, or otherwise moving about the establishment.

- d. When a person is inside or obtaining services at a location engaged primarily in providing congregate care, residential health care, or shelter care, and the individual is engaged in activities not conducive to wearing a Face Covering, such as eating or drinking, or the individual is in an area of that facility that is not designed for community gathering, such as a sleeping area.
- e. If a person has a medical condition, mental health condition, or disability that prevents him or her from wearing a Face Covering. This includes, by way of example, but is not limited to, persons with a medical condition for whom wearing a Face Covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a Face Covering without assistance. A person is not required to provide any documentation or explanation demonstrating that the person cannot wear a Face Covering for any medical condition, mental health condition, or disability.
- f. Individuals who are hearing impaired, or communicating with an individual who is hearing impaired, where the ability to see the mouth is essential for communication.
- g. Individuals for whom wearing a Face Covering would create a risk to the individual related to their work, as determined by local, state, or federal workplace safety guidelines.
- h. Individuals who are obtaining a service involving the nose or face for which temporary removal of the Face Covering is necessary to perform the service.
- i. Individuals who are purchasing a product or receiving a service that requires identification may briefly remove a Face Covering as necessary, so that the retailer or service provider can verify identity.
- j. When actively exercising in a gym in accordance with Statewide Health Orders, as amended.

IT IS FURTHER ORDERED that the Natrona County Health Officers may grant exceptions to this Order on a case-by-case basis after evaluating the request; and

IT IS FURTHER ORDERED that this Order shall become effective on November 18, 2020 and remain in effect through December 4, 2020, or until such time as the Natrona County Health Officer, with the State Health Officer's approval, issues an Order revoking or modifying this Order; and

IT IS FURTHER ORDERED that any person that violates this Order may be subject to criminal prosecution under Wyoming Statutes §§ 35-1-105 and 35-1-106.

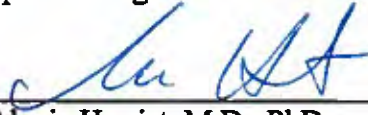
DATED this ___ day of November, 2020.

Mark E. Dowell, M.D.
Natrona County Health Officer

Ghazi Ghanem, M.D.
Natrona County Health Officer

DIRECTION TO ISSUE ORDER

I, Alexia Harrist, MD, Ph.D., the Wyoming State Health Officer, hereby state that I have reviewed the above Order and hereby direct, pursuant to Wyoming Statute §§ 35-1-227 and 35-1-240(a)(i), (ii), and (iii), the Natrona County Health Officers to issue the above Order, in Natrona County, Wyoming. As the State Health Officer, I specifically find that this Order is necessary for the protection of public health in Natrona County. I will reassess the necessity of this Order as appropriate and in accordance with accepted epidemiological and medical standards.



Alexia Harrist, M.D., PhD
Wyoming State Health Officer

ⁱ World Health Organization. *Coronavirus Disease (COVID-19) Pandemic*. Available:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>. (Accessed: 10/30/2020)

ⁱⁱ Wyoming Department of Health Infectious Disease and Epidemiology Unit. *COVID-19 Map and Statistics*. Available: <https://health.wyo.gov/publichealth/infectious-disease-epidemiology-unit/disease/novel-coronavirus/covid-19-map-and-statistics/>. (Accessed: 10/30/2020).

ⁱⁱⁱ United States Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): How to Protect Yourself & Others*. Available: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html> (Accessed: 10/30/2020)

^{iv} World Health Organization. 2020 Modes of transmission of virus causing COVID-19: implications for IPC precaution recommendations. Available <http://www.who.int/news-room/commentaries/detail/modes-of-transmission-of-virus-causing-covid-19-implications-for-ipc-precaution-recommendations>. (Accessed: 10/30/2020)

^v Anfinrud P., Stadnytskyi V., Bax CE., Bax A. 2020, *Visualizing Speech-Generated Oral Fluid Droplets with Laser Light Scattering*. New England Journal of Medicine. Available: <https://nejm.org/doi/full/10.1056/nejmc2007800> (Accessed 10/30/2020)

^{vi} Chu DK, AKL EA, Duda S, et al. *Physical distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systemic review and meta-analysis* (published June 1, 2020)

Available: [https://doi.org/10.1016/S0140-6736\(20\)31142-9](https://doi.org/10.1016/S0140-6736(20)31142-9) (Accessed: 10/30/2020)

^{vii} United States Center for Disease Control and Prevention. Coronavirus Disease 2019 (COVID-19): Use of Cloth Face Covering to Help Slow the Spread of COVID-19. Available: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> (Accessed: 10/30/2020)



NEWS RELEASE

Contact:

Rick Young
Fort Caspar Museum Manager
Parks & Recreation Department / Recreation Division
ryoung@casperwy.gov / (307) 235-8462

Thanksgiving Week Hours at Fort Caspar

Enjoy entertaining exhibits and great shopping during Thanksgiving week.

Casper, Wyoming (November 20, 2020) Consider a visit to Fort Caspar Museum during the upcoming holidays. For the week of Thanksgiving, we will have special hours: open November 24th, 25th, and 28th but closed on the 26th and 27th. During the winter, the Museum is closed on Sundays and Mondays and the fort buildings are locked, but our admission prices are cut in half: \$2 for adults; \$1.50 for seniors and teens; children 12 and under and museum members are always free.

Closing November 28th is a beautiful display of photographs from the “Lonesome Dove” tv miniseries. Taken during filming, the sepia-toned images are worlds apart from ordinary production stills and depict an extraordinary union of art, literature, and history. Also enjoy our newest exhibit “The A,B,C’s of Casper History.” Explore little-known stories from Casper’s past through an alphabet of rarely-viewed objects from the Museum’s own collection.

Open hours for the general public are 10:00 am to 5:00 pm with an hour each morning from 9:00 am to 10:00 am reserved for high-risk visitors only. Face coverings are required in our facility at this time. For more information, please see our website www.fortcasparwyoming.com or call us at 307-235-8462. Fort Caspar Museum is located in Casper at 4001 Fort Caspar Road.





From: Justin Schilling <jschilling@wyomuni.org>
Sent: Tuesday, November 17, 2020 10:57 AM
Subject: WAM Winter Conference

Good Morning WAM!

I hope this message finds you all safe and healthy. As we look toward the holidays and the end of the year, our thoughts would normally be on launching promotion and registration for Winter Conference. Unfortunately, like so many other things in 2020, the prospect of hosting this year's event is anything but business as usual.

First and foremost the explosion in COVID 19 cases across the state over the last few weeks is obviously a huge concern, and dims the prospect of holding any sort of in-person gathering right now. The glut of new infections is pushing the hospital here in Cheyenne, and many others around Wyoming, to their breaking points. Deaths are climbing exponentially and recently touched the Capitol for the first time with the passing of State Representative Roy Edwards.

That brings me to our second point. We really aren't sure right now when the legislative session will take place. Constitutionally they have to gavel in in January, but it's sounding increasingly likely that they will meet for only a day or two and then go into a recess until potentially sometime in April to allow time for initial distribution of COVID vaccines and hopefully some improvement of the pandemic picture here in the state. Additionally, when they do meet we expect there will be rules in place to limit the number of people in the Capitol and around the legislators, as well as direction for legislators to avoid the reception circuit and indoor gatherings, thus taking away the touch points the conference normally affords you with your local Representatives and Senators.

So, given those roadblocks, we'd like to ask you for your input. Attached at this link <https://www.surveymonkey.com/r/5XQPMCB> is a survey seeking your guidance on where we go from here. Should we try to host an all-virtual event in January, or wait until April and shoot for something possibly more scaled back but in person?

You'll also see a question pertaining to our Newly Elected's Boot Camp event that will be hosted virtually in January regardless of what is decided for the rest of Winter Conference. We're very excited to host this free training event for those who were just elected in November. We hope you'll encourage your newly elected officials to attend, and that it will give them a great leg up as they enter the world of public service.

As always, we appreciate your time in taking the survey and we'll let you know the results in short order. Until then, stay safe, stay healthy and we'll be here working on your behalf.

Warm regards,
Justin Schilling
Member Services Manager
Wyoming Association of Municipalities
[315 West 27th Street](https://www.wyomuni.org)
[Cheyenne, WY 82001](https://www.wyomuni.org)
[307-632-0398](https://www.wyomuni.org)
jschilling@wyomuni.org
www.wyomuni.org



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

THURSDAY, NOVEMBER 19TH, 2020

In Person/Virtual by Zoom <https://us02web.zoom.us/j/84219705668>

Phone 1-253-215-8782 passcode 842 1970 5668

5:30 PM

I. AGENDA/MINUTES

a. Previous Meeting Minutes/Notes

- i. September Board Meeting Minutes *
- ii. October meeting cancelled

II. BUDGET/FINANCIAL

a. Financials

- i. September Financials*
- ii. October Financials*

III. BOARD

a. Next Meeting Date

- i. **Proposed Meeting Date DECEMBER 17th, 2020 ***
- ii. Official welcome of Dr. Matthew Wold
- iii. Board bylaws- onboarding etc
- iv. Face covering policy at CNCHD

IV. HEALTH OFFICER

- a. Health Officer Report

V. DIVISION REPORTS

a. ADMINISTRATION

1. COVID-19 UPDATE

- a. Update
- b. Testing
- c. Staffing
- d. Surveillance Testing
- e. Current status of CNCHD

2. General Administration

- a. Reporting grid
- b. Strategic Planning for Board –tabled



CASPER-NATRONA
COUNTY HEALTH DEPARTMENT

- c. FOIA policy-tabled
- d. Performance evals-tabled
- e. RFP for IT-tabled

3. PUBLIC HEALTH PREPAREDNESS/CPR-

4. WYOMING AETC/HIV CASE MANAGEMENT/RYAN WHITE PROGRAMS/WCRS/WYCC-

- a. New staff
- b. Contract*

b. COMMUNITY PREVENTION PROGRAM-

- a. No report- Hailey is out

c. ENVIRONMENTAL HEALTH DIVISION-

d. NURSING-

1. DISEASE PREVENTION CLINIC

- a. Staffing update

2. ADULT HEALTH PROGRAM

3. MATERNAL CHILD HEALTH PROGRAM

VI. CITY/COUNTY LIASION REPORTS

VII. BOARD MEMBER REPORTS

VIII. ADJOURN

Casper's Council of People with Disabilities (CCPD) - AGENDA

Thursday, November 19, 2020 at 11:30 AM

Participation via Microsoft Teams ONLY due to COVID-19 Precautions

1. Roll call & introductions of guests
2. Review of the previous month's minutes & approval of minutes – October 22, 2020 Meeting Minutes
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD.
4. Question & Answer (Q&A) with the City Council Representative.
5. Old Business:
 - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
 - QOL Committee – Zulima Lopez, Chairperson
 - Update on Transportation Priorities
 - Public Relations (PR) Committee – John Wall, Chairperson
 - Updates on CCPD Facebook page and City of Casper website
 - Events Committee – Nikki Green, Chairperson
 - Update regarding Resource List & Logo
 - Christmas Parade Update – the Events Sub-Committee felt it best that we don't participate due to COVID-19 spread in the community
 - Fundraising Committee – Linda Jones, Chairperson
 - Updates on calendar fundraising project
6. New Business:
 - Financial Report – Presented by the Treasurer
 - Any other new business or public comment
7. The next scheduled meeting in December will need discussed as it falls on Christmas Eve. Proposal of having the meeting on Thursday, December 17, 2020, a week prior to Christmas Eve.

Casper's Council of People with Disabilities

MINUTES from Meeting Held on Thursday, November 19, 2020 at 11:30 AM Participation via Microsoft Teams Online

Attendees: Voting Members: Austin Berlin, Chairperson; Nikki Green, Vice-Chairperson; Renate Pullen, Secretary; Zulima Lopez, Treasurer; Mo Barnes, Ardell Breed, Michelle Onstott, Bonnie Wilson

Liaisons, Alternates & Guests:

1. Roll Call
2. Minutes from October 22, 2020 Meeting – Mo made a motion to approve the minutes, and Zulima seconded the motion. The CCPD members approved the minutes from the previous meeting.
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD: Nothing presented.
4. Question & Answer (Q & A) with the City Council Representative: Nothing to report.
5. Old Business:
 - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
 - QOL Committee – Zulima Lopez, Chairperson
 - Public transportation priorities & projects – The projects discussed at last month's meeting will need presented at a City Council work session for approval prior to moving forward. This should be presented in December.
 - Public Relations (PR) Committee – John Wall, Chairperson
 - No updates.
 - Events Committee – Nikki Green, Chairperson
 - Nikki updated the group that the Events Sub-Committee had an email exchange regarding participation in the upcoming Christmas Parade, and it was decided it was not a good time to do this with the spread of COVID-19 happening, and it would not provide much exposure for the CCPD.
 - Fundraising Committee – Linda Jones, Chairperson
 - Calendar Fundraising Project Update – Renate provided an update that she is in contact with a local photographer, Dan Cepeda, who is willing to work with the CCPD in allowing the use of images for the calendar. He is to be emailing Zulima & Renate with a shared link to view some photographs to determine if they will meet our needs. This is pending. Zulima also reported that Linda emailed the sub-committee regarding how to get some information to Zulima for this project, and Zulima provided her email, mailing address or it could be dropped off at the City as well. The CCPD decided at last month's meeting that a list proposing specific dates for the calendar be emailed to the group, and the CCPD will vote on which dates to include on the calendars. This is still pending. There will be follow up on this prior to the next meeting in December, so an email vote can take place.

6. New Business:

- a. Financial Report – Presented by the Treasurer – The Financial Report is unchanged. There has been no additional revenue received or expenses incurred.
- b. Panel Participation for Community Development – Austin reported she did hear from Linda as wanting to participate on this panel. Austin or Zulima will follow up with her at a later time.
- c. Special Olympics – Zulima had emailed information to the CCPD regarding the new Director, Jen Haines, and a Facebook Live event to welcome her scheduled on November 23, 2020 at 6 PM. Zulima asked Austin to get this information on the CCPD Facebook page. Zulima discussed the Festival of Trees event to benefit Special Olympics online, and decorated trees and items are available for bidding November 23-December 6, 2020. You can also view items at the Eastridge Mall in person. Bonnie added that Special Olympics is also looking for an alpine ski coach (downhill skiing) and snowboarding coach. Michelle inquired about how the advertising is done for the Special Olympics coaching. Bonnie mentioned it's mainly word of mouth, and to call the Special Olympics office if you or anyone you know wants to volunteer for this. Zulima mentioned Hogadon as an option to reach out to regarding coaching. Zulima mentioned getting a flyer from Special Olympics to post on our CCPD Facebook page to advertise for the coaches. Austin will reach out to Special Olympics to get information for the Facebook page.

7. The meeting adjourned at 12:00 PM. The next scheduled meeting will be held online through Microsoft Teams and is scheduled on December 17, 2020 at 11:30 AM.

Minutes taken by: Renate Pullen, Secretary



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, November 18, 2020
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|--|----------|
| I. | Establish Quorum and Call Meeting to Order | T.Schenk |
| II. | Public Comments | |
| III. | City Report | C.Powell |
| IV. | Approval of OCT 2020 Board Minutes | T.Schenk |
| V. | Financials (DDA & David Street Station) | |
| | A) October 2020 Reports | N.Grooms |
| | B) November 2020 Payments | N.Grooms |
| | C) Motion to Approve Financials | |
| VI. | Director's Report | K.Hawley |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting December 9, 2020

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
October 14, 2020
11:30 a.m.

I. Call Meeting to Order

Present: Deb Clark, Tony Hagar (Phone), Nick Grooms (Phone), Charlie Powell (Phone), Ryan McIntyre, Shawn Houck

Staff: Kevin Hawley, Jackie Landess

Guests: Liz Becher (Phone)

Excused: Tim Schenk, Will Reese, Critter Murray, Pete Fazio, Kerstin Ellis

II. Public Comments:

A. N/A

III. City Report:

- A. Midwest Phase II construction update
- B. Federal (BUILT) Grant was not awarded for final Midwest Phase
- C. Discussion regarding local media/outlets
- D. Downtown Parking/Citation update

IV. Approval of September 2020 Board Meeting Minutes

Motion, Second, Passed (Nick Grooms, Deb Clark) (All Approved)

V. Financials– Nicholas Grooms

Approval of September 2020 DDA, DSS & Parking Garage Financial Reports & Payments

Motion, Second, Passed (Ryan McIntyre, Tony Hagar) (All Approved)

VI. Director’s Report - Kevin Hawley

- Audit update provided
- Updated Board Member renewal
- DSS event/operational update

Motion to adjourn at approximately 12:15 PM

Motion, Second, Passed (Ryan McIntyre, Deb Clark) (Approved)

Action Items:

- Investigate Mill-levy boundary expansions (8-10 candidates to explore)
- Send board/city DSS lease agreement with City

Approved by:

Secretary’s Signature: _____/Date: _____

Board Member’s Signature: _____/Date: _____

Casper Downtown Development Authority
Balance Sheet

As of October 31, 2020

Oct 31, 20

DDA-Balance Sheet

ASSETS

Current Assets

Checking/Savings

CHECKING 6,646.40

NOW Acct 197,772.03

Total Checking/Savings 204,418.43

Accounts Receivable

Due To/Due From -65,000.00

Total Accounts Receivable -65,000.00

Other Current Assets

Due from Parking Garage -5,035.12

Total Other Current Assets -5,035.12

Total Current Assets 134,383.31

TOTAL ASSETS 134,383.31

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 7,605.48

Total Other Current Liabilities 7,605.48

Total Current Liabilities 7,605.48

Total Liabilities 7,605.48

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -168,351.43

Net Income -87,195.18

Total Equity 126,777.83

TOTAL LIABILITIES & EQUITY 134,383.31

Casper Downtown Development Authority

Profit & Loss

October 2020

Oct 20

DDA-P&L	
Ordinary Income/Expense	
Income	
DSS Fund Transfer	20,000.00
ACCT. INTEREST	1.72
ASSESSMENTS	<u>2,071.27</u>
Total Income	22,072.99
Expense	
ADMINISTRATIVE	
Payroll Expense	104.53
Director's Salary	6,250.02
Social Security	1,344.87
Unemployment Insurance	32.17
Cell Phone Reimbursement	<u>75.00</u>
Total ADMINISTRATIVE	7,806.59
MARKETING-COMMUNICATIONS	
Media Expenditures	<u>50.00</u>
Total MARKETING-COMMUNICATIONS	50.00
OPERATIONS	
Insurance/Bonding	-546.00
Office Automation	139.89
Office Equipment	112.71
Office Rent	<u>2,650.00</u>
Total OPERATIONS	2,356.60
Payroll Expenses	<u>11,330.02</u>
Total Expense	<u>21,543.21</u>
Net Ordinary Income	529.78
Other Income/Expense	
Other Expense	
Bank Service Charge	<u>10.00</u>
Total Other Expense	<u>10.00</u>
Net Other Income	<u>-10.00</u>
Net Income	<u><u>519.78</u></u>

Casper Downtown Development Authority
Profit & Loss

July 1 through November 17, 2020

	DDA-YTD	<u>Jul 1 - Nov 17, 20</u>
Ordinary Income/Expense		
Income		
DSS Fund Transfer		20,000.00
Donation - Adopt A Planter		2,000.00
ACCT. INTEREST		7.11
ASSESSMENTS		9,088.50
Total Income		<u>31,095.61</u>
Expense		
ADMINISTRATIVE		
Payroll Expense		104.53
Payroll Allocation to DSS		-15,000.00
Director's Salary		28,125.09
Social Security		6,200.29
Unemployment Insurance		251.65
Cell Phone Reimbursement		337.50
Total ADMINISTRATIVE		<u>20,019.06</u>
MARKETING-COMMUNICATIONS		
Media Expenditures		50.00
PR - Director		28.66
Sponsorships/PR		1,489.91
MARKETING-COMMUNICATIONS - Other		208.86
Total MARKETING-COMMUNICATIONS		<u>1,777.43</u>
OPERATIONS		
Accountant/Bookkeeper		1,477.50
Dues/Subscriptions		878.00
Planters		16,430.60
Insurance/Bonding		3,879.63
Office Automation		843.20
Music Service		200.00
Office Equipment		209.54
Office Rent		13,250.00
Office Supplies		4.41
Pigeon Control		1,642.64
OPERATIONS - Other		4,899.16
Total OPERATIONS		<u>43,714.68</u>
Payroll Expenses		52,924.57
Total Expense		<u>118,435.74</u>
Net Ordinary Income		-87,340.13
Other Income/Expense		
Other Expense		
Bank Service Charge		199.00
Total Other Expense		<u>199.00</u>
Net Other Income		-199.00
Net Income		<u><u>-87,539.13</u></u>

Casper Downtown Development Authority
Transaction Detail by Account
 November 1 - 17, 2020

DDA-Nov Trans

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Liability Check	11/03/2020		IRS USA TAXPYMNT	83-0286881	-5.04	-5.04
Liability Check	11/03/2020		IRS USA TAXPYMNT	83-0286881	-1,920.60	-1,925.64
Paycheck	11/13/2020		Aydan Bullard		-67.41	-1,993.05
Paycheck	11/13/2020		Kade R Taheri		-67.42	-2,060.47
Paycheck	11/15/2020		Kevin Hawley		-2,624.44	-4,684.91
Paycheck	11/15/2020		Abbey Kersenbrock		-1,388.17	-6,073.08
Paycheck	11/15/2020		Brooke C. Montgomery		-1,436.17	-7,509.25
Paycheck	11/15/2020		Jaclyn A Landess		-1,952.92	-9,462.17
Deposit	11/15/2020			Deposit	15,000.00	5,537.83
Bill Pmt -Check	11/15/2020	6029	Advance Casper	2020-376	-500.00	5,037.83
Bill Pmt -Check	11/15/2020	6030	Animal & Plant Health Inspection Services	Pigeon Trapping	-1,642.64	3,395.19
Bill Pmt -Check	11/15/2020	6031	Charter Communications		-139.89	3,255.30
Bill Pmt -Check	11/15/2020	6032	MOOD	Downtown Music	-50.00	3,205.30
Bill Pmt -Check	11/15/2020	6033	PMCH	Quarterly Payroll Reports	-867.50	2,337.80
Bill Pmt -Check	11/15/2020	6034	Walsh Property Management	November Rent	-2,650.00	-312.20
Total CHECKING					<u>-312.20</u>	<u>-312.20</u>
TOTAL					<u>-312.20</u>	<u>-312.20</u>

Casper Downtown Development Authority
Transaction Detail by Account
 October 2020

DDA- Oct Trans

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Paycheck	10/02/2020		Aydan Bullard		-120.98	-120.98
Paycheck	10/02/2020		Kade R Taheri		-124.67	-245.65
Liability Check	10/06/2020		IRS USA TAXPYMNT	83-0286881	-1,920.64	-2,166.29
Liability Check	10/06/2020		IRS USA TAXPYMNT	83-0286881	-40.70	-2,206.99
Bill Pmt -Check	10/09/2020	6023	MOOD	Monthly XD Service	-50.00	-2,256.99
Bill Pmt -Check	10/09/2020	6024	Ricoh USA, Inc		-112.71	-2,369.70
Bill Pmt -Check	10/09/2020	6025	Walsh Property Management	Oct Rent	-2,650.00	-5,019.70
Bill Pmt -Check	10/13/2020	6026	Charter Communications		-139.89	-5,159.59
Bill Pmt -Check	10/13/2020	6027	FIB - MASTERCARD	KH	-10.00	-5,169.59
Deposit	10/14/2020			Deposit	20,000.00	14,830.41
Paycheck	10/15/2020		Kevin Hawley		-2,624.45	12,205.96
Paycheck	10/15/2020		Abbey Kersenbrock		-1,388.17	10,817.79
Paycheck	10/15/2020		Brooke C. Montgomery		-1,436.16	9,381.63
Paycheck	10/15/2020		Jaclyn A Landess		-1,952.92	7,428.71
Paycheck	10/16/2020		Kade R Taheri		-28.62	7,400.09
Liability Check	10/20/2020		IRS USA TAXPYMNT	83-0286881	-1,925.40	5,474.69
Bill Pmt -Check	10/21/2020	6028	WYOMING DEPARTMENT OF WORKFORCE SV	Voucher ID: 78736	-104.53	5,370.16
Liability Check	10/21/2020		IRS USA TAXPYMNT	83-0286881	-64.42	5,305.74
Deposit	10/28/2020			Deposit	2,617.27	7,923.01
Paycheck	10/30/2020		Aydan Bullard		-30.48	7,892.53
Paycheck	10/31/2020		Kevin Hawley		-2,624.45	5,268.08
Paycheck	10/31/2020		Abbey Kersenbrock		-1,388.17	3,879.91
Paycheck	10/31/2020		Brooke C. Montgomery		-1,436.18	2,443.73
Paycheck	10/31/2020		Jaclyn A Landess		-1,952.92	490.81
Deposit	10/31/2020			Interest	0.09	490.90
Total CHECKING					490.90	490.90
NOW Acct						
Deposit	10/31/2020			Interest	1.63	1.63
Total NOW Acct					1.63	1.63
TOTAL					492.53	492.53

Downtown Development Authority
Balance Sheet
As of October 31, 2020

DSS - Balance Sheet

Oct 31, 20

ASSETS

Current Assets

Checking/Savings

Plaza Checking 109,513.32

Special Events 31,775.53

Total Checking/Savings 141,288.85

Accounts Receivable

Accounts Receivable 14,125.00

Total Accounts Receivable 14,125.00

Other Current Assets

Due To/From Clearinghouse -113.00

Total Other Current Assets -113.00

Total Current Assets 155,300.85

TOTAL ASSETS 155,300.85

LIABILITIES & EQUITY

Equity

Unrestricted Net Assets 225,596.30

Net Income -70,295.45

Total Equity 155,300.85

TOTAL LIABILITIES & EQUITY 155,300.85

Downtown Development Authority
Profit & Loss
 October 2020

DSS- P&L	<u>Oct 20</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	1.09
Direct Public Support	
Operational Grants	<u>10,000.00</u>
Total Direct Public Support	10,000.00
Other Types of Income	
Miscellaneous Revenue	<u>937.45</u>
Total Other Types of Income	937.45
Program Income	
Event Sponsorship	3,000.00
Friends of Station	330.00
Partners In Progress	500.00
Vendor Fees	<u>50.00</u>
Total Program Income	<u>3,880.00</u>
Total Income	<u>14,818.54</u>
Gross Profit	14,818.54
Expense	
Contract Services	
Legal Fees	<u>0.00</u>
Total Contract Services	0.00
Facilities and Equipment	
Equip Rental and Maintenance	485.63
Landscaping, Repairs/Maint.	75.75
Rent, Parking, Utilities	
Ash Street	2,126.41
DSS	1,651.44
Rent, Parking, Utilities - Other	<u>892.57</u>
Total Rent, Parking, Utilities	<u>4,670.42</u>
Total Facilities and Equipment	5,231.80
Marketing	
Advertising/Media	83.79
Marketing - Other	<u>186.59</u>
Total Marketing	270.38
Operations	
Books, Subscriptions, Reference	583.86
Event Expense	
A/V	1,200.00
Event Expense - Other	<u>1,499.97</u>
Total Event Expense	2,699.97
Overnight Security	2,500.00
Postage, Mailing Service	160.31
Service Charge	11.18
Supplies	<u>94.29</u>
Total Operations	6,049.61
Payroll Expenses	20,000.00
Travel and Meetings	<u>200.41</u>
Total Expense	<u>31,752.20</u>
Net Ordinary Income	-16,933.66
Net Income	<u><u>-16,933.66</u></u>

Downtown Development Authority
Profit & Loss
July through October 2020

ISS- P&L YTD	<u>Jul - Oct 20</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	5.46
Direct Public Support	
Operational Grants	<u>10,000.00</u>
Total Direct Public Support	10,000.00
Other Types of Income	
Miscellaneous Revenue	<u>3,712.45</u>
Total Other Types of Income	3,712.45
Program Income	
Beverage Sales	14,631.08
Event Sponsorship	48,000.00
Facility Rental	4,290.00
Friends of Station	2,285.00
Partners In Progress	13,500.00
Vendor Fees	<u>3,050.00</u>
Total Program Income	<u>85,756.08</u>
Total Income	<u>99,473.99</u>
Gross Profit	99,473.99
Expense	
Contract Services	
Legal Fees	700.00
Contract Services - Other	<u>1,120.00</u>
Total Contract Services	1,820.00
Facilities and Equipment	
Building Repairs/Maint	428.49
Equip Rental and Maintenance	3,459.35
FF&E	1,201.96
Landscaping, Repairs/Maint.	75.75
Rent, Parking, Utilities	
Ash Street	7,052.02
DSS	5,536.50
Rent, Parking, Utilities - Other	<u>1,642.57</u>
Total Rent, Parking, Utilities	<u>14,231.09</u>
Total Facilities and Equipment	19,396.64
Marketing	
Advertising/Media	2,018.93
Fundraising Expense	37.50
Marketing - Other	<u>576.03</u>
Total Marketing	2,632.46
Operations	
Books, Subscriptions, Reference	1,699.38
Entertainment/Talent	850.00
Equip/Supplies	1,142.33
Event Expense	
A/V	10,225.00
Bands	13,147.52
Insurance	7,305.00
Security	1,825.00
Event Expense - Other	<u>10,150.28</u>
Total Event Expense	42,652.80
Overnight Security	9,800.00
Postage, Mailing Service	160.31
Service Charge	74.23
Supplies	3,596.21
Operations - Other	<u>744.67</u>
Total Operations	<u>60,719.93</u>
Payroll Expenses	85,000.00
Travel and Meetings	<u>200.41</u>
Total Expense	<u>169,769.44</u>
Net Ordinary Income	<u>-70,295.45</u>
Net Income	<u><u>-70,295.45</u></u>

**Downtown Development Authority
 Transaction Detail by Account
 October 2020**

DSS- Oct Trans

Type	Date	Name	Memo	Amount	Balance
Plaza Checking					
Deposit	10/05/2020		Deposit	8,050.00	8,050.00
Deposit	10/05/2020		Deposit	260.00	8,310.00
Deposit	10/08/2020		Deposit	25.00	8,335.00
Bill Pmt -Check	10/08/2020	Casper DDA Transfer		-20,000.00	-11,665.00
Bill Pmt -Check	10/09/2020	Ahern Rentals		-485.63	-12,150.63
Bill Pmt -Check	10/09/2020	AMBI Mail & Marketing	Stamps, Mailing to Don Gatlin	-160.31	-12,310.94
Bill Pmt -Check	10/09/2020	Black Hills Energy	DSS	-43.85	-12,354.79
Bill Pmt -Check	10/09/2020	Brent Phillips	Fiesta WYO	-1,200.00	-13,554.79
Bill Pmt -Check	10/09/2020	C Spur Ranch	Fall Fest Carriage Rides	-975.00	-14,529.79
Bill Pmt -Check	10/09/2020	City of Casper - Water Services	ASH	-335.03	-14,864.82
Bill Pmt -Check	10/09/2020	MCF LLC	Storage	-450.00	-15,314.82
Bill Pmt -Check	10/09/2020	Rocky Mountain Power		-1,058.33	-16,373.15
Bill Pmt -Check	10/09/2020	Secure Gunz LLC		-2,318.75	-18,691.90
Bill Pmt -Check	10/09/2020	Stoner Lawn & Landscape	Winterize Station	-75.75	-18,767.65
Bill Pmt -Check	10/09/2020	The Lyric		-250.00	-19,017.65
Bill Pmt -Check	10/09/2020	Williams, Porter, Day, & Neville, P.C	VOID: Payment for Legal fees	0.00	-19,017.65
Bill Pmt -Check	10/09/2020	City of Casper - Water Services	DSS IR	-44.88	-19,062.53
Bill Pmt -Check	10/09/2020	Rocky Mountain Power	ASH	-1,248.21	-20,310.74
Bill Pmt -Check	10/09/2020	City of Casper - Water Services	DSS	-97.00	-20,407.74
Bill Pmt -Check	10/09/2020	City of Casper - Water Services	DSS	-192.57	-20,600.31
Bill Pmt -Check	10/09/2020	Mastercard		-766.07	-21,366.38
Bill Pmt -Check	10/13/2020	Black Hills Energy	ASH	-428.16	-21,794.54
Bill Pmt -Check	10/13/2020	Charter Communications	DSS	-126.97	-21,921.51
Bill Pmt -Check	10/13/2020	City of Casper - Water Services		-115.01	-22,036.52
Bill Pmt -Check	10/13/2020	Mastercard	KH	-589.09	-22,625.61
Bill Pmt -Check	10/13/2020	Secure Gunz LLC	Security	-500.00	-23,125.61
Bill Pmt -Check	10/13/2020	City of Casper - Water Services	DSS	-169.41	-23,295.02
Bill Pmt -Check	10/13/2020	City of Casper - Water Services		-14.00	-23,309.02
Bill Pmt -Check	10/13/2020	City of Casper - Water Services	DSS	-97.00	-23,406.02
Deposit	10/13/2020		Deposit	10,000.00	-13,406.02
Deposit	10/13/2020		Deposit	700.00	-12,706.02
Deposit	10/16/2020		Deposit	10,237.45	-2,468.57
Deposit	10/19/2020		Deposit	20.00	-2,448.57
Deposit	10/21/2020		Deposit	25.00	-2,423.57
Deposit	10/23/2020		Deposit	17,000.00	14,576.43
Deposit	10/26/2020		Deposit	500.00	15,076.43
Check	10/31/2020		Service Charge	-11.18	15,065.25
Deposit	10/31/2020		Interest	0.83	15,066.08
Total Plaza Checking				15,066.08	15,066.08
TOTAL				15,066.08	15,066.08

Downtown Development Authority
Transaction Detail by Account
 November 1 - 17, 2020

DSS- Nov Trans

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Plaza Checking						
Bill Pmt -Check	11/15/2020	2144	Ahern Rentals	Scissorlift	-485.63	-485.63
Bill Pmt -Check	11/15/2020	2146	Alliance Electric	Chiller set up	-591.10	-1,076.73
Bill Pmt -Check	11/15/2020	2143	AMBI Mail & Marketing	FHLB posters	-15.00	-1,091.73
Bill Pmt -Check	11/15/2020	2145	Associated Pool Builders Inc	Rotary Flow Replacement part	-176.83	-1,268.56
Bill Pmt -Check	11/15/2020	2147	Brent Phillips		-565.00	-1,833.56
Bill Pmt -Check	11/15/2020	2148	Charter Communications	Charter	-126.97	-1,960.53
Bill Pmt -Check	11/15/2020	2149	City of Casper - Water Services	Ash St.	-87.99	-2,048.52
Bill Pmt -Check	11/15/2020	2150	Dynamic Controls Inc.	Ash St.	-179.07	-2,227.59
Bill Pmt -Check	11/15/2020	2151	High Country Crane Service	Crain for Chiller	-1,253.50	-3,481.09
Bill Pmt -Check	11/15/2020	2152	Mastercard		-412.14	-3,893.23
Bill Pmt -Check	11/15/2020	2153	Rocky Mountain Power	ASh	-1,985.46	-5,878.69
Bill Pmt -Check	11/15/2020	2154	Secure Gunz LLC		-2,500.00	-8,378.69
Bill Pmt -Check	11/15/2020	2155	The Lyric	storage	-100.00	-8,478.69
Bill Pmt -Check	11/15/2020	2157	City of Casper - Water Services	DSS	-8.21	-8,486.90
Bill Pmt -Check	11/15/2020	2158	Mastercard	JL	-740.76	-9,227.66
Bill Pmt -Check	11/15/2020	2159	Rocky Mountain Power	DSS	-709.76	-9,937.42
Bill Pmt -Check	11/15/2020	2160	City of Casper - Water Services	DSS	-32.38	-9,969.80
Bill Pmt -Check	11/15/2020	2161	City of Casper - Water Services	DSS	-97.00	-10,066.80
Deposit	11/15/2020			Deposit	5,000.00	-5,066.80
Total Plaza Checking					-5,066.80	-5,066.80
TOTAL					-5,066.80	-5,066.80



Contact:

Michael Howe, Chamber Board Chairman

Casper Area Chamber of Commerce Announces New President & CEO

The Casper Area Chamber of Commerce is pleased to announce that Jason DeWitt has been selected as the Chamber's new President & CEO. On November 17th, the Chamber's Board of Directors voted unanimously to approve DeWitt for the position after an extensive nationwide search. DeWitt will begin work in his new position with the Chamber on December 1st.

DeWitt comes to the Chamber after serving as the Business Development and Marketing Director at The Science Zone. Dewitt brings Chamber experience to the role as he served two terms (6 years) on the Board of Directors and is a graduate of the Leadership Casper Program.

"Jason has a great knowledge of and extensive relationships in our community. His experience with the Chamber will help him jump right into the position and gain ground immediately," Michael Howe, Chamber Board Chairman said. "He will help guide our Chamber to the next level, strengthening our membership and forming strong community partnerships."

DeWitt is also active in the community as a board member of the Rotary Club of Casper and the Casper Boat Club, and various other community committees. He and his wife Anna live in downtown Casper with their daughter and all are passionate about their community.

A Casper native, DeWitt is an engaging visionary, energetic, experienced, and passionate about the Casper community. "I look forward to building on the Chamber's history and to help add to the growth and success in Natrona County," DeWitt said. "The community is experiencing revitalization and the opportunities for our Chamber and the business communities are endless."

The Casper Area Chamber of Commerce is a membership based, not for profit, organization whose purpose is to ensure the success of its members. For more information about the Casper Area Chamber of Commerce, please visit www.casperwyoming.org or call 307-234-5311.



From: Kim Coleman <kcoleman@casperwyoming.org>
Sent: Thursday, November 19, 2020 9:48 AM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Wyoming Department of Health to offer free COVID-19 tests

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To support employers in Wyoming in conducting COVID-19 workplace surveillance testing, the Wyoming Department of Health is offering free tests through a company called Vault Health. These tests are available at no cost; insurance is not necessary. The department and Vault Health will work with employers to support the use of the tests for Wyoming-based employees, including appropriate training.

For more information or to order free tests for your employees, please visit <https://health.wyo.gov/publichealth/infectious-disease-epidemiology-unit/disease/novel-coronavirus/covid-19-workplace-testing/>.

This email was sent on behalf of Casper Area Chamber of Commerce- WY by GrowthZone, 4837 County Road 77, Nisswa, MN 56468. To unsubscribe [click here](#). If you have questions or comments concerning this email or GrowthZone services in general, please contact us by email at support@growthzone.com.

From: Casper Chamber of Commerce <casperchamber@www-casperwyoming.ccsend.com> **On Behalf Of** Casper Chamber of Commerce
Sent: Wednesday, November 18, 2020 10:01 AM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Get Connected. Stay Connected. Casper Area Chamber of Commerce Weekly "Get-Connected"

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



November 11, 2020



UPCOMING EVENTS

Take a load off and join us for

BUSINESS AFTER HOURS

November after Hours Post-poned

NOVEMBER 12TH VERIZON
DECEMBER 17TH SIOUXOTA HOTEL & CONFERENCE CENTER
FEBRUARY 19TH PORTER MOUNTAIN VIEW SUPPLY, INC.
MARCH 18TH WYOMING CENTRAL FEDERAL CREDIT UNION



For more information or to register, please visit www.casperwyoming.org

NOVEMBER 12TH BUSINESS AFTER HOURS POST-PONED!

Business after Hours

People do business with people they know, and there's no better way to get to know other Chamber members than by attending our Business After Hours (BAH) events!

Stay for 20 minutes or enjoy the full two hours of networking time. Get out there! Give people the chance to get to know you so they will want to do business with you. Support Natrona County business and support your Casper Area Chamber.

[Learn More](#)



View the Chamber Gallery

**Check out photos & videos
from Chamber Events,
Ribbon Cuttings, Meetings
& More!**



MEMBER NEWS

Ramkota Hotel & Conference Center



RAMKOTA HOTEL & CONFERENCE CENTER

Thanksgiving To-Go

Reserve by Tuesday, November 24th: 307-266-6000
Pick Up Between 10 am and 2 pm on
Thanksgiving, November 26th

- 2 LBS OF HAM
- 2 LBS OF TURKEY
- MASHED POTATOES & GRAVY
- STUFFING
- DINNER ROLLS
- CRANBERRY SAUCE
- RASPBERRY JELLO-PARFAIT
- PUMPKIN PIE

\$74.99 / family of 4

RAMKOTA HOTEL
800 N. Poplar
Casper, WY 82601
RamkotaCasper.com

Blue Cross Blue Shield of Wyoming



Mike Kemper
Blue Cross Blue Shield of Wyoming

Local. Trusted. Experienced.

231 E. Midwest Ave.,
Casper, WY 82601

307-432-2893

mike.kemper@bcbswy.com

*"Picking the right health insurance plan can be confusing.
I'm here to help."*



WYOMING

An independent licensee of the Blue Cross and Blue Shield Association

Put Your \$ Where Your Heart Is this holiday season!



Here at the Chamber, we believe fully in shopping local and supporting a strong local economy. We invite you to take part in the Chamber's Annual and complimentary "Put Your \$ Where Your ♥ Is" Campaign.

We are currently seeking businesses to partner with on this initiative to encourage people to shop local this Holiday Season. This is a limited time complimentary shop local campaign designed to help Chamber Members increase holiday sales and awareness through multi-media promotion of your business and community. Special offers by Chamber

Members will be complied in a coupon format that will be available at participating member locations, hotels, and on-line.

The Chamber will be promoting this campaign through a variety of media outlets all of which will be designed to direct people to your location for the Holiday season! Concerning your promotion, we encourage your business to offer something unique and enticing to encourage shoppers to get out, spend money, and support our community.

[Submit your holiday promotions!](#)



RIBBON CUTTINGS

Upcoming Ribbon Cuttings

Altitude Veterinary
299 Country Club Road
November 12, 2020
4:30 p.m.

Re-launching?! The Ambassadors Committee is offering
FREE Ribbon Cuttings! Contact Jereca Lutz today at
jlutz@casperwyoming.org to schedule yours!

Past Ribbon Cuttings

Central Wyoming Hospice & Transitions

Central Wyoming Hospice & Transitions envisions a community in which the end-of-life journey is embraced as a natural progression of the human life cycle; where individuals at the end of their lives are treated with dignity, respect and compassion; and where expertise is the standard in the continuum of care.



November 11, 2020

Check us out now!

Olivia Caldwell Foundation

The Olivia Caldwell Foundation is a 501c3 nonprofit founded in November 2013 in honor of Olivia Caldwell to fund pediatric cancer research and programs.

[Check us out now!](#)



October 23, 2020

First State Bank

First State Bank is a community full service bank. They operate as a division of Glacier Bancorp, Inc. which is a regional bank holding company providing banking services in 122 communities through 192 banking offices in MT, ID, UT, WA, WY, CO, AZ, and NV.

[Check us out now!](#)



October 14, 2020

Big Horn Tire

Located at 58 Casper View Court, Big Horn Tire offers passenger tires, snow tires, truck and SUV tires. They also offer computerized alignments, batteries, belts and hoses, braking systems, shocks and struts, tire rotations, wheel balances, and other valuable automotive services to get your vehicle back on the road!



September 25, 2020

Check us out now!

Central Wyoming Counseling Center Suicide Prevention Hotline

Wyoming's FIRST National Suicide Prevention Lifeline operated by the Central Wyoming Counseling Center. For assistance, please call 1-800-273-talk.



August 11, 2020

Check us out now!

Hilltop Bank

Stop in and check out this BRAND NEW Hilltop Bank branch located at 4100 Centennial Hills Blvd. The Compass at Centennial Hills awaits!

Check us out now!



August 10, 2020



ANNIVERSARIES

We congratulate the following Casper Area Chamber of Commerce Members who are celebrating their Membership Anniversaries this week!!!

Members Celebrating 15+ years

Fraternal Order of Eagles #306
Wyoming Transfer & Storage

Members Celebrating 10+ years

U.S. Congresswoman Liz Cheney
Wellness Screening
E-Z Cash, Inc.
Medical Skin Care/Central Wyoming Skin Clinic
Rocky Mountain Drug Testing/On The Spot Safety

Members Celebrating 2+ years

Saratoga Hot Springs Resort

Teton Distributors Inc.

Dandelion Leadership Coaching (Guyla Greenly)

Wyoming Beverage (Pepsi)

Chairman Circle Level Partners



Casper Refinery



Casper Area Chamber of Commerce | 307-234-5311 | www.casperwyoming.org



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