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## The Grid

A working draft of Council Meeting Agendas

### December 14 Special Session Councilmembers Absent:

Special Council Meeting Agenda Items - Start time 4:30	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Acceptance of an Agreed Donation from BP Products North America, Inc., in the Amount of \$402,016.13.					C

### December 14, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		4:40	5 min
Ford Wyoming Center Facility Use Study	Direction Requested	4:45	40 min
Utility Rate Changes for Water, Sewer & Refuse Collection	Direction Requested	5:25	20 min
Street Projects Priority List	Direction Requested	5:45	20 min
CY Avenue Trees	Direction Requested	6:05	20 min
North Platte River Park No. 2 Subdivision	Information Only	6:25	10 min
Agenda Review		6:35	20 min
Legislative Review		6:55	20 min
Council Around the Table		7:15	10 min
Approximate Ending Time:			7:25

### December 21, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Start Time 5:15					
Pre-Meeting: Tree Suckers					
Pre-Meeting: Council Pre-Meeting or Work Session Attendance					
Pre-meeting: Sole Source - Irrigation Station Improvements for the Casper Soccer Complex					
Approval of Executive Session Minutes - Dec. 7					
Approval of Special Meeting Minutes- Dec. 14?					
Establish January 4, 2022 as the Public Hearing Date for Consideration of the Transfer of Ownership for Retail Liquor License No. 3, 307 Racing Management, Inc., d/b/a 307 Racing, Located at 739 North Center Street.	N				N
Public Hearing: Partial Plat Vacation, Replat, Vacation of Public Parkland and a Zone Change for the North Platte River Park No. 2 Subdivision.		N	N		
Public Hearing: Vacation, Replat, Subdivision Agreement and Zone Change for the Eagle Valley Addition.		N	N		
Public Hearing: Rates for Retail and Wholesale Water and Sewer Service, and for Residential and Commercial Solid Waste Collection and Disposal at the Casper Solid Waste Facility. (2 resolutions?)		N		N	

## The Grid

A working draft of Council Meeting Agendas

### December 21, 2021 (continued) 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>
Public Hearing: Disposition of City-Owned Property Located Near the Southwest Corner of South Beverly Street and East 4th Street. (public hearing was established on Sept. 7)		N		N	
Public Hearing: Transfer of Retail Liquor License No. 26 from Brenton Properties, LLC d/b/a Frank's Butcher Shop and Liquor, Located at 2024 CY Ave to FBS Casper, LLC d/b/a Frank's Butcher Shop and Liquor, Located at 2024 CY Ave.		N			N
NCSD MOU Tennis Courts/Beverly Street				C	
Authorizing the Purchase of Equipment and Installation of Equipment in Two (2) New Police Trucks by Communication Technologies Inc., in the Amount of \$37,490.				C	
Authorizing the Purchase of Equipment and Installation of Equipment in Six (6) Police Vehicles by Communication Technologies Inc., in the Amount of \$90,128.85.				C	
Approving and Adopting the Casper Area Metropolitan Planning Organization's Bicycle and Pedestrian Plan Update.				C	
Authorizing the Release of an Local Assessment District Lien and Execution of a Release of Lien and Notice of Satisfaction of Agreement and Promissory Note - 1842 Kearney Avenue.				C	
Authorizing a Contract for Outside-City Water and Sewer Services with Curtis C. Day.				C	

### January 4, 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>
Election and swearing in of Mayor and Vice Mayor					
Designation of Paper and Banks					
Public Hearing Date for Consideration of the Transfer of Ownership for Retail Liquor License No. 3, 307 Racing Management, Inc., d/b/a 307 Racing, Located at 739 North Center Street.		N			N
Authorizing a Sole Source Professional Services Agreement with Granite Peak Pump Service, Inc., Billings Montana, for a 1800 Gallon Per Minute, 95 Pounds Per Square Inch Package Pump Station, in the Amount of \$189,185.				C	

**The Grid**

A working draft of Council Meeting Agendas

**January 11, 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 Followup		4:30	5 min
Drug Court Update			
City Inspectors Authority/Oversite of Licensed Contractors			
I-25 & Center Street Enhancements			
Agenda Review			
Legislative Review			
Council Around the Table			
Approximate Ending Time:			

**January 18, 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>
Partial Plat Vacation, Replat, Vacation of Public Parkland and a Zone Change for the North Platte River Park No. 2 Subdivision. 2nd Reading			N		
Vacation, Replat, Subdivision Agreement and Zone Change for the Eagle Valley Addition. 2nd Reading			N		

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Parkway Parking			After FY22
Safe Place Program Implementation & Resolution			
Non-discrimination Ordinance			
Athletic Field Operation Agreement			
One-Way Street by St. Anthony's School (Hy Street)			February
Engineering Consultants			January 25, 2021

### Staff Items:

Shipping Container Ordinance Update			
Cemetery Resolution Revisions			February
Business Plan Discussion			February
Updating Rooming of Hotels, Lodging in the City			
Project Safe			
Recreation Refunds			
Sign Code Revision			

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

Restructure of Community Promotions			
Handheld Device Use While Driving?			

### Future Regular Council Meeting Items:

Public Hearing for Annual Renewal of Liquor Licenses	Feb. 15, 2022		
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### Retreat Items:

Economic Development and City Building Strategy
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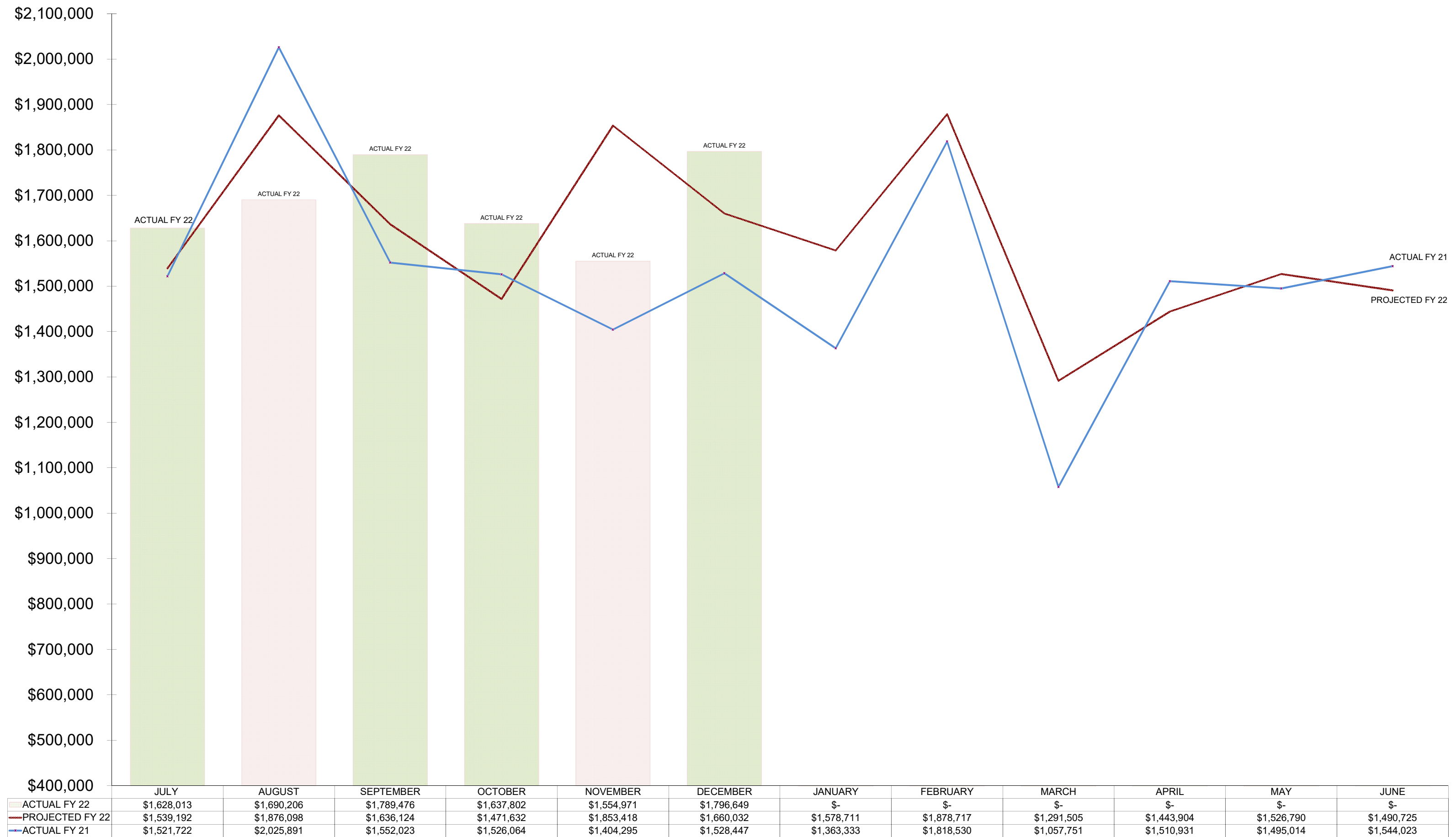
**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**50.00% of Fiscal Year 2022 has Lapsed**

Below is the Optional Sales tax report for FY22 we are currently at 50.% of the budget year.  
 General Fund is up .60% from projected year to date which is at 52.46% of budget.  
 1%16 is up .58% from projected year to date which is at 52.53% of budget.

**State Shared Sales Tax**

	<b>Date</b>	<b>Amount</b>	<b>Amount</b>	<b>Actual-Budget</b>	<b>Percent of</b>
	<b>Received</b>	<b>Received</b>	<b>Budgeted</b>		<b>Annual Budget</b>
<b>FY 2022 General Fund</b>	7/7/2021	\$ 1,628,013	\$ 1,539,192	\$ 88,822	8.46%
	8/5/2021	1,690,206	1,876,098	(185,892)	17.24%
	9/7/2021	1,789,476	1,636,124	153,352	26.54%
	10/7/2021	1,637,802	1,471,632	166,170	35.05%
	11/5/2021	1,554,971	1,853,418	(298,447)	43.13%
	12/6/2021	1,796,649	1,660,032	136,617	52.46%
	Jan		1,578,711		
	Feb		1,878,717		
	Mar		1,291,505		
	Apr		1,443,904		
	May		1,526,790		
	Jun		1,490,725		
	<b>Total FY 2022</b>		<b>\$ 10,097,118</b>	<b>\$ 19,246,848</b>	<b>\$ 60,622</b>
<b>Optional 1% Tax</b>					
<b>FY 2022 1%16</b>	7/7/2021	\$ 1,355,911	\$ 1,290,250	65,661	8.44%
	8/5/2021	1,414,698	1,561,678	(146,980)	17.24%
	9/7/2021	1,497,143	1,369,865	127,278	26.55%
	10/7/2021	1,373,364	1,239,178	134,186	35.10%
	11/5/2021	1,304,001	1,549,388	(245,387)	43.21%
	12/6/2021	1,497,314	1,383,029	114,285	52.53%
	Jan		1,315,701		
	Feb		1,565,257		
	Mar		1,083,134		
	Apr		1,202,768		
	May		1,271,962		
	Jun		1,240,499		
	<b>Total FY 2022</b>		<b>\$ 8,442,431</b>	<b>\$ 16,072,708</b>	<b>\$ 49,044</b>
<b>Total</b>		<b>\$ 18,539,549</b>	<b>\$ 35,319,556</b>	<b>\$ 109,666</b>	

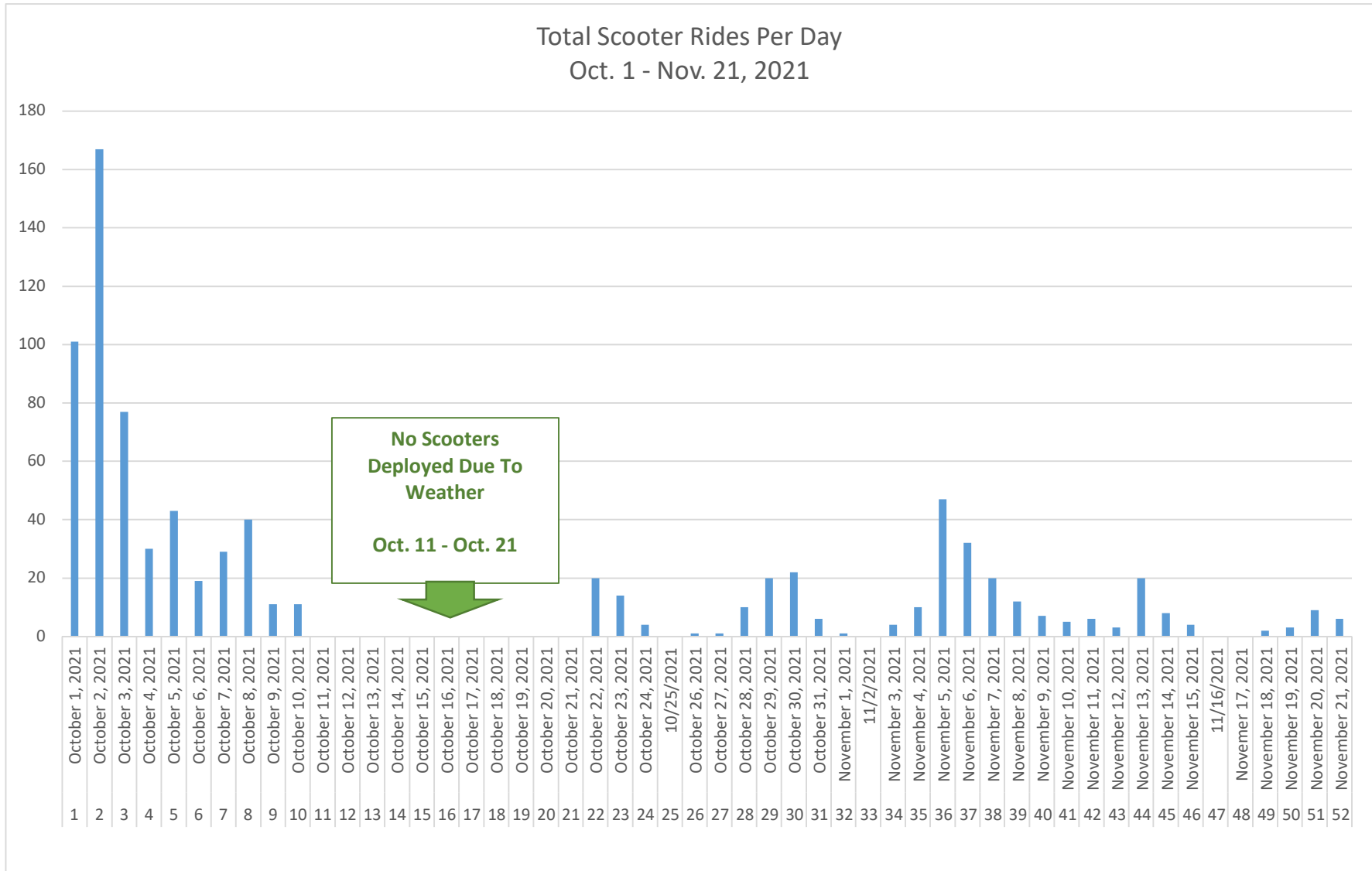
# Sales Tax FY 2022 Versus Projection and Prior Year



	ACTUAL FY 21	PROJECTED FY 22	ACTUAL FY 22
YTD TOTAL	\$ 9,558,443	\$ 10,036,496	\$ 10,097,118
YTD VARIANCE			\$ 60,622
			<b>% Difference</b>
CHANGE FROM FY22 PROJECTED TO FY22 ACTUAL-SAME MONTH			8.23%
CHANGE FROM FY22 PROJECTED TO FY22 ACTUAL-YEAR TO DATE			0.60%
CHANGE FROM FY21 ACTUAL TO FY22 ACTUAL-SAME MONTH			17.55%
CHANGE FROM FY21 ACTUAL TO FY22 ACTUAL-YEAR TO DATE			5.64%
			<b>In Dollars</b>
CHANGE FROM FY22 PROJECTED TO FY22 ACTUAL-SAME MONTH			\$136,617
CHANGE FROM FY22 PROJECTED TO FY22 ACTUAL-YEAR TO DATE			\$60,622
CHANGE FROM FY21 ACTUAL TO FY22 ACTUAL-SAME MONTH			\$268,202
CHANGE FROM FY21 ACTUAL TO FY22 ACTUAL-YEAR TO DATE			\$538,676

# Bird Scooter Activity

## Oct. 1, 2021 - Nov. 21, 2021





**Bird Scooter Activity**  
**Oct. 1 - Nov. 21, 2021**

Date	Month	Total Rides	Total Distance (mi)	Avg. Distance (mi)	Avg Ride Duration (min)	Avg Birds in PROW	Rides per Bird	Total Duration	Weekday	Day	No Ride Days
November 21, 2021	November	6	5.5	0.9	7.8	15	0.4	47.0	Sunday	52	Active
November 20, 2021	November	9	15.2	2.1	19.6	7	1.2	176.5	Saturday	51	Active
November 19, 2021	November	3	2.8	0.9	6.3	2	1.5	19.0	Friday	50	Active
November 18, 2021	November	2	0.9	0.5	3.0	1	1.0	6.0	Thursday	49	Active
November 17, 2021	November	0	0.0	0.0	0.0	0	0.0	0.0	Wednesday	48	No Ride Day
November 16, 2021	November	0	0.0	0.0	0.0	0	0.0	0.0	Tuesday	47	No Ride Day
November 15, 2021	November	4	17.5	4.0	28.5	13	0.3	114.0	Monday	46	Active
November 14, 2021	November	8	10.5	1.4	23.4	13	0.6	187.0	Sunday	45	Active
November 13, 2021	November	20	31.4	1.6	15.6	13	1.5	312.5	Saturday	44	Active
November 12, 2021	November	3	4.9	1.6	22.3	15	0.2	67.0	Friday	43	Active
November 11, 2021	November	6	16.2	1.9	18.4	15	0.4	110.5	Thursday	42	Active
November 10, 2021	November	5	4.4	1.0	12.4	10	0.5	61.9	Wednesday	41	Active
November 9, 2021	November	7	13.0	2.1	15.5	9	0.8	108.5	Tuesday	40	Active
November 8, 2021	November	12	43.7	3.5	31.1	18	0.7	373.5	Monday	39	Active
November 7, 2021	November	20	34.5	1.4	11.1	20	1.0	222.4	Sunday	38	Active
November 6, 2021	November	32	92.3	2.4	23.3	17	2.2	745.4	Saturday	37	Active
November 5, 2021	November	47	94.7	1.7	18.0	16	2.7	845.9	Friday	36	Active
November 4, 2021	November	10	52.9	5.3	37.3	8	1.3	373.0	Thursday	35	Active
November 3, 2021	November	4	5.0	1.3	8.8	1	4.0	35.3	Wednesday	34	Active
November 2, 2021	November	0	0.0	0.0	0.0	0	0.0	0.0	Tuesday	33	No Ride Day
November 1, 2021	November	1	0.1	0.1	2.0	13	0.1	2.0	Monday	32	Active
October 31, 2021	October	6	20.5	2.2	16.3	12	0.5	98.0	Sunday	31	Active
October 30, 2021	October	22	29.4	1.5	12.7	14	1.6	279.7	Saturday	30	Active
October 29, 2021	October	20	31.0	1.5	12.3	13	1.5	245.6	Friday	29	Active
October 28, 2021	October	10	15.0	1.5	16.4	10	1.0	164.2	Thursday	28	Active
October 27, 2021	October	1	0.5	0.5	8.0	12	0.1	8.0	Wednesday	27	Active
October 26, 2021	October	1	7.5	7.5	60.0	29	0.0	60.0	Tuesday	26	Active
October 25, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Monday	25	No Ride Day
October 24, 2021	October	4	3.8	1.0	6.8	20	0.2	27.0	Sunday	24	Active
October 23, 2021	October	14	19.7	1.5	26.5	27	0.6	371.4	Saturday	23	Active
October 22, 2021	October	20	106.4	5.0	48.4	29	0.7	968.3	Friday	22	Active
October 21, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Thursday	21	No Ride Day
October 20, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Wednesday	20	No Ride Day
October 19, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Tuesday	19	No Ride Day
October 18, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Monday	18	No Ride Day
October 17, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Sunday	17	No Ride Day
October 16, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Saturday	16	No Ride Day
October 15, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Friday	15	No Ride Day
October 14, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Thursday	14	No Ride Day
October 13, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Wednesday	13	No Ride Day
October 12, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Tuesday	12	No Ride Day
October 11, 2021	October	0	0.0	0.0	0.0	0	0.0	0.0	Monday	11	No Ride Day
October 10, 2021	October	11	21.6	1.7	16.6	9	1.2	182.6	Sunday	10	Active
October 9, 2021	October	11	14.2	1.1	12.4	16	1.1	136.3	Saturday	9	Active
October 8, 2021	October	40	65.1	1.2	13.1	34	1.2	522.6	Friday	8	Active
October 7, 2021	October	29	83.9	2.2	24.8	35	0.8	719.2	Thursday	7	Active
October 6, 2021	October	19	28.1	1.5	13.4	33	0.6	254.1	Wednesday	6	Active
October 5, 2021	October	43	91.1	2.2	18.2	37	1.2	781.4	Tuesday	5	Active
October 4, 2021	October	30	116.1	3.4	29.5	43	0.7	884.6	Monday	4	Active
October 3, 2021	October	77	257.4	2.8	28.4	33	2.4	2,186.5	Sunday	3	Active

Bird Scooter Activity  
Oct. 1 - Nov. 21, 2021

Date	Month	Total Rides	Total Distance (mi)	Avg. Distance (mi)	Avg Ride Duration (min)	Avg Birds in PROW	Rides per Bird	Total Duration	Weekday	Day	No Ride Days
October 2, 2021	October	167	342.8	1.7	19.1	44	4.0	3,185.7	Saturday	<b>2</b>	Active
October 1, 2021	October	101	187.5	1.7	19.6	54	2.1	1,984.3	Friday	<b>1</b>	Active
		<b>825</b>	<b>1,887.1</b>					<b>16,866.9</b>			

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

**Sent:** Monday, November 29, 2021 4:19 PM

**To:** Jeffrey Bullard <jbullard@casperwy.gov>; John Henley <jhenley@casperwy.gov>; Ryan Dabney <rdabney@casperwy.gov>; Carter Napier <cnapier@casperwy.gov>; Fleur Tremel <ftremel@casperwy.gov>; Carla Mills-Laatsch <camills@casperwy.gov>; Renee Jordan-Smith <rjordansmith@casperwy.gov>; Keith McPheeters <kmcpheeters@casperwy.gov>

**Cc:** Michael Covato <michael.covato@bird.co>

**Subject:** Bird Operations Update - Casper

**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.

Hey Team Casper,

I hope everyone had a wonderful holiday weekend! I wanted to let you know that as we move into the winter season we'll be temporarily pausing scooter operations for the safety of our riders, fleet managers, and the larger community. We hope to resume operations when consistent weather permits. If you have any questions about this I'd be happy to discuss on a call in more detail if you would like.

In addition to the update on our operations, I also wanted to mention that our license with the city does expire on 4/1/22. Our team will go through the process of renewing our business license as we get close to the expiry date. We also will be renewing our vehicle licenses which are set to expire on 12/31/21. We will let you know if we have any questions during this process.

With over 5,000 rides since launch, we're thrilled with Casper resident's adoption of the Bird program as a viable form of alternative transportation. We'll be using these winter months to continue to improve our program and it would be great to hear your feedback and discuss operations for next year. I would love to set up an end of year call in the next few weeks if possible - please let me know if this interests you.

Thank you so much,

--

Taylor Kenney  
[BIRD](#) | Account Manager

**B I R D**



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, December 8, 2021  
11:30AM – 12:30PM  
AGENDA

- |       |                                                                                                                                |                      |
|-------|--------------------------------------------------------------------------------------------------------------------------------|----------------------|
| I.    | Establish Quorum and Call Meeting to Order                                                                                     | T. Schenk            |
| II.   | Public Comments                                                                                                                |                      |
| III.  | City Report                                                                                                                    | K. Gamroth           |
| IV.   | Approval of Minutes<br>Nov 2021 Board Minutes                                                                                  | T. Schenk            |
| V.    | Financials (DDA & David Street Station)<br>A) Nov 2021 Reports<br>B) December 2021 Payments<br>C) Motion to Approve Financials | N.Grooms<br>N.Grooms |
| VI.   | Director's Report<br>-Fundraising<br>-Ice Rink/Tree<br>-Staffing<br>-ARPA funding recommendations                              | K.Hawley             |
| VII.  | Committee Reports                                                                                                              |                      |
| VIII. | Executive Session (if needed)                                                                                                  |                      |
| VIX.  | Action Items                                                                                                                   |                      |

Here are some questions I have that came up for me in the most recent board meeting:

1. Do we have an endowment
2. steps needed in order to add more properties into the district? What is the first step?
3. We need to identify the properties that we would like to have added also. This should be easy and I would like to have a list provided to the board for the next meeting.
4. Can the assessor's office verify that each property within the district was paid to the DDA?
5. What is the next step for the lighting projects?

- X. Adjourn

Next Meeting January 12, 2022

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

**Downtown Development Authority**

**Board Meeting Minutes**

**November 10<sup>th</sup>, 2021**

**11:30 a.m.**

**I. Call Meeting to Order**

**Present:** Tony Hagar, Shawn Houck, Will Reese, Kyle Gamroth, Ryan McIntyre, Nicholas Grooms (Zoom)

**Staff:** Kevin Hawley, Jackie Landess, Brooke Montgomery

**Guests:** Brendan LaChance, Craig Collins (Zoom)

**Excused:** Kerstin Ellis, Critter Murray, Pete Fazio, Tim Schenk, Deb Clark

**II. Public Comments:**

**III. City Report:**

A. Kyle Gamroth

- 307 First came to city last week and said they may not house their off-track betting in the commissary mall as it might not fit their timeline. They are looking at a few other locations.
- Sixth cent failed

**IV. Approval of October Board Meeting Minutes**

*Motion, Second, Passed (Will Reese, Tony Hagar) (All Approved)*

**V. Financials** – Nicholas Grooms

- We are expecting our mill levy deposit soon which will help in cash flow.
- Business as usual with financials.

**Approval of October 2021 DDA & DSS Financial Reports**

*Motion, Second, Passed (Ryan McIntyre, Kyle Gamroth) (All Approved)*

**VI. Director's Report - Kevin Hawley**

- Audit – everything went smoothly. Want to thank Nicholas for all he does behind the scenes for financials for DDA/DSS.
- Fundraising – we received an anonymous donation that will help in operations.
- Mill Levy Election – 90% approval rate that helped pass the mill levy for another 4 years.
- We are working on setting up the ice rink and tree for winter season.
- What are some things that we could do to expand boundaries of the DDA? Maybe we as a board need to look at some of these pockets that have been neglected. Possible suggestion of more street lighting in areas where it is darker was addressed. Another idea was to hang string lights high above throughout downtown.
  - Possible Idea: Alt Ethos – group in Fort Collins, new age light display, they project graphics, and creates light shows on walls. Could we utilize this somewhere downtown?
  - Shawn – suggests bringing events and activities north of 1<sup>st</sup> street to increase foot traffic to that area. Branding the district could enhance the experience in that area.
- Commissary mall – could we as DDA possibly obtain the property to bring in a beneficial asset to downtown to help in the growth and development.
- In favor of two-way conversion as a board, but it is not priority given current financial outlook.

**VII. Committee Reports –**

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

**Comments:**

**Motion to adjourn at approximately 1:00 PM**

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

**Action Items:**

Approved by:

Secretary's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

Casper Downtown Development Authority  
**Balance Sheet**

As of November 30, 2021

DDA - Balance  
Nov 30, 21

**ASSETS**

Current Assets

Checking/Savings

CHECKING 16,961.74

NOW Acct 187,793.44

Total Checking/Savings 204,755.18

Total Current Assets 204,755.18

**TOTAL ASSETS** 204,755.18

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 580.47

Total Other Current Liabilities 580.47

Total Current Liabilities 580.47

Total Liabilities 580.47

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -172,583.53

Net Income -5,566.20

Total Equity 204,174.71

**TOTAL LIABILITIES & EQUITY** 204,755.18

Casper Downtown Development Authority  
**Profit & Loss**

November 2021

	DDA - P&L	<u>Nov 21</u>
Ordinary Income/Expense		
Income		
ACCT. INTEREST		1.71
ASSESSMENTS		14,696.63
Total Income		<u>14,698.34</u>
Expense		
MARKETING-COMMUNICATIONS		
Sponsorships/PR		5,000.00
MARKETING-COMMUNICATIONS - Other		712.86
Total MARKETING-COMMUNICATIONS		<u>5,712.86</u>
OPERATIONS		
Board Mtg. Expense		62.50
Dues/Subscriptions		500.00
Music Service		50.00
Office Rent		
Utilities		139.89
Office Rent - Other		2,650.00
Total Office Rent		<u>2,789.89</u>
Total OPERATIONS		<u>3,402.39</u>
Total Expense		<u>9,115.25</u>
Net Ordinary Income		<u>5,583.09</u>
Net Income		<u><u>5,583.09</u></u>



**Casper Downtown Development Authority  
 Profit & Loss**

July through November 2021

DDA - Annual                      Jul - Nov 21

Ordinary Income/Expense	
Income	
Donation - Adopt A Planter	2,000.00
ACCT. INTEREST	8.57
ASSESSMENTS	<u>19,794.28</u>
Total Income	21,802.85
Expense	
ADMINISTRATIVE	
Payroll Expense	<u>580.47</u>
Total ADMINISTRATIVE	580.47
MARKETING-COMMUNICATIONS	
PR - Director	162.39
Sponsorships/PR	6,250.00
MARKETING-COMMUNICATIONS - Other	<u>910.58</u>
Total MARKETING-COMMUNICATIONS	7,322.97
MISCELLANEOUS	
Service Chg	<u>32.25</u>
Total MISCELLANEOUS	32.25
OPERATIONS	
Repairs/Maintenance	287.62
Board Mtg. Expense	62.50
Conference Registration	175.00
Dues/Subscriptions	500.00
Planters	16,000.99
Office Automation	139.89
Music Service	265.00
Office Equipment	290.03
Office Rent	
Utilities	561.65
Office Rent - Other	<u>13,250.00</u>
Total Office Rent	13,811.65
Office Supplies	<u>505.52</u>
Total OPERATIONS	<u>32,038.20</u>
Total Expense	<u>39,973.89</u>
Net Ordinary Income	-18,171.04
Other Income/Expense	
Other Income	
DSS Fund Transfer	<u>12,603.00</u>
Total Other Income	12,603.00
Other Expense	
Bank Service Charge	<u>-1.84</u>
Total Other Expense	<u>-1.84</u>
Net Other Income	12,604.84
Net Income	<u><u>-5,566.20</u></u>

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
 November 2021

DDA - Nov Trans

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>CHECKING</b>						
Bill Pmt -Check	11/08/2021	6104	Advance Casper	2022 Member dues	-500.00	-500.00
Bill Pmt -Check	11/08/2021	6105	AMBI	2021 Mill Lev mailing	-187.89	-687.89
Bill Pmt -Check	11/08/2021	6106	CASPER STAR TRIBUNE	Mill Levy Notice	-411.50	-1,099.39
Bill Pmt -Check	11/08/2021	6107	CAV - Front Range	Monthly Service	-50.00	-1,149.39
Bill Pmt -Check	11/08/2021	6108	Downtown Casper Business Associe	2021 Christmas	-5,000.00	-6,149.39
Bill Pmt -Check	11/08/2021	6109	Walsh Property Management	Nov Rent	-2,650.00	-8,799.39
Bill Pmt -Check	11/09/2021	6110	Charter Communications		-139.89	-8,939.28
Bill Pmt -Check	11/09/2021		FIB - MASTERCARD		-175.97	-9,115.25
General Journal	11/09/2021	45		\$ to pay dda operations while mill levy funds com	10,000.00	884.75
Deposit	11/19/2021			Deposit	14,696.63	15,581.38
Deposit	11/30/2021			Interest	0.04	15,581.42
Total CHECKING					<u>15,581.42</u>	<u>15,581.42</u>
<b>NOW Acct</b>						
General Journal	11/09/2021	45		\$ to pay dda operations while mill levy funds com	-10,000.00	-10,000.00
Deposit	11/30/2021			Interest	1.67	-9,998.33
Total NOW Acct					<u>-9,998.33</u>	<u>-9,998.33</u>
<b>TOTAL</b>					<u><u>5,583.09</u></u>	<u><u>5,583.09</u></u>

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
 December 2021

DDA - Dec Trans

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>CHECKING</b>							
	Bill Pmt -Check	12/06/2021	6112	Charter Communications		-139.89	-139.89
	Bill Pmt -Check	12/06/2021	6113	FIB - MASTERCARD		-692.32	-832.21
	Bill Pmt -Check	12/06/2021	6114	Walsh Property Management		-2,650.00	-3,482.21
	Deposit	12/31/2021			Interest	0.09	-3,482.12
Total CHECKING						<u>-3,482.12</u>	<u>-3,482.12</u>
<b>TOTAL</b>						<u><b>-3,482.12</b></u>	<u><b>-3,482.12</b></u>

Downtown Development Authority  
**Balance Sheet**

As of November 30, 2021

DSS - Balance  
Nov 30, 21

**ASSETS**

Current Assets

Checking/Savings

Plaza Checking 324,710.25

Special Events 35,987.00

Total Checking/Savings 360,697.25

Accounts Receivable

Accounts Receivable 2,112.50

Total Accounts Receivable 2,112.50

Total Current Assets 362,809.75

**TOTAL ASSETS 362,809.75**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities -14.95

Total Other Current Liabilities -14.95

Total Current Liabilities -14.95

Total Liabilities -14.95

Equity

Unrestricted Net Assets 376,800.07

Net Income -13,975.37

Total Equity 362,824.70

**TOTAL LIABILITIES & EQUITY 362,809.75**

**Downtown Development Authority**  
**Profit & Loss**  
 November 2021

DSS - P&L	<u>Nov 21</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	3.22
Other Types of Income	
Miscellaneous Revenue	225.00
Total Other Types of Income	<u>225.00</u>
Program Income	
Event Sponsorship	833.33
Friends of Station	
Treedition	3,390.60
Friends of Station - Other	45.00
Total Friends of Station	<u>3,435.60</u>
Ice Skating Fees	5,077.90
Partners In Progress	500.00
Support the Station	
Poinsettia sales	1,477.89
Total Support the Station	<u>1,477.89</u>
Total Program Income	<u>11,324.72</u>
Total Income	<u>11,552.94</u>
Gross Profit	11,552.94
Expense	
Facilities and Equipment	
Equip Rental and Maintenance	1,891.69
FF&E	65.09
Landscaping, Repairs/Maint.	77.00
Rent, Parking, Utilities	
DSS	1,015.17
Rent, Parking, Utilities - Other	300.00
Total Rent, Parking, Utilities	<u>1,315.17</u>
Total Facilities and Equipment	3,348.95
Marketing	
Advertising/Media	20.48
Fundraising Expense	135.94
Marketing - Other	144.70
Total Marketing	<u>301.12</u>
Operations	
Books, Subscriptions, Reference	222.61
Event Expense	
Bands	750.00
Entertainment/Rentals	350.00
Event Supplies	34.64
Total Event Expense	<u>1,134.64</u>
Service Charge	33.54
Supplies	133.32
Total Operations	<u>1,524.11</u>
Payroll Expenses	15,522.25
Total Expense	<u>20,696.43</u>
Net Ordinary Income	<u>-9,143.49</u>
Net Income	<u><u>-9,143.49</u></u>

**Downtown Development Authority**  
**Profit & Loss**

July through November 2021

DSS - Annual	<u>Jul - Nov 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
ACCT. INTEREST	13.67
<b>Other Types of Income</b>	
Miscellaneous Revenue	9,167.25
<b>Total Other Types of Income</b>	<u>9,167.25</u>
<b>Program Income</b>	
Beverage Sales	23,742.31
Event Sponsorship	58,833.33
Facility Rental	14,530.00
<b>Friends of Station</b>	
Treediton	3,390.60
Friends of Station - Other	275.00
<b>Total Friends of Station</b>	<u>3,665.60</u>
Ice Skating Fees	5,077.90
Partners In Progress	2,000.00
<b>Support the Station</b>	
Poinsettia sales	1,877.50
Support the Station - Other	106,700.00
<b>Total Support the Station</b>	<u>108,577.50</u>
Vendor Fees	6,981.26
Program Income - Other	1,509.00
<b>Total Program Income</b>	<u>224,916.90</u>
<b>Total Income</b>	<u>234,097.82</u>
<b>Gross Profit</b>	234,097.82
<b>Expense</b>	
Contract Services	7,937.00
<b>Facilities and Equipment</b>	
Building Repairs/Maint	4,903.91
Equip Rental and Maintenance	5,297.11
FF&E	4,666.49
Landscaping, Repairs/Maint.	1,605.50
<b>Rent, Parking, Utilities</b>	
DSS	4,232.96
Rent, Parking, Utilities - Other	5,629.98
<b>Total Rent, Parking, Utilities</b>	<u>9,862.94</u>
Facilities and Equipment - Other	75.00
<b>Total Facilities and Equipment</b>	<u>26,410.95</u>
<b>Marketing</b>	
Advertising/Media	758.93
Fundraising Expense	449.17
Website	425.74
Marketing - Other	811.70
<b>Total Marketing</b>	<u>2,445.54</u>
<b>Operations</b>	

**Downtown Development Authority**  
**Profit & Loss**

July through November 2021

DSS - Annual	<u>Jul - Nov 21</u>
Bank Fees	-2.37
Books, Subscriptions, Reference	1,452.92
Equip/Supplies	150.00
Event Expense	
A/V	15,450.00
Bands	17,140.00
Entertainment/Rentals	7,070.00
Event Supplies	1,256.76
Insurance	14,345.53
Security	8,348.75
Event Expense - Other	15,437.19
Total Event Expense	<u>79,048.23</u>
Overnight Security	7,495.00
Postage, Mailing Service	57.00
Service Charge	463.21
Supplies	4,223.96
TIPS Training	8.99
Utilities	127.97
Operations - Other	<u>172.86</u>
Total Operations	93,197.77
Payroll Expenses	118,081.93
Total Expense	<u>248,073.19</u>
Net Ordinary Income	<u>-13,975.37</u>
Net Income	<u><u>-13,975.37</u></u>

**Downtown Development Authority  
Transaction Detail by Account  
November 2021**

DSS- Nov Trans						
Type	Date	Num	Name	Split	Amount	Balance
<b>Plaza Checking</b>						
Bill Pmt -Check	11/01/2021		Rivers Edge Storage	Accounts Payable	-300.00	-300.00
Liability Check	11/01/2021		United States Treasury	-SPLIT-	-1,523.86	-1,823.86
Deposit	11/01/2021			Poinsettia sales	69.32	-1,754.54
Deposit	11/01/2021			Poinsettia sales	209.44	-1,545.10
Deposit	11/01/2021			Poinsettia sales	277.86	-1,267.24
Deposit	11/03/2021			-SPLIT-	82.40	-1,184.84
Deposit	11/03/2021			-SPLIT-	41.20	-1,143.64
Deposit	11/04/2021			-SPLIT-	41.20	-1,102.44
Deposit	11/04/2021			Poinsettia sales	34.36	-1,068.08
Deposit	11/05/2021			-SPLIT-	103.00	-965.08
Deposit	11/05/2021			Poinsettia sales	382.43	-582.65
Bill Pmt -Check	11/08/2021	2415	Adventure Entertainment	Accounts Payable	-350.00	-932.65
Bill Pmt -Check	11/08/2021	2416	Charter Communications	Accounts Payable	-127.97	-1,060.62
Bill Pmt -Check	11/08/2021	2417	EquipmentShare.com	Accounts Payable	-759.14	-1,819.76
Bill Pmt -Check	11/08/2021	2418	Kustom Koncepts	Accounts Payable	-1,000.00	-2,819.76
Bill Pmt -Check	11/08/2021	2419	Mastercard	Accounts Payable	-99.67	-2,919.43
Bill Pmt -Check	11/08/2021	2420	Rocky Mountain Power	Accounts Payable	-887.20	-3,806.63
Bill Pmt -Check	11/08/2021	2421	Stoner Lawn & Landscape	Accounts Payable	-77.00	-3,883.63
Bill Pmt -Check	11/08/2021	2422	Mastercard	Accounts Payable	-373.27	-4,256.90
Deposit	11/08/2021			-SPLIT-	61.80	-4,195.10
Deposit	11/08/2021			Poinsettia sales	17.18	-4,177.92
Deposit	11/08/2021			Poinsettia sales	104.57	-4,073.35
Deposit	11/08/2021			Poinsettia sales	209.44	-3,863.91
Bill Pmt -Check	11/09/2021	2424	Mastercard	Accounts Payable	-416.39	-4,280.30
Deposit	11/09/2021			-SPLIT-	41.20	-4,239.10
Deposit	11/10/2021			Poinsettia sales	17.18	-4,221.92
Deposit	11/11/2021			-SPLIT-	143.60	-4,078.32
Paycheck	11/12/2021		Aydan M Bullard	-SPLIT-	-49.57	-4,127.89
Paycheck	11/12/2021		Eli R Realing	-SPLIT-	-36.94	-4,164.83
Deposit	11/12/2021			-SPLIT-	267.80	-3,897.03
Deposit	11/12/2021			Poinsettia sales	17.18	-3,879.85
Deposit	11/12/2021			Poinsettia sales	121.75	-3,758.10
Deposit	11/13/2021			-SPLIT-	103.00	-3,655.10
Deposit	11/14/2021			Treediton	20.60	-3,634.50
Paycheck	11/15/2021		Brooke C Montgomery	-SPLIT-	-1,614.08	-5,248.58
Paycheck	11/15/2021		Jaclyn A Landess	-SPLIT-	-1,953.92	-7,202.50
Paycheck	11/15/2021		Kevin T Hawley	-SPLIT-	-2,618.56	-9,821.06
Deposit	11/15/2021			-SPLIT-	20.00	-9,801.06
Deposit	11/15/2021			Poinsettia sales	17.18	-9,783.88
Liability Check	11/16/2021		United States Treasury	-SPLIT-	-14.32	-9,798.20
Liability Check	11/16/2021		United States Treasury	-SPLIT-	-1,523.88	-11,322.08
Deposit	11/16/2021			Treediton	20.60	-11,301.48
Deposit	11/18/2021			-SPLIT-	720.40	-10,581.08
Deposit	11/19/2021			-SPLIT-	428.40	-10,152.68
Deposit	11/20/2021			-SPLIT-	169.20	-9,983.48
Deposit	11/21/2021			-SPLIT-	185.40	-9,798.08
Deposit	11/22/2021			-SPLIT-	4,340.83	-5,457.25
Deposit	11/22/2021			-SPLIT-	390.80	-5,066.45
Deposit	11/23/2021			-SPLIT-	595.00	-4,471.45
Deposit	11/28/2021			Ice Skating Fees	1,079.00	-3,392.45
Deposit	11/28/2021			Ice Skating Fees	1,736.23	-1,656.22
Deposit	11/29/2021			-SPLIT-	1,755.00	98.78
Liability Check	11/29/2021		United States Treasury	-SPLIT-	-1,523.84	-1,425.06
Deposit	11/29/2021			Ice Skating Fees	507.67	-917.39
Paycheck	11/30/2021		Brooke C Montgomery	-SPLIT-	-1,614.09	-2,531.48
Paycheck	11/30/2021		Jaclyn A Landess	-SPLIT-	-1,953.91	-4,485.39
Paycheck	11/30/2021		Kevin T Hawley	-SPLIT-	-2,618.58	-7,103.97
Liability Check	11/30/2021		United States Treasury	-SPLIT-	-266.02	-7,369.99
Check	11/30/2021			Service Charge	-33.54	-7,403.53
Deposit	11/30/2021			ACCT. INTEREST	2.89	-7,400.64
Total Plaza Checking					-7,400.64	-7,400.64
<b>TOTAL</b>					<b>-7,400.64</b>	<b>-7,400.64</b>



**Downtown Development Authority  
 Transaction Detail by Account  
 December 2021**

DSS - Dec Trans

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Deposit	12/01/2021			Deposit	1,000.00	1,000.00
Paycheck	12/03/2021		Angelica M Parmely		-257.66	742.34
Paycheck	12/03/2021		Brody Fackler		-58.18	684.16
Paycheck	12/03/2021		Caeden Stewart		-52.64	631.52
Paycheck	12/03/2021		Aydan M Bullard		-245.51	386.01
Paycheck	12/03/2021		Daniel K Mattern		-50.79	335.22
Paycheck	12/03/2021		Eli R Realing		-103.44	231.78
Paycheck	12/03/2021		Isaiah Bates		-59.10	172.68
Paycheck	12/03/2021	2425	Journey Hildebrand		-156.99	15.69
Paycheck	12/03/2021		Kade R Taheri		-89.58	-73.89
Paycheck	12/03/2021	2426	Micah Colling		-102.35	-176.24
Paycheck	12/03/2021	2427	Sierra Altland		-58.18	-234.42
Paycheck	12/03/2021		Alexandria Huss		-185.63	-420.05
Paycheck	12/03/2021		Morgan Witkop		-94.20	-514.25
Bill Pmt -Check	12/06/2021	2429	aggreko	Chiller rental	-12,000.00	-12,514.25
Bill Pmt -Check	12/06/2021	2430	Alliance Electric	Chiller power	-130.00	-12,644.25
Bill Pmt -Check	12/06/2021	2431	Brent Phillips		-3,040.00	-15,684.25
Bill Pmt -Check	12/06/2021	2432	Charter Communications		-127.97	-15,812.22
Bill Pmt -Check	12/06/2021	2433	City of Casper - \	Water	-58.20	-15,870.42
Bill Pmt -Check	12/06/2021	2434	Cowdin Cleaning	Cleaning	-150.00	-16,020.42
Bill Pmt -Check	12/06/2021	2435	EquipmentShare.com		-760.15	-16,780.57
Bill Pmt -Check	12/06/2021	2436	GW Mechanical	Chiller set up	-2,861.50	-19,642.07
Bill Pmt -Check	12/06/2021	2437	High Country Cr	Chiller install	-1,253.50	-20,895.57
Bill Pmt -Check	12/06/2021	2438	John Lubner	Reimbursement for supplies purchased	-44.39	-20,939.96
Bill Pmt -Check	12/06/2021	2439	Mastercard	JL	-1,078.76	-22,018.72
Bill Pmt -Check	12/06/2021	2440	Rocky Mountain	DSS	-657.41	-22,676.13
Bill Pmt -Check	12/06/2021	2441	Secure Gunz LLC		-1,552.50	-24,228.63
Bill Pmt -Check	12/06/2021	2442	Shirts & More	New Dasherboards for 2021- 2022 season	-981.75	-25,210.38
Bill Pmt -Check	12/06/2021	2443	Wyoming Office	Timecards	-35.62	-25,246.00
Bill Pmt -Check	12/06/2021	2444	City of Casper -	Water Services	-34.10	-25,280.10
Bill Pmt -Check	12/06/2021	2445	Mastercard		-368.60	-25,648.70
Bill Pmt -Check	12/06/2021	2446	City of Casper -	Water Services	-8.46	-25,657.16
Bill Pmt -Check	12/06/2021	2447	Mastercard	KH	-1,176.49	-26,833.65
Deposit	12/06/2021			Deposit	1,681.00	-25,152.65
Total Plaza Checking					<u>-25,152.65</u>	<u>-25,152.65</u>
					<u><b>-25,152.65</b></u>	<u><b>-25,152.65</b></u>



Jim DeGolia asked about membership, dues, and season? Craig says there are currently 39 members, club dues are \$60 per year. You can fly out there anytime you want as long as you are an AMA member. April to October are the busier months. But, the facility is used every month.

#### **B. Boomtown Motocross**

No one showed up to represent Boomtown. Randy updated based on the walkthrough done a couple of weeks ago.

Boomtown became an AMA certified track this year. They are the only one for motocross in the state. There is an endure in Upton. But, this brings in a lot of traffic from out of state.

Requests for roto mill for the upper parking lot. Spot up there the water line runs through that is very shallow. Depending on production for the city, the streets manager said he can give a little, but probably won't be enough.

Looking to putting in a new water line down to the speedway and the cross-track. Tons of issues with that, with a lot of leaks in the line.

Asked for hydroseeding across some of their burms due to wind erosion.

They have invested in a CAT and tractors and everything to maintain that property. They are a good partner for the city to be with.

Doug Follick asked if they got the power and lighting they got several years ago? Randy did not know, but they did not mention it the last two years. They did have a problem with a culvert, and they took care of the issue themselves.

Doug Follick stated that a lot of these user groups have a lot of manpower and do their own fundraising to help maintain their facilities.

#### **C. Mike Sedar BMX Parents Association**

No one showed up to represent BMX. Randy updated based on the walkthrough done a couple of weeks ago. They are requested a gate lock be repaired/replaced. We need to get a welder up there. Unfortunately, someone broke into one of their sheds and lit it on fire. They lost most of their trophies and some bikes. They did not have insurance on the shed, just liability for the property.

We approved a woodshed to be brought on the property, but with lumber costs in the spring, that fell through. They decided to do a permanent shelter with steel siding.

They upgraded their own lighting. They have a certified electrician. They are converting to LED lighting.

They are great at maintaining and improving the property.

#### **D. Casper Mountain Racers Association**

Chris McCauley represented the Association. He did not get to fill out the Annual Report.

They took the track back over to make it a non-profit again. Any profit will go back into the track or to the racers to put on bigger events. They shut down in August for about a month and they have put about \$13K into the track. Trying to get the racetrack back to where it should be.

Chris has been around the track for 15 years. Watched group after group let it go slowly downhill. He wants to be the one to bring it back.

They do bring in racers from out-of-state, as far as Arkansas and Alabama.

Probably have at least 2000 people from out-of-state each year.

Almost 7,000 people have been in attendance this year.

Weekly-wise, there are at least 50-100 that come down for each race.

The biggest concern would be lighting at the facility. We had 21 lights burn out this year. Would like to change them out to LEDs if possible.

#### **IV. Board Member Terms, Vacancy**

Have 1 vacant position. Amy was to speak with Carol, who had applied in the last round of applicants. Amy does not have her current contact information, so she has not done that.

Randy Hein had applied in the past when there wasn't any opening, Doug thought someone was going to contact him.

It was decided to put it out there via the City Manager's office that there is a vacancy on the board. Amy to reach out to staff to get the appointment started.

Andrea, Jennifer, and Jim DeGolia's terms are all expiring in December, so there might be 4 vacancies shortly.

Andrea is not going to be able to commit to another term.

Jim DeGolia is willing to continue to serve.

Amy will look into the by-laws and let everyone know via email what they say regarding terms.

## **V. Other Business**

*Public:* None

*Staff:*

Amy encourages everyone to just go to any one of the facilities and check it out on their own.

Amy and Olivia stated they would like to start back to in-person meetings. Used to be that these meetings were held at the User Group facility (19<sup>th</sup> hole, Hogadon, Airmodelers, etc.) The largest group meetings are Hogadon and Baseball groups. Zulima says that the board can meet on-site as long as we can space out appropriately. If anyone has any concerns personally about that, email Amy directly. The January meeting is historically at the Rec Center. We can find a way to make it happen and keep everyone safe. If the meeting is to be at a city facility, most can do hybrid meetings in-person and online.

Amy will send another calendar of meetings to everyone.

Zulima wants to ask some basic questions about how you want the board to function. She is a part of several other boards for the city, acting as a liaison, helping you to achieve your mission. Usually, on other boards, minutes from the board meetings are included in the info packets for our City Council members. City Councilwoman Lisa Engebretsen is the council member liaison for this board. Info packets are published on the City website for the public to see.

Doug Follick suggests we have financial estimates on some of the requests if the minutes are going to be sent to City Council. Doug Follick recommends that minutes be approved by the Board before being sent to city council.

Another philosophical question is about how this board functions with actually making recommendations and providing advice to City Council. Other boards actually review the reports, conduct their business, and then actually compile their recommendations to City Council. Zulima thinks the role of this board should be to advise our City Council on leisure services throughout our community.

Doug Follick says in the past the board used to be given an allotted amount of money for capital improvements. We would not tell the user groups how much we had. Then the user groups would come to the board with their requests and how much the user group was willing to put up themselves. Zulima says the process could be relatively the same. Instead of the board having the money, the city has it. The board would go to the City with the recommendations of value add projects that would enhance the city property, the user experience, etc.

The board was originally developed so that the City Council did not have to meet directly with each user group yearly. Zulima says this board has a pretty powerful role to take if you want it.

Amy says we need to set the expectations to the user groups that they need to come to the board with cost estimates and have all their ducks in a row. The expectation needs to be set well in advance so that they know what we need to take to City Council. Otherwise, our hands are tied.

In the past when there was money to spend, the user groups would show up to these meetings with all the documentation, cost estimates, etc. The board would listen to it and then discuss and decide what we would

recommend to the council. Doug Follick would then go to the Council meetings to present the recommendations.

Zulima says the capital funding pool is limited. We are competing with other needs across the city. That's not to say this Board's recommendation would be discounted or not be powerful enough to secure funds. Particularly with user groups that would be contributing to the project or we could utilize grants to match funds. There is a real opportunity.

We've been able to get more things done because Parks is part of Recreation now as there is more manpower. We are not always asking for cash, sometimes it is just the use of machinery or manpower.

In recent history, the City has not been good at maintaining our facilities. The perpetual care fund still does exist. The restrictions of how we can use it are the problem. Investment rates are so low that we haven't made a lot of money to be able to utilize in facility upkeep. That fund still does exist, and they are available. It also has to go to 1 cent funded facilities.

We are lucky in this community to have such active user groups.

Zulima suggests that if you are looking at solidifying your role in advising our city council about leisure, then maybe it is time to revisit your bylaws. Do the bylaws align with what you want your board to be about and to achieve? If changes are needed, staff can help you with taking those changes to the city council. Look at your membership. Your bylaws should dictate how many members there are, what the terms should be, how members are selected and appointed. On other boards Zulima is a part of, the board accepts all the applications, we review all the applications, the board votes on who they want, and that recommendation is taken to the city council for formal appointment. That is all dictated by your bylaws.

Zulima has observed this meeting and last month's meeting and feels you are getting good information, but what is being done with it? That is the key.

Tim used to put together a report of the requests that would come out of these meetings. And every once in a while we would get an update of how they had addressed that.

Zulima says right now is the time we go into capital discussions. It would have a lot more weight coming from this board than from staff.

Amy will send out the charter again to everyone. We did start this discussion last year. This is a really good thing to revisit what our role is. Everyone should take some time to review it and get some suggestions together. Now is a good time to talk about this before we bring on a bunch of new people.

#### *Board: Liaison Reports*

Amy is the liaison for Hogadon. Hogadon is having their fall festival this weekend with a ribbon-cutting ceremony for the night skiing lights. She invites everyone to join from 2 pm to 8 pm. Going to be a great thing for the community. Zulima stated that John Lutz, the primary donor for the night skiing project, is choosing who will be cutting the ribbon. Open to anyone being invited to attend. Amy encourages the Board to attend these types of things.

Jennifer Walker is the liaison for the Municipal Golf Course. The new garage doors are complete.

Doug Follick is the liaison for Fort Casper Museum. They had their annual meeting last week. 1935 Dodge Pickup truck was donated by a family. They are rebuilding it. They are looking for an auto body mechanic to give them a bid or offer their services. So, if anyone knows of one, let Doug or Rick know. They put in a capital request to

have some of the ground logs replaced. Have to jack the building up to replace them. The bid came in at \$120K for one of the smallest buildings. Candlelight tours will start on Dec 4<sup>th</sup>, live on Facebook. Also, voted to spend up to \$5k on DNA research on the soldiers that were dug up about 30 years ago on the property. These are Kansas 11<sup>th</sup> Calvary soldiers that died here. Kansas wants the body back if it turns out to be a certain soldier so he can be buried next to his brother. The body has been stored in Laramie for 30 years. If there is DNA left, it'll be \$3500 to get it tested. If no DNA is left, it'll be \$1500 to have the body buried at the local VA cemetery with full honors.

The next scheduled meeting will be **Thursday, December 9, 2021, at 4:30 pm via Microsoft Teams** unless otherwise directed.

**Meeting Adjourned:** The meeting was adjourned at 5:47 pm.

**From:** Liz Becher <lbecher@casperwy.gov>  
**Sent:** Wednesday, December 8, 2021 5:13 AM  
**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>  
**Cc:** Carter Napier <cnapier@casperwy.gov>  
**Subject:** For the Info Packet: EHV Utilization

The Casper Housing Authority is leading the country in issuing Emergency Housing Vouchers. HUD issued this latest summary. Very impressive.

