

**INFORMATION PACKET**

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**Friday, August 4, 2023**



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CITY OF CASPER DOCUMENTS & INFORMATION

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

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

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

<b>August 8, 2023 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Community Readiness Grant	Direction Requested	4:35	20 min
Rec Enterprise Business Plans Ice and Rec	Direction Requested	4:55	30 min
Speed Limit Ordinance Review	Direction Requested	5:25	60 min
Agenda Review		6:25	10 min
Legislative Review		6:35	10 min
Council Around the Table		6:45	20 min
Approximate Ending Time:			7:05

<b>August 15, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting:					
Approval of 8/1 Minutes					C
Approval of 8/1 Exec Session Minutes					C
Est PH - Budget Amendment #1 FY24	C				
Est. PH - TNR	C				
Public Hearing for Transfer of Ownership for Retail Liquor License No. 12 from Mesa Liquors, LLC d/b/a Mesa Liquor, Located at 3243 Talon Dr. Ste 200 to Casper Taco Shop, LLC d/b/a Fuzzy's Taco Shop, Located at 3243 Talon Drive Ste 200, 300, & 400.		N			
3rd Reading - Non-Domesticated Animal Feeding Ordinance			N		
3rd Reading - Optional 1% Sales Tax			N		
Western Gateway Corridor Enhancement Study: Phase I Adoption and approval				C	
Westwinds Road Extension and Land Use Study Contract Extension				C	
A Resolution Authorizing Amendment No. 1 to the Ground Lease Agreement between the City of Casper and WYO Complex.				C	
Authorizing the First Amendment to the IRU Agreement between the City of Casper, Wyoming, and Mountain West Technologies Corporation.				C	
Amended Designation of Official Depositories and Brokers				C	
Authorizing Change Order No. 1 to Agreement with Myers & Sons Construction, LP, for the Sam H. Hobbs Wastewater Treatment Plant Secondary Treatment Rehabilitation, Phase 2, Project No. 23-002.				C	
Authorizing the Reassignment of all Licenses, License Agreements, and Revocable License Agreements with Wyoming Medical Center to Banner Health.				C	
Sponsorship & Naming Rights					
Parks Master Plan MOU				C	
Casper Recreation League Association Agreement				C	

<b>August 22, 2023 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Parking Garage Update from Republic	Information Only	4:35	40 min
Budget Amendment #1 FY24	Move Forward for Approval	5:15	10 min
Camping Ordinance	Direction Requested	5:25	60 min
Snow Plow Ordinance, Snow Plow Naming, & Snow Route Discussion	Direction Requested	6:25	60 min
Agenda Review		7:25	20 min
Legislative Review		7:45	20 min

Council Around the Table		8:05	20 min
		Approximate Ending Time:	8:25

<b>September 5, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Judge's Quarterly Report					
Approval of 8/15 Minutes					C
PH - Budget Amendment #1 FY24		N			
PH - TNR		N			
PH - Annexation of JTL Group Inc. Addition		N			
PH - Annexation of Elkhorn Village Addition No. 3		N			
3rd Reading - JTL Group Inc Addition Subdivision			N		
3rd Reading - Elkhorn Village Addition No. 3			N		
Approval and Adoption of the North Platte River Park No 2 Simple Master Plan				C	
OVG - Sponsorship & Naming Rights Global Spectrum				C	

<b>September 12, 2023 Councilors Absent:</b>				
<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>		<b>Begin Time</b>	<b>Allotted Time</b>
	Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up			4:30	5 min
Aquatics Business Plans	Direction Requested			30 min
Hogadon Rate Discussion	Direction Requested		4:35	30 min
General Business Licenses (tentative)	Information Only		5:05	40 min
Unpaid Utility Ordinance Amendment				
Agenda Review			5:45	20 min
Legislative Review			6:05	20 min
Council Around the Table			6:25	20 min
			Approximate Ending Time:	6:45

<b>September 19, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting:					
Approval of 9/5 Minutes					C
2nd Reading: TNR			N		
Authorizing the Re-Appointment of Kermit Willie to the City of Casper Investment Advisory Committee.					C
Credit Card Fees for Cemetery and Rec					
Executive Session: Personnel					

<b>September 26, 2023 Councilors Absent:</b>				
<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>		<b>Begin Time</b>	<b>Allotted Time</b>
	Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up			4:30	5 min
Ford Wyo Center Part 2			4:35	
Agenda Review				20 min
Legislative Review				20 min
Council Around the Table				20 min
			Approximate Ending Time:	

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			
Livability/Marketing Follow-up			
Special Event Permitting Process			
One Cent Funding Application Process Debrief			November
Funding for Sidewalk Repairs/Homeowner			
Naming City Garbage Trucks			
Liquor License Incentive and Responsible Sales Program			
Wyoming 211			
Youth Commission (Discrimination)			
Judge's Quarterly Update	12/5/23 3/5/24	15 minutes	Recurs Quarterly

### Staff Items:

CBC Public Safety Design			October
Downtown Parking Kiosks			November
City Inspectors Authority/Oversight of Licensed Contractors			10-Oct
Time Frame for Addressing Violations			
Assessment of Administrative Fees			
Assessment of Vehicle Towing Fees			
Abatement Responsibility for Sidewalk and Street Vegetation Obstructions			
Funding Source for Condemnations, Dangerous Buildings, and Demolitions			
Council goal update: Business Incentive Options			October

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

### Future Regular Council Meeting Items:

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

Economic Development and City Building Strategy
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July 31, 2023

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Fleur Tremel, Assistant to the City Manager/City Clerk *FT*  
Carla Mills-Laatsch, Licensing Specialist *CMg*  
SUBJECT: Additional Bar and Grill Liquor Licenses.

Meeting Type & Date  
Information only

Action type  
Information only

Recommendation  
Information only

Summary

During the last Legislative Session, the State amended Wyoming State Statutes §12-4-413 regarding Bar and Grill Liquor Licenses. This recent change amended the population formula for Bar and Grill allocations. Under the previous version of the statute, the City of Casper was issued 13 Bar and Grill Liquor Licenses. All 13 licenses are assigned and 12 are active. Bar and Grill No. 13. Childs Corp dba La Cocina plan to open in October of this year. Under the amended statute, as of July 1, 2023, the city is allowed 19 Bar and Grill Liquor Licenses. This means that as of July 1, there are 6 available licenses. In 2028, the formula will change again and allow for a total of 27 Bar and Grill liquor licenses.

At the July 18<sup>th</sup>, 2023, work session, Council gave direction to start the ordinance change to include "entertainment" in the revenue requirement for bar and grills and to start taking applications. The timeline for the ordinance change and the application period is:

- August 9<sup>th</sup>- Application period opens with anticipated changes in cover letter
- August 15<sup>th</sup>- Establish public hearing for Bar and Grill Ordinance Changes
- September 5<sup>th</sup>- Public hearing and First Reading of Ordinance Change
- September 19<sup>th</sup>-2<sup>nd</sup> Reading of Ordinance Changes
- September 29<sup>th</sup>- Application period closes at 7:59 AM
- October 3<sup>rd</sup>- 3<sup>rd</sup> and Final Reading
- October 10<sup>th</sup>-Council review of applications in work session
- October 17<sup>th</sup>- Establish Public Hearing for bar and grill license approvals for Nov. 7<sup>th</sup>  
Public hearing
- October 24<sup>th</sup>-Ordinance becomes effective
- Nov. 7<sup>th</sup>- Public Hearing for License Approvals

Staff has built in an extra Council meeting in case any changes are needed and Council chooses to table a reading. The Ordinance will still be effective by the time necessary to award the licenses in public hearing on November 7<sup>th</sup>.

Financial Considerations

None

Oversight/Project Responsibility

Carla Mills-Laatsch, Licensing Specialist

Attachments

None



Memo to: Liz Becher; Community Development Director

From: Justin Scott, Chief Building Official

Subject: July - Commercial Development Report

Date: August 1, 2023

Permitting Update:

For the month of July, 3 building permits for new single-family home construction were issued. This brings the total building permits for new single-family residences in the calendar year to 16 with a value of construction of \$9,054,785.00. The Building Division issued 87 Building, 64 Electrical, 53 Mechanical, and 59 Plumbing permits with a value of construction of \$47,052,702.51, and with a permit revenue of \$429,762.41. A large portion of this month's revenue came in from the issuance of the WYO Sports Ranch building permit which is a \$40,000,000.00 project.

Calendar year: January 1<sup>st</sup> through July 31<sup>st</sup>

Permit total = 2037 permits issued for a value of \$92,912,176.89, and with a revenue of \$1,029,161.10.

Fiscal Year: July 1<sup>st</sup> through July 31<sup>st</sup>

Permit total = 263 permits issued for a value of \$47,052,702.51, and with a revenue of \$429,762.41.

July Inspection Update:

The Building Division completed 186 building, 178 electrical, 138 plumbing, and 46 mechanical inspections, plus 2 plan reviews.

Commercial Construction Update:

Below is a breakdown of the 9 major commercial projects that are in progress:

Note: All projects are not included in this list; smaller projects including remodeling, alterations and additions may not be listed.

- LDS Temple (3011 Independence Dr.), Interior connections and finish are in process. Stone veneer is being installed and the steeple structure is being framed. Anticipated completion of this project is the end of August.



- CY Liquor and Backdoor Lounge (1363 CY Ave) – Interior framing and M/E/P’s are in process.
- Wal-Mart East Interior Remodel (4400 E. 2<sup>nd</sup> St.) Fire pump and sprinkler piping in process.
- Casport Mint, (170 Star Lane), Phase I is nearing completion. A T.C.O. for Phase I has been scheduled for August 7th.
- Nolan Phase II (225 S. David St. Condominiums), Interior and exterior finishes are in process for all three units. Phase III foundation is in process.
- Jump Craze (SE Wyoming Blvd near E 21<sup>st</sup> St), The permit has been issued. Site work structural steel is in process.
- Discount Tire (4990 E. 2<sup>nd</sup> St near the Residence Inn), Site work is in process and the foundation has been poured, CMU walls are in process.
- 307 Chiropractic (5980 Enterprise Dr near Menards), Site work is in process and the foundation has been poured. Framing and M/E/P’s are in process.
- City Hall Project SAFE (200 N David St), Asbestos abatement and interior demolition is in process.

Projects Completed:

- Liberty Square Apartments located at 1100 S. Beverly St. was issued its final C.O.

Permitted Projects:

- WYO Sports Ranch (near the Events Center)

Approved projects not started:

- Blackmore Market Place Shops (5081 E. 2<sup>nd</sup> St.)
- Wyoming Food for Thought (Old North Casper School)
- Fairfield by Marriott (W D St)

New Projects Submitted for Approval:

- Dick’s Sporting Goods
- Harbor Freight Phase II
- Casport Mint Phase II

Anticipated Projects:

- No anticipated projects at this time.





Demolition/Special Projects:

- YMCA – The Old YMCA demolition process is complete. The demolition contractor is in process of final grading of the site.
- The Building Division in conjunction with Code Enforcement posted 4 separate locations as Dangerous Buildings. This was done with the assistance of Casper P.D. and Casper Fire CRR. The locations are as follows:
  - 1523 Westridge Pl.
  - 1014 W. 11<sup>th</sup> St.
  - 933 S. Poplar St.
  - 1027 W. 14<sup>th</sup> St.

August 15th, 2023

MEMO TO: J. Carter Napier, City Manager

FROM: Keith McPheeters, Police Chief  
Ryan Dabney, Police Captain

*KMP 307*

SUBJECT: Information regarding the response to wildlife and nuisance animals by Metro Animal Control Officer.

**Meeting Type & Date**

Information Packet

**Action type**

Information only

**Information:**

To provide information regarding the response to wildlife and nuisance animals by Metro Animal Control Officer.

**Summary:**

Metro Animal Services' primary responsibility is to ensure the safety and welfare of domestic animals and humans within our jurisdiction. Metro Animal Control has been called to assist in numerous wildlife complaints regarding predatory animals as defined in "WSS 23-1-101A. i-viii": (Coyote, jackrabbit, porcupine, raccoon, red fox, skunk, or stray cat). Animal Protection officers do not have jurisdiction over game animals and will refer those complaints to the Wyoming Game and Fish. Metro Animal Control officers will refer nuisance animal complaints, that do not pose a threat to public safety, out to private pest control companies and provide guidance on how to reduce the conflict with wildlife.

**Financial Considerations**

N/A

**Oversight/Project Responsibility**

Scott Schell, Metro Animal Control Supervisor  
Scott Jones, Special Operations Lieutenant

**Attachments**

MAS policy 501-04: Response to Wildlife Complaints  
WSS 23-1-101