

INFORMATION PACKET

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Friday, March 15, 2019



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

March 19, 2019

Councilmembers Absent: Walsh

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolution	Minute Action
C = Item is on Consent	N = Item is not on Consent				
Pre-Meeting: Distribution of March 5 Executive Session Minutes - Donation					
Establish April 2, 2019 as Public Hearing Date for Consideration of an Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business).	C				
Establish April 2, 2019 as the Public Hearing Date for the Fiscal Year 2019 Budget Amendment #2.	C				
Establish April 2, 2019 as the Public Hearing date for a transfer of Location for Retail Liquor License No. 21, from Modern Electric Co, d/b/a Wyoming Bootlegger Liquor, Located at 240 & 242 West 1st Street to Modern Electric Co, d/b/a Wyoming Bootlegger Liquor, Located at 100 North Ash.	C				
Establish May 21, 2019 as Public Hearing Date for Consideration of Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the West Casper Commerce Center Addition Complies with W.S. 15-1-402. 1. Resolution 2. Third Reading Ordinance Approving Annexation, and Zoning of the West Casper Commerce Center Addition.	C				
Ordinance Amending Chapter 10.60 of the Casper Municipal Code - Abandoned Vehicles. 3rd Reading			N		
Adopting and Approving the Right-of-Way Small Wireless Facility Implementation Cost Study and Fee Structure Development Report; and, the Small Wireless Facilities Recommended Requirements. 3rd Reading			N		
Vacation and Replat of Cabin Creek Estates No. 3, Lot 1, and Plat of a Portion of the Paradise Valley Golf Course, to Create Cabin Creek No. 4, Comprising 0.22-Acres, More or Less, Located on the West Side of Fairway Drive. 2nd Reading			N		
Authorizing an Agreement with Casper Electric, Inc., in the Amount of \$68,120, for the Parking Structure Lighting Upgrades Project.				C	
Authorizing an Agreement with Wayne Coleman Construction, Inc., in the Amount of \$283,520, for the 2019 CPU Asphalt Repair Project.				C	

The Grid

A working draft of Council Meeting Agendas

March 26, 2019
Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		10 min	4:30
Capital Budget Review (Tom Pitlick)	Direction Requested	30 min	4:40
Budget Amendments (Tom Pitlick)	Move Forward for Approval	30 min	5:10
Casper Events Center Audit (Tom Pitlick)	Information Only	20 min	5:40
Community Promotion Funding	Direction Requested	20 min	6:00
Council Cell Phone Discussion (Tracey Belser, Wallace Trembath)	Direction Requested	30 min	6:20
Council Goals			
Agenda Setting		20 min	6:50
Legislative Review		10 min	7:10
Council Around the Table		10 min	7:20
Approximate Ending Time:			7:30

April 2, 2019
Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolution	Minute Action
C = Item is on Consent N = Item is not on Consent					
Establish the Public Hearing Date for a New Distillery Satellite Liquor License No. 1 for Backwards Distilling Company, LLC, d/b/a Backwards Distilling Company Satellite, Located at 214 South Wolcott.	C				
Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). Public Hearing/First Reading		N			
Transfer of Location for Retail Liquor License No. 21, from Modern Electric Co, d/b/a Wyoming Bootlegger Liquor, Located at 240 & 242 West 1st Street to Modern Electric Co, d/b/a Wyoming Bootlegger Liquor, Located at 100 North Ash.		N			
Fiscal Year 2019 Budget Amendment #2.		N			

The Grid

A working draft of Council Meeting Agendas

Vacation and Replat of Cabin Creek Estates No. 3, Lot 1, and Plat of a Portion of the Paradise Valley Golf Course, to Create Cabin Creek No. 4, Comprising 0.22-Acres, More or Less, Located on the West Side of Fairway Drive. 3rd Reading			N		
Contract with CAEDA				C	
Health Fund Guideline				C	

April 9, 2019

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		10 min	4:30
Sidewalk Cafés	Direction Requested	30 min	4:40
Annexation Recommendation	Move Forward for Approval	30 min	5:10
Park Fees Resolution	Move Forward for Approval	30 min	5:40
Agenda Setting		20 min	6:00
Legislative Review		10 min	6:10
Council Around the Table		10 min	6:20
Approximate Ending Time:			6:30

April 16, 2019

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
New Distillery Satellite Liquor License No. 1 for Backwards Distilling Company, LLC, d/b/a Backwards Distilling Company Satellite, Located at 214 South Wolcott.		N			
Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). 2nd Reading			N		

The Grid

A working draft of Council Meeting Agendas

April 23, 2019 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up			4:30
Agenda Setting		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

May 7, 2019 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					

Proposed Work Session Agenda Items

Item	Proposed Date	Estimated Time	Notes
Downtown Parking Study Implementation		45 min	
Goodstein Lot Lease (Long Term Plan)			
Property Code Revisions		40 min	Anytime after March 2019
Parking on the Parkways		30 min	Anytime after January 2019
David Street Station 501(c)(3)		30 min	Anytime after January 2019
Sidewalk Cafés		30 min	Anytime after January 2019
Historic Preservation & Building Codes (example - Marvin Piel's property)		40 min	
Code of Ethics		40 min	

Staff Suggested Items:

Sign Code Revisions		60 min	Anytime after April 2019
Annexation Recommendation	April 9, 2019	30 min	
Council Resolution Regarding Tow Fees		15 min	
Park Fees Resolution	April 9, 2019	30 min	
Limo Amendment?			
Trail Project Options			
Small Trailer Parking		10 min	

Future Council Items

(May 21, 2019) Public Hearing Date for Consideration of Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the West Casper Commerce Center Addition Complies with W.S. 15-1-402.

1. Resolution.

2. Third reading Ordinance Approving Annexation, and Zoning of the West Casper Commerce Center Addition.

Executive Session Topic - Employee Evaluations

Future Budget Items

May 21-22 – Council Budget Review Sessions

June 4th – Set Public Hearing date of June 18th for adoption of FY '20 budget

June 18th – Public Hearing on FY '20 proposed budget

June 18th - Consideration/Adoption of FY '20 Budget

**CITY OF CASPER
LICENSING AND APPEALS BOARD
CITY HALL, DOWNSTAIRS MEETING ROOM
MARCH 21, 2019
4:00 P.M.**

Members of the public wishing to place a new item on the agenda must submit a written request to the Community Development Department no later than eight (8) days preceding the Licensing and Appeals Board meeting.

Members of the public wishing to comment at a regular Licensing and Appeals Board Meeting may do so at the end of the regular meeting with a majority of the board voting in favor of their request. These comments will be limited to five (5) minutes.

AGENDA

- I. ROLL CALL**
- II. CONSIDERATION OF MINUTES FOR FEBRUARY 21, 2019**
- III. MONTHLY REPORT**
- IV. NEW BUSINESS**
- V. APPLICATIONS FOR THE BOARD'S CONSIDERATION:**

GENERAL CONTRACTORS

JEREMIAH LOVELACE, PRECISION BUILDERS – Applying to Upgrade to a Class I General Contractor's License

TOM NELSON, NELSON CONSTRUCTION - Applying for a Class I General Contractor's License

LUCAS SNIDER, HIS RUSTIC WOODWRIGHTS, LLC – Applying for a Class II General Contractor's License

NATHAN HOWARD, L & L RETAIL CONSTRUCTION – Applying for a Class I General Contractor's License

JEFF CHARRON, JEFF CHARRON CONSTRUCTION – Applying for a Class II General Contractor's License.

SHAUN GUTHRIE – Applying for a Class III General Contractor's License

- VI. COMPLAINT**
CK Mechanical
- VII. COMMUNICATIONS FROM PERSONS PRESENT**
- VIII. ADJOURNMENT**

**CITY OF CASPER
CONTRACTORS' LICENSING AND APPEALS BOARD
FEBRUARY 21, 2019**

MEMBERS PRESENT: **JASON HUBER** **SCOTT WARREN**
 STEVE BOYLE **ZAC HORNER**
 JOHN HAID **ADAM HALL**

COUNCIL LIAISON: **KHRYSTYN LUTZ**

CITY STAFF: **DAN ELSTON** **KELLY SHANLEY**

CALL MEETING TO ORDER – Chairperson Zac Horner called the regular meeting to order at 4:03 p.m.

MINUTES FROM JANUARY 17, 2019 – Jason Huber moved to approve the meeting minutes of January 17, 2019. John Haid seconded the motion. Motion approved.

MONTHLY REPORT UPDATE - Dan Elston reported for the month of January, one building permit was issued for construction of a single family home. The Building Division issued 59 building, 63 electrical, 56 mechanical, and 87 plumbing permits during January with fees collected of \$88,267.32, which includes license renewal fees. Overall, the Building Division's value of construction for January was \$2,292,575.35. The inspectors completed 535 inspections in January, which includes grey slips, consults and plan reviews.

Below is a breakdown of the 12 commercial projects that are in progress:

- Boyd Avenue Church Gym – Interior steel for the second floor is in process.
- U-Haul - Old Cretex Building
- Raven Crest Apartments – The final TCO for the last building was completed. Miscellaneous building finishes and landscaping need to be completed. Casper Housing Authority should be moving into the last building.
- Senior Living Homes – This housing project is almost complete.
- City of Casper Balefill Building – The steel framing is in process. It has been a slow go due to weather.
- Masterson Place – The interior rough ins are in process.
- WyHy Federal Credit Union
- Michaels – The floor has been replaced.
- Spectrum – The floor has been replaced.
- Wyoming Medical Center - Hybrid OR – Floor replacement is in process.
- Greiner Food Remodel – Final phases are in process of Phase I of this project.
- Grooms and Harkins CPA Remodel – Drywall is in process.

Completed Project in January:

- Fire Station #5

New Plans Submitted for Approval:

- Blackmore Marketplace Strip Mall – Swank Enterprises is the general for this project; however, it hasn't begun yet. Swank has four projects scheduled for this spring, two of which we know.
- Jersey Mike's – Pope Construction is the general for this project.
- Target Store Remodel
- Eye Mart Express (old El-Toro Restaurant) – Interior Demolition has begun.

LICENSE APPLICATIONS –

MARC DELSMAN, LAKEVIEW CONSTRUCTION – Applying for a Class I General Contractor's License. After discussion and review of the application and affidavit, Scott Warren moved to approve Marc Delsman to license as a Class I General Contractor. Adam Hall seconded the motion. Motion approved.

WILLIE SHIPMAN, RICK SHIPMAN CONSTRUCTION, INC. – Applying for a Class I General Contractor's License. After discussion and review of the application and affidavit, Jason Huber moved to approve Willie Shipman to license as a Class I General Contractor. Steve Boyle seconded the motion. Motion approved.

ROBERT ARACHTINGI, RETAIL FIXTURE INSTALLATION – Applying for a Class I General Contractor's License. After discussion and review of the application and affidavits, Adam Hall moved to approve Robert Arachtingi to license as a Class I General Contractor. Jason Huber seconded the motion. Motion approved.

DAVID "RYAN" CASTEEL, NORTHERN WYOMING BUILDERS – Requesting an upgrade to a Class I General Contractor's License. After discussion and review of the application and affidavit, Steve Boyle moved to approve David Casteel to license as a Class I General Contractor. John Haid seconded the motion. Motion approved.

ANDRE ROMO – Applying for a Class II General Contractor's License. After discussion and review of the application and affidavits, Scott Warren moved to approve Andre Romo to license as a Class II General Contractor. John Haid seconded the motion. Motion approved.

JUSTIN SCOTT, RAGNAR INVESTMENTS, LLC – Applying for a Class II General Contractor's License. After discussion and review of the application and affidavit, John Haid moved to approve Justin Scott to license as a Class II General Contractor. Jason Huber seconded the motion. Motion approved.

GERARDO ESCARSEGA – Applying for a Class III General Contractor's License. After discussion and review of the application and affidavit, John Haid moved to approve Gerardo Escarsega to test for a Class III General Contractor's License. Adam Hall seconded the motion. Motion approved.

COMMUNICATIONS –

CONTRACTOR TESTING - Dan Elston is still in the process of updating licensing tests. The class II and III general tests are complete. The plumbing tests are partially done. The revisions for the class I general and mechanical tests will follow. We had our first tester take the class II general contractor test, and he completed/passed the test within the allotted time frame with no complaints.

CONTINUING EDUCATION – Dan Elston distributed a document to the Board, which was submitted to the City Attorney's Office referencing possible implementation of a continuing education requirement based on code updates every three years. Dan Elston talked with the Building Official in Jackson. The City of Jackson requires eight hours of training once a year, and they provide the training. Dan didn't know of any other jurisdictions in Wyoming that have a continuing education requirement. Andrew Elston had said he would help look into some different avenues of training available. Scott Warren will look into on-line training. Dan Elston will await for a response from the legal department.

ADJOURN – The meeting adjourned at 4:38 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dan Elston". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Dan Elston, Secretary



State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 February 2019 Reports



Type of Permit	Number of Permits	Fees	Valuations
Rep-Re-Roof	9	\$1,757.00	\$113,255.00
Rem-Garage	1	\$543.00	\$48,000.00
Rem-residential	5	\$2,410.00	\$258,306.79
Rem-Kitchen	2	\$777.00	\$62,000.00
Rep-Res Misc	2	\$324.00	\$15,000.00
Rem-Commercial	1	\$118.00	\$3,500.00
New-Residential	2	\$2,998.00	\$335,000.00
Rem-Basement	4	\$1,177.00	\$91,855.00
Rem-Bathroom	1	\$184.00	\$9,760.00
New-Manufactured Home	1	\$95.00	\$2,000.00
Add-Garage	3	\$877.00	\$59,751.69
New-Storage Bldg	1	\$104.00	\$2,880.00
Dem-Commercial	1	\$300.00	\$0.00
Add-Other	1	\$717.75	\$35,000.00

34 \$12,381.75 \$1,036,308.48

Electrical Permits Issued	Fees Invoiced
59	\$7,778.00

Mechanical Permits Issued	Fees Invoiced
62	\$7,753.40

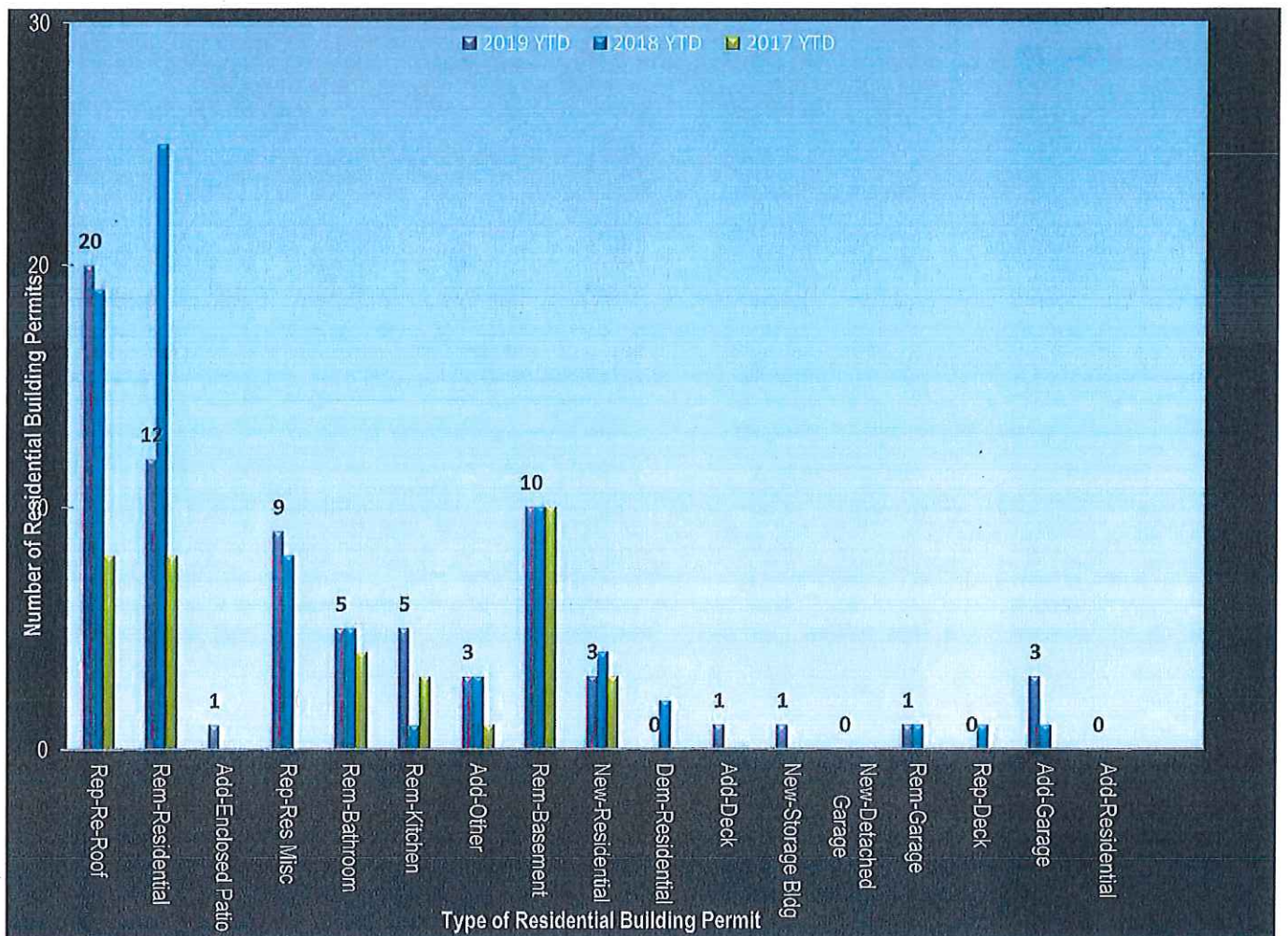
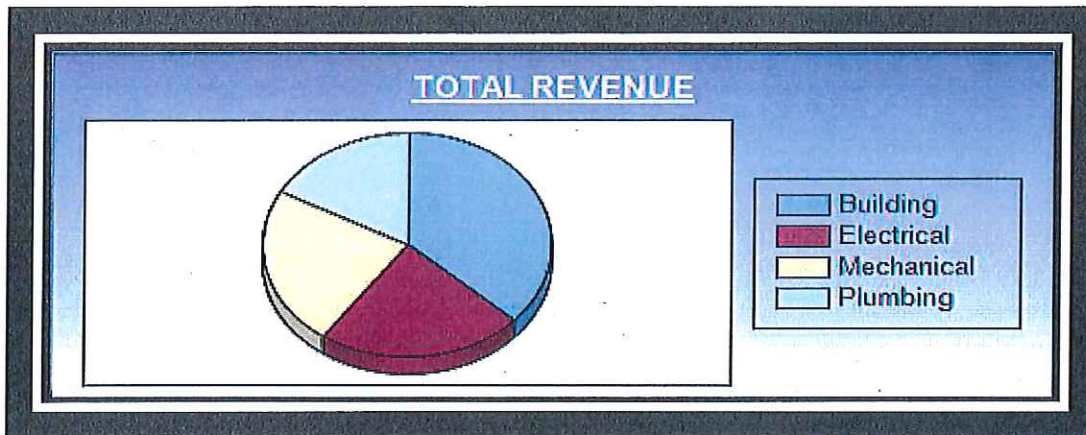
Plumbing Permits Issued	Fees Invoiced
61	\$5,770.00

Single Family Houses YTD		February 2019 Single Family Houses	
2018	4	2018	2
2019	3	2019	2



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 February 2019 Reports





COMMUNITY DEVELOPMENT
DEPARTMENT

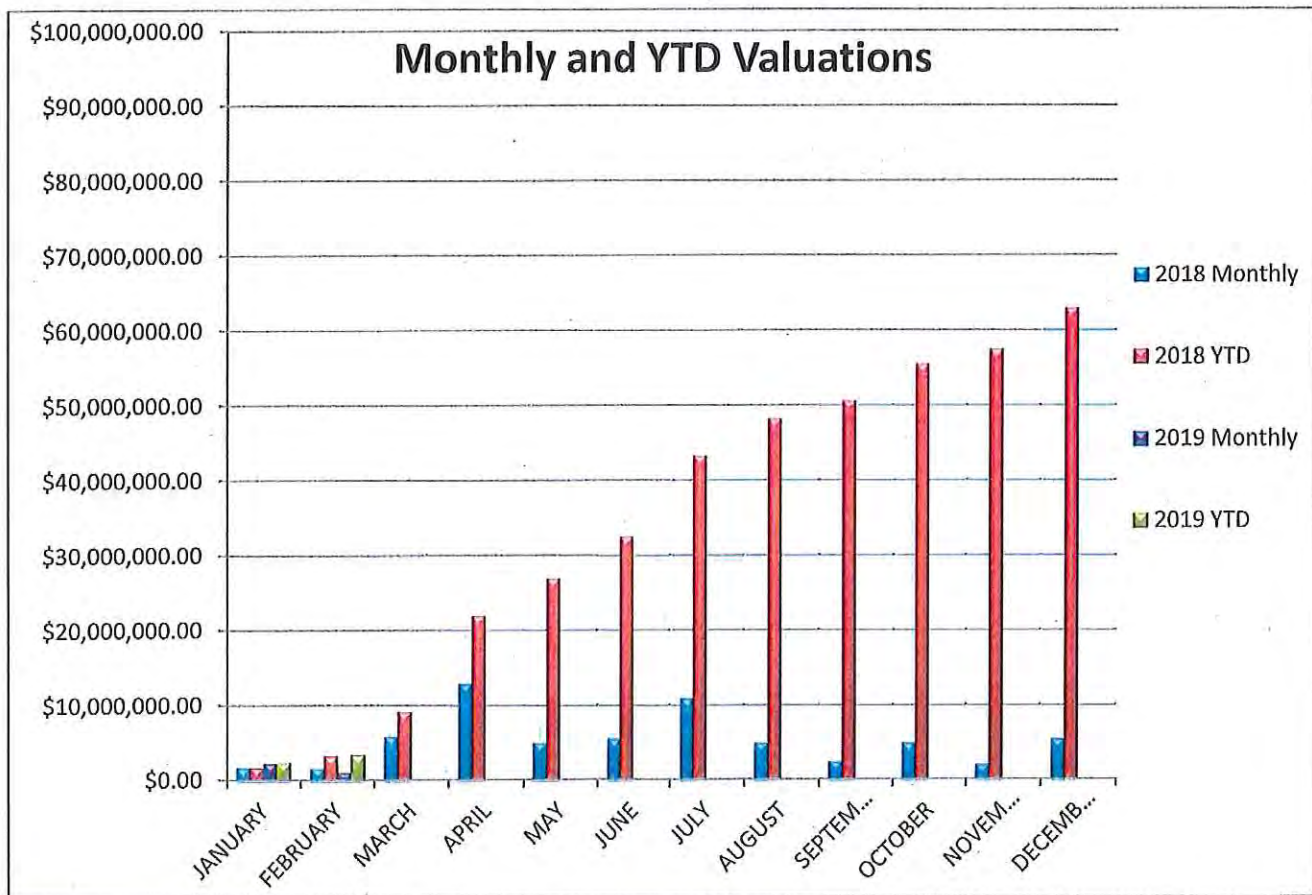
State of Wyoming
City of Casper
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Building Department
 February 2019 Reports



MONTH	2018 Monthly Valuation	2018 YTD Valuation	2019 Monthly Valuation	2019 YTD Valuation
JANUARY	\$1,661,039.40	\$1,661,039.40	\$2,292,575.35	\$2,292,575.35
FEBRUARY	\$1,551,977.75	\$3,213,017.15	\$1,036,308.48	\$3,328,883.83
MARCH	\$5,836,851.00	\$9,049,868.15	\$0.00	\$0.00
APRIL	\$12,821,244.41	\$21,871,112.56	\$0.00	\$0.00
MAY	\$4,985,808.62	\$26,856,921.18	\$0.00	\$0.00
JUNE	\$5,525,644.37	\$32,382,565.55	\$0.00	\$0.00
JULY	\$10,827,919.90	\$43,210,485.45	\$0.00	\$0.00
AUGUST	\$4,916,015.14	\$48,126,500.59	\$0.00	\$0.00
SEPTEMBER	\$2,389,571.30	\$50,516,071.89	\$0.00	\$0.00
OCTOBER	\$4,907,298.90	\$55,423,370.79	\$0.00	\$0.00
NOVEMBER	\$2,004,394.65	\$57,427,765.44	\$0.00	\$0.00
DECEMBER	\$5,442,555.00	\$62,870,320.44	\$0.00	\$0.00
	<u>\$62,870,320.44</u>	<u>\$62,870,320.44</u>	<u>\$3,328,883.83</u>	<u>\$3,328,883.83</u>

LARGE VALUATIONS:

February 2019 - No projects over \$1,000,000.00





COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper

200 N David St Phone: (307) 235-8264

Building Department
Fees Collected
February 2019 Report



BUILDING PERMITS	\$ 10,069.00
ELECTRICAL PERMITS	\$ 7,901.00
MECHANICAL PERMITS	\$ 8,278.40
PLUMBING PERMITS	\$ 6,286.00
ELECTRICAL LICENSES	\$ 814.50
PLUMBING LICENSES	\$ 155.50
MOBILE HOME LICENSES	\$ 105.00
MECHANICAL LICENSES	\$ 225.00
UTILITY LICENSES	\$ 130.00
GENERAL CONTRACTORS LICENSES	\$ 2,025.00
SIGN PERMITS	\$ 126.00
C-CAN PERMITS	\$ 25.00
EROSION CONTROL PERMITS	\$ 560.00
MOBILE HOME PERMITS	\$ 25.00
PLAN CHECK FEES	\$ 1,764.60
PLANNING FEES	\$ 200.00
DEMO PERMITS (included in Building Permits)	\$ -

Totals: \$ 38,690.00

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
110	121	86	38

CONSULTS	PLAN REVIEW	FIRE
19	30	0

YTD INSPECTIONS:

BUJLDING	ELECTRIC	PLUMBING	MECHANICAL
264	278	219	87

CONSULTS	PLAN REVIEW	FIRE
32	59	0

**2019 Monthly Inspections
February 2019**

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Fire Training/ Inspections	Consults, Gray Slips, Miscellan eous	Total Inspections and Plan Reviews
Lonnie Genoff	0	0	66	34	0	0	0	100
Justin Scott	77	0	0	0	8	0	0	85
Shawn Barrett	3	113	0	0	10	0	9	135
Dan Elston	30	0	20	4	12	0	7	73
Bill McCloy	0	8	0	0	0	0	3	11
								0
Monthly Total	110	121	86	38	30	0	19	404
YTD Totals	264	278	219	87	59	0	32	939



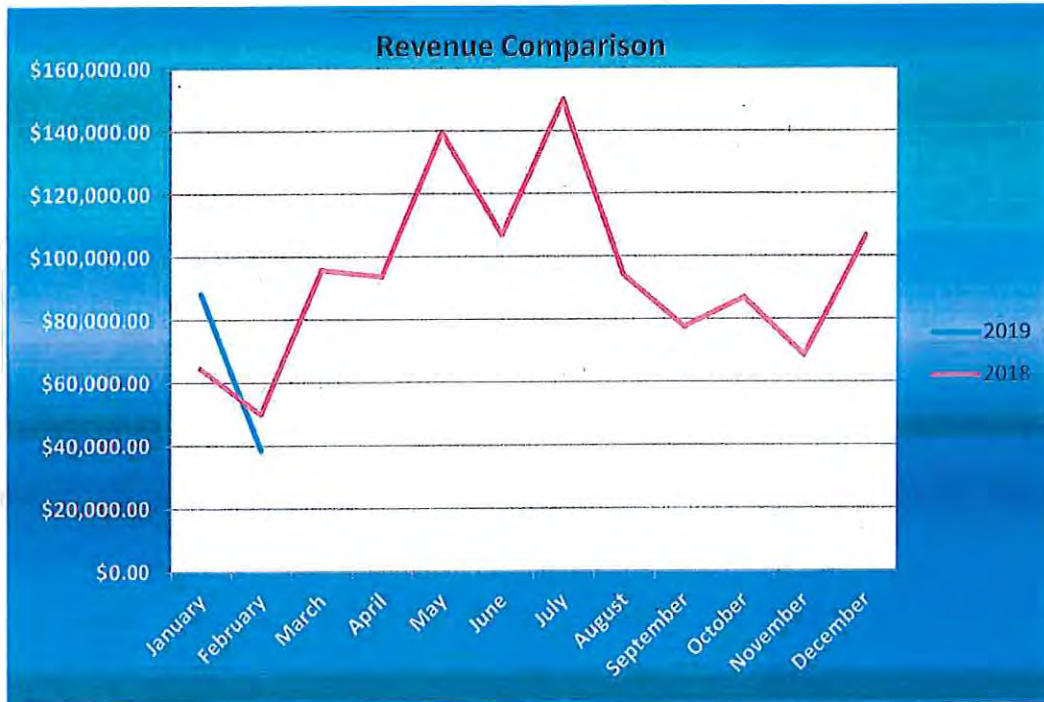
COMMUNITY DEVELOPMENT DEPARTMENT

State of Wyoming
City of Casper
200 N David St Phone: (307) 235-8264



Building Department
Revenue Collected
February 2019 Report

Table with 3 columns: Month, TOTAL REVENUE FOR 2018, TOTAL REVENUE FOR 2019. Rows include months from January to December with corresponding revenue values.



Handwritten signature of Dan Elston

Dan Elston: Building Official

✓
JE

APPLICATION FORM FOR GENERAL CONTRACTORS

PART I- GENERAL INFORMATION

Name of Company (if applicable) Precision Builders Inc. Date March 4 2019
 Name of Qualifying Person or Persons Jeremiah Lovelace
 Current Address 3850 Brookview Dr. City Casper State WY Zip 82604
 Telephone Number _____ Cell Number (307) 267-2520
 Email jerlovelace@charter.net
 Employer self-employed
 Employer's Address same City _____ State _____ Zip _____
 Position President Years at present employer 17 Comments _____

Date and location of residence in Wyoming Casper, WY resident for 41 years

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class I Class II _____ Class III _____

Demolition _____ Roofing _____

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
<u>Natrona County</u>	<u>2002-Present</u>	<u>Class I General Contractor</u>
<u>CASPER</u>	<u>2002-Present</u>	<u>CLASS II, G.C. JE</u>
_____	_____	_____
_____	_____	_____

Natrona County Building Department

Casper, Wyoming

Number **GCI - 007** Identification Card
This is to certify that

PRECISION BUILDERS INC.

Has met the license requirements to perform work in Natrona County as

—GENERAL CONTRACTOR CLASS I—

This license expires: December 31, 2019

Unless cancelled or revoked. Good only when signed by the Building
Official or authorized designee.

Jason Gutierrez

Natrona County Development Department

WYOMING PRECAST PRODUCTS

To whom it may concern,

My wife and I built a 5,000sf custom house in 2018. After talking with multiple contractors, we decided to hire Precision Builders. Jeremiah was an integral part from the beginning, starting with the architectural design following thru to the certificate of occupancy.

This project wasn't your typical house build. It involved demolition of an existing house and designing a new house that would accommodate the lot. His knowledge of every aspect of the construction process was key to a successful project. Jeremiah self-performed all the framing and managed multiple subcontractors. The subcontractors were held to the highest standards and any work that didn't meet his standards was corrected.

We are very happy with our new house and would recommend Precision Builders for any Residential or Commercial project.

Sincerely,
Brian Bummer





03-14-2019

To whom it may concern,

It gives me great pleasure to write this recommendation on behalf of Jeremiah Lovelace and Precision Builders.

As a General Contractor, there is no better intermediary for ensuring construction projects are always running smoothly and at peak. Jeremiah and his team have been working with Lodar Inc for over fifteen years. In that time they have successfully built two of our locations from the ground up, as well as remodeled the other four. The attention to detail on every project is astounding, this is because Jeremiah exudes a level of knowledge and expertise that simply inspires perfection.

Lodar Inc and myself would highly recommend using Jeremiah and Precision Builders for any commercial project in the future. Not only are things done in a timely manner, cost projections are always extremely accurate and the execution on the job is nothing short of impressive.

Regards,

Lindsay Stilwell

VP Operations Lodar Inc DbA Taco Johns of Casper



Rocky Mountain Animal Hospital
1551 Centennial Court
Casper, WY 82609
307-472-5105

March 12, 2019

To Whom It May Concern:

I am writing this letter on behalf of Precision Builders, Inc. and Jeremiah Lovelace.

I had Precision Builders, Inc. construct my building for my business of Rocky Mountain Animal Hospital. The project was completed in December, 2014. The workmanship was done with great attention to detail and in accordance with any changes that were made. They assisted in all aspects of the building and design. Precision Builders, Inc. made sure that all inspections were passed accordingly and in a timely manner. Four months after the completion of my building, my building was severely damaged by an automobile accident and Precision Builders, Inc. and Jeremiah Lovelace were immediately available to repair the damages and ensure the integrity of the building was intact. They were extremely professional throughout both projects.

If you have any further questions or need any further information, I would be happy to talk with you.

Regards,

A handwritten signature in black ink, appearing to read "Jane I. Mohr". The signature is fluid and cursive, with a large initial "J" and "M".

Jane I. Mohr, DVM
Veterinarian, Owner
Rocky Mountain Animal Hospital

✓
[Signature]

APPLICATION FORM FOR GENERAL CONTRACTORS

PART I- GENERAL INFORMATION

Date 3/14 2019

Name of Company (if applicable) NELSON CONSTRUCTION

Name of Qualifying Person or Persons TOM NELSON

Current Address PO BOX 2258 City MILLS State WY Zip 82644

Telephone Number _____ Cell Number 307 797 3163

Email TOMNELSON408@GMAIL.COM

Employer NELSON CONSTRUCTION

Employer's Address PO BOX 2258 City MILLS State WY Zip 82644

Position OWNER Years at present employer 5 1/2 Comments _____

LICENSE FOR HOUSE REMODELING - J.E.

Date and location of residence in Wyoming AUGUST 2013 405 BENSON AV
MILLS WY 82644
MAIL TO PO BOX 2258 MILLS WY 82644

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class IX Class II _____ Class III _____

Demolition _____ Roofing _____

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

	Location of License	Year Issued	Type of License
EXPIRED	<u>OREGON CITY OR</u>	<u>1992</u>	<u>LICENSE # 83694</u> <u>GEN. CONT. ALL STRUCTURES</u>
EXPIRED	<u>ARROYO GRANDE CA</u>	<u>2000</u>	<u>LICENSE # 777828</u> <u>"B" GEN. BLDG. CONTRACTOR</u>
	_____	_____	_____
	_____	_____	_____

3/14/19

CASPER CONTRACTOR BOARD,

I DO NOT HAVE DOCUMENTATION FOR THE CA CONTRACTOR LICENSE. THEY ARE NOT EASY TO GET INFORMATION FROM. ALTHOUGH, IT CAN BE VIEWED AT W.W.W. CSLB. CA. GOV. LICENSE # 777828.

I HAVE HAD WESTERN FINANCIAL INSURANCE PROVIDE THE CITY WITH CERTIFICATES FROM THE TIME I MOVED TO WYOMING TO THE PRESENT TO SHOW THAT A CONSISTANT POLICY OF LIABILITY WAS BEEN MAINTAINED.

THIS IS MY 50TH YEAR IN THE TRADES BEGINNING AT A LUMBER MILL IN OREGON IN 1969 THEN GOING TO WORK FOR CONTRACTORS BEFORE BECOMING ONE. SAFE TO SAY MOST ARE RETIRED OR DEAD BY NOW, MAKING ACQUIRING DOCUMENTS TRICKY.

THANK YOU FOR YOUR CONSIDERATION,

Tomlin



Oregon

John A. Kitzhaber, MD, Governor

Construction Contractors Board

www.oregon.gov/ccb
Mailing Address
PO Box 14140
Salem, OR 97309-5052
Street Address
700 Summer St NE
Suite # 300
503-378-4621
Fax 503-373-2007
Oregon Relay 7-1-1

I, Laurie Hall, License Manager, for the Construction Contractors Board, State of Oregon, do hereby certify that I have custody of the records of the Construction Contractors Board that show those contractors who have been licensed as required by the Construction Contractors Law, ORS Chapter 701.

I further certify that I have searched the records of the Construction Contractors Board and find that the party mentioned below does now hold, or has at a time heretofore held, a license issued by the Construction Contractors Board. As of the current date, the recent history of the subject licensee is as follows:

License No:	83694
Name of Licensed Entity:	T Nelson Const Inc
Address:	PO Box 5304 Oregon City Or 97045-8304
Name of Owners, Partners, Members or Officers:	Kelli E Nelson, Thomas D Nelson Jr
Business Names Used:	n/a
Type of Entity:	Corporation
Category:	General Contractor/All Structures
Independent Contractor	
License Status:	Exempt

LICENSE HISTORY

06/10/92	First issued – for two years
04/11/94	Suspended (lapsed) due to a lack of proof of insurance
04/27/94	Reinstated
06/10/94	Renewed – for one year
06/10/95	Renewed – for one year
06/10/96	Renewed – for one year
06/10/97	Renewed – for one year
10/27/97	Suspended (lapsed) due to a lack of proof of insurance
03/27/98	Reinstated
06/10/98	Renewed – for one year
04/15/99	Suspended (lapsed) due to a lack of proof of insurance
05/19/99	Reinstated with no lapse in insurance coverage
06/10/99	Renewed – for two years
05/17/00	Suspended (lapsed) due to a lack of proof of insurance
06/10/01	Expired

OAR 812-003-0300(1)states: An entity whose license has lapsed is considered unlicensed from the date the lapse occurred until the date the license is backdated and renewed, reissued, or reinstated. During a period of lapse, the entity shall not perform the work of a contractor.

Dated February 27, 2015, in Salem, Oregon, with the official seal of the Construction Contractors Board affixed hereto.



Laurie Hall, License Manager
Construction Contractors Board



R41



3541 E. 22nd St.
Casper, WY 82609
RedKeyRent@gmail.com
307-215-9199

To Whom it May Concern:

I have known Tom Nelson for the **Last two years** as he worked for me overseeing the reconstruction of a 100 year old home located at 922 E. 4th St., Casper WY from January 2017 through December 2017. This project involved all aspects of General Construction and management of subcontractors. The areas of renovation he personally fixed or directed included:

- Floor Joist and flooring reconstruction
- Wall framing and rebuilding
- Stair Construction
- Insulation installation
- Rafter supports and Roofing
- HVAC installation
- Complete Plumbing Supply and Drain replacement
- Complete Electrical Replacement
- Sheetrock installation and finishing
- Door and Window installation
- Building Concrete Foundation Walls

His workmanship, attention to detail and reliability have been professional and complete throughout the completion of the project. I highly recommend him for this type of professional work.

Sincerely,

A handwritten signature in black ink that reads "Seth R. Allsop".

Seth R. Allsop

President, Red Key Rent LLC





Est. 1968

Building Wyoming's Future!

7362 6 W N Road, Casper, WY 82604
Phone: 307-472-1155 • Fax: 307-472-3273

February 10, 2015

Re: Nelson Construction

To Whom it May Concern,

Tom Nelson of Nelson Construction has done subcontracting work for Interior Partitions, Inc. since August 2013.

He has demonstrated his knowledge, experience, dependability, and commitment to whatever project he has been involved in. Tom runs his business professionally and has all the required documentation needed to work in commercial construction.

Tom is qualified to do the scope of work he has bid. With the expertise he has on the job, I know that he has several decades of experience in the construction field. He works hard to do the job right and is great to work with.

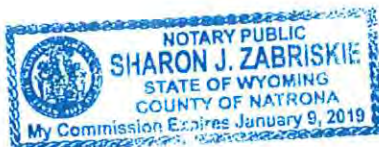
Nelson Construction is an important part of the IPI Team. Tom will do a good job for you.

Regards,

Todd R. Madsen
President

State of Wyoming
County of Natrona

On February 10, 2015 personally appeared before me Todd R. Madsen, whom I know personally to be the signer of the above and he acknowledged that he signed it.



Notary Public

My commission expires: Jan. 9, 2019

NEED DOCUMENTATION
FOR PERPETUA
CONST.
CUSTOMERS OR
SUPPLIERS O.K.

JK

APPLICATION FORM FOR GENERAL CONTRACTORS

PART I- GENERAL INFORMATION

Date 3/4 2019
 Name of Company (if applicable) HIS Rustic Woodwrights LLC
 Name of Qualifying Person or Persons Lucas W Snider
 Current Address 687 NORTH AVE City Mills State WY Zip 82604
 Telephone Number 541-961-4583 Cell Number Same
 Email luke@hisrustic.com
 Employer I own HIS Rustic Woodwrights
 Employer's Address _____ City _____ State _____ Zip _____
 Position _____ Years at present employer _____ Comments _____

Date and location of residence in Wyoming 10/13 Casper WY

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class I _____ Class II Class III _____

Demolition _____ Roofing _____

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant's Name LUCAS W. SWIDOW
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) Michael J. Swidow
(Address) 411 E EVANS DR
(City) Tillamook (State) OR
(Zip) 97148 (Phone No.) 541-961-8836

Date of Employment: From 2004 through 2013 Add additional dates
From _____ through _____
From _____ through _____ (as necessary)

Job Title of Applicant CONSTRUCTION FOREMAN / LEAD CARPENTER
Job Description of Applicant Analyze jobs, figure materials / moves LAYOUT DRAWING, then Co-ordinate subs, finish carpentry Operated backhoe, skid steer, General Foreman in "Perpetua Pacific Homes & Construction" LLC

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES NO

COMMENTS: LUKE HAS BEEN INVOLVED IN HOME CONSTRUCTION W ME SINCE EARLY CHILDHOOD. WE WORKED FOR OTHER CONTRACTORS EARLY 2000's. WE FORMED "PERPETUA PACIFIC HOMES & CONSTRUCTION" IN 2004. WE BUILT NEW HOMES AND REMODELING UNTIL THE RECESSION
If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address 411 E. EVANS CITY, Tillamook State OR Zip 97140
Day Phone No. 541-547-4750 Cell Phone No. 541-961-8836
Email Address mikeswidow66@yahoo.com

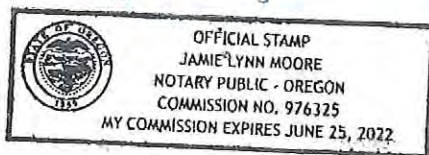
DATED this 19th day of February, 2019

Michael J. Swidow
Signature
Michael J. Swidow
Printed Name of Signature

Subscribed and sworn to before me this 19th day of February, 2019

Jamie Lynn Moore
Notary Public
Jamie Lynn Moore

My Commission Expires: June 25, 2022



Summary Of My work experience with
Lucas W. Snidow

I am Luke's father and so am probably a little biased in my assessment, but bear with me. Luke is a very talented carpenter and job site foreman. I have been a licensed Contractor for a good share of my life and started with my father. Luke has worked me since childhood. During college he worked with other contractors as well as after college. Luke and I formed an LLC named "Perpetua Pacific Homes & Construction" in 2004 and became licensed with the State of Oregon. We were continually licensed through 2013 when the recession became too much for us and he found work elsewhere.

Luke and I built several new homes and remodels. His work was primarily on the job site where he was lead framer and foreman. We also worked together on creating the "bids" by reading plans and figuring material lists. As Luke grew in his abilities I gave him more and more responsibility and he met that with eagerness and a good understanding of the construction process.

Luke's skills as a framer, foundation man, and finish carpenter are exceptional. He also operated machines such as our backhoe and "skytrac".

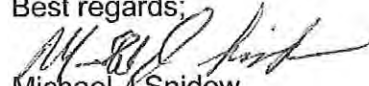
He has the ability to analyze jobs and solve problems at the job site.

He has great "people skills" and communicates well.

Foremost, Luke is very honest and one of the hardest workers I have ever seen.

I hope you find this helpful in your assessment of Luke and will allow him to hold a Wyoming contractor's license!

Best regards;



Michael J Snidow

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Luke Snidow

(Print)

Name and address of employer or person verifying time and position of Applicant

(Name) Valerie Kulhavy
Triple T Remodeling
(Address) 1555 S. Eight Mile Rd.
(City) Casper (State) WY
(Zip) 82404 (Phone No.) 307-267-5866

Date of Employment:

From 9/30/14 through 11/23/18
From _____ through _____
From _____ through _____

Add additional dates (as necessary)

Job Title of Applicant

Construction Foreman

Job Description of Applicant

Residential Construction

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES NO

COMMENTS: _____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

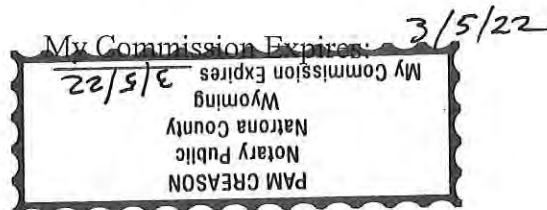
Current Address Same City _____ State _____ Zip _____
Day Phone No. 307-267-5866 Cell Phone No. 307-267-5867
Email Address Kulhavybooks@gmail.com

DATED this 20th day of February, 2019

Valerie Kulhavy
Signature
Valerie Kulhavy
Printed Name of Signature

Subscribed and sworn to before me this 20th day of FEBRUARY, 2019

Pam Creason
Notary Public



V
J
E

APPLICATION FORM FOR GENERAL CONTRACTORS
PART I- GENERAL INFORMATION

Name of Company (if applicable) LvL Retail Construction Date 3/12 20 19
Name of Qualifying Person or Person(s) Nathan Howard
Current Address 24524 234th St City Parcell State OK Zip 73080
Telephone Number _____ Cell Number 405-820-9897
Email Amy@l1retail.com
Employer LvL Retail Construction
Employer's Address 5601 Huettner Dr City Norman State OK Zip 73069
Position Managing Member Years at present employer 15 1/2 yrs Comments _____

What is the purpose of applying for a City of Casper license? Commercial Gen. Contractor
-performing a tenant finish out for Eyemart Express

Is there a specific project you will be doing? Eyemart Express

If, yes, provide project name _____

Date and location of residence in Wyoming N/A

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class I Class II _____ Class III _____
Demolition _____ Roofing _____

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
<u>See attached</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Nathan Howard
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) L & L Retail Construction
(Address) 5601 Huettner Dr
(City) Norman (State) OK
(Zip) 73069 (Phone No.) 405 360 2775

Date of Employment: From 7/2003 through Present Add additional dates
From _____ through _____
From _____ through _____ (as necessary)

Job Title of Applicant Managing member / owner
Job Description of Applicant Current owner of business

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES NO _____
COMMENTS: _____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

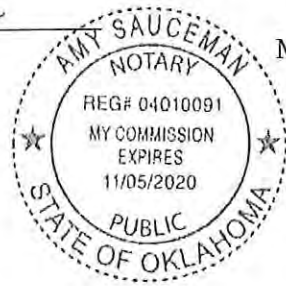
Current Address 5601 Huettner Dr City Norman State OK Zip 73069
Day Phone No. 405 360 2775 Cell Phone No. _____
Email Address lda@lretail.com

DATED this 12 day of March, 2019

Ilda Simmons
Signature
Ilda Simmons
Printed Name of Signature

Subscribed and sworn to before me this 12 day of March, 2019

Amy Sauceman
Notary Public



My Commission Expires:



OFFICIAL RESULTS REPORT

W11 - National Standard General
Building Contractor (A)



Name: Nathan HOWARD Candidate ID: ICNON052632

Address: 5601 Huettner Drive Date: 11/16/2015

Norman OK 73069

EXAMINATION RESULT: **PASS**

Congratulations! You have passed the above-named examination. You will be able to verify your pass status on the ICC website within 48-72 business hours after your exam. **Please contact your participating jurisdiction if you wish to pursue licensing.**

A passing score on this examination satisfies the testing requirements for licensure only, and does not guarantee that licensing will be granted. The candidate must also satisfy all local ordinance requirements in each jurisdiction where licensing is desired.

It is extremely important that you notify Pearson VUE and ICC of any changes in name and/or address to avoid the possibility of future correspondence not being received. Please contact both Pearson VUE at 877-234-6082 and ICC at 888-422-7233 ext. 5524 with changes to your name and address.

ICC reserves the right to amend or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity.

The authenticity of this score report can be validated by using Pearson VUE's Online Score Report Authentication found at:
www.PearsonVUE.com/authenticate

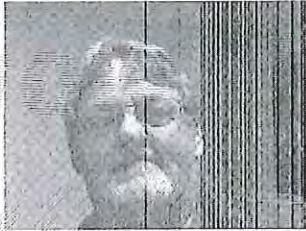
Digital embossing eliminates the possibility of unauthorized embossing of counterfeit score reports.

Registration Number: 290991037

Validation Number: 439730284

PSI SERVICES LLC

National Association of State Contractors Licensing Agencies (NASCLA)



CANDIDATE ID: 456376070

NATHAN W HOWARD
5601 HEUTTNER DR
NORMAN, OKLAHOMA 73069

EXAM DATE: 09/06/2015

TEST CENTER: OKLAHOMA CITY

EXAM NAME: National Commercial Building Contractor Examination

Result: PASS

Congratulations! We are pleased to inform you that you have passed the National Commercial Building Contractor Examination

Your results have been sent to the National Examination Database (NED) that will allow you to transfer your results to other states. Please allow 48 hours for your results to be entered. Even if you are not interested in transferring your results at this time, you might want to go to <https://ned.nascla.org> and view the tutorial. You will not need a login or password to access the video. Just click on the message "To view an instructional video on registering and transcript purchasing" and you will be taken to the video. Once you have viewed the video, you may want to register so that an account can be established; there is no charge to register on NED.

You may also contact any jurisdiction/state agency to inquire if they will accept this passing score.

For a complete listing of agencies that will accept your results, please visit the National Association of State Contractors Licensing Agencies' (NASCLA) website at <http://www.nascla.org>.

STATE OF ALABAMA



BID LIMIT U
AMOUNT UNLIMITED

LICENSE NO. : 50853
TYPE: RENEWAL

State Licensing Board for General Contractors

THIS IS TO CERTIFY THAT

L & L RETAIL CONSTRUCTION LLC
NORMAN, OK 73069

is hereby licensed a General Contractor in the State of Alabama and is authorized to perform the following type(s) of work:

BC: BUILDING CONSTRUCTION, REP: RECIPROCIITY STATE OF MISSISSIPPI

until March 31, 2019 when this Certificate expires.

Witness our hands and seal of the Board, dated Montgomery, Ala.,

5th day of July, 2018

Max N. Long

SECRETARY-TREASURER

Way White

CHAIRMAN

144265

CE _____

RENEWAL WITHIN 15 DAYS. [SEE A.R.S.

10 DAYS. [SEE A.R.S. § 32-1122(B)(1)]
OR IMMEDIATELY [SEE A.R.S.

CHANGE OF THE OWNERSHIP IN A SOLE
PARTNERSHIP OR THE CREATION OF A NEW
[R-4-9-110]

**THIS IS YOUR IDENTIFICATION CARD
DO NOT DESTROY**



LICENSE EFFECTIVE THROUGH: 03/31/2020
STATE OF ARIZONA

Registrar of Contractors CERTIFIES THAT
L & L Retail Construction LLC



CONTRACTORS LICENSE NO. 303836 CLASS B-2

General Small Commercial Contractor

THIS CARD MUST BE
PRESENTED UPON DEMAND


JEFF FLEETHAM, DIRECTOR

State of Arkansas
Commercial Contractors Licensing Board

L & L RETAIL CONSTRUCTION, LLC
5601 HUETTNER DR
NORMAN, OK 73069

L & L RETAIL CONSTRUCTION, LLC

This is to Certify That _____

is duly licensed under the provisions of Ark. Code Ann. § 17-25-101 et. seq. as amended and is entitled to practice Contracting in the State of Arkansas within the following classifications/specialties:

BUILDING
- (COMMERCIAL & RESIDENTIAL)

This contractor has an unlimited suggested bid limit.

from July 13, 2018 until May 31, 2019 when this Certificate expires.

Witness our hands of the Board, dated at North Little Rock, Arkansas:



Ray Bradley

CHAIRMAN

Michael H.A.

SECRETARY

July 13, 2018 - ad



CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE



License Number **1016940** Entity **LLC**

Business Name **L & L RETAIL CONSTRUCTION
LLC**

Classification(s) **B**



Expiration Date **08/31/2020**

www.cslb.ca.gov

RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE BUILDING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



HOWARD, NATHAN WARD

L & L RETAIL CONSTRUCTION LLC
5601 HUETTNER DRIVE
NORMAN OK 73069

LICENSE NUMBER: CBC1260843

EXPIRATION DATE: AUGUST 31, 2020

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

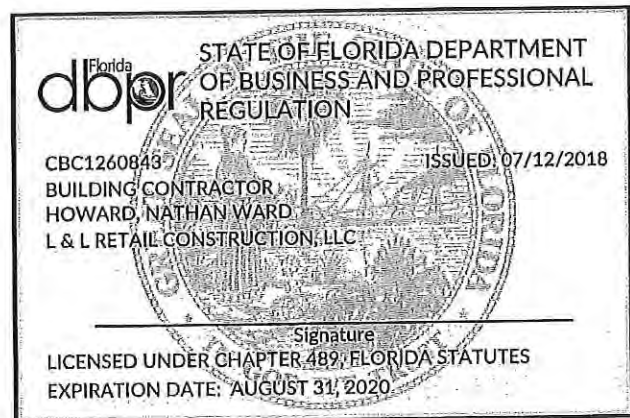
CONSTRUCTION INDUSTRY LICENSING BOARD
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

(850) 487-1395

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!





STATE OF GEORGIA

Office of the Secretary of State

Georgia State Licensing Board for Residential and General Contractors

LICENSE NO. GCLT-CO000435

L & L Retail Construction, LLC

5601 Huettner Drive

Norman OK 73069

General Contractor Limited Tier CO

EXP DATE - 06/30/2020 Lapsed-Late Renewal Period

Issue Date: 10/05/2015

Above is your wall certificate license. A pocket-sized license card is below.

Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the web site – www.sos.state.ga.us/plb.

Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia State Board of Professional Licensing

237 Coliseum Drive

Macon GA 31217

Phone: (478) 207-2440

Toll Free: (844) 753-7825

www.sos.state.ga.us/plb

L & L Retail Construction, LLC
5601 Huettner Drive
Norman OK 73069



STATE OF GEORGIA

Office of the Secretary of State

Georgia State Licensing Board for Residential and General Contractors

License No. GCLT-CO000435 Lapsed-Late Renewal Period

L & L Retail Construction, LLC

5601 Huettner Drive

Norman OK 73069

General Contractor Limited Tier CO

EXP DATE - 06/30/2020 Lapsed-Late Renewal Period

Issue Date: 10/05/2015



PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE BRIAN P. KEMP

CORPORATIONS ELECTIONS LICENSING SECURITIES

Georgia Online Licensing

Menu

Initial Application

Renew License

Document Request

Reinstatement

Verification of Licensure

Change Your Business Mailing/Personal Address

Logout

<<< Please select an option from the menu on the left <<<

NOTE: If you have started, but not completed your license application or renewal process, click the **Continue** link in the **Your Licenses** section below.

Name: L & L Retail Construction, LLC
Address: 5601 Huettner Drive
Norman, OK 73069

Your Licenses

General Contractor Limited Tier Company

Profession: Residential/General Contractors

License Number: GCLT-CO000435

License Status:

Active

Issued: 10/5/2015

Expires: 6/30/2020

Corrected

**Bureau of Occupational Licenses
Department of Self Governing Agencies**

The person named has met the requirements for registration and is entitled under the laws and rules of the State of Idaho to operate as a(n)

REGISTERED ENTITY CONTRACTOR

**L & L RETAIL CONSTRUCTION LLC
NATHAN HOWARD
5601 HUETTNER DRIVE
NORMAN OK 73069**

Tana Cory

**Tana Cory
Chief, B.O.L.**

**RCE-21191
Number**

**04/17/2019
Expires**

L & L RETAIL CONSTRUCTION LLC
NATHAN HOWARD
5601 HUETTNER DRIVE
NORMAN OK 73069



**CONTRACTOR REGISTRATION CERTIFICATE
STATE OF IOWA**

**DIVISION OF LABOR
CONTRACTOR REGISTRATION**

1000 East Grand Avenue
Des Moines, IA 50319-0209
Phone (515) 242 - 5871
www.iowacontractor.gov

L & L RETAIL CONSTRUCTION LLC
5601 HUETTNER DR
NORMAN, OK 73069

DATE ISSUED:
01/07/2019

DATE EXPIRES:
01/20/2020

REGISTRATION NUMBER:
C095607

Michael A. Mauro
Michael A. Mauro, Commissioner

State of Mississippi

BOARD OF CONTRACTORS

L & L RETAIL CONSTRUCTION, LLC
5601 HUETTNER DR.
NORMAN, OK 73069

ACTIVE

is duly registered and entitled to perform

BUILDING CONSTRUCTION



We have herewith set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 9 day of Apr., 2019.

CERTIFICATE OF RESPONSIBILITY

No. 17394-MC

Expires Apr. 9, 2019

Joel A. Carrell

CHAIRMAN OF THE BOARD



STATE OF MONTANA
DEPARTMENT OF LABOR & INDUSTRY
★
CONSTRUCTION CONTRACTOR REGISTRATION UNIT

CERTIFICATE OF CONTRACTOR REGISTRATION

REGISTRATION No. 152051

L & L RETAIL CONSTRUCTION LLC

5601 HUETTNER DRIVE
NORMAN, OK 73069

Effective Date: October 16, 2017
Expiration Date: October 15, 2019

Employer



Additional information on back.

Please notify this agency of any changes within 40 days.

NEBRASKA

Good Life. Great Connections.

DEPARTMENT OF LABOR



ROSE RIECKERS, Governor

Contractor Registration Certificate

This certificate is non-transferable

Registration # 25466-19

Date Issued: 3/15/2019 Date Expiring: 3/15/2020

L & L RETAIL CONSTRUCTION LLC
5601 HUETTNER DRIVE
NORMAN, OK 73069

Nebraska Department of Labor
550 South 16th Street
Lincoln, NE 68508
402-471-2239


Commissioner of Labor

Southern Nevada Office
2310 Corporate Circle, Suite 200
Henderson, Nevada 89074
(702) 486-1100

Northern Nevada Office
5390 Kietzke Lane, Suite 102
Reno, Nevada 89511
(775) 688-1141

STATE CONTRACTORS BOARD

The Nevada State Contractors Board certifies that
L & L RETAIL CONSTRUCTION LLC
Licensed since March 02, 2016

License No. **0080967**

Is duly licensed as a contractor in the following classification(s):

PRINCIPALS:

NATHAN HOWARD, Manager, QI

B-2 Residential and Small Commercial

LIMIT: \$500,000
EXPIRES 03/31/2020


Margaret Cavin
Chair, Nevada State Contractors Board



STATE OF NEW MEXICO

CONSTRUCTION INDUSTRIES DIVISION

L&L RETAIL CONSTRUCTION, LLC

LICENSE NUMBER

388010

Qualifying Party(S)

HOWARD NATHAN

EXPIRES

03/31/2019

CLASSIFICATION(S)

GB99




DIRECTOR

This card is the property of the CID and shall be surrendered upon demand

License Year

2019

License No.

74260

North Carolina

Licensing Board for General Contractors

This is in Certify That:

L & L Retail Construction, LLC
Norman, OK

is duly registered and entitled to practice

General Contracting

Limitation: Limited
Classification: Building

until

December 31, 2019

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

January 1, 2019

This certificate may not be altered.



[Signature]

Chairman

[Signature]

Secretary-Treasurer

State of North Dakota

SECRETARY OF STATE



CONTRACTORS LICENSE RENEWAL

NO: 34497 CLASS B

I, Alvin A. Jaeger, Secretary of State of the State of North Dakota, and as Registrar of Contractors, certify that **L&L RETAIL CONSTRUCTION, LLC** whose address is Norman, OK has filed in this office proper application for Renewal of Class B Contractor's License valid to March 1, 2019, and has paid the required fee, and has complied with all requirements of Chapter 43-07, North Dakota Century Code.

L&L RETAIL CONSTRUCTION, LLC therefore, is entitled to bid on and accept contracts as authorized by law, under this license, provided that such contracts may not exceed in value the sum of \$500,000.00 for any single contract.

Dated January 30, 2018.

A handwritten signature in cursive script that reads "Alvin A. Jaeger".

Alvin A. Jaeger
Secretary of State

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 34497

CLASS: B

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **L&L RETAIL CONSTRUCTION, LLC** whose address is in NORMAN, OK, has filed in this office proper documents for a Contractor License valid until March 1, 2020, and has complied with all requirements of North Dakota Century Code, chapter 43-07.

L&L RETAIL CONSTRUCTION, LLC is entitled to bid on and accept contracts as authorized by law under this license provided that any single contract project may not exceed \$500,000 in value.

Dated: January 29, 2019

STATE OF OREGON
CONSTRUCTION CONTRACTORS BOARD
LICENSE CERTIFICATE

LICENSE NUMBER: 208484

This document certifies that:

L & L RETAIL CONSTRUCTION LLC
5601 HUETHER DRIVE
NORMAN OK 73069

is licensed in accordance with Oregon Law as a Commercial General Contractor Level 2.

License Details:

EXPIRATION DATE: 11/09/2019
ENTITY TYPE: Limited Liability Company
INDEP. CONT. STATUS: NONEXEMPT
RESIDENTIAL BOND: NONE
COMMERCIAL BOND: \$20,000
INSURANCE: \$1,000,000 / \$2,000,000
RMI: NATHAN WARD HOWARD
HOME INSPECTOR CERTIFIED: NO

STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
SC CONTRACTOR'S LICENSING BOARD

LICENSE CERTIFICATE

LICENSE# - G118770

LICENSE# - G118770

The following licensee:

L & L RETAIL CONSTRUCTION LLC
5601 HUETTNER DRIVE
NORMAN OK 73069

has met the necessary qualifications required by the laws of the state of South Carolina and is duly qualified and entitled to practice as a:

GENERAL CONTRACTOR

for the Classification(s) and Group Limitation shown below:

BD3

*** Group Number and Dollar Limitations: ***

The number after your 2-letter classification(s) above is your Group#

- | | |
|------------------------|------------------------|
| Group #1 - \$50,000 | Group #3 - \$500,000 |
| Group #2 - \$200,000 | Group #4 - \$1,500,000 |
| Group #5 - \$Unlimited | |

EXPIRATION DATE:10/31/2020
Effective License Issue:07/13/2018
Initial License Date:07/03/2014

Ryan Lewis
Administrator

Qualifying Party(s): NATHAN W HOWARD

It is at the discretion of the licensee, not the Board, to authorize officers or employees of the company to pull permits and conduct business.

State of Tennessee

339761 0827356

BOARD FOR LICENSING CONTRACTORS

CONTRACTOR

L & L RETAIL CONSTRUCTION LLC.

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 55896
LIC STATUS: ACTIVE
EXPIRATION DATE: November 30, 2019
AGLM \$600,000.00 ; BC



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE

STATE OF UTAH
DEPARTMENT OF COMMERCE
DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING
ACTIVE LICENSE

EFFECTIVE DATE: 11/12/2015

EXPIRATION DATE: 11/30/2019

ISSUED TO: L & L Retail Construction LLC
5601 Huettner Dr
Norman OK 73069



REFERENCE NUMBER(S), CLASSIFICATION(S) & DETAIL(S)

9586913-5501

Contractor With LRF

DBAs: None Associated

R100

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
11-30-2020

NUMBER
2705155416

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS CBC



L&L RETAIL CONSTRUCTION LLC
5601 HUETTNER DRIVE
NORMAN, OK 73069

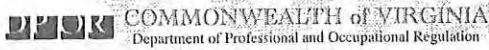


Jay W. DeBoer
Jay W. DeBoer, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)
(DETACH HERE)



CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

CLASSIFICATIONS CBC
NUMBER: 2705155416 EXPIRES: 11-30-2020

L&L RETAIL CONSTRUCTION LLC
5601 HUETTNER DRIVE
NORMAN, OK 73069



(FOLD)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)

Department of Labor and Industries
PO Box 44450
Olympia, WA 98504-4450

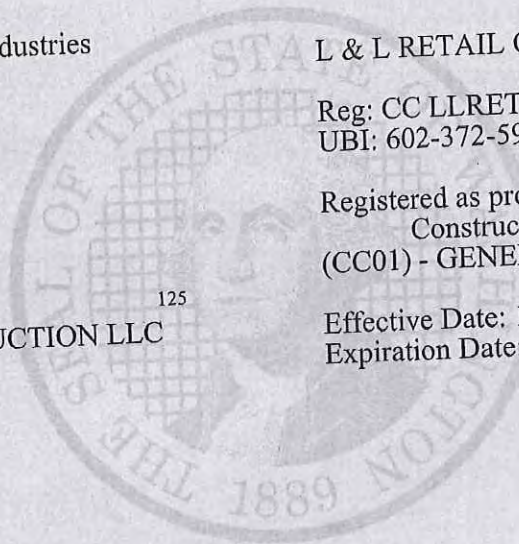
L & L RETAIL CONSTRUCTION LLC

Reg: CC LLRETCL954QQ
UBI: 602-372-596

Registered as provided by Law as:
Construction Contractor
(CC01) - GENERAL

125
L & L RETAIL CONSTRUCTION LLC
5601 HUNTER DRIVE
NORMAN OK 73069

Effective Date: 11/18/2005
Expiration Date: 1/10/2020

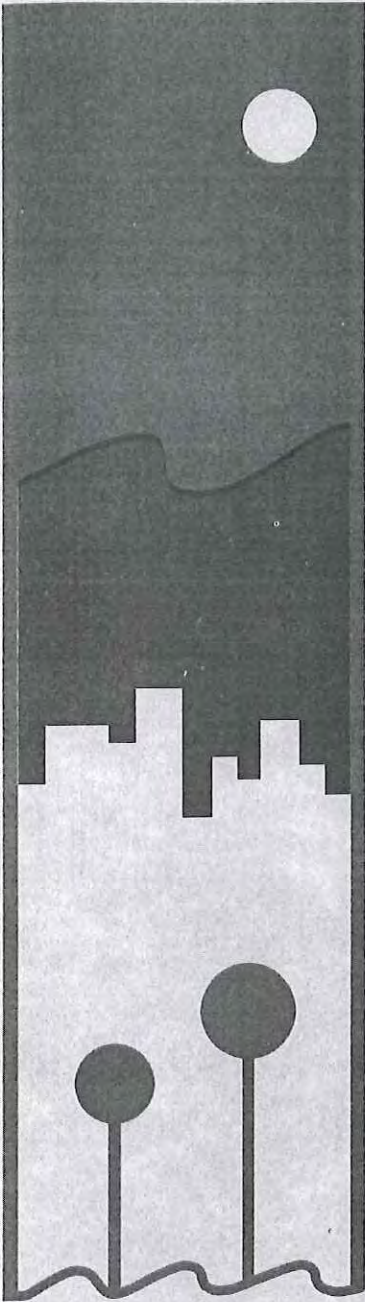




CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board



**WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD**

Number: WV053431

Classification:
GENERAL BUILDING

L & L RETAIL CONSTRUCTION LLC
DBA L & L RETAIL CONSTRUCTION LLC
5601 HUETTNER DRIVE
NORMAN, OK 73069

Date Issued

Expiration Date

APRIL 08, 2018	APRIL 08, 2019
----------------	----------------

Authorized Company Signature

Gene Thayer

Chair, West Virginia Contractor
Licensing Board

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.



MAR 19 2010

V
JE.

APPLICATION FORM FOR GENERAL CONTRACTORS

PART I- GENERAL INFORMATION

Date 3/10/2019 20

Name of Company (if applicable) JEFF Charron Construction

Name of Qualifying Person or Persons JEFF Charron

Current Address 5701 TONKAWA TL City Bar Nunn State WY Zip 82601

Telephone Number 307-237-5300 Cell Number 307-215-6172

Email JeffCharronConstruction64@gmail.com

Employer Selfemployed

Employer's Address 5701 TONKAWA TL City Bar Nunn State WY Zip 82601

Position Owner Years at present employer 38 Comments I've Been
Selfemployed for 38 years. I've Built for, W.W. Manning, Pope Const, Can-Do, McCarthy Const. + a lot more.

Date and location of residence in Wyoming 1996 Torrington / Now Casper Since 2004

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class I _____ Class II X Class III _____

Demolition _____ Roofing _____

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



OFFICIAL RESULTS REPORT



F12 - National Standard Building
Contractor (B)

Name: Jeffrey Charron Candidate ID: ICNON147533
Address: 5701 Tonkawa Trail Date: 2/25/2019

Bar Nunn WY 82601

EXAMINATION RESULT: **PASS**

Congratulations! You have passed the above-named examination. You will be able to verify your pass status on the ICC website within 48-72 business hours after your exam. **Please contact your participating jurisdiction if you wish to pursue licensing.**

A passing score on this examination satisfies the testing requirements for licensure only, and does not guarantee that licensing will be granted. The candidate must also satisfy all local ordinance requirements in each jurisdiction where licensing is desired.

It is extremely important that you notify Pearson VUE and ICC of any changes in name and/or address to avoid the possibility of future correspondence not being received. Please contact both Pearson VUE at 877-234-6082 and ICC at 888-422-7233 ext. 5524 with changes to your name and address.

ICC reserves the right to amend or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity.

The authenticity of this score report can be validated by using Pearson VUE's Online Score Report Authentication found at:
www.PearsonVUE.com/authenticate

Digital embossing eliminates the possibility of unauthorized embossing of counterfeit score reports.

Registration Number: 349359443

Validation Number: 73033707

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Jeff Charron
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) Greg Clark
(Address) P.O. Box 2568
(City) Mills (State) WY
(Zip) 82644 (Phone No.) 259-4860

Date of Employment: From 2010 through 2018 Add additional
From _____ through _____ dates
From _____ through _____ (as necessary)

Job Title of Applicant Sub Contractor
Job Description of Applicant Wall and roof Framing and
Sheeting, Exterior siding, Window Install.

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES NO

COMMENTS: Jeff is always precise with his
measurements. Kept a clean worksite and is
very safety oriented.

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address P.O. Box 2568 City Mills State WY Zip 82644
Day Phone No. _____ Cell Phone No. 307-259-4860
Email Address gregclark893@gmail.com

DATED this 12 day of March, 2019

Gregory A. Clark
Signature

Gregory A. Clark
Printed Name of Signature

Subscribed and sworn to before me this 12 day of March, 2019

Jai Gaffney
Notary Public

My Commission Expires: 2-26-20



Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Jeff Charron
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) Can-Do Company ^{Joseph Parke owner}
(Address) 805 W. Platte Road
(City) Casper (State) WY
(Zip) 82601 (Phone No.) 307-234-6299

Date of Employment: From 2004 through Current Add additional dates
From _____ through _____
From _____ through _____ (as necessary)

Job Title of Applicant Sub-Contractor
Job Description of Applicant Commercial / Residential New + Remodel Projects.

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES NO
COMMENTS: _____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address _____ City _____ State _____ Zip _____
Day Phone No. _____ Cell Phone No. _____
Email Address _____

DATED this 8 day of March, 2019

Melissa Anderson
Signature
Melissa Anderson
Printed Name of Signature

Subscribed and sworn to before me this 8 day of March, 2019

Brenda Farnsworth
Notary Public

My Commission Expires: 01/12/2022



✓
DL.

APPLICATION FORM FOR GENERAL CONTRACTORS

PART I- GENERAL INFORMATION

Date March 10th 2019

Name of Company (if applicable) _____

Name of Qualifying Person or Persons Shaun Guthrie

Current Address 411 Indian Paintbrush City Casper State WY Zip 82604

Telephone Number 30759-0256 Cell Number _____

Email Two man crew 2015@gmail.com

Employer Two Man Crew

Employer's Address 411 Indian Paintbrush City Casper State WY Zip 82604

Position Foreman Years at present employer 4 Comments _____

Date and location of residence in Wyoming Oct. 18th 1984, Casper

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class I _____ Class II _____ Class III X

Demolition _____ Roofing _____

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Shaun Guthrie
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) Chris York
(Address) 3032 Cold Springs Ad
(City) Casper (State) WY
(Zip) 82604 (Phone No.) 307 262 5515

Date of Employment: From 01/14 through 03/19 Add additional
From _____ through _____ dates
From _____ through _____ (as necessary)

Job Title of Applicant Foreman
Job Description of Applicant Roofing, remodels, tile, vinyl flooring,
doors, windows, siding. Oversees all aspects of
the job from start to finish.

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES NO _____

COMMENTS: _____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address 3032 Cold Springs City Casper State WY Zip 82604
Day Phone No. (307) 262-5515 Cell Phone No. same
Email Address cyork3032@gmail.com

DATED this 11th day of March, 20 19

Chris York
Signature
Chris York
Printed Name of Signature

Subscribed and sworn to before me this 11 day of March, 20 19

Christine Muggelberg
Notary Public

My Commission Expires:



SHAUN GUTHRIE

411 Indian Paintbrush · 307-259-0256

twomancrew2015@gmail.com

DEAR CITY BUILDING DEPARTMENT,

I am applying for a Class 3 contractors license. I have adequate time put in, but two out of the 6 years was not under a licensed contractor. That is the reason I am only going for a class 3.

- Capri Homes 2003-2004: I am unable to get a signed affidavit due to the previous owner passed away last year. Chris York can also verify my employment with Capri Homes, but he was not licensed at that time.
- Two Man Crew 2014-2018: I had Chris York sign an affidavit saying that we worked together for this time. In 2014 and 2015 we only did minimal remodels such as tile, trim, and other small projects that did not require a license. In 2016 Chris got licensed so we could do bigger jobs and jobs that required to be permitted by a licensed contractor. So, from 2016-2018 I worked with him while he was a licensed contractor. He ended up not renewing his license cause he ended up changing employment and I would like to get my license so I can carry on with repairing Casper one house at a time.

Hopefully you guys will see this as adequate experience for me to get my Class 3 license. Between my time at Capri Homes and the time with Two Man Crew I have enough time to acquire this license. I hope you guys see it this way as well.

Sincerely,
Shaun Guthrie

February 13th, 2019

COPY

Kevin Maston – President
CK Mechanical Plumbing & Heating, Inc.
P.O. Box 485, Casper, WY 82602
153 Progress Circle, Mills, WY 82644
307-473-8448

Dear Mr. Maston,

We have tried to make contact with you to no avail concerning work and a contract we had with your company in 2016 to provide and install a Cozy direct vent wall heater into a rental home we own in Casper at 1304 S. Cherry Street.

In August of 2016 we contacted your company to inquire about installing a natural gas heating wall furnace into the rental home mentioned above. We contacted your business for this because we had done previous business with your company and had liked the work at that time. We had dealt with Rod Poppe with your company. After he met with us at the house and we showed him the general area of the house that we needed to have a heater put in he researched it and recommended the above mentioned Cozy brand wall furnace and the location to have it installed. We then signed a mutual contract with CK Mechanical on August 23rd, 2016 to purchase and have installed the Cozy Brand direct wall heater on the south basement wall of our home. This installation included cutting a large hole into the basement wall cement foundation of the home for the vent and install a new natural gas line to the furnace. The contract stated the Inclusions also of all labor, materials and permits associated with the job. The total cost of the contract was \$3,543.99. At the signing of the contract we paid the required deposit of \$1,200.00 with a check.

The work was done and completed by the end of September, 2016. On the day that your technician that installed the heater finished the work, he told us that an inspector with the City of Casper would then be contacting us to do a final inspection of the heater installation work, to approve it and to have the gas turned on for it by the gas company. We were never contacted by a city inspector but noticed that the gas was already on and the heater was working so we assumed CK Mechanical had met with the inspector and handled it.

On October 3rd, 2016 we paid the balance of the bill, \$2,343.99, minus \$168.76, (which was a discount CK Mechanical gave for paying with cash or check,) so a total of \$3,375.23 was paid to CK Mechanical by us by the first week of October, 2016 for the entire bill.

Ever since the heater had been installed it never seemed to work properly. The pilot kept going out on it so it would shut the furnace off. It had to be relighted often. The flame burner inside the furnace seemed to burn irregular and sporadic, not a full regular flame. On the outside of the house, during the

summer when the furnace was shut off and not being used, a natural gas order could sometimes be detected.

This past fall after the furnace was lit for the upcoming cold season, the pilot kept going out again and would not stay lit. We are on an appliance protection insurance plan with Black Hills Energy so we requested a service call with them to have the furnace looked at. On November 12, 2018, a technician with Black Hills Energy met with us to look at the furnace. We explained to him that the heater had just been purchased new and installed two years ago by CK Mechanical. He immediately, after first seeing the location of the furnace said that should never have been installed there in that place. He said that type of furnace has to have at least 30 inches clearance above it to the ceiling. It only has 11 inches of clearance above it to the ceiling. He showed us on the side of the furnace, that Cozy, the manufacturer of the heater, had the installation instructions right there, and that it said it had to have that minimum amount of clearance, 30 inches, to be installed or else it was a safety hazard. He said CK Mechanical should have known that, especially with the instructions mounted on the side of the heater. The gentleman with Black Hills Energy told us that he was sorry, but that he was going to have to "Red Tag" the furnace and shut the gas off to it. He said we could no longer use it, period, in that location of the house. (See the attached notice from Black Hills Energy of the Hazardous Condition of the heater and Improper Installation.) He said that heater also could not be used anywhere else in the basement of that house, that another type of heating furnace would have to be installed, in a different location, and that it would have to meet proper safety standards to be approved and used.

As you can imagine, we were upset about all of this. We came to your business, CK Mechanical, at 153 Progress Circle in Mills to speak to you about this on November 14th, 2018. We spoke to a young man, Dan, working at the front counter and explained the predicament. We gave him a copy of the contract and the Red Tag Notice from Black Hills Energy. He went back into what we presumed was your office and spoke to you, then came out and he informed us that CK Mechanical would have Rod Poppe give us a call about it. He said, "Don't worry, we'll make this right with you." We never heard from Rob Poppe.

We came back to CK Mechanical on November 28th, 2018, to try and speak to you since we had not heard from Rod Poppe or anyone else from CK Mechanical. We spoke with a lady that came out of one of the offices to the right of the front counter. She said you were out working on a job but that she would have you call us when you came in. She took our name and phone number again. We have never heard from you. It has been over two months now.

On January 8th, 2019 we went to the City of Casper Building and Zoning Office. We spoke with Kelly Shanley to inquire about the original permits that CK Mechanical should have gotten for this contract. She searched their computer system and found three permits that CK Mechanical had gotten for this on 09/13/16; Permits No.'s M-16-537, P-16-835 and P-16-900. She gave us copies of those three permits. We then asked her which city inspector checked the job from the permits when the work was finished. She searched and told us that it was not showing CK Mechanical ever contacted the city back after getting the permits. She told us that an inspector would have logged on the file for the permits of the completion and inspection. She said nothing was logged and it was showing that a city inspector never

approved it. Based on the fact that a city inspector also never contacted us to look at the completed work to approve, it is seeming that CK Mechanical never followed through and also violated the City of Casper code enforcement and ordinances.

CK Mechanical did not fulfill the promised terms of this contract. CK Mechanical misled us in this. Now because of the useless wall heater we are dealing with we would like to have our money refunded, the full \$3,375.23 that we paid to CK Mechanical. We have a totally dysfunctional wall heater that cannot be used anymore, plus a useless gas line running along the side of the house and a useless hole cut into the cement foundation wall of the house for the venting. We are facing having to have another type of heating furnace installed to replace this dysfunctional heater that your company installed for us plus repair the damage done to the house from having the useless wall heater removed.

There is also a major safety factor to consider in this incident with the unsafe heater being used in our rental property the last two years. The heater unit could have started a fire, not to mention that someone could have been injured or even killed if that would have happened. There had been a family living in this house the whole time the furnace was operating improperly.

Please respond back to us immediately about this. If we do not hear from you by March 1st, 2019 and or receive full monetary compensation we will then pursue legal action against CK Mechanical. Thank you.

Respectfully,



Brian S. Gish



and Jacqueline J. Gish

Husband and Wife

1310 S. Cherry Street

Casper, WY 82604

307-797-3948, 307-247-0177

Cc: Dan Elston, City of Casper Chief Building Inspector

out of the First of Oct.



Rod Poppe - Tech.

Phone: (307) 473-8448
Fax: (307) 235-7959

P.O. Box 485
Casper, WY 82602

Proposal Submitted to:

Brian Gish
1304 S. Cherry
Casper, WY 82604
307-247-0177

Proposal

**Tuesday, August 23, 2016
39096**

Thank you for the opportunity to provide you with this proposal. We hereby propose to furnish the materials and perform the labor necessary at the above mentioned address. Our proposal is for HVAC and Mechanical with the following:

Inclusions

- 1. Labor, material and permits associated with above scope.
- 2. Install Cozy direct vent wall heater on south basement wall
- 3. Extend gas line to new heater

Exclusions

- 1. Construction dumpster.
- 2. Utility fees.
- 3. Electrical line volt
- 4. Work to be done during normal business hours.
- 5. Roof patch
- 6. Structural modifications
- 7. Accesses to attic

Total (financing or credit card): \$3,543.99
Total (cash or check): \$3,375.23

*Paid by
Brian Gish*

*Deposit CK # 3225
8/23/16 @ 1200.⁰⁰
Balance - 2,175.23*

Payment Terms - due upon completion

Any alteration or deviation from above specification involving extra cost will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Client will be responsible for any and all attorney's fees and court costs associated with the collection of payments. A 1.75% service charge will be added monthly on any unpaid balance of invoice(s). Note-This proposal may be withdrawn by us if not accepted within 30 days.

Kevin Maston
President
CK Mechanical Plumbing & Heating, Inc.
kevin@ckmechanicalph.com

Rod Poppe
CK Mechanical Plumbing & Heating, Inc.
rod@ckmechanicalph.com

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payments will be made as outlined above

Date: 8/23/2016

Signature: Brian Gish

*10-03-16
Bal pd \$2,175.23
CK # 3227*



DANGER/PELIGRO!

CUSTOMER:

Name/Nombre del Cliente: Brian Gush
Address/Dirección: 1304 S Cheryl Apt. No. /No. de Apartamento: _____
Town/City/Ciudad: CASPER
State/Estado: WY Zip/Código Postal: _____
Phone/Teléfono: _____
Meter Number/Número de medidor: _____
Meter Reading/Lectura del medidor: _____

GAS TURNED OFF AT/EL GAS FUE DESCONECTADO EN:

- | | |
|--|--|
| <input type="checkbox"/> Meter/Medidor | <input type="checkbox"/> Clothes Dryer/Secadora de Ropa |
| <input checked="" type="checkbox"/> Furnace/Calefacción o Calentador | <input type="checkbox"/> Oven/Stove/Horno/Estufa |
| <input type="checkbox"/> Meter valve locked/Medidor Bajo llave | <input type="checkbox"/> Fireplace/Chimenea |
| <input type="checkbox"/> Water Heater/Calentador de Agua | <input type="checkbox"/> Pool Heater/Calentador de Piscina |
| <input type="checkbox"/> Appliance disconnected/Aparatos Desconectados | |
| <input type="checkbox"/> Other (Specify)/Otro (Especifique): _____ | |

CONDITION(S) FOUND/CONDICIONES QUE FUERON ENCONTRADAS:

- | | |
|---|--|
| <input type="checkbox"/> Improper Venting/Ventilación Inapropiada | <input type="checkbox"/> Leak-Appliance Connector/Fuga del conector del aparato |
| <input type="checkbox"/> Unvented/Sin ventilación | <input type="checkbox"/> Gas Leak at Appliance/Fuga de gas en el aparato |
| <input type="checkbox"/> Obstructed Flue/Vent/Abertura obstruida | <input type="checkbox"/> No Pilot Safety/Control/Sin seguridad o control de piloto |
| <input type="checkbox"/> Venting Deteriorated/Ventilación deteriorada | <input type="checkbox"/> Defective Heat Exchanger/
Intercambiador de calor defectuoso |
| <input type="checkbox"/> No Draft Diverter/Ninguna desviación del escape | <input type="checkbox"/> No Limit Control/Sin control de límites |
| <input type="checkbox"/> Improper Draft Diverter/Desviación de escape Inapropiada | <input type="checkbox"/> Defective Limit Control/Control de Limit defectuoso |
| <input type="checkbox"/> Inadequate Combustion Air | <input type="checkbox"/> Improper Ignition/Ignición Inapropiada |
| <input type="checkbox"/> No Relief Valve/Ninguna válvula de escape | <input type="checkbox"/> Overfiring/Recalentamiento |
| <input type="checkbox"/> Defective Control Valve/Válvula de control defectuosa | <input type="checkbox"/> Spillage/Derramamiento |
| <input type="checkbox"/> Gas Leak in Piping/Fuga de gas en la tubería | |
| <input type="checkbox"/> Other (Specify)/Otro (Especifique): <u>Improper installation</u> | |

Comments/Comentarios: _____

I have been notified of the condition(s) indicated and understand that the affected appliance(s) must not be used under any circumstances until corrections are made by a licensed plumber or other qualified person. Failure to do so may result in property damage, serious bodily injury or death!



State of Wyoming

City of Casper

Casper City Hall 200 N David, Rm 205 Casper, WY 82601 Phone: (307) 235-8254



MECHANICAL PERMIT

Date: 9/13/2016 Fee: \$27.50 Parent Pin: _____ NO. **M-16-537**

Building Location: 1304 S CHERRY ST, CASPER Applicant Name: CK MECHANICAL, INC.

Type of Occupancy: Residential Type of Work: Mech- Install Unit Heater

Work Description: INSTALL UNIT HEATER H516123

Expiration Date: 3/13/2017

Location	Fixtures	Number
Structure	Unit Heaters	1

Contractor Name: CK MECHANICAL, INC. Contractor Phone: 307-235-9080

Contractor Address: PO BOX 485 CASPER WY 82602

License Type: Mechanical Contractor License No: CL-15-1775 License Exp: 12/31/2016

The recipient of this permit accepts this permit on the condition that, as owner or as agent of the owner, he/she agrees to comply with all Building & Zoning Ordinances of the City of Casper & the State Statutes of the State of Wyoming regarding the use, occupancy & type of building to be constructed, added to, or altered. The permittee or contractor accepts full responsibility for compliance with all City Codes and ordinances for work authorized by this permit. Occupancy is not allowed until the Certificate of Occupancy has been issued. Occupancy prior to receiving a Certificate of Occupancy will result in a citation to appear in municipal court. Additional conditions listed below.

Comments:

Restrictions:

All permits approved are subject to inspections performed by a representative of this office.

L. Jane Elston

9/13/2016

Date

Call (307) 235-8254 For Inspection



State of Wyoming

City of Casper

Casper City Hall 200 N David, Rm 205 Casper, WY 82601 Phone: (307) 235-8254



PLUMBING PERMIT

Date: 9/13/2016 Fee: \$30.00 Parent Pin: _____ NO. **P-16-835**

Building Location: 1304 S CHERRY ST, CASPER Applicant Name: CK MECHANICAL, INC.

Type of Occupancy: Residential Type of Work: Inside Gas

Work Description: **OUTSIDE GAS LINE PO#H516123**

Location	Fixtures	Number
Structure	Outside Gas Piping	1

Contractor Name: CK MECHANICAL, INC. Contractor Phone: (307) 473-8448

Contractor Address: PO BOX 485 CASPER WY 82604

License Type: Plumbing Contractor License No: CL-15-1837 License Exp: 12/31/2016

Expiration Date 3/13/2017

The recipient of this permit accepts this permit on the condition that, as owner or as agent of the owner, he/she agrees to comply with all Building & Zoning Ordinances of the City of Casper & the State Statutes of the State of Wyoming regarding the use, occupancy & type of building to be constructed, added to, or altered. Additional conditions listed below:

Comments:

Restrictions:

All permits approved are subject to inspections performed by a representative of this office.

Building Official or Designee

9/13/2016

Date

Call (307) 235-8254 For Inspection



State of Wyoming

City of Casper



Casper City Hall 200 N David, Rm 205 Casper, WY 82601 Phone: (307) 235-8254

PLUMBING PERMIT

Date: 9/30/2016 Fee: \$40.00 Parent Pin: _____ NO. P-16-900

Building Location: 1304 S CHERRY ST, CASPER Applicant Name: CK MECHANICAL, INC.

Type of Occupancy: Residential Type of Work: Rem-Residential Plbg

Work Description: INSIDE & OUTSIDE GAS LINES H516123

Location	Fixtures	Number
Structure	Inside Gas Piping	1
Structure	Outside Gas Piping	1

Contractor Name: CK MECHANICAL, INC. Contractor Phone: (307) 473-8448
 Contractor Address: PO BOX 485 CASPER WY 82604
 License Type: Plumbing Contractor License No: CL-15-1837 License Exp: 12/31/2016
 Expiration Date 3/30/2017

The recipient of this permit accepts this permit on the condition that, as owner or as agent of the owner, he/she agrees to comply with all Building & Zoning Ordinances of the City of Casper & the State Statutes of the State of Wyoming regarding the use, occupancy & type of building to be constructed, added to, or altered. Additional conditions listed below:

Comments:

Restrictions:

All permits approved are subject to inspections performed by a representative of this office.

Building Official or Designee

9/30/2016

Date

Call (307) 235-8254 For Inspection



Gravity Direct Vent Wall Furnace / Radiateur mural à évacuation directe par gravité
CALEFACTOR DE PARED DE VENTILACIÓN DIRECTA

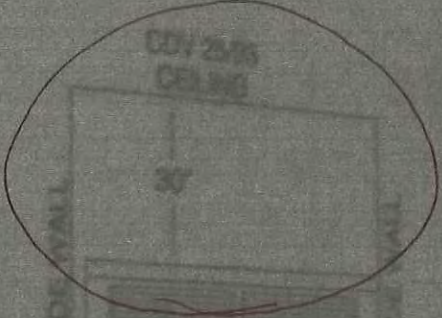
Mesa/Mesa-Astoria
 Coy Heating Systems LLC
 220 Industrial Pkwy - Astoria, OR 97103
 Phone: 503.325.1111
 Fax: 503.325.1112
 Email: sales@coyheating.com

Only for direct discharge without duct connections or ducts.
 Electrical Rating: 120V/15A
 Gas Rating: 100,000 BTU/hr
 Input: 100,000 BTU/hr
 Output: 100,000 BTU/hr
 Pressure: 1/2" w.c.
 Vent: 3" Dia. LP

Clearances to combustibles: 18" top, 18" sides, 18" bottom.
 Clearances to non-combustibles: 18" top, 18" sides, 18" bottom.



- WARNING:**
1. Do not use this furnace unless it is properly installed and vented.
 2. Read the instructions carefully before using the furnace.
 3. This furnace is not to be used for space heating.
 4. Do not use this furnace for anything other than its intended purpose.



CDV 2575
CEILING

3'

LEFT SIDE WALL

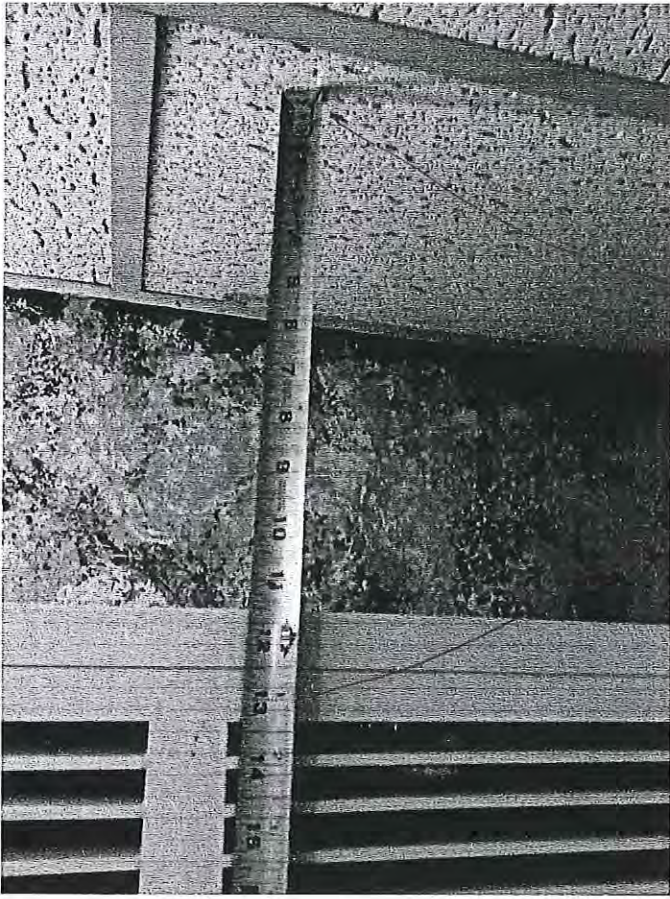
RIGHT SIDE WALL

RIGHT SIDE WALL

14' FLOOR

ATTENTION

1. Les mesures de hauteur qui sont indiquées sur les plans de coupe, de façades et de détails sont en mètres.
2. Les mesures de largeur et de profondeur des ouvertures sont en mètres. Les dimensions des ouvertures sont indiquées sur les plans de coupe.



11 inches to ceiling

Gravily Direct Vent

Modern Models/Modelos

CDV 15/25/33

Input/Debit/Entrada

Output/Producción/Sortida

Orifice Size/Diámetro/Salida

Manifold Pressure/Inyección/Diámetro del orificio

Pressure at Collector/Presión del Distribuidor

Only for direct discharge without duct connection/Pour sortie d'échappement direct sans gain de distribution

Electrical Rating/Características Electricas: 115V 60Hz, Less than/Manifolds De 12 Amps, 50 Watts and 1200g

WARNING: Improper installation, adjustment, alteration, service or maintenance can cause property damage, personal injury, or loss of life. Refer to the owners information manual provided with this appliance. Read warnings on page 21 of the manual.

AVERTISSEMENT: Une installation, un réglage, une modification, une réparation ou un entretien mal effectués peuvent causer des dommages matériels ou des blessures. Voir la notice de l'utilisateur qui accompagne l'appareil. Pour de plus de détails, consultez un installateur, un technicien agréé ou le fournisseur de gaz.

Clearances to combustible materials as viewed from front of heater/ Espacios libres para materiales combustibles vista de la parte de adelante del quemador

Cozy Heating Systems Ltd. 2230 Industrial Park, Jeffersonville, IN 47130

Model/Modelo: CDV 15/25/33

Serial No./No. De Serie: 14183-51-100

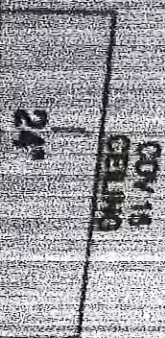
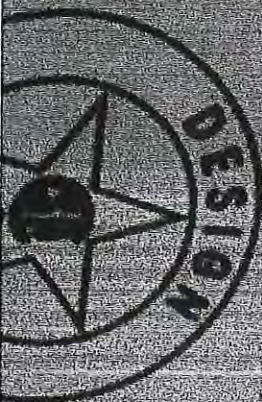
0 - 2000 Ft./P. 000 - 450 Ft. 21500

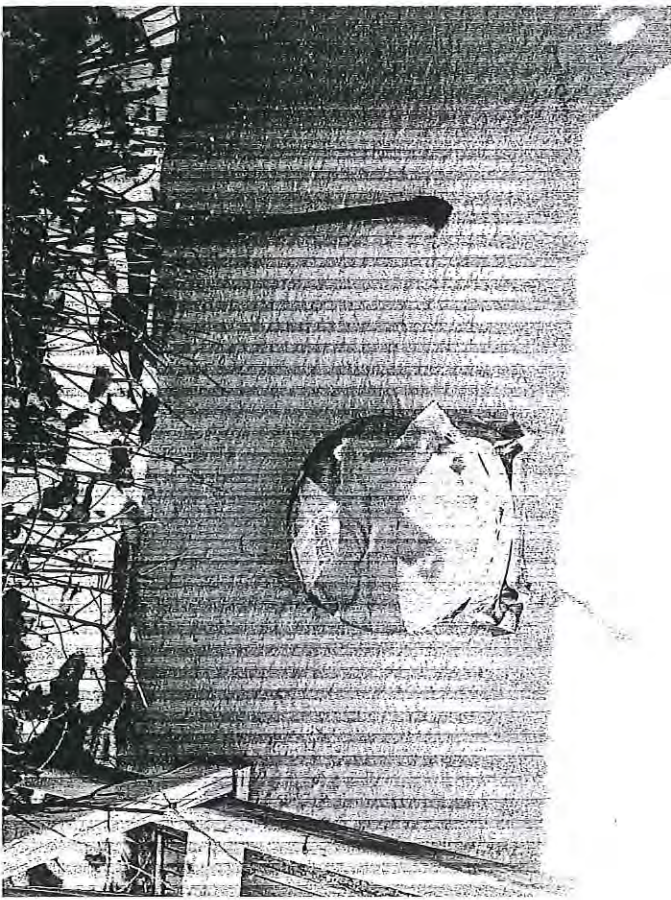
3.5" W.G. NG 10.0" W.G. LP 871Pa Gas Natural 2.45 psia Gas LP

Maximum Inlet Pressure/ Presión Máxima de Entrada: 2.5 psia

Minimum Inlet Pressure/ Presión Mínima de Entrada: 1.5 psia

4.0" x 2.2" NG For Propane 11.0" W.G. LP For Propane 113 Pa Gas Natural 2.45 psia Gas LP For Propane





Outside vent + gas line
in foundation of house



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, March 13, 2019
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|--|-----------|
| I. | Establish Quorum and Call Meeting to Order | J.True |
| II. | Public Comments | |
| III. | City Report | C.Powell |
| | A) Charlie Powell | |
| | B) Liz Becher | |
| IV. | Approval of January 2019 Board Minutes | J.True |
| V. | Financials (DDA, PG, David Street Station) | |
| | A) January/Feb 2019 Reports | N.Grooms |
| | B) Feb/March 2019 Payments | N.Grooms |
| | C) Motion to Approve Financials | |
| VI. | Director's Report | K.Hawley |
| VII. | Committee Reports | |
| | A) Executive Committee | J.True |
| | B) MARCOM Committee | S.Houck |
| | C) David Street Station | J.Landess |
| | D) Finance Committee | N.Grooms |
| | E) Infrastructure | T.Schenk |
| | F) Governance | W.Reese |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting May 8, 2019

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
1/9/19
11:30 a.m.

I. Call Meeting to Order

Present: Jenn True, Nicholas Grooms, Trudi Holthouse, Shawn Houck, Brandon Daigle, Will Reese, Charlie Powell, Sona Rummel, Pete Fazio; Kevin Hawley, Jackie Landess, Julie Schmitt, Liz Becher,

Excused: Critter Murray, Tim Schenk

Guests: Jeremy Jones, Jenny Hunter, Cathy Edwards

II. Public Comments:-

- Jeremy Jones (Director 1224 Club) learning about services provided to all of Casper
- Jenny Hunter (Member of 1224 Club) and J.R. Hunt for Life -trying to establish greater impact in community/ hosted Health Care Festival at DSS
- Cathy Edwards (DCBA Vice President) discussed communication and partnership opportunities with DDA

III. City Report:

A. Charlie Powell:

- Nothing to report

B. Liz Becher:

- Goals for the year Mid-West St. reconstruction – started weekly meeting this week, had good attendance
- Putting up decorative lights along west side of ash street from Yellowstone to Midwest
- Capital Improvements –updates to wayfinding & trails. Jenn and Shawn representing at meeting
- Center Street Underpass –Updating lighting and railing after July 2019

IV. Approval of November 2018 Board Meeting Minutes

Motion, Second, Passed (Trudi Holthouse, Nick Grooms) (All Approved)

V. Financials– Nicholas Grooms

- **As we approve the payments, this includes payments for December, including Bonuses**
- **Money for bonuses pulled from:**
 - **Areas they worked, including parking garage and plaza - Hourly staff**
 - **Allocated from parking garage and general - DDA Administrative & Executive**

Approval of December 2018 & January 2019 DDA, DSS & Parking Garage Financial Reports & Payments

Motion, Second, Passed (Pete Fazio, Sona Rummel) (All Approved)

VI. Director's Report - Kevin Hawley

- Downtown Sales tax inventory list –includes anyone in our district who has a sales tax ID and collects receipts. Want a true reflection of spending downtown; need all organizations and companies listed.
- Layout of new consolidated State office building design, they are retaining the Goodstein Lot
- Infrastructure Committee had conversations on where we are going on the development of downtown. Spoke about the two state office buildings that will be vacated with construction of new state building. Have had conversation with many state legislatures and very receptive into the idea of looking at how to work with community to ensure it does not become blight.
- Meet with a statewide Foundation; spoke about potential for a tentative operational grant.
- Continue to explore options for LED Wall sponsorship.

- It was all hands-on deck with end of holiday season at the ice rink, we anticipate skater numbers decreasing and while it slows, staff starting to plan the summer events.
- Currently Jackie is running DSS, HR, Parking Garage and needs to transition into supervisor role. The plan is to have Julie running half marketing and half events and need to hire one more person to pick up other half of marketing and events.
- Hoping to free up more time with additional staff to focus on writing more grants
- DSS Ice Rink has grossed \$50,000 in sales and hosted 7,000 skaters

Pete suggested Intern Program for the summer, reaching out Career Development programs across the country

VII. Committee Reports –

A.) Executive Committee – Jenn True

- Executive meet Jan. 3, 2019
- Filed to set up foundation for 501C3 for David Street Station Foundation. In the future it will help us apply to grants and make clear way to receive donation and more access. This is something that we believe will take 2-3 years to implement and grow but we need to look at long term sustainability for DSS to truly succeed.
- Need to keep building up endowment and continue fundraising.
- Discussed the need to standardize our donor agreement. Will work with legal to explore options that provide necessary coverage for our operations.

B.) MARCOM Committee – Kevin Hawley

- Looking at ways to reduce spend but maintain high level of marketing performance. Logical option is to transition more of these responsibilities in house. Julie is currently transitioning to absorb up to 50% in the coming months.
- Saw success with our end of year solicitation utilizing AMBI services. Look to continue these efforts and track results.
- Facebook remains our greatest marketing and communication asset with over 8,000 active and engaged followers – number continues to grow weekly and hope to crest 10,000 by summer.

C.) David Street Station – Jackie Landess

- Treedition – purchase a light in honor of someone, announce names at Tree Lighting - success
- Previous Event
 - Grand Opening/Tree Lighting – parade started at DSS
 - Skate with Santa – Crafts with Habitat for Humanity
 - Skate & Cinema Movie Nights – strong response
 - Mac & Cheese Noon Years – over 1,800 people and the weather was awful.

Trudi suggested fundraising component. \$1 ticket to vote, use tickets

- Upcoming Events
 - Princess Skate/Superhero Skate coming up
 - Teen Night next Friday
- Looking for sponsor for another free skate day
- Starting Spring and Summer planning

D.) Finance Committee – Nicholas Grooms

- No additional report

E.) Infrastructure – Brandon Daigle

- Tim Schenk will now be heading committee
- Looking to future and working on new plans

F.) Governance – Will Reese

- Working on standardized Donor Agreement

Trudi suggested Foundation Source – starting point for Donor Agreements

Comments: N/A

Motion to adjourn at approximately 12:45 PM

Motion, Second, Passed (Nicholas Grooms, Trudi Holthouse) (Approved)

Action Items: N/A

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

Casper Downtown Development Authority

Balance Sheet

As of February 28, 2019

DDA Balance Sheet

Feb 28, 19

ASSETS

Current Assets

Checking/Savings

CHECKING 32,998.07

NOW Acct 252,274.53

Total Checking/Savings 285,272.60

Other Current Assets

Due from Parking Garage -39,579.54

Total Other Current Assets -39,579.54

Total Current Assets 245,693.06

TOTAL ASSETS 245,693.06

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 4,320.44

Total Other Current Liabilities 4,320.44

Total Current Liabilities 4,320.44

Total Liabilities 4,320.44

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -64,622.25

Net Income -76,329.57

Total Equity 241,372.62

TOTAL LIABILITIES & EQUITY 245,693.06

DDA - P&L

	<u>Feb 19</u>		<u>Jan 19</u>
Ordinary Income/Expense		Ordinary Income/Expense	
Income		Income	
Donation - Adopt A Planter	2,000.00	ACCT. INTEREST	36.48
ACCT. INTEREST	31.87	ASSESSMENTS	27,973.29
ASSESSMENTS	807.49	Total Income	<u>28,009.77</u>
Total Income	<u>2,839.36</u>	Expense	
Expense		ADMINISTRATIVE	
ADMINISTRATIVE		Incentives	0.00
Incentives	0.00	Director's Salary	6,250.02
Director's Salary	6,250.02	Social Security	1,399.72
Social Security	1,150.54	Unemployment Insurance	172.00
Unemployment Insurance	108.35	Cell Phone Reimbursement	75.00
Cell Phone Reimbursement	75.00	Total ADMINISTRATIVE	<u>7,896.74</u>
Total ADMINISTRATIVE	<u>7,583.91</u>	MARKETING-COMMUNICATIONS	
MARKETING-COMMUNICATIONS		Other Projects	1,491.00
Sponsorships/PR	27.00	PR - Director	228.00
MARKETING-COMMUNICATIONS - Oth	2,418.91	MARKETING-COMMUNICATIONS - Oth	1,065.00
Total MARKETING-COMMUNICATIONS	<u>2,445.91</u>	Total MARKETING-COMMUNICATIONS	<u>2,784.00</u>
OPERATIONS		OPERATIONS	
Accountant/Bookkeeper	550.00	Office Automation	131.83
Dues/Subscriptions	104.99	Music Service	50.00
Office Automation	129.89	Office Equipment	343.00
Music Service	50.00	Office Rent	2,650.00
Office Equipment	1,529.38	Travel	387.19
Office Rent	2,650.00	Total OPERATIONS	<u>3,562.02</u>
Office Supplies	73.37	Payroll Expenses	12,047.01
Total OPERATIONS	<u>5,087.63</u>	Total Expense	<u>26,289.77</u>
Payroll Expenses	8,789.51	Net Ordinary Income	1,720.00
Total Expense	<u>23,906.96</u>	Other Income/Expense	
Net Ordinary Income	<u>-21,067.60</u>	Other Expense	
Net Income	<u><u>-21,067.60</u></u>	Bank Service Charge	10.00
		Total Other Expense	<u>10.00</u>
		Net Other Income	<u>-10.00</u>
		Net Income	<u><u>1,710.00</u></u>

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2018 through February 2019

DDA - Budget v Actual	TOTAL										Budget	\$ Over Budget	% of Budget
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Jul '18 - Feb 19				
Ordinary Income/Expense													
Income													
Donation - Adopt A Planter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00	100.0%	
ACCT. INTEREST	40.17	36.98	31.80	34.88	30.88	35.42	36.48	31.87	278.48	250.00	28.48	111.39%	
ASSESSMENTS	3,951.69	0.00	1,189.00	0.00	23,585.83	66,488.17	27,973.29	807.49	123,995.47	165,000.00	-41,004.53	75.15%	
Misc.	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00	100.0%	
Total Income	3,991.86	36.98	1,220.80	34.88	24,116.71	66,523.59	28,009.77	2,839.36	126,773.95	167,250.00	-40,476.05	75.8%	
Expense													
ADMINISTRATIVE													
Payroll Bonuses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%	
Maintenance Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,000.00	-52,000.00	0.0%	
Event Coordinator	0.00	0.00	0.00	22.86	0.00	0.00	0.00	0.00	22.86	40,000.00	-39,977.14	0.06%	
Marketing Manager	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,000.00	-48,000.00	0.0%	
Incentives	0.00	0.00	0.00	0.00	0.00	13,100.00	0.00	0.00	13,100.00	6,400.00	6,700.00	204.69%	
Operations Manager Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,000.00	-52,000.00	0.0%	
Administrative Services	1,771.00	3,476.80	2,781.44	3,313.83	3,476.80	1,073.04	0.00	0.00	15,892.91	0.00	15,892.91	100.0%	
Contract Employee/Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%	
Director's Salary													
Performance Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,400.00	-6,400.00	0.0%	
ED Allocation to PKG Garage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-6,533.36	6,533.36	0.0%	
Director's Salary - Other	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	50,000.16	75,000.00	-24,999.84	66.67%	
Total Director's Salary	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	50,000.16	74,866.64	-24,866.48	66.79%	
Social Security	774.53	751.94	648.53	786.32	969.18	2,176.40	1,399.72	1,150.54	8,657.16	24,000.00	-15,342.84	36.07%	
Unemployment Insurance	36.42	33.63	-11.96	32.39	52.81	16.16	172.00	108.35	439.80	3,000.00	-2,560.20	14.66%	
Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%	
Cell Phone Reimbursement	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	600.00	900.00	-300.00	66.67%	
Total ADMINISTRATIVE	8,906.97	10,587.39	9,743.03	10,480.42	10,823.81	22,690.62	7,896.74	7,583.91	88,712.89	317,666.64	-228,953.75	27.93%	
MARKETING-COMMUNICATIONS													
Media Expenditures	0.00	0.00	2,720.08	0.00	0.00	0.00	0.00	0.00	2,720.08	20,000.00	-17,279.92	13.6%	
Other Projects	0.00	0.00	0.00	0.00	0.00	0.00	1,491.00	0.00	1,491.00	3,000.00	-1,509.00	49.7%	
PR - Director	308.70	49.08	0.00	453.12	92.59	0.00	228.00	0.00	1,131.49	3,000.00	-1,868.51	37.72%	
Recognition Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%	
Sponsorships/PR	800.00	0.00	0.00	0.00	0.00	1,000.00	0.00	27.00	1,827.00	7,500.00	-5,673.00	24.36%	
Strategic Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%	
MARKETING-COMMUNICATIONS - C	25.00	0.00	0.00	1,068.00	1,068.00	2,688.75	1,065.00	2,418.91	8,333.66	0.00	8,333.66	100.0%	
Total MARKETING-COMMUNICATIONS	1,133.70	49.08	2,720.08	1,521.12	1,160.59	3,888.75	2,784.00	2,445.91	15,503.23	39,000.00	-23,496.77	39.75%	
OPERATIONS													
Employee Development	0.00	0.00	0.00	94.00	0.00	0.00	0.00	0.00	94.00	1,500.00	-1,406.00	6.27%	
Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
Accountant/Bookkeeper	0.00	0.00	325.00	0.00	0.00	385.00	0.00	550.00	1,260.00	2,500.00	-1,240.00	50.4%	
Board Mtg. Expense	0.00	0.00	0.00	25.55	0.00	0.00	0.00	0.00	25.55	750.00	-724.45	3.41%	
Conference Registration	0.00	0.09	304.91	0.00	395.00	0.00	0.00	0.00	700.00	2,400.00	-1,700.00	29.17%	
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%	
Dues/Subscriptions	226.98	0.00	0.00	0.00	35.88	500.00	0.00	104.99	867.85	1,200.00	-332.15	72.32%	
Planters	4,725.00	0.00	4,800.00	0.00	0.00	0.00	0.00	0.00	9,525.00	10,000.00	-475.00	95.25%	
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%	
Insurance/Bonding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%	
Office Automation	129.89	129.89	129.89	131.83	331.86	129.89	131.83	129.89	1,244.97	3,000.00	-1,755.03	41.5%	
Music Service	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	400.00	600.00	-200.00	66.67%	
Office Equipment	113.72	53.77	910.82	1,124.70	3,305.12	1,598.98	343.00	1,529.38	8,979.49	5,000.00	3,979.49	179.59%	
Office Rent	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	21,200.00	31,800.00	-10,600.00	66.67%	
Office Supplies	515.04	0.00	0.00	0.00	0.00	399.85	0.00	73.37	988.26	3,000.00	-2,011.74	32.94%	
Pigeon Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%	
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%	
Travel	0.00	-0.09	1,616.25	67.20	0.00	239.80	387.19	0.00	2,310.35	6,000.00	-3,689.65	38.51%	
OPERATIONS - Other	0.00	665.28	0.00	0.00	0.00	0.00	0.00	0.00	665.28	0.00	665.28	0.0%	
Total OPERATIONS	8,410.63	3,548.94	10,786.87	4,143.28	6,767.86	5,953.52	3,562.02	5,087.63	48,260.75	81,750.00	-33,489.25	59.04%	
Payroll Expenses	3,874.40	3,579.25	2,227.50	4,028.87	6,418.59	9,099.74	12,047.01	8,789.51	50,064.87				
Total Expense	22,325.70	17,764.66	25,477.48	20,173.69	25,170.85	41,432.63	26,289.77	23,906.96	202,541.74	438,416.64	-235,874.90	46.2%	
Net Ordinary Income	-18,333.84	-17,727.68	-24,256.68	-20,138.81	-1,054.14	25,090.96	1,720.00	-21,067.60	-75,767.79	-271,166.64	195,398.85	27.94%	
Other Income/Expense													
Other Expense													
Bank Service Charge	0.00	0.00	0.00	0.00	500.00	51.78	10.00	0.00	561.78				
Total Other Expense	0.00	0.00	0.00	0.00	500.00	51.78	10.00	0.00	561.78				
Net Other Income	0.00	0.00	0.00	0.00	-500.00	-51.78	-10.00	0.00	-561.78				
Net Income	-18,333.84	-17,727.68	-24,256.68	-20,138.81	-1,554.14	25,039.18	1,710.00	-21,067.60	-76,329.57	-271,166.64	194,837.07	28.15%	

DDA - Jan Trans

Type	Date	Num	Name	Amount	Balance
CHECKING					
Paycheck	01/04/2019	5821	Anya Hopkins	-325.77	-325.77
Paycheck	01/04/2019	5822	Aydan Bullard	-296.76	-622.53
Paycheck	01/04/2019	5823	Caleb Barnhart	-177.85	-800.38
Paycheck	01/04/2019		Connor Knop	-304.15	-1,104.53
Paycheck	01/04/2019		Dylan Smith	-241.89	-1,346.42
Paycheck	01/04/2019		Erica Mountain	-216.10	-1,562.52
Paycheck	01/04/2019	5824	Issac Sutton	-266.59	-1,829.11
Paycheck	01/04/2019		James McCash	-638.16	-2,467.27
Paycheck	01/04/2019		Kade R Taheri	-255.58	-2,722.85
Paycheck	01/04/2019		Marishka N Chudilowsky	-75.73	-2,798.58
Paycheck	01/04/2019	5825	Nathan Reams	-565.80	-3,364.38
Paycheck	01/04/2019		Samantha McCain	-116.36	-3,480.74
Paycheck	01/04/2019	5826	Tristan M Freel	-261.35	-3,742.09
Paycheck	01/04/2019	5827	Zan J Zwemer	-221.80	-3,963.89
Liability Check	01/07/2019		IRS USA TAXPYMNT	0.00	-3,963.89
Bill Pmt -Check	01/07/2019	5828	Charter Communications	-131.83	-4,095.72
Bill Pmt -Check	01/07/2019	5829	City of Casper Parks	-1,491.00	-5,586.72
Bill Pmt -Check	01/07/2019	5830	FIB - MASTERCARD	-740.19	-6,326.91
Bill Pmt -Check	01/07/2019	5831	MOOD	-50.00	-6,376.91
Bill Pmt -Check	01/07/2019	5832	Rotary Club of Casper	-228.00	-6,604.91
Bill Pmt -Check	01/07/2019	5833	Town Square Media	-1,065.00	-7,669.91
Bill Pmt -Check	01/07/2019	5834	Walsh Property Management	-2,650.00	-10,319.91
Deposit	01/10/2019			27,973.29	17,653.38
Paycheck	01/15/2019		Julie Schmitt	-1,387.17	16,266.21
Paycheck	01/15/2019		Kevin Hawley	-2,623.45	13,642.76
Paycheck	01/18/2019	5835	Anya Hopkins	-336.17	13,306.59
Paycheck	01/18/2019	5836	Aydan Bullard	-295.84	13,010.75
Paycheck	01/18/2019	5837	Caleb Barnhart	-203.49	12,807.26
Paycheck	01/18/2019		Connor Knop	-319.23	12,488.03
Paycheck	01/18/2019		Dylan Smith	-304.99	12,183.04
Paycheck	01/18/2019		Erica Mountain	-171.77	12,011.27
Paycheck	01/18/2019	5838	Issac Sutton	-208.49	11,802.78
Paycheck	01/18/2019		James McCash	-664.24	11,138.54
Paycheck	01/18/2019		Marishka N Chudilowsky	-50.79	11,087.75
Paycheck	01/18/2019		Samantha McCain	-185.17	10,902.58
Paycheck	01/18/2019	5840	Nathan Reams	-664.63	10,237.95
Paycheck	01/18/2019	5839	Joshua Tuttle	-95.12	10,142.83
Paycheck	01/18/2019		Kati Mooney	-216.26	9,926.57
Paycheck	01/31/2019		Julie Schmitt	-1,387.17	8,539.40
Paycheck	01/31/2019		Kevin Hawley	-2,623.44	5,915.96
Deposit	01/31/2019			6.49	5,922.45
Total CHECKING				5,922.45	5,922.45
NOW Acct					
Deposit	01/31/2019			29.99	29.99
Total NOW Acct				29.99	29.99
TOTAL				5,952.44	5,952.44

DDA - Feb Transactions

Type	Date	Num	Name	Amount	Balance
CHECKING					
Paycheck	02/01/2019	5841	Anya Hopkins	-220.87	-220.87
Paycheck	02/01/2019	5842	Aydan Bullard	-229.11	-449.98
Paycheck	02/01/2019	5843	Caleb Barnhart	-79.41	-529.39
Paycheck	02/01/2019		Connor Knop	-172.31	-701.70
Paycheck	02/01/2019		Dylan Smith	-223.57	-925.27
Paycheck	02/01/2019	5844	Issac Sutton	-43.40	-968.67
Paycheck	02/01/2019		James McCash	-697.65	-1,666.32
Paycheck	02/01/2019	5845	Joshua Tuttle	-271.21	-1,937.53
Paycheck	02/01/2019		Kati Mooney	-162.30	-2,099.83
Paycheck	02/01/2019		Nathan Reams	-545.64	-2,645.47
Paycheck	02/01/2019		Samantha McCain	-48.01	-2,693.48
Paycheck	02/01/2019	5846	Tristan M Freel	-46.17	-2,739.65
Liability Check	02/11/2019		IRS USA TAXPYMNT	0.00	-2,739.65
Deposit	02/11/2019			2,807.49	67.84
Bill Pmt -Check	02/13/2019	5861	CACVB	-27.00	40.84
Bill Pmt -Check	02/13/2019	5862	Casper Electric	-363.09	-322.25
Bill Pmt -Check	02/13/2019	5863	Charter Communications	-129.89	-452.14
Bill Pmt -Check	02/13/2019	5864	Hinge Studio	-600.00	-1,052.14
Bill Pmt -Check	02/13/2019	5865	MOOD	-50.00	-1,102.14
Bill Pmt -Check	02/13/2019	5866	PMCH	-550.00	-1,652.14
Bill Pmt -Check	02/13/2019	5867	Ricoh USA, Inc	-169.03	-1,821.17
Bill Pmt -Check	02/13/2019	5868	Town Square Media	-1,203.00	-3,024.17
Bill Pmt -Check	02/13/2019	5869	Walsh Property Management	-2,650.00	-5,674.17
Paycheck	02/15/2019		Kevin Hawley	-2,623.45	-8,297.62
Paycheck	02/15/2019		Julie Schmitt	-1,387.17	-9,684.79
Paycheck	02/15/2019	5847	Anya Hopkins	-183.78	-9,868.57
Paycheck	02/15/2019	5848	Aydan Bullard	-176.93	-10,045.50
Paycheck	02/15/2019	5849	Caleb Barnhart	-86.82	-10,132.32
Paycheck	02/15/2019		Connor Knop	-129.29	-10,261.61
Paycheck	02/15/2019		Dylan Smith	-155.61	-10,417.22
Paycheck	02/15/2019	5850	Issac Sutton	-131.14	-10,548.36
Paycheck	02/15/2019		James McCash	-303.85	-10,852.21
Paycheck	02/15/2019	5851	Joshua Tuttle	-96.50	-10,948.71
Paycheck	02/15/2019		Kade R Taheri	-38.79	-10,987.50
Paycheck	02/15/2019		Kati Mooney	-163.69	-11,151.19
Paycheck	02/15/2019		Nathan Reams	-570.35	-11,721.54
Paycheck	02/15/2019		Samantha McCain	-80.35	-11,801.89
Bill Pmt -Check	02/15/2019	5870	FIB - MASTERCARD	-1,491.53	-13,293.42
Bill Pmt -Check	02/25/2019	5871	Bonnie Edgeworth	-300.00	-13,593.42
Paycheck	02/28/2019		Kevin Hawley	-2,623.45	-16,216.87
Paycheck	02/28/2019		Julie Schmitt	-1,387.17	-17,604.04
Deposit	02/28/2019			4.78	-17,599.26
Total CHECKING				-17,599.26	-17,599.26
NOW Acct					
Deposit	02/28/2019			27.09	27.09
Total NOW Acct				27.09	27.09
				-17,572.17	-17,572.17

DDA - Feb Transactions

Type	Date	Num	Name	Amount	Balance
CHECKING					
Paycheck	03/01/2019	5872	Aydan Bullard	-51.71	-51.71
Paycheck	03/01/2019		Dylan Smith	-49.87	-101.58
Paycheck	03/01/2019		Samantha McCain	-50.79	-152.37
Paycheck	03/01/2019		Nathan Reams	-614.10	-766.47
Liability Check	03/01/2019		IRS USA TAXPYMNT	0.00	-766.47
Bill Pmt -Check	03/07/2019	5873	Charter Communications	-131.83	-898.30
Bill Pmt -Check	03/07/2019	5874	FIB - MASTERCARD	-347.34	-1,245.64
Bill Pmt -Check	03/07/2019	5875	Hinge Studio	-1,687.50	-2,933.14
Bill Pmt -Check	03/07/2019	5876	MOOD	-50.00	-2,983.14
Bill Pmt -Check	03/07/2019	5877	Slumberland Furniture	-1,064.99	-4,048.13
Bill Pmt -Check	03/07/2019	5878	Town Square Media	-801.00	-4,849.13
Bill Pmt -Check	03/07/2019	5879	Walsh Property Management	-2,650.00	-7,499.13
Paycheck	03/15/2019		Kevin Hawley	-2,623.45	-10,122.58
Paycheck	03/15/2019		Julie Schmitt	-1,387.17	-11,509.75
Total CHECKING				<u>-11,509.75</u>	<u>-11,509.75</u>
TOTAL				<u>-11,509.75</u>	<u>-11,509.75</u>

PG- Balance Sheet

Feb 28, 19

ASSETS

Current Assets

Checking/Savings

FIB - Parking Garage 2,582.69

Total Checking/Savings 2,582.69

Other Current Assets

Undeposited Funds 402.00

Total Other Current Assets 402.00

Total Current Assets 2,984.69

TOTAL ASSETS 2,984.69

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Due to DDA -39,579.58

Payroll Liabilities -315.14

Total Other Current Liabil -39,894.72

Total Current Liabilities -39,894.72

Total Liabilities -39,894.72

Equity

Unrestricted Net Assets 37,768.04

Net Income 5,111.37

Total Equity 42,879.41

TOTAL LIABILITIES & EQUITY 2,984.69

PG -P&L

	<u>Feb 19</u>		<u>Jan 19</u>
Income		Income	
Parking Fees		Parking Fees	
Parking Garage	9,956.50	Parking Garage	11,255.00
1st & Center	1,661.00	1st & Center	3,481.00
Daily Parking	146.00	Daily Parking	710.80
Total Parking Fees	<u>11,763.50</u>	Total Parking Fees	<u>15,446.80</u>
Validation Incentive Program		Interest Income	0.95
Parking Validations	10.00	Total Income	<u>15,447.75</u>
Total Validation Incentive Program	10.00	Gross Profit	15,447.75
Interest Income	0.64	Expense	
Total Income	<u>11,774.14</u>	Administrative	
Gross Profit	<u>11,774.14</u>	Office Staff	
Expense		Administrative Office	4,333.34
Administrative		Total Office Staff	<u>4,333.34</u>
Office Staff		Garage Staff Payroll Expense	
Administrative Office	4,333.34	Payroll Expense	1,957.00
Total Office Staff	<u>4,333.34</u>	Payroll Taxes - FICA & Medicare	481.20
Garage Staff Payroll Expense		Payroll Expenses - WC/SUTA/F	113.62
Payroll Expense	2,311.20	Total Garage Staff Payroll Expense	<u>2,551.82</u>
Payroll Taxes - FICA & Medicare	508.32	Total Administrative	6,885.16
Payroll Expenses - WC/SUTA/FUTA	110.06	OPERATIONS	
Total Garage Staff Payroll Expense	<u>2,929.58</u>	Bank Fees	335.90
Total Administrative	<u>7,262.92</u>	Office Automation	84.99
OPERATIONS		Utilities	1,736.92
Mail / Postage	156.00	Landscaping, Repairs / Maint.	500.00
Bank Fees	225.80	Equip. & Supplies	
Office Automation	276.27	Parking Garage	319.58
Utilities	1,762.24	Total Equip. & Supplies	<u>319.58</u>
Landscaping, Repairs / Maint.	580.00	Parking Structure Rent	363.00
Equip. & Supplies		Total OPERATIONS	<u>3,340.39</u>
Parking Garage	14.64	Total Expense	<u>10,225.55</u>
Total Equip. & Supplies	<u>14.64</u>	Net Income	<u><u>5,222.20</u></u>
Parking Structure Rent	363.00		
Total OPERATIONS	<u>3,377.95</u>		
Total Expense	<u>10,640.87</u>		
Net Income	<u><u>1,133.27</u></u>		

PG - Budget v Actual										TOTAL		
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Income												
Returned Check Charges	35.00	4.00	0.00	0.00	0.00	6.00	0.00	0.00	45.00			
Uncategorized Income	0.00	0.00	91.74	0.00	0.00	0.00	0.00	0.00	91.74			
Parking Fees												
Parking Garage	7,020.00	10,609.00	10,068.00	8,080.50	6,380.00	8,334.00	11,255.00	9,956.50	71,703.00	100,000.00	-28,297.00	71.7%
1st & Center	1,812.22	1,932.78	2,345.00	1,521.00	1,626.00	1,634.00	3,481.00	1,661.00	16,013.00	23,500.00	-7,487.00	68.14%
Daily Parking	499.00	719.00	713.00	271.00	673.25	31.00	710.80	146.00	3,763.05	7,500.00	-3,736.95	50.17%
Parking Fees - Other	5.00	80.00	10.00	20.00	20.00	0.00	0.00	0.00	135.00	0.00	135.00	100.0%
Total Parking Fees	9,336.22	13,340.78	13,136.00	9,892.50	8,699.25	9,999.00	15,446.80	11,763.50	91,614.05	131,000.00	-39,385.95	69.93%
Validation Incentive Program												
Parking Validations	7.78	52.22	20.00	120.00	90.00	60.00	0.00	10.00	360.00	0.00	360.00	100.0%
Validation Incentive Program - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Total Validation Incentive Program	7.78	52.22	20.00	120.00	90.00	60.00	0.00	10.00	360.00	500.00	-140.00	72.0%
Commission (Vending Machines)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	-400.00	0.0%
Interest Income	3.17	2.68	2.39	2.97	2.24	2.01	0.95	0.64	17.05	20.00	-2.95	85.25%
Total Income	9,382.17	13,399.68	13,250.13	10,015.47	8,791.49	10,067.01	15,447.75	11,774.14	92,127.84	131,920.00	-39,792.16	69.84%
Gross Profit	9,382.17	13,399.68	13,250.13	10,015.47	8,791.49	10,067.01	15,447.75	11,774.14	92,127.84	131,920.00	-39,792.16	69.84%
Expense												
Bank Service Charges	4.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	10.00	0.00	10.00	100.0%
Administrative												
Office Staff												
Exec. Director - Alloc. from DDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,800.00	-9,800.00	0.0%
Director Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
Administrative Office	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	34,666.72	40,000.00	-5,333.28	86.67%
Total Office Staff	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	34,666.72	51,400.00	-16,733.28	67.45%
Garage Staff Payroll Expense												
Payroll Expense	2,055.95	2,180.35	2,207.00	2,265.50	2,848.50	1,792.00	1,957.00	2,311.20	17,617.50	35,000.00	-17,382.50	50.34%
Staff Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Payroll Taxes - FICA & Medicare	488.77	498.31	500.33	504.81	549.42	820.48	481.20	508.32	4,351.64	7,000.00	-2,648.36	62.17%
Payroll Expenses - WC/SUTA/FUTA	81.03	67.53	338.27	65.28	72.57	621.33	113.62	110.06	1,469.69	1,500.00	-30.31	97.98%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,600.00	-4,600.00	100.0%
Total Garage Staff Payroll Expense	2,625.75	2,746.19	3,045.60	2,835.59	3,470.49	7,833.81	2,551.82	2,929.58	28,038.83	46,500.00	-18,461.17	60.3%
Total Administrative	6,959.09	7,079.53	7,378.94	7,168.93	7,803.83	12,167.15	6,885.16	7,262.92	62,705.55	97,900.00	-35,194.45	64.05%
OPERATIONS												
Bad Debt Expense	0.00	0.00	0.00	52.50	35.00	-87.50	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
City Profit Sharing	0.00	996.00	0.00	0.00	0.00	0.00	0.00	0.00	996.00	1,500.00	-504.00	66.4%
Web Development / Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Advertising / Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
Mail / Postage	0.00	0.00	0.00	104.00	0.00	0.00	0.00	156.00	260.00	700.00	-440.00	37.14%
Software Subscriptions	0.00	0.00	351.75	0.00	0.00	0.00	0.00	0.00	351.75	300.00	51.75	117.25%
Accounting and Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	147.95	62.00	103.15	129.30	160.25	235.60	335.90	225.80	1,399.95	800.00	599.95	174.99%
Bad Debt	0.00	43.00	0.00	0.00	0.00	0.00	0.00	0.00	43.00			
Office Automation	180.77	180.85	180.85	180.85	186.66	277.83	84.99	276.27	1,549.07	2,000.00	-450.93	77.45%
Utilities	977.39	934.18	872.40	895.96	1,327.49	1,671.55	1,736.92	1,762.24	10,178.13	18,000.00	-7,821.87	56.55%
Landscaping, Repairs / Maint.	0.00	0.00	0.00	0.00	0.00	585.00	500.00	580.00	1,665.00	4,000.00	-2,335.00	41.63%
Equip. & Supplies												
Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Parking Garage	0.00	257.38	0.00	0.00	54.46	66.06	319.58	14.64	712.12	0.00	712.12	100.0%
Equip. & Supplies - Other	129.60	0.00	39.48	90.07	0.00	0.00	0.00	0.00	259.15	2,500.00	-2,240.85	10.37%
Total Equip. & Supplies	129.60	257.38	39.48	90.07	54.46	66.06	319.58	14.64	971.27	2,500.00	-1,528.73	38.85%
Special Projects	0.00	0.00	0.00	1,616.25	0.00	0.00	0.00	0.00	1,616.25	0.00	1,616.25	100.0%
Building Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	229.50	0.00	0.00	229.50	1,000.00	-770.50	22.95%
Insurance (Liability)	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00	100.0%
Parking Structure Rent	363.00	363.00	363.00	363.00	363.00	0.00	363.00	363.00	2,541.00	3,993.00	-1,452.00	63.64%
DDA Oper Costs - Allocated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,200.00	-7,200.00	0.0%
Total OPERATIONS	4,298.71	2,836.41	1,910.63	3,431.93	2,126.86	2,978.04	3,340.39	3,377.95	24,300.92	50,993.00	-26,692.08	47.66%
Total Expense	11,261.80	9,915.94	9,289.57	10,603.86	9,933.69	15,145.19	10,225.55	10,840.87	87,016.47	148,893.00	-61,876.53	58.44%
Net Income	-1,879.63	3,483.74	3,960.56	-588.39	-1,142.20	-5,078.18	5,222.20	1,133.27	5,111.37	-16,973.00	22,084.37	-30.12%

PG - Jan Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	01/02/2019			Deposit	2,938.00	2,938.00
Deposit	01/02/2019			Deposit	1,391.00	4,329.00
Deposit	01/02/2019			Deposit	4,608.00	8,937.00
Paycheck	01/04/2019		Sharon A Elsberry		-353.56	8,583.44
Paycheck	01/04/2019		Tevin C Reams		-396.50	8,186.94
Liability Check	01/07/2019		United States Treasury	83-0286881	-9,798.78	-1,611.84
Bill Pmt -Check	01/07/2019	1561	AAA Landscaping	Invoice # 17053	-500.00	-2,111.84
Bill Pmt -Check	01/07/2019	1562	Century Link	Acct # 307-261-4605 096B	-84.99	-2,196.83
Bill Pmt -Check	01/07/2019	1563	City of Casper Business Services	Invoice # 170905	-363.00	-2,559.83
Bill Pmt -Check	01/07/2019	1564	Mastercard		-319.58	-2,879.41
Bill Pmt -Check	01/07/2019	1565	Rocky Mountain Power	Acct # 04279137-001 0	-1,736.92	-4,616.33
Deposit	01/11/2019			Deposit	451.05	-4,165.28
Deposit	01/14/2019			Deposit	1,354.00	-2,811.28
Paycheck	01/15/2019		Jaclyn A Landess		-1,815.92	-4,627.20
Paycheck	01/18/2019		Sharon A Elsberry		-547.28	-5,174.48
Paycheck	01/18/2019		Tevin C Reams		-369.96	-5,544.44
Liability Check	01/23/2019	1566	Wyoming Department of Workforce	004608509	-749.58	-6,294.02
Deposit	01/24/2019			Deposit	2,165.00	-4,129.02
Deposit	01/31/2019			Deposit	259.75	-3,869.27
Paycheck	01/31/2019		Jaclyn A Landess		-1,815.92	-5,685.19
Deposit	01/31/2019			Deposit	2,280.00	-3,405.19
Check	01/31/2019			Service Charge	-335.90	-3,741.09
Deposit	01/31/2019			Interest	0.95	-3,740.14
Total FIB - Parking Garage					-3,740.14	-3,740.14
TOTAL					-3,740.14	-3,740.14

PG - Feb Trans

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Paycheck	02/01/2019		Sharon A Elsberry		-603.92	-603.92
Paycheck	02/01/2019		Tevin C Reams		-393.91	-997.83
Deposit	02/01/2019			Deposit	4,558.50	3,560.67
General Journal	02/04/2019	DDA-48	All Star Transportation	Bounced Check#	-40.00	3,520.67
General Journal	02/04/2019	DDA-50	Elizabeth Batton	Bounced Check#	-43.00	3,477.67
Liability Check	02/11/2019		United States Treasury	83-0286881	-5,542.86	-2,065.19
Deposit	02/11/2019			Deposit	2,954.00	888.81
Deposit	02/11/2019			Deposit	50.00	938.81
Bill Pmt -Check	02/13/2019	1567	AAA Landscaping	Invoice # 17154	-580.00	358.81
Bill Pmt -Check	02/13/2019	1568	Century Link	Acct # 3072614605 096B	-84.97	273.84
Bill Pmt -Check	02/13/2019	1569	Charter	Invoice # 0780589011019	-191.30	82.54
Bill Pmt -Check	02/13/2019	1570	City of Casper Business Services	Invoice # 171653	-363.00	-280.46
Bill Pmt -Check	02/13/2019	1571	City of Casper Water and Sewer	Acct # 381802	-141.82	-422.28
Bill Pmt -Check	02/13/2019	1572	Mastercard		-170.64	-592.92
Bill Pmt -Check	02/13/2019	1573	Rocky Mountain Power	Acct #04279137-001 0	-1,620.42	-2,213.34
Paycheck	02/15/2019		Jaclyn A Landess		-1,815.92	-4,029.26
Paycheck	02/15/2019		Sharon A Elsberry		-547.27	-4,576.53
Paycheck	02/15/2019		Tevin C Reams		-410.28	-4,986.81
Deposit	02/21/2019			Deposit	55.00	-4,931.81
Deposit	02/21/2019			Deposit	574.00	-4,357.81
Deposit	02/22/2019			Deposit	1,303.00	-3,054.81
Deposit	02/25/2019			Deposit	1,301.00	-1,753.81
Deposit	02/27/2019			Deposit	41.00	-1,712.81
Deposit	02/27/2019			Deposit	638.00	-1,074.81
Paycheck	02/28/2019		Jaclyn A Landess		-1,815.92	-2,890.73
General Journal	02/28/2019	DDA-51	James MacKearney	Bounced Check#	-20.00	-2,910.73
Check	02/28/2019			Service Charge	-225.80	-3,136.53
Deposit	02/28/2019			Interest	0.64	-3,135.89
Total FIB - Parking Garage					-3,135.89	-3,135.89
TOTAL					-3,135.89	-3,135.89

PG - March Trans

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Paycheck	03/01/2019		Sharon A Elsberry		-547.28	-547.28
Paycheck	03/01/2019		Tevin C Reams		-369.96	-917.24
Deposit	03/01/2019			Deposit	4,503.00	3,585.76
Liability Check	03/01/2019		United States Treasury	83-0286881	-4,952.66	-1,366.90
Deposit	03/01/2019			Deposit	795.00	-571.90
General Journal	03/04/2019	DDA-52	All Star Transportation	Bounced Check#	-83.00	-654.90
General Journal	03/04/2019	DDA-53	Heather Wells	Bounced Check#	-43.00	-697.90
Bill Pmt -Check	03/07/2019	1574	AAA Landscaping	Invoice #17278	-525.00	-1,222.90
Bill Pmt -Check	03/07/2019	1575	Century Link	Centurky Link Acct # 3072614605 096B	-86.00	-1,308.90
Bill Pmt -Check	03/07/2019	1576	City of Casper Business Services	Invoice #172304	-363.00	-1,671.90
Bill Pmt -Check	03/07/2019	1583	Mastercard		-74.95	-1,746.85
Bill Pmt -Check	03/07/2019	1578	Rocky Mountain Power	Acct # 04279137-001 0	-1,613.17	-3,360.02
Bill Pmt -Check	03/07/2019	1579	S Freel	PG Payment	-35.00	-3,395.02
Bill Pmt -Check	03/07/2019	1580	Wyoming Office Products & Interiors	Invoice #23435-001	-66.26	-3,461.28
Deposit	03/08/2019			Deposit	14.00	-3,447.28
Bill Pmt -Check	03/12/2019	1581	City of Casper Water and Sewer	Acct #381802	-72.74	-3,520.02
Total FIB - Parking Garage					-3,520.02	-3,520.02
TOTAL					-3,520.02	-3,520.02

PG - Aging

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
All Star Transportation	0.00	6.00	80.00	0.00	0.00	86.00
Amber Fazio	0.00	0.00	86.00	0.00	0.00	86.00
David Sheets	5.00	0.00	0.00	0.00	0.00	5.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Emilee Willard	0.00	0.00	0.00	0.00	140.00	140.00
Heather Wells	0.00	46.00	0.00	0.00	0.00	46.00
Jean Baxter	0.00	0.00	0.00	0.00	43.00	43.00
Jordan Davis	0.00	0.00	0.00	0.00	215.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Judy Baker	0.00	35.00	35.00	0.00	0.00	70.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Mitchell Clark	0.00	35.00	0.00	0.00	0.00	35.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Tom Rea	0.00	43.00	0.00	0.00	0.00	43.00
Tom Rogers	0.00	35.00	0.00	0.00	0.00	35.00
Toni Hargrove	0.00	0.00	0.00	0.00	70.00	70.00
Western States, Inc.	0.00	0.00	0.00	0.00	890.00	890.00
Will Yates	0.00	0.00	0.00	0.00	374.00	374.00
Wolcott Galleria	0.00	385.00	0.00	0.00	0.00	385.00
TOTAL	5.00	585.00	201.00	0.00	2,394.00	3,185.00

DSS - Balance Sheet

Feb 28, 19

Current Assets	
Checking/Savings	
Plaza Checking	262,449.27
Special Events	<u>38,904.22</u>
Total Checking/Savings	301,353.49
Accounts Receivable	
Accounts Receivable	<u>8,750.00</u>
Total Accounts Receivable	<u>8,750.00</u>
Total Current Assets	<u>310,103.49</u>
TOTAL ASSETS	<u>310,103.49</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	596,875.09
Net Income	<u>-286,771.60</u>
Total Equity	<u>310,103.49</u>
TOTAL LIABILITIES & EQUITY	<u>310,103.49</u>

DSS - P&L

	<u>Feb 19</u>		<u>Jan 19</u>
Ordinary Income/Expense		Ordinary Income/Expense	
Income		Income	
ACCT. INTEREST	41.75	ACCT. INTEREST	47.67
Investments		Direct Public Support	12,500.00
Endowment	31,200.84	Other Types of Income	
Total Investments	31,200.84	Miscellaneous Revenue	925.00
Other Types of Income		Total Other Types of Income	925.00
Miscellaneous Revenue	925.00	Program Income	
Total Other Types of Income	925.00	Beverage Sales	142.00
Program Income		Friends of Station	3,051.95
Friends of Station	680.00	Ice Skating Fees	23,005.69
Ice Skating Fees	1,649.75	Partners In Progress	23,750.00
Total Program Income	2,329.75	Total Program Income	49,949.64
Total Income	34,497.34	Total Income	63,422.31
Gross Profit	34,497.34	Gross Profit	63,422.31
Expense		Expense	
Contract Services		Contract Services	
Construction Expense	75,925.00	Construction Expense	2,076.00
Contract Services - Other	7,506.00	Legal Fees	46.95
Total Contract Services	83,431.00	Contract Services - Other	7,910.00
Facilities and Equipment		Total Contract Services	10,032.95
Equip Rental and Maintenance	34,077.39	Facilities and Equipment	
FF&E	2,554.97	Building Repairs/Maint	1,807.23
Rent, Parking, Utilities	10,001.57	Equip Rental and Maintenance	405.69
Facilities and Equipment - Other	192.08	FF&E	4,310.97
Total Facilities and Equipment	46,826.01	Rent, Parking, Utilities	5,624.21
Marketing	8,442.03	Total Facilities and Equipment	12,148.10
Operations		Marketing	
Equip/Supplies	361.62	Advertising/Media	161.87
Event Expense	2,094.80	Marketing - Other	572.47
Service Charge	9.62	Total Marketing	734.34
Software/Subscriptions	255.02	Operations	
Supplies	225.41	Books, Subscriptions, Reference	311.06
Utilities	195.66	Equip/Supplies	605.12
Operations - Other	177.51	Event Expense	1,992.84
Total Operations	3,319.64	Printing and Copying	252.00
Travel and Meetings		Service Charge	32.18
Conference, Convention, Meeting	419.00	Utilities	1,729.01
Total Travel and Meetings	419.00	Total Operations	4,922.21
Total Expense	142,437.68	Total Expense	27,837.60
Net Ordinary Income	-107,940.34	Net Ordinary Income	35,584.71
Net Income	<u>-107,940.34</u>	Net Income	<u>35,584.71</u>

DSS - Budget vs Actual	TOTAL										Budget	\$ Over Budget	% of Budget
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Jul '18 - Feb 19				
Ordinary Income/Expense													
Income													
ACCT. INTEREST	88.39	63.24	59.41	53.51	47.54	48.92	47.67	41.75	450.43				
Direct Public Support													
Operational Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%	
Direct Public Support - Other	0.00	0.00	0.00	133,333.34	33,333.33	0.00	12,500.00	0.00	179,166.67				
Total Direct Public Support	0.00	0.00	0.00	133,333.34	33,333.33	0.00	12,500.00	0.00	179,166.67	50,000.00	129,166.67	358.33%	
Investments													
Endowment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,200.84	31,200.84	30,000.00	1,200.84	104.0%	
Total Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,200.84	31,200.84	30,000.00	1,200.84	104.0%	
Other Types of Income													
Miscellaneous Revenue	950.00	700.00	925.00	925.00	925.00	925.00	925.00	925.00	7,200.00				
Total Other Types of Income	950.00	700.00	925.00	925.00	925.00	925.00	925.00	925.00	7,200.00				
Program Income													
Beverage Sales	8,184.00	15,440.25	4,780.00	2,114.00	0.00	0.00	142.00	0.00	30,660.25	90,000.00	-59,339.75	34.07%	
Event Sponsorship	20,000.00	40,000.00	7,500.00	0.00	5,243.72	0.00	0.00	0.00	72,743.72	171,000.00	-98,256.28	42.54%	
Facility Rental	1,500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	2,000.00	12,000.00	-10,000.00	16.67%	
Friends of Station													
Giving Tuesday 2018	0.00	0.00	0.00	0.00	801.00	0.00	0.00	0.00	801.00				
Treedition 2018	0.00	0.00	0.00	0.00	2,255.00	0.00	0.00	0.00	2,255.00				
Friends of Station - Other	265.00	160.00	224.00	60.00	45.00	960.00	3,051.95	680.00	5,445.95	55,000.00	-49,554.05	9.9%	
Total Friends of Station	265.00	160.00	224.00	60.00	3,101.00	960.00	3,051.95	680.00	8,501.95	55,000.00	-46,498.05	15.46%	
Ice Skating Fees	0.00	0.00	0.00	0.00	4,369.02	30,781.46	23,005.69	1,649.75	59,805.92	65,000.00	-5,194.08	92.01%	
Membership Dues	0.00	0.00	0.00	-330.00	0.00	0.00	0.00	0.00	-330.00				
Partners In Progress	4,000.00	28,000.00	26,500.00	10,500.00	1,000.00	5,000.00	23,750.00	0.00	98,750.00	100,000.00	-1,250.00	98.75%	
Program Service Fees	0.00	3,785.00	0.00	0.00	0.00	0.00	0.00	0.00	3,785.00				
Vendor Fees	525.00	2,625.00	450.00	50.00	0.00	0.00	0.00	0.00	3,650.00				
Total Program Income	34,474.00	80,010.25	39,454.00	12,894.00	13,713.74	36,741.46	49,949.64	2,329.75	279,568.84	493,000.00	-213,431.16	56.71%	
Total Income	35,512.39	80,773.49	40,438.41	147,205.85	48,019.61	37,715.38	63,422.31	34,497.34	497,584.78	573,000.00	-75,415.22	86.84%	
Gross Profit	35,512.39	80,773.49	40,438.41	147,205.85	48,019.61	37,715.38	63,422.31	34,497.34	497,584.78	573,000.00	-75,415.22	86.84%	
Expense													
Contract Services													
Accounting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%	
Construction Expense	1,902.41	0.00	191,691.10	8,050.80	28,069.00	1,061.00	2,076.00	75,925.00	306,775.31	750,000.00	-443,224.69	40.9%	
Design/Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%	
Event Help (Contract)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	-30,000.00	0.0%	
Legal Fees	690.00	0.00	0.00	31.59	0.00	0.00	46.95	0.00	768.54				
Contract Services - Other	2,762.55	4,575.00	6,912.50	1,500.00	3,543.00	7,874.50	7,910.00	7,506.00	42,583.55				
Total Contract Services	5,354.96	4,575.00	198,603.60	9,582.39	29,612.00	8,935.50	10,032.95	83,431.00	350,127.40	806,000.00	-455,872.60	43.44%	
Facilities and Equipment													
Building Repairs/Maint	0.00	0.00	0.00	0.00	490.60	0.00	1,807.23	0.00	2,297.83	18,000.00	-15,702.17	12.77%	
Equip Rental and Maintenance	768.05	586.91	440.62	708.00	644.51	10,710.00	405.69	34,077.39	48,341.17				
FF&E	44,961.36	671.83	6,480.61	12,391.85	14,632.57	15,647.80	4,310.97	2,554.97	101,651.96	555,000.00	-453,348.04	18.32%	
Landscaping, Repairs/Maint.	0.00	0.00	0.00	1,060.31	89.49	0.00	0.00	0.00	1,149.80	17,700.00	-16,550.20	6.5%	
Liability Insurance	0.00	1,734.37	0.00	0.00	684.00	0.00	0.00	0.00	2,418.37	25,500.00	-23,081.63	9.48%	
Property Insurance	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00	100.0%	
Rent, Parking, Utilities	3,579.14	3,527.00	3,843.50	5,044.63	2,813.74	6,840.90	5,624.21	10,001.57	41,274.69	158,000.00	-116,725.31	26.12%	
Facilities and Equipment - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.08	192.08				
Total Facilities and Equipment	51,808.55	6,520.11	10,764.73	19,204.79	19,354.91	33,198.70	12,148.10	46,826.01	199,825.90	776,700.00	-576,874.10	25.73%	
Marketing													
Advertising/Media	1,214.00	0.00	1,070.31	0.00	0.00	0.00	161.87	0.00	2,446.18	30,000.00	-27,553.82	8.15%	
Fundraising Expense	1,279.94	0.00	67.68	0.00	0.00	0.00	0.00	0.00	1,347.62	20,000.00	-18,652.38	6.74%	
Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%	
Marketing - Other	13,858.75	13,210.71	14,106.92	11,923.97	10,401.56	25,125.47	572.47	8,442.03	97,641.88				
Total Marketing	16,352.69	13,210.71	15,244.91	11,923.97	10,401.56	25,125.47	734.34	8,442.03	101,435.68	54,000.00	47,435.68	187.84%	
Operations													
Books, Subscriptions, Referenc	376.99	177.00	0.00	33.45	846.87	0.00	311.06	0.00	1,745.37				
Entertainment/Talent	1,800.00	3,925.00	3,600.00	400.00	0.00	0.00	0.00	0.00	9,725.00				
Equip/Supplies	0.00	0.00	0.00	52.49	151.64	2,569.27	605.12	361.62	3,739.14	19,500.00	-15,760.86	19.18%	
Event Expense	18,862.51	33,761.83	20,396.31	9,607.19	8,757.58	5,820.72	1,992.84	2,094.80	101,293.78	223,500.00	-122,206.22	45.32%	
Office Automation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%	
Postage, Mailing Service	0.00	0.00	0.00	0.00	1.71	104.00	0.00	0.00	105.71	2,500.00	-2,394.29	4.23%	
Printing and Copying	0.00	0.00	0.00	0.00	0.00	0.00	252.00	0.00	252.00				
Service Charge	28.78	8.33	7.59	28.81	3.81	75.70	32.18	9.62	194.82				
Software/Subscriptions	0.00	0.00	177.00	313.04	0.00	187.03	0.00	255.02	932.09	5,000.00	-4,067.91	18.64%	
Supplies	1,042.64	704.21	1,688.40	1,058.64	195.29	2,076.30	0.00	225.41	6,990.89				
Utilities	0.00	0.00	0.00	0.00	0.00	0.00	1,729.01	195.66	1,924.67	45,000.00	-43,075.33	4.28%	
Operations - Other	0.00	0.00	0.00	426.50	0.00	632.20	0.00	177.51	1,236.21				
Total Operations	22,110.92	38,576.37	25,859.30	11,920.12	9,956.90	11,464.22	4,922.21	3,919.64	128,199.68	297,900.00	-169,700.32	43.01%	
Other Types of Expenses													
Insurance - Liability, D and O	1,488.65	0.00	941.40	684.00	0.00	469.70	0.00	0.00	3,583.75				
Other Costs	0.00	0.00	0.00	0.00	0.00	316.99	0.00	0.00	316.99				
Total Other Types of Expenses	1,488.65	0.00	941.40	684.00	0.00	786.69	0.00	0.00	3,900.74				
Travel and Meetings													
Conference, Convention, Meetin	48.08	0.00	0.00	325.00	0.00	0.00	0.00	419.00	792.08				
Travel	0.00	0.00	0.00	74.14	0.00	0.00	0.00	0.00	74.14				
Travel and Meetings - Other	0.00	0.00	0.00	60.76	0.00	0.00	0.00	0.00	60.76				
Total Travel and Meetings	48.08	0.00	0.00	459.90	0.00	0.00	0.00	419.00	926.98				
Total Expense	97,163.85	62,882.19	251,423.94	53,775.17	69,325.37	79,510.58	27,837.60	142,437.68	784,356.38	1,934,000.00	-1,150,243.62	40.54%	
Net Ordinary Income	-61,651.46	27,891.30	-210,985.53	93,430.68	-21,305.76	-41,795.20	35,584.71	-107,940.34	-286,771.60	-1,361,000.00	1,074,828.40	21.66%	
Net Income	-61,651.46	27,891.30	-210,985.53	93,430.68	-21,305.76	-41,795.20	35,584.71	-107,940.34	-286,771.60	-1,361,000.00	1,074,828.40	21.66%	

DSS - Jan Transactions

Type	Date	Num	Name	Amount	Balance
Plaza Checking					
Deposit	01/02/2019			24,350.00	24,350.00
Deposit	01/02/2019			8,840.00	33,190.00
Deposit	01/02/2019			43.67	33,233.67
Deposit	01/02/2019			650.30	33,883.97
Deposit	01/03/2019			100.00	33,983.97
Bill Pmt -Check	01/04/2019		John Lubner	-1,824.00	32,159.97
Deposit	01/06/2019			233.26	32,393.23
Deposit	01/06/2019			1,412.92	33,806.15
Deposit	01/07/2019			1,633.00	35,439.15
Bill Pmt -Check	01/07/2019	1554	AMBI Mail & Marketing	-201.97	35,237.18
Bill Pmt -Check	01/07/2019	1555	Ames Automotive	-192.99	35,044.19
Bill Pmt -Check	01/07/2019	1556	Artisan Alley	-129.88	34,914.31
Bill Pmt -Check	01/07/2019	1557	Black Hills Energy	-1,480.18	33,434.13
Bill Pmt -Check	01/07/2019	1558	Brent Phillips	-400.00	33,034.13
Bill Pmt -Check	01/07/2019	1559	Charter Communications	-81.16	32,952.97
Bill Pmt -Check	01/07/2019	1560	Cowdin Cleaning	-1,550.00	31,402.97
Bill Pmt -Check	01/07/2019	1561	Hood's Equipment & Sprinkler	-36.25	31,366.72
Bill Pmt -Check	01/07/2019	1562	Mastercard	-6,620.74	24,745.98
Bill Pmt -Check	01/07/2019	1563	MCF LLC	-450.00	24,295.98
Bill Pmt -Check	01/07/2019	1564	Play It Again Sports	-100.00	24,195.98
Bill Pmt -Check	01/07/2019	1565	Rocky Mountain Power	-5,093.05	19,102.93
Bill Pmt -Check	01/07/2019	1566	Secure Gunz LLC	-2,800.00	16,302.93
Bill Pmt -Check	01/07/2019	1567	Black Hills Energy	-248.83	16,054.10
Bill Pmt -Check	01/07/2019	1568	Mastercard	-1,664.37	14,389.73
Deposit	01/07/2019			50.00	14,439.73
Deposit	01/08/2019			20.00	14,459.73
Deposit	01/09/2019			700.00	15,159.73
Deposit	01/10/2019			47.46	15,207.19
Deposit	01/13/2019			97.86	15,305.05
Deposit	01/13/2019			1,572.68	16,877.73
Deposit	01/14/2019			225.00	17,102.73
Deposit	01/14/2019			2,059.00	19,161.73
Bill Pmt -Check	01/14/2019		John Lubner	-1,736.00	17,425.73
Bill Pmt -Check	01/14/2019	1569	Dream Upon a Princess	-145.00	17,280.73
Deposit	01/14/2019			90.07	17,370.80
Deposit	01/14/2019			20.00	17,390.80
Deposit	01/17/2019			20.00	17,410.80
Deposit	01/20/2019			51.37	17,462.17
Deposit	01/20/2019			906.52	18,368.69
Deposit	01/21/2019			953.00	19,321.69
Deposit	01/21/2019			56.82	19,378.51
Deposit	01/24/2019			7.70	19,386.21
Bill Pmt -Check	01/25/2019	1570	Caspar Building Systems, Inc.	-2,076.00	17,310.21
Bill Pmt -Check	01/25/2019	1571	Dream Upon a Princess	-145.00	17,165.21
Bill Pmt -Check	01/25/2019	1572	Marvelous Entertainment	-200.00	16,965.21
Deposit	01/27/2019			56.14	17,021.35
Deposit	01/27/2019			924.92	17,946.27
Deposit	01/28/2019			15.50	17,961.77
Deposit	01/31/2019			17,141.95	35,103.72
Deposit	01/31/2019			980.00	36,083.72
Bill Pmt -Check	01/31/2019	1573	Ice Builders	-630.00	35,453.72
Deposit	01/31/2019			15.50	35,469.22
Deposit	01/31/2019			100.00	35,569.22
Check	01/31/2019			-32.18	35,537.04
Deposit	01/31/2019			43.05	35,580.09
Total Plaza Checking				35,580.09	35,580.09
TOTAL				35,580.09	35,580.09

DSS - Feb Transactions

Type	Date	Num	Name	Amount	Balance
Plaza Checking					
Deposit	02/03/2019			125.83	125.83
Deposit	02/04/2019			190.10	315.93
Deposit	02/04/2019			30.90	346.83
Deposit	02/08/2019			20.00	366.83
Deposit	02/10/2019			572.75	939.58
Deposit	02/10/2019			605.00	1,544.58
Bill Pmt -Check	02/13/2019	1574	aggreko	-31,875.00	-30,330.42
Bill Pmt -Check	02/13/2019	1575	Ahern Rentals	-991.26	-31,321.68
Bill Pmt -Check	02/13/2019	1576	AMBI Mail & Marketing	-286.76	-31,608.44
Bill Pmt -Check	02/13/2019	1577	Bailly's Plumbing & Heating Inc.	-752.72	-32,361.16
Bill Pmt -Check	02/13/2019	1578	Black Hills Energy	-1,495.16	-33,856.32
Bill Pmt -Check	02/13/2019	1579	Brent Phillips	-200.00	-34,056.32
Bill Pmt -Check	02/13/2019	1580	Casper Fire Extinguisher Service Inc.	-57.53	-34,113.85
Bill Pmt -Check	02/13/2019	1581	Charter Communications	-79.97	-34,193.82
Bill Pmt -Check	02/13/2019	1582	City of Casper - Water Services	-190.77	-34,384.59
Bill Pmt -Check	02/13/2019	1583	Cowdin Cleaning	-1,550.00	-35,934.59
Bill Pmt -Check	02/13/2019	1584	Green Room Music Source	-750.00	-36,684.59
Bill Pmt -Check	02/13/2019	1585	Hinge Studio	-7,725.00	-44,409.59
Bill Pmt -Check	02/13/2019	1586	Hood's Equipment & Sprinkler	-990.22	-45,399.81
Bill Pmt -Check	02/13/2019	1587	Ice Builders	-378.00	-45,777.81
Bill Pmt -Check	02/13/2019	1588	Kistler Tent & Awning	-985.00	-46,762.81
Bill Pmt -Check	02/13/2019	1589	LONG Building Technologies, Inc.	-1,944.86	-48,707.67
Bill Pmt -Check	02/13/2019	1590	Rocky Mountain Power	-2,113.00	-50,820.67
Bill Pmt -Check	02/13/2019	1591	Secure Gunz LLC	-3,375.00	-54,195.67
Bill Pmt -Check	02/13/2019	1592	The Lyric	-200.00	-54,395.67
Bill Pmt -Check	02/13/2019	1593	Black Hills Energy	-195.66	-54,591.33
Bill Pmt -Check	02/13/2019	1594	City of Casper - Water Services	-16.02	-54,607.35
Bill Pmt -Check	02/13/2019	1595	Rocky Mountain Power	-5,034.64	-59,641.99
Bill Pmt -Check	02/13/2019	1596	City of Casper - Water Services	-138.29	-59,780.28
Bill Pmt -Check	02/13/2019	1597	City of Casper - Water Services	-181.00	-59,961.28
Bill Pmt -Check	02/14/2019	1598	Mastercard	-1,554.93	-61,516.21
Bill Pmt -Check	02/14/2019	1600	Jackie Landess	-108.82	-61,625.03
Deposit	02/14/2019			39.67	-61,585.36
Deposit	02/15/2019			103.00	-61,482.36
Bill Pmt -Check	02/15/2019	1601	Mastercard	-752.45	-62,234.81
Deposit	02/15/2019			20.00	-62,214.81
Bill Pmt -Check	02/15/2019		John Lubner	-1,330.00	-63,544.81
Bill Pmt -Check	02/15/2019		John Lubner	-1,091.00	-64,635.81
Deposit	02/17/2019			72.50	-64,563.31
Deposit	02/17/2019			20.00	-64,543.31
Bill Pmt -Check	02/20/2019	1602	Caspar Building Systems, Inc.	-75,925.00	-140,468.31
Deposit	02/21/2019			31,852.84	-108,615.47
Deposit	02/21/2019			103.00	-108,512.47
Bill Pmt -Check	02/27/2019		John Lubner	-160.00	-108,672.47
Check	02/28/2019			-9.62	-108,682.09
Deposit	02/28/2019			37.57	-108,644.52
Total Plaza Checking				-108,644.52	-108,644.52
TOTAL				-108,644.52	-108,644.52

DSS - March Trans

Type	Date	Num	Name	Amount	Balance
Plaza Checking					
Bill Pmt -Check	03/07/2019	1603	Black Hills Energy	-1,317.85	-1,317.85
Bill Pmt -Check	03/07/2019	1604	Charter Communications	-81.16	-1,399.01
Bill Pmt -Check	03/07/2019	1605	Cowdin Cleaning	-1,400.00	-2,799.01
Bill Pmt -Check	03/07/2019	1606	High Country Crane Service	-1,253.50	-4,052.51
Bill Pmt -Check	03/07/2019	1607	Hinge Studio	-8,865.00	-12,917.51
Bill Pmt -Check	03/07/2019	1608	Hood's Equipment & Sprinkler	-159.92	-13,077.43
Bill Pmt -Check	03/07/2019	1609	Mastercard	-2,757.06	-15,834.49
Bill Pmt -Check	03/07/2019	1610	Rocky Mountain Power	-3,309.06	-19,143.55
Bill Pmt -Check	03/07/2019	1611	Secure Gunz LLC	-2,025.00	-21,168.55
Bill Pmt -Check	03/07/2019	1612	Stateline No 7 Architects	-1,262.56	-22,431.11
Bill Pmt -Check	03/07/2019	1613	Swank Motion Pictures Inc	-3,808.00	-26,239.11
Bill Pmt -Check	03/07/2019	1614	The Lyric	-100.00	-26,339.11
Bill Pmt -Check	03/07/2019	1615	Black Hills Energy	-112.95	-26,452.06
Bill Pmt -Check	03/07/2019	1616	Mastercard	-3,053.88	-29,505.94
Bill Pmt -Check	03/12/2019	1617	Ahern Rentals	-485.63	-29,991.57
Bill Pmt -Check	03/12/2019	1618	City of Casper - Water Services	-8.05	-29,999.62
Bill Pmt -Check	03/12/2019	1619	Secure Gunz LLC	-675.00	-30,674.62
Bill Pmt -Check	03/12/2019	1622	City of Casper - Water Services	-47.62	-30,722.24
Bill Pmt -Check	03/12/2019	1620	City of Casper - Water Services	-246.49	-30,968.73
Bill Pmt -Check	03/12/2019	1621	City of Casper - Water Services	-93.00	-31,061.73
Total Plaza Checking				<u>-31,061.73</u>	<u>-31,061.73</u>
TOTAL				<u>-31,061.73</u>	<u>-31,061.73</u>

Activity Report - March 2019

Executive Director

Old Business

- John P. Ellbogen Foundation Mtg
- Opportunity Zone
- State Task Force
-
- Recycle Grant Letter
- Ice Skating Operations
- Sales Tax Inventory
- Mill-levy property review

New Business

- Donor Agreement (Update)
- Foundation – bylaws; 1023 review
- BoD member application process
- Event Coordinator & Intern
- City Zamboni
- Sponsorships: WCDA, Hilltop, Casper College
- Marcom Reboot
- Endowment disbursement
-

- Grant Applications

Challenges/Concerns

- Fundraising
- Staffing
 - Plaza Team
- Opportunities:
 - Continual education and advocacy – DDA & PG & DSS

Board Action Requested (if any)

- Continued support from BOD

Downtown Development Authority (DDA) Executive Committee

1. **Participants:** Executive Committee
2. **Date:** March 7, 2019
3. **Purpose:** Monthly Planning Meeting
4. **Attendees:** J. True, B.Daigle, N. Grooms, P. Fazio, K. Hawley
5. **Discussion:**

5.1. Financials were reviewed and discussed. \$100,000 was budgeted from reserve account. Executive Director requests \$50,000 transfer to DDA Checking account to be used for additional personnel.

5.2. Discussion regarding DDA Board members and application process. Term out: Brandon, Sona; Renew: Trudi

5.3. Discussion regarding 501c3 or Foundation for fundraising purposes.

5.4. Discussion about long term planning at DSS, including reserve account & secondary endowment that is more aggressively invested and accessible.

6. **Actions/Follow-Up**

NG – Review 1023 before KH files

WR – Review bylaws before KH files

MONTHLY ACTIVITY February 2019

March 7, 2019

Committee Chair: Shawn Houck

Committee: MARCOM

Project(s): Review Budgets, Media Campaign, PR

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Marketing
- Public Relations
- Sponsorships

PROJECT MILESTONES

<u>Event</u>	<u>Target Date</u>	<u>Complete Date</u>
• Downtown Survey	April 2019	
• Annual Mtg – State of Downtown	May 2019	
• Communication Initiative	June 2019	
• Engage – Downtown Tour Series	June 2019	

ACCOMPLISHMENTS

- Donor letters sent – highest direct mail success we have ever seen
- Facebook followers continues to grow: 8,000+

PLANNED ACTIVITIES

- Continued social media & press releases

CHALLENGES/CONCERNS

-

Activity Report for the Month of February 2019

Committee: Finance

Chair: Nicholas Grooms

Project(s): Sales Tax TIF, DDA/Garage Financials, Plaza Funding

General Overview/Responsibilities

- Monthly Financials-
 - PG -70% of budget for revenues, 58% for expenses
 - DDA –76% on revenues, 46% for expenses
 - Station – invoices: Caspar Pay App, event expenses, utility bills.
- Market Driven Funding (TIF) - N/A

Project Milestones (Event, Target Date, Completion Date)

- Project funding oversight for Plaza.

Accomplishments

- W2s & 1099
- Mill-levy
- City Audit
- State reporting

Planned Activities

- District Expansion
- Cash Policy review

Challenges/Concerns

MONTHLY ACTIVITY REVIEW February 2019

March 7, 2019

Name: Tim Schenk
Committee: Infrastructure
Project(s): Gateway, Public Restrooms, Parking Garage, Downtown Plaza

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Maintain and develop utility infrastructure within DDA boundaries
- Develop special projects and support city in pursuit of projects
- Identify potential developments and recruit investors to DDA district
- Maintain and manage parking garage and surface parking lot

PROJECT MILESTONES

<u>Event</u>	<u>Target Date</u>
• DDA Gateway	Ongoing
• One-Way Street Study	Ongoing
• Downtown Housing	Ongoing
• Downtown Sound Plan	Ongoing

ACCOMPLISHMENTS

PLANNED ACTIVITIES

CHALLENGES/CONCERNS

- Budget Constraints
- Fundraising

PROJECT COSTS

<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
[title	[]	[]	[]

MONTHLY ACTIVITY REVIEW February 2019

March 7, 2019

Committee Chair: Will Reese

Committee: Governance

Project(s): Complete Signage Update, Finalize Contracts

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Review and compliance of Statute
- Review and compliance of by-laws

PROJECT MILESTONES

Event

Target Date

Complete Date

ACCOMPLISHMENTS

- Review/Explore Insurance options
- Review Policy/Procedure
- Review of by-laws
- Review of State Statute

PLANNED ACTIVITIES

Investigate By-Laws and State Statute for Plaza Committee
Draft legal action plan to add to master plan of plaza
Recruit new governance volunteers

CHALLENGES/CONCERNS

PROJECT COSTS

Description

NA

Budget

NA

Actual

NA

Difference

NA



COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF CASPER

200 North David Street
Casper, WY 82601-1862
Phone: (307) 235-8241
Fax: (307) 235-8362
www.casperwy.gov

Memo to: Liz Becher; Community Development Director

From: Dan Elston, City Building Official *DE*
Craig Collins, AICP, City Planner

Subject: January/February Commercial Development Report

Date March 12, 2019

For the Month of January/February, 3 building permits for construction of single family homes were issued. To date there have been 3 single family home building permits compared to 4 for the same period last year. The Building Division issued 97 Building, 122 Electrical, 118 Mechanical, and 148 Plumbing permits in January/February with fees totaling \$ 126,957.32; this includes license renewal fees which are more significant at this time of year, compared to \$114,317.63 for the same period last year, which is an increase of \$12,639.69. Overall the Building Division value of construction for January/February was \$3,328,883.83 which is \$115,866.68 above the same time period last year.

The Building Division completed 264 Building, 278 Electrical, 219 Plumbing, 87 Mechanical, 32 Grey Slip/Consult inspections, and completed 59 plan reviews for the month of January/February.

Below is a breakdown of the commercial projects in progress:

- Boyd Ave. Church Gym (2225 CY Ave.) 2nd floor concrete is complete and 2nd story walls are in process.
- Raven Crest Apts. (Tranquility Way) Have received the Final T.C.O – misc. building finishes, landscaping to complete. Units are occupied.
- Senior Living Homes (Fairgrounds Addition) Multiple homes in various degrees of construction, approximately 70% of lots completed.
- Casper Bale Fill (Station Road) Steel Framing in process
- Masterson Place (310 S. Washington) Interior drywall almost complete.
- Michaels-Old Dress Barn (445 Newport) Interior framing complete, drywall in process
- WMC Hybrid O.R. (1233 E. 2nd St.) Interior framing in process
- Spectrum Cellular (475 Newport) Demo complete, waiting for interior contractor

- Greiner Ford remodel (3333 CY Ave.) Phase 2 in process
- Grooms and Harkins remodel (555 S. Wolcott) Drywall complete, tape/texture in process


Projects completed:

- Fire Station No. 5 (Landmark Lane)
- Taco Johns (4070 Plaza Drive)
- Sleep Number (4845 E. 2nd St.)
- Pizza Ranch Addition (5011 E 2nd St.)

New Plans received for plan review:

- Target Store Remodel (Eastridge Mall)
- Eye Mart Express – Old Eltorro Restaurant (3400 E 2nd St.)
- Blackmore Market Place (E 2nd St.) Next to Old Chipolte's
- McDonalds Remodel (40 SE WY. BLVD)

March 14, 2019

MEMO TO: Carter Napier, City Manager 

FROM: Tracey Belser, Support Services Director
Zulima Lopez, Risk & Facilities Manager

SUBJECT: Liability coverage of boards, commissions, and authorities through WARM

The Wyoming Association of Risk Management (WARM) currently extends general liability coverage to thirteen (13) boards, commissions, and authorities under the City of Casper's policy. This general liability coverage insures the operations of the covered boards, commissions, and authorities and their members while acting in the scope of their duties for the board, commission, or authority. Section C of our liability coverage document defines these covered parties as:

Any and all commissions, boards, agencies, councils, districts, authorities over which the member has control and the member has requested in writing that coverage be extended to said board, agency, council, district or authority. Autonomous commissions, boards, agencies, councils, districts and authorities are not a covered party. Indicia of autonomy shall include, but not be limited to the ability to hire employees, collect fees or other revenues, enter into contracts or purchase equipment or material. Any commission, agency, council, district or authority that has otherwise procured liability coverage shall not be a covered party.

Our coverage document also requires periodic review of the covered parties to determine coverage eligibility. Recently, WARM liability board members were asked to solicit questionnaires from all covered groups to ascertain the appropriateness of coverage under each member's policy. The definition above was utilized to determine coverage eligibility.

Based on the questionnaires received, three (3) of the currently covered parties no longer qualify for coverage by WARM under the City's policy: The Casper Municipal Band Commission, the Casper-Natrona County Board of Health, and the Downtown Development Authority (DDA). The Casper Municipal Band and Casper-Natrona County Board of Health both reported that they have secured other liability coverage; therefore, they are not eligible to be a covered party. The DDA is also not eligible because it is an autonomous authority. The questionnaire responses indicate that the DDA hires employees, collects revenues, enters into contracts, and purchases equipment, which are all indications of autonomy per the coverage document.

WARM coverage for these parties will expire on July 1, 2019. WARM will send letters to the contacts on record for each group on or before March 22, 2019.

☆The Pet Gazette☆

Brought to you by: **Metro Animal Shelter**

March 2019



Did you know March 13th is National K9 Veterans Day? Many things changed after the bombing of Pearl Harbor in 1941. Oil, leather and rubber were rationed. Men were drafted. Women built war supplies. And dogs were called to duty. By 1942, the first Dogs for Defense were prepared for duty in North Africa and the canines proved to be well-trained. Over the years, military, police and rescue have developed a variety of training methods for K9 units. There are currently over 1,000 military dogs working in Iraq and Afghanistan today.



Our Country has lost 69 Police Canines so far this year, some of the amazing canines killed in the line of duty:



K9 Haas, a two year veteran of the Duluth, MN PD;

Haas was shot and killed during a barricade of a domestic violence suspect.



K9 Chucky, served The Bexar County, Texas SO for four years. Chucky was shot and killed as he apprehended a fleeing suspect.

EOW: January 25, 2019



K9 Doby, Fairfax Co PD, Virginia. Collapsed pursuing a robbery suspect.

EOW: February 22, 2019



Adoption News!

We'll be celebrating St. Pittie's Day all month long! During March, adoption fees on Pit Bull or Pit Bull mixes are only \$25...



ALSO...It's Black Cat Friday! Every Friday in March, all black cats and kittens have a \$0 adoption fee!



Just remember, if you choose an animal that has not yet been neutered, we do require \$100 cash deposit – fully refunded to you when we receive proof the animal is neutered. Thank you for supporting Shelter Pets!

You probably have your cell phone nearby...add this number:



March 17 – 23 is Pet Poison Prevention Week. You may never need it, but if you do – it'll be easy to access. And if you haven't, add your veterinarian's number to your contacts. In an emergency, every second counts.



EOW: January 13, 2019

Raising a dog is like a rainbow...puppies are the joy at one end, and old dogs are the treasure at the other.

