

INFORMATION PACKET

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Friday, November 9, 2018



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid
A working draft of Council Meeting Agendas

November 13, 2018

Councilmembers Absent: Powell, Laird, & Huber

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Distillery Satellite Tasting Rooms Ordinance (John Henley)	Move Forward for Approval	30 min	4:30
Budget Amendments (Tom Pitlick)	Move Forward for Approval	40 min	5:00
Council Leadership Discussion	Direction Requested	20 min	5:40
Agenda Review		20 min	6:00
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

November 13, 2018

Councilmembers Absent: Powell, Laird, & Huber

Special Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Establish November 20 as Public Hearing Date for Budget Amendments	C				
Wyoming Business Council Grant Opportunity Zones				C	

November 20, 2018

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Executive Session Minutes - Nov 6 Personnel & Land Acquisition			N		
Bright Spot - Bike rider assistance					
Establish December 4 as the Public Hearing Date for Liquor License Ordinance	C				
Establish December 4 as the Public Hearing Date for Appeal of Planning and Zoning Commission's Decision to Deny a Conditional Use Permit for an off-premise sign (billboard) in a C-2 (General Business) zoning district, on Lot 4, Block 159, Casper Addition, located at 1329 South Poplar Street for Applicants David DeWald and Lamar Advertising.	C				
Establish December 4 as the Public Hearing Date for a Transfer of Location for Retail Liquor License No. 5, Travis Taylor, d/b/a Cocktail's, Located at 134 North Center, to Travis Taylor, d/b/a Cokctail's, Located at 138 South Kimball.	C				
Ordinance to Vacate Portions of South Oak Street, South Elm Street, West 8th street, West 9th Street, West 10th Street, Two Alleys Located in Block 84, Casper Addition, an Alley Located in Block 92, Casper Addition, and a Portion of an Alley Located in Block 93, Casper Addition. 1st reading		N			
Budget Amendment		N			
Qwest Corporation, d/b/a CenturyLink QC, Franchise. 3rd reading			N		

The Grid

A working draft of Council Meeting Agendas

Annexation and plat a Portion portion of the S1/2NW1/4, Section 9, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming, and a vacation and replat of Lot 2, Block 1 and Lot 1, Block 2, Bailey Addition No. 2 and Lot 1 Stoval Brothers Addition, to create State Office Building Addition, comprising 11.06 acres, more or less, located at 444 West Collins Drive, and consideration of a request to establish the zoning of the subdivision as City zoning classification OYDSPC (Old Yellowstone District and South Poplar Corridor). 2nd reading			N		
Panhandling Ordinance – Updating Regulations. 2nd reading			N		
Possession of Motor Vehicle Operator’s License – Repealing and Replacing Ordinance. 2nd reading			N		
Legislative Agenda				C	
Events Guide				C	
Release of City's Lien on the Truck Tractor and Trailer of the Food Bank of the Rockies				C	
Authorizing the Acceptance of a Grant Award from the Wyoming Office of Homeland Security, in the Amount of \$36,100, to be Used to Purchase Level A Hazardous Materials Suits and Pressurization Testing Instrument.				C	
Authorizing the Sole Source purchase of three (3) Control Panel Enclosure Air Conditioning Units from Andritz Separation Inc., in the Amount of \$28,474.53, for use at the Wastewater Treatment Plant.				C	
Authorizing an Agreement with Davidson Mechanical, in the Amount of \$44,217, for the Casper Events Center Combination Oven/Steamer Replacements Project.				C	
Authorizing Change Order No. 1, in the Amount of \$33,200, with Treto Construction LLC, for the 2018 Beverly Street Improvements Project.				C	
Authorizing an Agreement with Modern Electric Co., in the Amount of \$55,930, for the Regional Wastewater System (RWWS) Lift Station Generator-Riverwest Project.				C	
Authorizing and Agreement with Installation and Service Company, Inc., in the Amount of \$169,971.66, for the Police Department Shooting Range Improvements Project.				C	
Authorizing an Agreement with Caspar Building Systems, Inc., in the Amount of \$158,108, for the Compost Equipment Building Heating Project.				C	
Approving a One Year Extension for Bar and Grill Liquor License No. 10, Marvin Piel Family, LLC d/b/a The Tower, Located at 100 North Center Street.					C
Authorizing the Discharge of \$22,430.30 of Uncollectible Accounts Receivable Balances, Aged between the Dates of July 1, 2013 and September 30, 2013, Including a More Recent Bankruptcy.					C
Authorize the Purchase of One (1) New Trailer Mounted Air Compressor, from Power Equipment Company, Casper, Wyoming, in the Total Amount of \$22,375.00, for Use by the Solid Waste Division of the Public Services Department.					C
Authorize the Purchase of One (1) New One-Ton Crew Cab Pickup Truck with 8’ bed and Accessories, from Fremont Motors, Casper WY, in the Total Amount of \$44,746.00, before the Trade-In Allowance, for Use by the Solid Waste Division of the Public Services Department.					C
Authorize the Purchase of Three (3) New Half-Ton Regular Cab Pickup Trucks, from Fremont Motors, Casper, Wyoming, in the Total Amount of \$74,802.00, Before the Trade-In Allowance, for Use by the Building Inspection Section of the Community Development Department.					C
Authorize the Purchase of One (1) Hydraulic Material Handler, from Power Equipment Company, in the Total Amount of \$383,368.00, for Use by the Solid Waste Division of the Public Services Department.					C
Authorize the Purchase of Two (2) New Flatbed Haul Trailers, from CMI Teco, Casper, Wyoming, in the Total Amount of \$91,894.00 for Use by the Solid Waste Division of the Public Services Department.					C
Rejecting all Bids Received for the Wastewater Treatment Plant Dewatering Building Heater Replacement Project.					C

The Grid
A working draft of Council Meeting Agendas

November 27, 2018**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Wyoming Business Council Grant - River Project (Jolene Martinez)	Move Forward for Approval	20 min	4:30
Animal Care and Control Ordinance	Direction Requested	40 min	4:50
6th Cent Funding Discussion (John Henley)	Direction Requested	40 min	5:10
Council Leadership Nominations	Direction Requested	10 min	6:30
Legislative Agenda (Carter Napier)	Move Forward for Approval	30 min	6:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

December 4, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
	C = Item is on Consent N = Item is <u>not</u> on Consent				
Establish December 18, 2018 as the Public Hearing Date for Consideration of the Wyoming Business Council Grant - River Project	C				
Establish February 19, 2019 as the Public Hearing Date for Consideration of the Annual Renewal of Liquor Licenses.	C				
Liquor License Ordinance		N			
Appeal of Planning and Zoning Commission's Decision to Deny a Conditional Use Permit for an off-premise sign (billboard) in a C-2 (General Business) zoning district, on Lot 4, Block 159, Casper Addition, located at 1329 South Poplar Street for Applicants David DeWald and Lamar Advertising.		N			
Panhandling Ordinance – Updating Regulations. 3rd reading			N		
Possession of Motor Vehicle Operator's License – Repealing and Replacing Ordinance. 3rd reading			N		
Ordinance to Vacate Portions of South Oak Street, South Elm Street, West 8th street, West 9th Street, West 10th Street, Two Alleys Located in Block 84, Casper Addition, an Alley Located in Block 92, Casper Addition, and a Portion of an Alley Located in Block 93, Casper Addition. 2nd reading			N		
Authorizing a New Lease Agreement between the City of Casper and Union Telephon Company d/b/a Union Wireless, for an Existing Wireless Communication Tower Located at the Municipal Golf Course.				C	

The Grid

A working draft of Council Meeting Agendas

December 11, 2018

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Bar & Grill RFP (Fleur Tremel)	Direction Requested	10 min	4:30
Public Services Rate Model Update (Andrew Beamer)	Information Only	20 min	4:40
Water Main Tap Fee (Andrew Beamer)	Direction Requested	20 min	5:00
Hospital Speed Study (Andrew Beamer)	Direction Requested	20 min	
Restricted Parking Areas (John Henley)	Direction Requested	20 min	
Events Center Audit	Information Only	40 min	5:10
Council Leadership Straw Poll	Move Forward for Approval	20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

December 18, 2018

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Establish January 8, 2019 as the Public Hearing Date for CATC Route Modifications	C				
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 State Office Building Addition Complies with W.S. 15-1-402. 1. Resolution. 2. Third reading Ordinance Approving Annexation, and Zoning of the State Office Building Addition.		N			
Wyoming Business Council Grant - River Project		N			
Ordinance to Vacate Portions of South Oak Street, South Elm Street, West 8th street, West 9th Street, West 10th Street, Two Alleys Located in Block 84, Casper Addition, an Alley Located in Block 92, Casper Addition, and a Portion of an Alley Located in Block 93, Casper Addition. 3rd reading			N		

January 8, 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 <u>not</u> on Consent					
Election of Mayor and Vice-President					
CATC Route Modifications		N			

The Grid
A working draft of Council Meeting Agendas

January 15, 2019

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
CATC Route Modification Update (Liz Becher)	Direction Requested	20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

January 22, 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 <u>not</u> on Consent					

January 29, 2019

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

Upcoming Work Session Agenda Items

Plains Property RFP (after February 14, 2019)
Casper Mountain Biathlon Club-Crushing Operations
Pre-Annexation & Island Annexation
Liquor Ordinance, Part II
Demerit Point Revisions (Chief McPheeters) Alcohol Demerit Structure: What is the public position? Do you want us to be
Downtown Parking Study Implementation
Goodstein Lot Lease (Long Term Plan)
Property Code Revisions (after January 2019)
Parking on the Parkways (after January 2019)
Sidewalk Cafés

Proposed recommended changes

① Section 6.04.010 - Definitions

7 a ii - ~~Strike~~ Recommend striking "If the animal within a vehicle can extend its muzzle outside the enclosed cabin compartment of the vehicle ..."

7 a iv. strike - My boys are buried @ Highland Park Cemetery. This definition prevents me from bringing my dogs with me to visit my boys.

28 f. not really enforceable because it's too vague "in an excessive, continuous, or untimely fashion," Is that 5 minutes? or 1/2 an hour - What is untimely

40. "Rabies Certificate" ... which includes the date of immunization, the date ... , & the type
* need to include titers as proof of immunization
Titers are accepted as proof of immunization for humans. Do you realize that a 10 lb dog gets the same amount of vaccine as a 150 lb dog? This law requires ~~dog~~ owners to over vaccinate / poison our ~~pet~~ dogs.
In addition, there are studies proving a link between developing cancer @ the injection site of the rabies vaccination.

6.04.020 - Dog & Cat Licensing

A. Need to change to 1 year of age. It is harmful to some breeds to receive a rabies vaccine



before the age of 1 yr.

C - Need ~~to~~ include allowing titers for proof of rabies immunity.

November 6, 2018

Mayor and members of Council,

My name is Jamie Bates and I live on Indian Paintbrush Street here in Casper. I am commenting on the proposed animal ordinance currently open for public comment on the city's website.

I do not agree with the addition of defining an animal as being "at large" when they are on their owner's private property. I ask that council remove this section and respect private property owners' rights by not infringing on their rights in this regard. In the printout from the city's website, this section is found on lines 30-36.

I do not agree with the addition of defining an animal as being at large if it's muzzle can extend outside the enclosed cabin compartment of a vehicle or beyond the side of a truck bed. The current ordinance has a restriction of the same phrasing but is specific to a parked vehicle. It needs to remain specified to a parked vehicle. If I am driving down the road and my dog is in the car with me, no one around me is in danger of my dog injuring them in any way with the dogs muzzle out the window. In the print out from the city's website, this section is found on lines 39-41.

Some owners have taken the time to train themselves and their dogs in exceptional ways to respond to voice command and be as much in control of the owner by voice as others do by leash. The definition of control needs to be extended to include animals that respond to instant recall and command. Define instant as in needing to be told one time. There are some dog owners that cannot control their dog even when their dog is on a short leash. Please add voice command to the definition of control. This is found on lines 59-61.

I do not agree with presumptive evidence as mentioned on lines 292-293. Escape of an animal being presumptive evidence that the fencing requirements are not being met is wrong. It does not take into consideration mitigating factors... like a vindictive neighbor constantly opening the dog gate and letting your dogs out. This one is personal experience. It took us six months to figure out how our two dogs were getting out of six-foot privacy fence. We were constantly doing things to prevent our dogs from getting out, not knowing how they were getting out in the first place. I only figured it out when the neighbor who was letting our dogs out did so when they thought I wasn't home, and I heard them tell another neighbor that they had been doing this regularly. At that point we were able to remedy the problem by padlocking and bolting the gate to ensure it could not be opened. It would be unfair to any owner to presume or assume that their fence is the issue just because their dog got out. I realize that my experience is not the common one, so if you could add in that repeated escapes could warrant an investigation into proper enclosure -that would at least allow for effort to prevent escapes to play a part.

In the section of vicious animals, I would like to see an added statement that more narrowly defines a vicious dog as one who has bitten, attacked, endangered or inflicted injury

on a human being on public or private property **that was not deliberately provoked to a response**. A dog defending itself should not be deemed vicious just because it bit the kid that had trespassed onto their owner's property and was poking them with a stick or throwing rocks at it. This is addressed on lines 658-659.

Lines 750-752 state that "any animal declared dangerous or vicious by any agency or department of this City, another municipality, county, or state shall be subject to the provisions of this Ordinance." Only a court should have the right to declare an animal dangerous or vicious. This allows for due process and ensures the owner had the opportunity to defend their and their animal's actions. Allowing "any" agency to declare an animal dangerous or vicious is wrong. How can an owner properly appeal a decision by some agency over their determination of their pet being deemed dangerous or vicious? It should be left to the courts and the courts only to make that determination.

The definition of Reckless Animal Owner 6.04.305 needs a little work. I would like to see a qualifier of some sort in here about it being the same violation. As it currently reads, a person can buy a new dog on Monday and could be deemed reckless if their dogs muzzle breaches the side wall of their truck on Tuesday, and then on Wednesday their dog bolts from the house and leaves their property chasing a runner down the street... all while a new owner is trying to figure out their new dog! This may not be the intention of this section of the ordinance, but the scenario I just laid out is exactly what could happen. If the owner is taking appropriate steps to remedy situations and are not repeating the same offense or is repeating the same offense while trying to take steps to correct it – they should not need to worry about being deemed a reckless animal owner.

Most of the proposed ordinance is decent and I have no major objection. The parts that I mentioned, however, need to be addressed. I realize we need to protect our citizens – but a good portion of the concerns brought by runners and those out walking could be addressed by better enforcement of our current ordinance. Pet owners who willfully allow their dogs to run around the neighborhood are still going to do so even with this new ordinance. A new law is not going to make people keep their pets on their property – all it is going to do is add more laws to the books that – if the current trend keeps going – will not be enforced either. Why take away the rights of many because of the abuse of a few?

The recent discussion regarding dog bites? I would really like to know how many of those bites occurred off the dog owner's private property? How many of those bites occurred when the dog was under control of the owner by way of leash? How many of those bites were defensive rather than attack? My daughter was one of those dog bite statistics, and she is at least 50% responsible for that bite. None of these new regulations would have prevented the bite and she should not be counted in the stats that drive this new ordinance. I want specifics on this high number of dog bites.

Thank you for your time.

APPRAISAL REPORT

Of



Lots 23 through 26, Block 1
City of Casper, Wyoming

As Of
October 17, 2018

Report Date
October 25, 2018

Prepared For
City of Casper
Attn: Ms. Liz Becher
Community Development Director
200 N. David Street
Casper, Wyoming 82601

Prepared By
Deborah A. Clark
Certified General Real Estate Appraiser
MountainWest Valuations, LLC
232 E. 2nd Street, Suite 201
Casper, Wyoming 82601

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LETTER OF ENGAGEMENT
APPRAISER'S STATE LICENSE/CERTIFICATION



City of Casper
Attn: Liz Becher
Community Development Director
200 N. David Street
Casper, Wyoming 82601

October 25, 2018

Re: Lots 23 through 26, Block 1, City of Casper, Wyoming

File Name: 211-18D

Dear Ms. Liz Becher:

At your request, I have prepared an appraisal for the above referenced property, which may be briefly described as follows:

Lots 23 through 26, Block 1
City of Casper, Wyoming

The property rights appraised for this analysis is the Fee Simple Estate. The type of value in the analysis is the market value. The definition of value is described in the report. One approach to value is fully developed in this report. The effective date of value is October 17, 2018, the date the property was inspected for appraisal purposes. The appraiser has not performed any services regarding the subject within the previous three years of the appraisal date. The intended users are City of Casper, their agents and advisors. The purpose of the appraisal is to estimate the “as-is” market value of the subject property.

The appraisal is based on General Assumptions and Limiting Conditions. The analyses, opinions and conclusions were developed and prepared in conformance with my interpretation of the guidelines and recommendations set forth in the Uniform Standards of Professional Appraisal Practice (USPAP), the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute, the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (F.I.R.R.E.A.) and Title XI Regulations, and any implementing regulations.

Ms. Liz Becher

The appraisal is also prepared in conformance with the guidelines issued in connection with the legislation and implementing regulations described above, including without limitation, the final Interagency Appraisal and Evaluation Guidelines issued on December 2, 2010 by the Office of the Comptroller of the Currency (OCC), Federal Reserve Board (FRB), Federal Deposit Insurance Corporation (FDIC), Office of Thrift Supervision (OTS) and National Credit Union Administration (NCUA), the Interagency FAQs on the Agencies Appraisal Regulations and Interagency Statement on Independence of Appraisal and Evaluation Functions (see, for example, FRBs SR 05-5), and the Interagency FAQs on Residential Tract Development Lending (see, for example, FRBs SR 05-14).

Please reference page 16 of this report for important information regarding the scope of research and analysis for this appraisal, including property identification, inspection, highest and best use analysis, and valuation methodology.

Your attention is directed to the Limiting Conditions and Critical Assumptions section of this report (page 9). Acceptance of this report constitutes an agreement with these conditions and assumptions. In particular, I note the following:

Hypothetical Conditions

- There are no hypothetical conditions for this appraisal.

Extraordinary Assumptions

- There are no extraordinary assumptions for this appraisal.

Ms. Liz Becher

Based on the appraisal described in the accompanying report, subject to the Limiting Conditions and Critical Assumptions, Extraordinary Assumptions and Hypothetical Conditions (if any), my opinion of the “As-Is” “Market Value” of the subject **Lots 23 through 26, Block 1, City of Casper**, as of **October 17, 2018**, is:

Current “As-Is” Market Value

\$275,000

TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS

Respectfully submitted,

MountainWest Valuations, LLC

I, Deborah A. Clark, am currently certified by the State of Wyoming Appraisal Commission as a Certified General Real Estate Appraiser, which complies with F.I.R.R.E.A., Title XI of the Federal Financial Institution's Reforms, Recovery and Enforcement Act of 1989 - Permit No. 1235. I am also a Certified General Appraiser in the State of South Dakota - Permit No. 1319CG.



DEBORAH A. CLARK

Certified General Real Estate Appraiser, Wyoming Permit No. 1235

Summary of Important Facts and Conclusions

GENERAL

Subject: Lots 23 through 26, Block 1, City of Casper, Wyoming

Owner: City of Casper

Legal Description: Lots 23, 24, 25, and 26, Block 1, Original City of Casper, Natrona County, Wyoming

Inspection: October 17, 2018

Date of Report: October 25, 2018 this is the date that this report was published.

Effective Date: The opinions and conclusions of the appraiser relate to a specific point and time as defined by the scope of work determined by the client and the appraiser. The effective date of the subject appraisal is considered to be October 17, 2018.

Client: The City of Casper engaged the appraiser to complete this appraisal assignment and is considered the client for this appraisal assignment.

Intended Use: The intended use is the appraiser's intent regarding how the report is intended to be used. The intended use of this assignment is to assist the client in the potential sale of the subject property.

Intended Users: The intended user is the person or entity that the appraiser intends will use this appraisal assignment for a particular purpose. For this assignment, the intended user(s) is considered to be the client.

Summary of Important Facts and Conclusions

GENERAL

Sale History: According to the records of the Natrona County Clerk's office, the current owner of record for the subject is the City of Casper. The City of Casper acquired the subject property from Plains Furniture Company of Casper via Warranty Deed 1014552 dated January 7, 2016 as part of a larger purchase of other properties owned by the seller.

Plains Furniture Company of Casper acquired the subject from Schulte Company via Warranty Deed dated July 20, 1972, as part of a larger purchase. It is not known what was paid for the lots at the time.

Current Listing/Contracts: There are no known current listings or pending contracts regarding the subject property at the time of this appraisal.

Zoning: City of Casper (OYDSPC): Old Yellowstone District South Poplar Street Corridor

Highest and Best Use of the Land As Vacant: Commercial Development Land

Highest and Best Use as Improved: The subject is unimproved; therefore, the highest and best use remains the same.

Type of Value: Market Value

VALUE INDICATIONS

Sales Comparison Approach: \$275,000

Reconciled Opinion of "Market Value": \$275,000

Definitions

Market Value

Per Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989. (Source: 12 C.F.R. Part 34.42(g); 55 Federal Register 34696, August 24, 1990, as amended at 57 Federal Register 12202, April 9, 1992; 59 Federal Register 29499, June 7, 1994.)

Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, and acting in what they consider their own best interests;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

As-Is Market Value

The estimate of the market value of the real property in its current physical condition, use and zoning as of the appraisal date.

Fee Simple Estate

Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.

Leased Fee Interest

A freehold (ownership interest) where the possessory interest has been granted to another party by creation of a contractual landlord-tenant relationship (i.e., a lease).

Gross Building Area (GBA)

Total floor area of a building, excluding unenclosed areas, measured from the exterior of the walls of the above-grade area. This includes mezzanines and basements if and when typically included in the region.

Gross Leasable Area (GLA)

Total floor area designed for the occupancy and exclusive use of tenants, including basements and mezzanines; measured from the center of joint partitioning to the outside wall surfaces.

Rentable Area

For office buildings, the tenant's pro rata portion of the entire office floor, excluding elements of the building that penetrate through the floor to the areas below. The rentable area of a floor is computed by measuring to the inside finished surface of the dominant portion of the permanent building walls, excluding any major vertical penetrations of the floor. Alternatively, the amount of space on which the rent is based; calculated according to local practice.

Limiting Conditions and Critical Assumptions

IN THE ACCEPTANCE OF THIS APPRAISAL ASSIGNMENT AND THE COMPLETION OF THE APPRAISAL REPORT SUBMITTED HEREWITH, IT HAS BEEN ASSUMED BY THE APPRAISER:

1. LIMIT OF LIABILITY

The liability of Deborah A. Clark is limited to the client only and to the fee actually received by the appraiser. Further, there is no accountability, obligation, or liability to any third party. If this report is disseminated to anyone other than the client, the client shall make such party aware of all limiting conditions and assumptions of the assignment and related discussions. The appraiser is in no way to be responsible for any costs incurred to discover or correct any deficiencies of any type present on the property; physically, financially, and/or legally. In the case of limited partnerships or syndication offerings or stock offerings in real estate, client agrees that if a legal action is initiated by any lender, partner, part owner in any form of ownership, tenant, or any other party, the client will hold the appraiser completely harmless in any such action from any and all awards or settlements of any type, regardless of the outcome.

2. COPIES, PUBLICATION, DISTRIBUTION, USE OF REPORT

Possession of this report or any copy thereof does not carry with it the right of publication, nor may it be used for other than its intended use; the physical report(s) remain the property of the appraiser for the use of the client, the fee being for the analytical services only.

The client may distribute copies of this appraisal report in its entirety to such third parties as he may select; however, selected portions of this appraisal report shall not be given to third parties without the prior written consent of the signatory of this appraisal report. Neither all nor part of this appraisal report shall be disseminated to the general public by the use of advertising media, public relations, news, sales, or other media for public communication without the prior written consent of the appraiser. (See last item in following list for client agreement/consent.)

3. CONFIDENTIALITY

This appraisal is to be used in its entirety and no part is to be used without the whole report. All conclusions and opinions concerning the analysis as set forth in the report were prepared by the appraiser, whose signatures appear on the appraisal report, unless indicated as "Review Appraiser". No change of any item in the report shall be made by anyone other than the appraiser. The appraiser shall have no responsibility if any such unauthorized change is made.

The appraiser may not divulge the material (evaluation) contents of the report, analytical findings, or conclusions, or give a copy of the report to anyone other than the client or his designee; as specified in writing, except as ordered by a court of law or body with the power of subpoena.

Continued ...

Limiting Conditions and Critical Assumptions

4. INFORMATION USED

No responsibility is assumed for accuracy of information furnished by work of others, the client, his designee, or public records. The appraiser is not liable for such information or the work of possible subcontractors. The comparable data relied upon in this report has been confirmed with one or more parties familiar with the transaction or from affidavit or other source thought reasonable; all are considered appropriate for such inclusion to the best of the appraiser's factual judgment and knowledge. An impractical and uneconomic expenditure of time would be required in attempting to furnish unimpeachable verification in all instances, particularly as to engineering and market-related information. It is suggested that the client consider independent verification as a prerequisite to any transaction involving sale, lease or other significant commitment of funds on the subject property.

5. TESTIMONY, CONSULTATION, COMPLETION OF CONTRACT FOR APPRAISAL SERVICES

The contract for appraisal, consultation, or analytical service is fulfilled and the total fee is payable upon completion of the report, and/or as agreed upon between the parties involved. The appraiser or those assisting in the preparation of the report will not be asked or required to give testimony in court or hearing because of having made the appraisal, in full or in part, nor engage in post appraisal consultation with client or third parties except under separate and special arrangement and at an additional fee. If testimony or deposition is required because of any subpoena, the client shall be responsible for any additional time, fees, and charges regardless of issuing party.

6. EXHIBITS

Any sketches, maps, and photographs in the report are included to assist the reader in visualizing the property and are not necessarily to scale. Site plans are not surveys unless shown from a separate surveyor.

7. LEGAL, ENGINEERING, FINANCIAL, STRUCTURAL, OR MECHANICAL COMPONENTS: SOIL QUALITY

No responsibility is assumed for matters legal in character or nature, nor of any architectural, structural, mechanical, or engineering nature. No opinion is rendered as to the title, which is presumed to be good and merchantable. The property is appraised as if free and clear, unless otherwise stated in the appraisal report.

The legal description is assumed to be correct as used in this report as furnished by the client, his designee, or derived by the appraiser.

Continued ...

Limiting Conditions and Critical Assumptions

7. LEGAL, ENGINEERING, FINANCIAL, STRUCTURAL, OR MECHANICAL COMPONENTS: SOIL QUALITY

Please note that no advice is given regarding mechanical equipment or structural integrity or adequacy, soils and potential for settlement or drainage, matters concerning liens, title status and legal marketability and similar matters. The client should seek assistance from qualified architectural engineering, or legal professionals regarding such matters. The lender and owner should inspect the property before any disbursement of funds. Further, it is likely that the lender or owner may wish to require mechanical or structural inspections by a qualified and licensed contractor, civil or structural engineer, architect or other expert.

The appraiser has inspected as far as possible, by observation, the land and the improvements; however, it was not possible to personally observe conditions beneath the soil or hidden structural or other components. The appraiser has not critically inspected mechanical components within the improvements and no representations are made herein as to those matters unless specifically stated and considered in the report. The value considers there being no such conditions that would cause a loss of value. The land or the soil of the area being appraised appears firm; however, subsidence in the area is unknown. The appraiser does not warrant against this condition or occurrence of problems arising from soil conditions.

The appraisal is based on there being no hidden, unapparent, or apparent conditions of the property site, subsoil or structures or toxic materials which would render it more or less valuable. No responsibility is assumed for any such conditions or for any expertise or engineering to discover them. All mechanical components are assumed to be in operable condition and status standard for properties of the subject type. Condition of heating, cooling, ventilating, electrical, and plumbing equipment is considered to be commensurate with the condition of the balance of the improvements unless otherwise stated. No judgment may be made by the appraiser as to adequacy of insulation, type of insulation, or energy efficiency of the improvements or equipment which is assumed standard for the subject property's age and type.

If the appraiser has not been supplied with a termite inspection, survey or occupancy permit, no responsibility or representation is assumed or made for any costs associated with obtaining same for any deficiencies discovered before or after they are obtained. No representations or warranties are made concerning the abovementioned items.

The appraiser assumes no responsibility for any costs or consequences arising due to the need, or the lack of need for flood hazard insurance. An agent for the Federal Flood Insurance Program should be contacted to determine the actual need for Flood Hazard Insurance.

Continued ...

Limiting Conditions and Critical Assumptions

8. LEGALITY OF USE

The appraisal is based on the premise that there is full compliance with all applicable federal, state, and local environmental regulations and laws unless otherwise stated in the report, and that all applicable zoning, building, use regulations, and restrictions of all types have been complied with unless otherwise stated in the report. It is further assumed that all required licenses, consents, permits, or other legislative or administrative approvals from all applicable local, state, federal, and/or private authorities have been or can be obtained or renewed for any use considered in the value.

9. COMPONENT VALUES

The allocation of the total valuation in this report between land and improvements, if included in this report, applies only under the use of the property which is assumed in this report. The separate valuations for land and building must not be used in conjunction with any other appraisal and are invalid if so used.

10. AUXILIARY AND RELATED STUDIES

No environmental or impact studies, special market study or analysis, special highest and best use study, or feasibility study has been requested or made unless otherwise specified in an agreement for services or so stated in the report.

11. DOLLAR VALUES, PURCHASING POWER

The market value and the costs used are as of the date of the value. All dollar amounts are based on the purchasing power and value of the dollar as of the date of the value.

12. VALUE CHANGE, DYNAMIC MARKET, INFLUENCES, ALTERATION OF VALUE BY APPRAISER

The "Market Value", which is defined in the report, is subject to change with market changes over time. Value is highly related to exposure, time, promotional effort, terms, motivation, and conditions. The value considers the productivity and relative attractiveness of the property physically and economically in the marketplace as of the date of value.

In cases of appraisals involving the capitalization of income benefits, the Market Value or Investment Value or Value In Use is a reflection of such benefits and appraiser's interpretation of income and yields and other factors derived from general and specific client and market information. Such estimates are as of the date of the value and they are thus subject to change as the market changes.

Continued ...

Limiting Conditions and Critical Assumptions

12. VALUE CHANGE, DYNAMIC MARKET, INFLUENCES, ALTERATION OF VALUE BY APPRAISER

The “Market Value” in the appraisal report is not based in whole or in part upon the race, color, or national origin of the present owners or occupants of the properties in the vicinity of the property appraised.

The appraisal report and value are subject to change if the physical or legal entity or the terms of financing are different from what is set forth in this report.

13. INCLUSIONS

Except as specifically indicated and typically considered as a part of the real estate, furnishings, equipment, other personal property, or business operations have been disregarded with only the real estate being considered in the value. In some property types, business and real estate interests and values are combined, but only if so stated within this report.

14. PROPOSED IMPROVEMENTS, CONDITIONED VALUE

Improvements proposed, if any, onsite or offsite, as well as, any repairs required, are considered for purposes of this appraisal to be completed in a good and workmanlike manner according to information submitted and/or considered by the appraiser. In cases of proposed construction, the appraisal is subject to change upon inspection of the property after construction is completed. This “Market Value” is as of the date shown, as proposed, as if completed and operating at levels shown and projected, unless otherwise stated.

15. MANAGEMENT OF THE PROPERTY

It is assumed that the property which is the subject of this report will be under typically prudent and competent management, neither inefficient nor superefficient.

16. FEE

The fee for this appraisal or study is for the service rendered and not solely for the time spent on the physical report itself.

Continued ...

Limiting Conditions and Critical Assumptions

17. INSULATION AND TOXIC MATERIALS

Unless otherwise stated in this report, the appraiser signing this report has no knowledge concerning the presence or absence of toxic materials and/or urea formaldehyde foam insulation in existing improvements. If such is present, the value of the property may be adversely affected and reappraisal at additional cost will be necessary to estimate the effects of such.

18. ENVIRONMENTAL DISCLAIMER

The value is based on the assumption that the property is not negatively affected by the existence of hazardous substances or detrimental environmental conditions unless otherwise stated in this report. The appraiser is not an expert in the identification of hazardous substances or detrimental environmental conditions. The appraiser's routine inspection of and inquiries about the subject property did not develop any information that indicated any apparent significant hazardous substances or detrimental environmental conditions which would affect the property negatively unless otherwise stated in this report. It is possible that tests and inspections made by a qualified hazardous substance and environmental expert would reveal the existence of hazardous substances or detrimental environmental conditions on or around the property that would negatively affect its value.

19. CHANGES, MODIFICATIONS

The appraiser reserves the right to alter statements, analyses, conclusions, or any value in the appraisal if there becomes known to the appraiser facts pertinent to the appraisal process which were unknown when the report was finished.

20. ACCEPTANCE AND/OR USE OF THIS APPRAISAL REPORT BY THE CLIENT OR ANY THIRD PARTY CONSTITUTES ACCEPTANCE OF THE AFOREMENTIONED CONDITIONS. THE APPRAISER'S LIABILITY EXTENDS ONLY TO THE STATED CLIENT AND NOT TO SUBSEQUENT PARTIES OR USERS, AND THE LIABILITY IS LIMITED TO THE AMOUNT OF FEE RECEIVED BY THE APPRAISER.

Americans with Disabilities Act (ADA) of 1990

A civil rights act passed by Congress guaranteeing individuals with disabilities equal opportunity in public accommodations, employment, transportation, government services, and telecommunications. Statutory deadlines become effective on various dates between 1990 and 1997. MountainWest Valuations, LLC has not made a determination regarding the subject's ADA compliance or non-compliance. Non-compliance could have a negative impact on value; however, this has not been considered or analyzed in this appraisal.

Scope of Work

According to the Uniform Standards of Professional Appraisal Practice (USPAP), it is the appraiser's responsibility to develop and report a scope of work that results in credible results that are appropriate for the appraisal problem and intended users. The appraiser must identify and consider:

- the client and intended users;
- the intended use of the report;
- the type and definition of value;
- the effective date of value;
- assignment conditions;
- typical client expectations; and
- typical appraisal work by peers for similar assignments.

This appraisal is prepared for City of Casper. The problem to be solved is to estimate the "as-is" market value of the subject property. The intended use is to assist the client in the potential sale of the subject. This appraisal is intended for the use of the client.

SCOPE OF WORK

Report Type: This is an **APPRAISAL REPORT** which is intended to comply with the reporting requirements set forth under Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice for an Appraisal Report. As such, it presents only summary discussion of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The depth of discussion contained in this report is specific to the needs of the client and for the intended use stated previously in this report. The appraiser is not responsible for unauthorized use of this report. It is also prepared to conform to the Code of Ethics of the Appraisal Institute.

Property Identification: The subject has been identified by the legal description and the assessor's parcel number.

Inspection: A complete inspection of the subject property has been made, and photographs taken.

**Market Area and Analysis of
Market Conditions:**

A complete analysis of market conditions has been made. The appraiser maintains and has access to comprehensive databases for this market area and has reviewed the market for sales and listings relevant to this analysis.

Highest and Best Use

Analysis: A complete as vacant and as improved highest and best use analysis for the subject has been made. Physically possible, legally permissible and financially feasible uses were considered, and the maximally productive use was concluded.

Scope of Work

SCOPE OF WORK

Type of Value: Market Value

VALUATION ANALYSES

Cost Approach: A cost approach was not applied as the subject does not have structural improvements.

Sales Comparison Approach: A sales comparison approach was applied as there is adequate data to develop a value estimate and this approach reflects market behavior of this property type.

Income Approach: An income approach was not applied as the subject is vacant land and not considered income producing.

Hypothetical Conditions: There are no hypothetical conditions for this appraisal.

Extraordinary Assumptions: There are no extraordinary assumptions for this appraisal.

Area Analysis

Wyoming

The State of Wyoming is located in the Rocky Mountain region of the United States. In July 2016, the United States Census Bureau estimated that the state had a population of 585,501. While Wyoming is the 10th largest in terms of surface area, it has the lowest recorded population of any state in the Union. However, this figure is a positive sign for Wyoming, as it's currently growing at a healthy rate of 3.9% from the last Census figure of 563,626 recorded in April, 2010.

Wyoming is bordered by Montana, South Dakota, Nebraska, Colorado, Utah, and Idaho. Wyoming is the tenth largest state in the United States; containing 97,818 square miles and including 23 counties. The state is 276 miles in length north to south and measures 375 miles from the east to the west border. The Great Plains meet the Rocky Mountains in Wyoming. The state is considered a large plateau broken by various mountain ranges.

The climate in Wyoming is generally an arid climate, which is drier and windier in comparison to most of the United States. It has limited precipitation at approximately ten inches of rainfall per-year. Much of this is due to the topography of the state. Summers in Wyoming are warm with July high temperatures averaging between 85°F and 95°F in most of the state. With increasing elevation; however, this average drops rapidly with locations above 9,000 Feet typically averaging highs around 70°F. Winters are typically cold with an average temperature of 24.2°F. However, the climate of any area in Wyoming is largely determined by its altitude and local topography.

Traditionally, Wyoming has been an agricultural state. However, in the most recent years, oil and mining have been its primary sources of employment and income. The national economic recession since 2008 has slowed down Wyoming's growth from the rapid growth it was experiencing in the years prior to 2008. According to the **Baker Hughes website**, as of the June 15, 2018 count, rigs in Wyoming have increased by 8 rigs from January 2017, for a total of 25 active rigs. The Wyoming economy is so dependent on this industry, the current prices of oil and gas can have large effects on the state's economy.

Wyoming Department of Workforce Services reported the most recent unemployment rate as of May 2018, is at 3.7%. Wyoming's unemployment rate was below its November 2016 level of 4.6%, and slightly lower than the current U.S. national unemployment rate of 3.8% recorded in May 2018.

The statewide home price decreased in the fourth quarter of 2016 from one year ago, the first decline since the first quarter of 2012, while the national average price appreciated 6.1 percent during the same period. In Wyoming, single family building permits for new privately-owned residential construction in the first quarter of 2018 were slightly lower than the previous year's level. The U.S. housing market remains healthy, moving along at a stable pace. Total home sales exceed 6 million annualized, which is back to the pre-housing bubble average in early 2000s. U.S. house price indexes have been rising steadily at around 6 percent for the year.

Area Analysis

Wyoming

Sales and Use Tax showed an 18.1% growth from March 2017 to 2018, and Lodging went up 13.9% likely because of tourism. As of the fourth quarter of 2017, there have been numerous increases in the areas of labor force such as: Mining (including oil and gas extraction) sector, which accounted for 63.1%. Traditionally, over one-fifth of collections are from the mining industry, therefore the changes in total sales and use tax collections in Wyoming have been greatly affected by the fluctuation in mineral activities. Other industries that are closely associated with the mining sector, such as construction, and machinery & equipment leasing also experienced sizable increases of a little less than 25%. These few statistics have shown a great impact to the stabilization in unemployment rates across the counties of Wyoming.

Table 3 Fiscal Year-To-Date Comparison of Sales, Use, and Lodging Tax Collections by County

Area Name	SALES TAX (4%)			USE TAX (4%)			SSU TOTAL				LODGING TAX		
	FY 2017 (2016-09/17)	FY 2018 (2017-09/18)	% Change	FY 2017 (2016-09/17)	FY 2018 (2017-09/18)	% Change	FY 2017 (2016-09/17)	FY 2018 (2017-09/18)	Difference \$	% Change	FY 2017 (2016-09/17)	FY 2018 (2017-09/18)	% Change
Albany	\$17,895,637	\$18,798,095	5.0%	\$1,787,495	\$2,002,071	12.3%	\$19,683,132	\$20,799,166	\$1,116,034	5.7%	\$504,901	\$571,875	13.3%
Big Horn	\$5,141,161	\$5,582,007	10.5%	\$936,427	\$1,038,098	13.2%	\$6,077,588	\$7,121,204	\$1,043,616	17.3%	\$36,729	\$41,380	12.7%
Campbell	\$70,823,795	\$63,862,094	-10.5%	\$5,983,910	\$6,098,495	1.9%	\$76,807,705	\$69,960,589	-\$6,847,116	-9.0%	\$354,211	\$360,389	1.8%
Carbon	\$11,875,308	\$12,883,188	7.3%	\$1,897,428	\$1,343,931	-29.2%	\$13,772,736	\$14,227,119	\$454,383	3.3%	\$538,126	\$622,000	15.2%
Converse	\$17,703,892	\$36,498,383	106.2%	\$4,432,825	\$4,980,354	12.3%	\$22,136,717	\$41,478,737	\$19,342,020	87.4%	\$181,839	\$240,889	32.5%
Crook	\$4,032,461	\$3,947,652	-2.0%	\$1,105,701	\$832,891	-24.7%	\$5,138,162	\$4,780,543	-\$357,619	-7.0%	\$75,448	\$81,866	7.1%
Freemont	\$20,272,859	\$22,037,851	8.7%	\$2,494,950	\$3,336,889	33.8%	\$22,767,809	\$25,374,740	\$2,606,931	11.5%	\$656,123	\$687,225	4.8%
Goshute	\$5,010,517	\$4,960,131	-1.0%	\$949,295	\$940,827	-0.9%	\$5,959,812	\$5,901,958	-\$57,854	-1.0%	\$96,959	\$94,348	-2.6%
Hot Springs	\$3,182,283	\$3,645,190	14.6%	\$50,822	\$222,389	338.3%	\$3,233,105	\$3,867,579	\$634,474	19.6%	\$188,059	\$167,423	-11.5%
Johnson	\$7,196,111	\$7,843,648	9.0%	\$719,828	\$1,159,470	61.7%	\$7,915,939	\$9,003,118	\$1,087,179	13.7%	\$182,048	\$164,460	-9.7%
Laramie	\$95,522,212	\$74,111,751	-22.1%	\$7,612,827	\$6,082,954	-20.6%	\$103,135,039	\$80,194,705	-\$22,940,334	-22.4%	\$1,832,736	\$1,703,073	-7.1%
Lincoln	\$11,351,368	\$2,156,461	-80.9%	\$2,779,287	\$3,119,328	12.2%	\$14,130,655	\$15,276,019	\$1,145,364	8.1%	\$101,180	\$182,277	80.9%
Natrona	\$80,535,911	\$85,954,691	6.7%	\$4,468,674	\$6,709,296	50.2%	\$85,004,585	\$92,663,987	\$7,659,402	9.0%	\$1,374,234	\$1,533,546	11.6%
Niobrara	\$1,730,953	\$2,466,167	42.5%	\$210,388	\$282,689	34.4%	\$1,941,341	\$2,748,856	\$807,515	41.6%	\$39,671	\$50,903	28.3%
Park	\$23,068,315	\$24,421,571	5.9%	\$2,325,213	\$2,372,916	2.1%	\$25,393,528	\$26,794,487	\$1,400,959	5.5%	\$2,364,828	\$2,634,088	11.4%
Platte	\$4,979,476	\$5,598,673	12.2%	\$2,463,496	\$4,039,395	65.0%	\$7,442,972	\$9,638,068	\$2,195,096	29.5%	\$114,646	\$157,901	37.4%
Sheridan	\$17,859,295	\$18,561,363	3.9%	\$1,595,962	\$1,800,713	12.8%	\$19,455,257	\$20,362,076	\$906,819	4.7%	\$254,112	\$263,566	3.7%
Sublette	\$21,395,891	\$25,217,087	18.3%	\$2,613,001	\$4,119,190	57.8%	\$24,008,892	\$29,336,277	\$5,327,385	22.2%	\$198,192	\$291,478	46.6%
Sweetwater	\$27,819,322	\$44,795,658	61.0%	\$13,280,882	\$17,243,387	30.1%	\$41,100,204	\$62,039,045	\$20,938,841	51.0%	\$762,102	\$812,224	6.6%
Teton	\$46,438,919	\$81,789,312	76.3%	\$3,946,544	\$4,298,823	8.9%	\$50,385,463	\$86,088,135	\$35,702,672	70.9%	\$6,125,129	\$7,181,882	17.3%
Union	\$10,784,610	\$11,819,327	9.6%	\$1,989,825	\$1,933,007	-2.8%	\$12,774,435	\$13,752,334	\$977,899	7.7%	\$233,321	\$239,623	2.7%
Washakie	\$4,201,234	\$4,315,435	2.7%	\$735,167	\$876,462	19.1%	\$4,936,401	\$5,191,897	\$255,496	5.2%	\$63,723	\$64,866	1.8%
Weston	\$3,369,468	\$3,481,547	3.3%	\$734,052	\$955,406	30.7%	\$4,103,520	\$4,436,953	\$333,433	8.1%	\$57,718	\$63,854	10.7%
Wyoming	\$472,032,696	\$555,402,300	17.7%	\$64,313,877	\$77,756,618	20.6%	\$536,346,573	\$633,158,917	\$96,812,344	18.1%	\$16,642,037	\$18,680,179	13.9%

NOTE: In order to make accurate comparisons over time, only the state imposed 4% sales and use tax collections are included. The locally imposed tax rates are often changed.

Town of Lusk in Natrona County changed lodging tax rate from 2% to 3% on October 1, 2016.

Town of Platteville in Sublette County changed lodging tax rate from 3% to 4% on April 1, 2017.

Overall, the Wyoming economy appears to have recovered from the financial slowdown that was experienced in 2008, 2009, and 2010; however, following the decline in oil prices seen in late 2014 and 2015, the future of the state's energy production is optimistic with speculators expecting continued strengthening of prices over the next several years. Accordingly, Wyoming's economy is stabilizing recently although at a greatly reduced level.

- Sources: worldpopulationreview.com/states/wyoming-population/, Shale News, BLS.gov, BakerHughes.com, and eadviv.state.wy.us/money.cnn.com, and doe.state.wy.us/lmi/news.htm.

Area Analysis

The Niobrara Formation



The Niobrara formation is a petroleum and natural gas producing geologic formation which was formed roughly 87 million years ago. It is made up of Smoky Hill Chalk layered with Fort Hays Limestone. The petroleum/natural gas producing zone is concentrated in northeast Colorado, southeast Wyoming, and a small part of southwest Nebraska.

Sometimes referred to as the Niobrara play, these natural resources were relatively inaccessible with conventional drilling methods, however with the advent of new techniques, such as, horizontal drilling and multi-stage hydraulic fracturing, the resources are now within easy reach. The formation has been drilled successfully since 2009 when the Jake well in the Wattenburg Field, began producing 1,750 barrels of oil per day, with a 90 day total of 50,000.

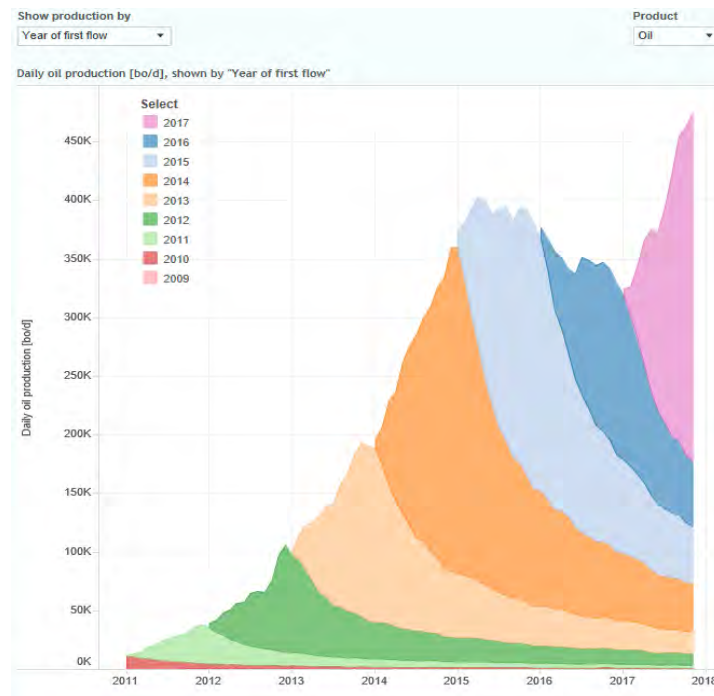
With the discovery of these resources, companies have begun to invest in leases in the Colorado/Wyoming border area and in turn, will generate revenue such as infrastructure and local employment. Colorado exploration has had much faster and public results from drilling the formation, with Weld County being at the core of the region. Industry professionals are hoping the success in Colorado will become a blueprint for private companies to work hand in hand with local governments to grow economies together.

Continued ...

Area Analysis

The Niobrara Formation

More recently drilling innovations have allowed horizontal wells to be drilled; in fact, 7,232 horizontal wells started production in the Niobrara region (Wyoming and Colorado) since 2009 through November of 2017. Current daily oil production is at roughly 300,000 barrels/day. November of 2017 set an oil production records at a level roughly 50% higher than at the start of the year, and with well completions almost double that of one year prior. Gas also set a new higher, though the growth rate is below that of oil. The focus has moved from the stagnant natural gas market and ramped up petroleum production, spurring the conversion of a major natural gas pipeline into an oil pipeline which is cheaper and safer than creating a new pipeline to aid in transporting the product.



While the oil and gas industry is still a large employer in the state, with Anadarko leading the way, and natural gas production up over 940,000 cubic feet/day as of November 2017, the significant declines in oil prices in late 2014 through 2015 saw new oil exploration and production slow considerably. As 2015 led into 2016, many questions were being raised regarding the future outlook of the formation, and the markets that support it. However, as of late 2017, the majority of the real estate markets had not yet shown quantifiable declines in real estate values, with demand once again increasing particularly in the industrial building sector of the market. As oil prices have stabilized, the increase in energy production is expected to continue into and through 2018.

- www.niobraranews.net, www.kearneyhub.com, www.coga.org/index.php/niobrara_fast_facts, [The Wyoming Business Report](#), trib.com, shaleprofile.com

Area Analysis

Natrona County and Casper

Casper is located near the center of the State of Wyoming and is the only city located in Natrona County. According to the 2010 United States Census, Casper has a population of 55,316. This makes Casper the second most populated city in Wyoming behind Cheyenne. As of July 2015, Natrona County, as a whole, had an estimated population of 82,178. (This includes Bar Nunn, Midwest, Edgerton, Evansville, Mills, and Casper.)

Located at an elevation of 5,334', the mean monthly temperature in January is 22.4°F and in July is 70.3°F, with an annual average temperature of 46.35°F. The growing season averages between 90 - 100 days, with a mean annual precipitation of 13.03".

Being situated adjacent to either side of the North Platte River and at the foot of Casper Mountain, the topography of the area ranges from near level in areas near the river to rolling to steep hills in the areas near the mountain. Soils range from a sandy loam in the areas near the river, to a clay-loam or shale in the hillside areas. Several hillside areas in the city have deposits of bentonite, and due to the underlying shale formations that feed down from Casper Mountain, improvements in certain areas have experienced structural problems due to underground water problems and expansive soils.

The city operates under a city manager form of government and has a police force of 80, a Sheriff's Office of 70, and a Fire Department of 79. Zoning ordinances are in effect and less than 1% of the streets are unpaved. The sales tax rate is 5%, of which 1% is a local optional tax. There is no State Income Tax in Wyoming. Property tax is based on an assessed value of 9.5% of market value for commercial and residential properties, and 11.5% of market value for industrial properties.

The school system in Casper and immediate surrounding areas consists of three high schools, five middle schools, 22 elementary schools, two private schools (K-9), Casper College, and the University of Wyoming, Casper Extension.

The community boasts an abundance of churches, several museums, five movie theaters, two libraries, a hospital, and a variety of elderly care facilities.

Casper has a variety of recreational opportunities. For large entertainment events, the town is serviced by The Casper Events Center. This facility can seat approximately 10,000 people. The Events Center hosts big events such as the College National Finals Rodeo in June every year, numerous concerts, Off-Broadway plays, and a variety of other events. There are four golf courses in the Casper area; the Three Crowns Golf Course being the newest course. Outdoor recreation on the North Platte River offers fishing, rafting, and kayaking. There are also several lakes such as Alcova Lake. Alcova Lake is located approximately 26 miles southwest of Casper, which provides for boating, swimming, fishing, and camping.

Area Analysis

Natrona County and Casper

Winter skiing and snowboarding can be found on Casper Mountain. Casper contains approximately 40 parks, which provide recreational opportunities, such as youth athletics and family picnicking.

Casper's central location has made it a focal point for economic and business growth. A once vacant downtown is starting to fill-up and various shopping malls provide residents and tourists a variety of choices to shop. The Casper area is also served by two local newspapers, a variety of local AM and FM radio channels, and several satellite and cable providers.

Utilities include municipal water systems and a regional water system, sewage treatment systems, and a sanitary landfill for refuse disposal. Natural gas is supplied by Kinder Morgan (Source Gas), electricity by PacifiCorp/Rocky Mountain Power, and telephone by CenturyLink or Charter.

Access to the Casper area is provided by Interstate 25, U.S. Highways 20, 26, and 87, and State Highway 220. Commercial transportation includes the Burlington-Northern-Santa Fe Railroad and a number of motor freight carriers.

The Casper/Natrona County International Airport has asphalt surfaced runways with lengths up to 10,165', an ILS system, runway lighting, and control tower. Airlines serving the airport include United Express, Allegiant, and Delta. Fixed based operator/air taxi services are also available. Casper/Natrona County International Airport serves as a transfer and distribution point for Federal Express.

The unemployment rate for Natrona County as of May 2018 is 4.4% this is a drop from last year's May 2017 rate of 5.0%. It is slightly above the national unemployment rate of 3.8%.

Historically, the economic strength of the area has been mineral production. During the decade of the 1980's through the early 1990's, the mineral industry had a sharp decline in the exploration and production of oil and gas in the immediate area. However, at the turn of the century, this trend began to reverse with development of coal bed methane in the Gillette area. The recent decline in oil prices have some analysts concerned with potential loss of investment from oil development and production operations which could potentially bring another downturn to the local economy; however, as of mid-2016, economic indicators had shown a softening in the real estate market as demand has slowed; however, there remains adequate demand for residential and commercial real estate that the market seems to be stabilizing.

Area Analysis

Conclusion

The following chart shows that a majority of the State has seen considerable declines in assessed valuations from 2016 to 2017. Contrary to the state Natrona County posted a 1.29% increase in total assessed valuations over this time period.

	State Assessed			Locally Assessed			Total Assessed		
	Total 2017	Total 2016	'17 vs '16	Total 2017	Total 2016	'17 vs '16	Total 2017	Total 2016	'17 vs '16
Albany	62,900,229	62,475,787	424,442	351,655,224	355,858,230	15,796,994	414,555,453	398,334,017	16,221,436
Big Horn	96,381,686	108,480,065	-12,098,379	105,128,908	106,674,179	-1,545,271	201,510,594	215,154,244	-13,643,650
Campbell	3,479,756,597	4,438,961,421	-959,204,824	702,866,456	849,541,428	-146,674,972	4,182,623,053	5,288,502,849	-1,105,879,796
Carbon	284,217,713	312,698,426	-28,480,703	280,119,189	278,851,149	1,268,040	564,336,907	591,549,575	-27,212,668
Converse	827,029,225	1,239,588,331	-412,559,126	283,223,089	282,308,920	914,169	1,110,232,314	1,521,897,271	-411,664,957
Crook	77,308,705	92,511,228	-15,202,523	97,473,825	95,299,281	2,174,542	174,782,528	187,810,509	-13,027,981
Fremont	216,833,897	257,607,929	-40,774,032	414,122,877	415,234,827	-1,111,950	630,956,774	672,842,756	-41,885,982
Goshen	57,810,566	60,533,109	-2,722,543	133,751,957	135,157,363	-1,385,406	191,562,523	195,670,472	-4,107,949
Hot Springs	71,330,544	89,738,034	-18,407,490	50,297,835	49,653,970	643,865	121,628,579	139,392,004	-17,763,625
Johnson	188,756,250	285,504,225	-96,747,975	216,571,825	229,306,961	-12,735,138	405,328,073	514,811,186	-109,483,113
Laramie	326,492,813	335,834,283	-9,341,470	1,122,594,694	1,055,953,561	66,641,133	1,449,087,507	1,391,787,844	57,299,663
Lincoln	390,225,292	312,037,034	-21,811,742	394,720,668	381,986,191	12,734,477	684,945,960	694,023,225	-9,077,265
Natrona	267,316,693	296,255,218	-28,938,525	934,758,758	890,527,633	44,231,125	1,202,075,451	1,186,782,851	15,292,600
Niobrara	68,223,406	77,151,509	-8,928,103	29,911,473	29,220,039	691,434	98,134,879	106,371,548	-8,236,669
Park	206,368,999	251,819,339	-45,450,340	398,613,134	388,300,938	10,312,196	604,982,133	640,120,277	-35,138,144
Platte	102,917,651	104,083,321	-1,165,670	102,132,057	98,363,247	3,768,810	205,049,708	202,446,568	2,603,140
Sheridan	27,153,548	29,766,230	-2,612,682	376,291,741	371,983,178	4,308,563	403,445,289	401,749,408	1,695,881
Sublette	1,584,911,567	1,878,356,797	-293,445,230	364,445,889	389,023,536	-24,577,647	1,949,357,456	2,267,380,333	-318,022,877
Sweetwater	1,408,863,163	1,564,234,923	-155,371,760	744,649,996	733,834,721	10,815,275	2,153,513,159	2,298,069,644	-144,556,485
Teton	13,490,908	13,691,980	-201,072	1,436,278,456	1,337,747,186	98,531,270	1,449,769,364	1,351,439,166	98,330,198
Unita	152,554,451	178,788,937	-26,234,486	214,079,522	220,220,525	-6,141,003	366,633,973	399,009,462	-32,375,489
Washakie	31,452,396	39,351,202	-7,898,806	92,862,133	91,224,969	1,637,164	124,314,529	130,576,171	-6,261,642
Weston	65,796,881	65,695,046	101,835	70,456,318	71,372,130	-915,812	136,253,199	137,067,176	-813,977
Totals	9,908,093,185	12,095,164,394	-2,187,071,209	8,917,006,020	8,837,624,162	79,381,858	18,825,099,205	20,932,788,556	-2,107,689,351

- Sources: BLS.gov, Wyoming.gov, Wyoming Department of Employment (doe.state.wy.us/lmi/news.htm), <http://data.bls.gov/timeseries/LNS14000000>, www.deptofnumbers.com and Casper Area Economic Development Alliance, Inc.

Area Analysis

Subject Location and Immediate Neighborhood

The subject is located in the Old Yellowstone District portion of the downtown area of Casper, Wyoming. (See aerial map on following page for neighborhood boundary lines.) The subject is located in close proximity to numerous office buildings, banks, restaurants, retail stores, and theatres. The North Platte River is located approximately three blocks northwest of the subject, and access to Interstate 25 is located approximately one mile north.

Growth patterns in the Old Yellowstone District are increasing over the last several years due considerable gentrification in the area as many older buildings are being renovated and remodeled, and due to new building design restrictions which are imposed that change the area from light industrial to a more commercial neighborhood that is modern in design and functional utility. Many of these new and renovated buildings contain offices, lofts, retail spaces, and restaurants. Additionally, there has been some new construction taking place as well, in particular the new State of Wyoming office building that is to start construction in the fall of 2018 along W. Collins Drive in the Old Yellowstone District. Some other new projects in the neighborhood include a town square (David Street Station) which offers a stage, sprinkler pad/ice rink, and outdoor pavilion, a civic auditorium (The Lyric), numerous new restaurants and bars, retail shops and office spaces, as well as a redesign of the streets and pathways to improve vehicle and pedestrian traffic flow through the neighborhood.

Access to the neighborhood is considered to be very good. Primary artery roadways through the neighborhood include E. 2nd Street, E. 1st Street, S. Poplar Street, W. Yellowstone Highway, W. Midwest Avenue, and S. Center Street. There are also numerous secondary roadways accessing and running through the neighborhood. The subject is located on the northwest corner of W. Midwest Avenue (a primary roadway) and S. David Street (a secondary roadway) with very good access, frontage, visibility, and exposure. The location is in close proximity to employment opportunities and the employee base of Casper. The neighborhood has all public and city utilities available, as well as nearby open air parking across the street to the south. The subject is considered to be in a very good location for commercial development.

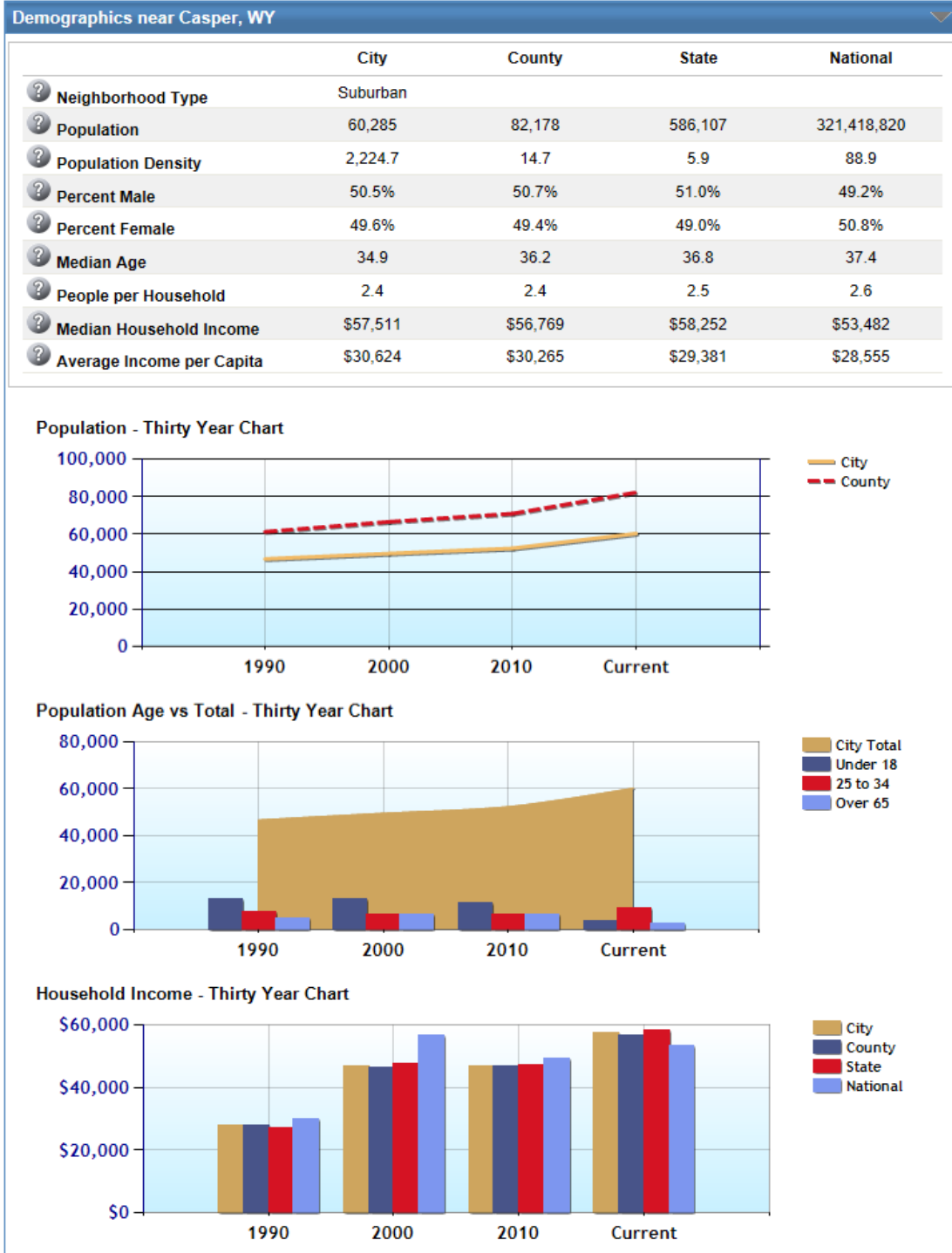
Area Analysis

Subject Neighborhood Map



Area Analysis

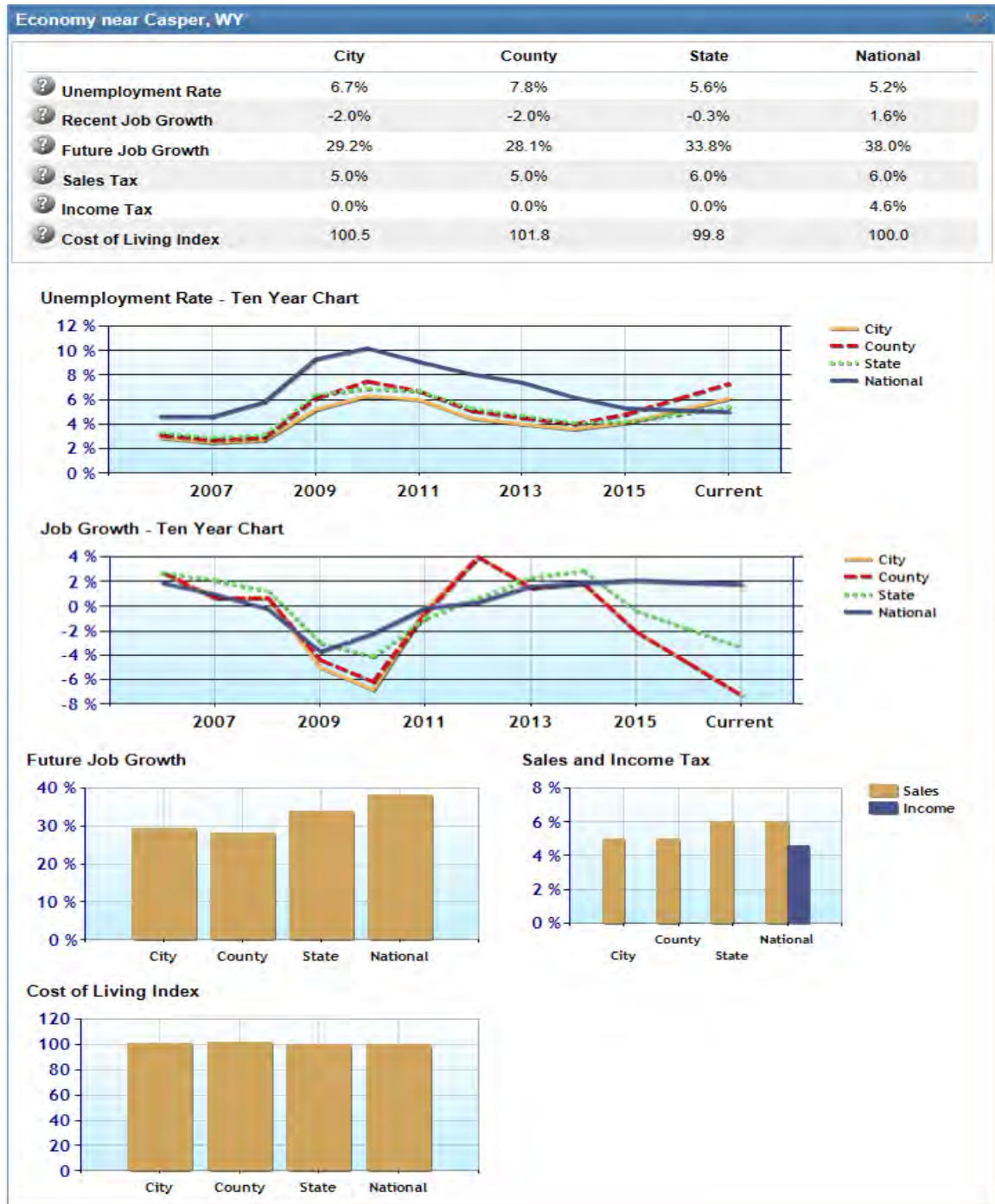
Demographics - Population Trends



- Source: www.rdesk.com/community/community/communityinfo

Area Analysis

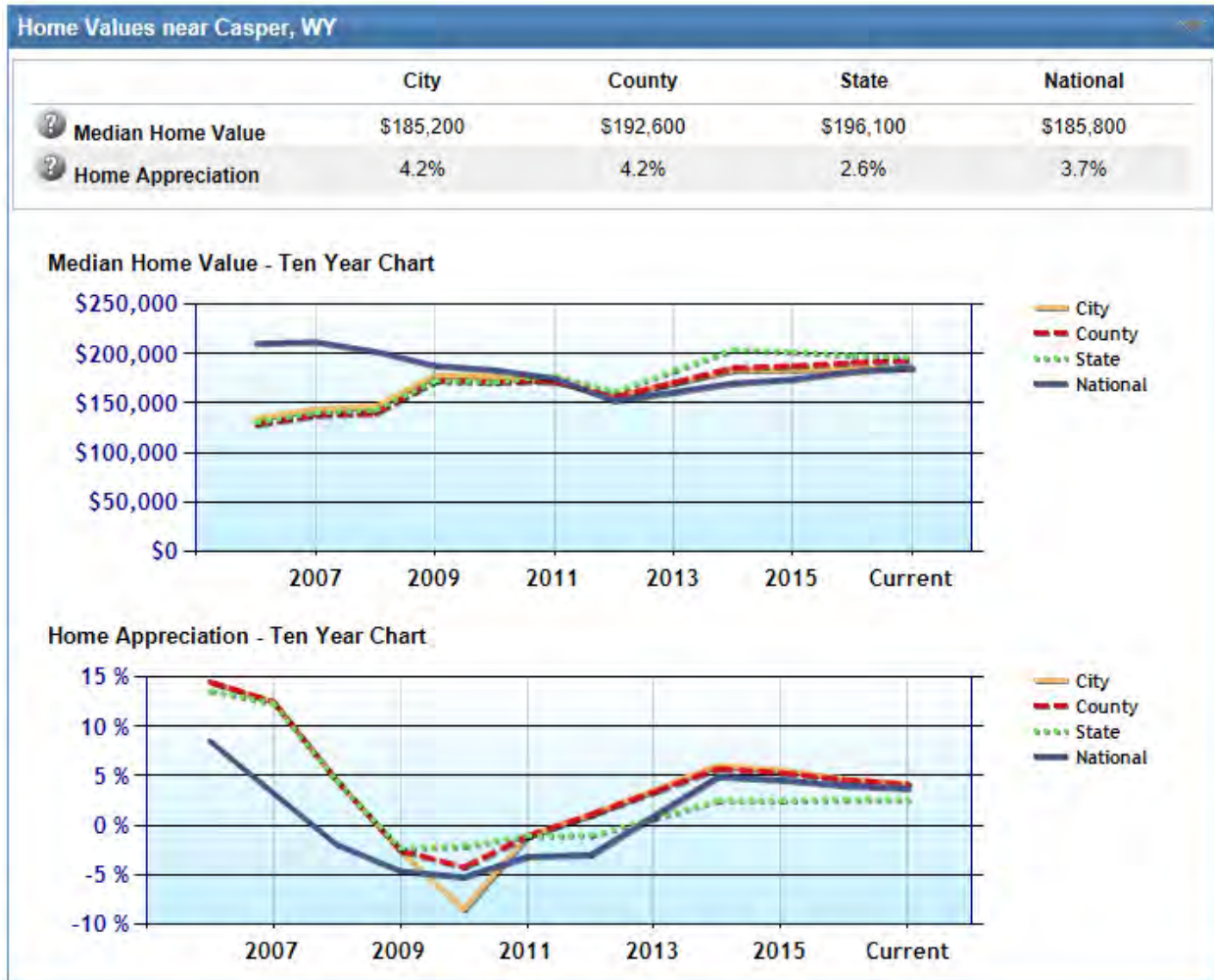
Demographics - Economic Trends



- Source: www.rdesk.com/community/community/communityinfo

Area Analysis

Real Estate Market (Single-Family Housing) - Casper



- Source: www.rdesk.com/community/community/communityinfo

Area Analysis

Real Estate Market (Commercial) - Casper Area

YEAR-TO-YEAR COMPARISON REPORT

Statistics for: Class=LD, Date Range 10/01/2017-09/30/2018, CityCASP, Grouping Selector=3; As Of: 10/7/2018

	Qty Sold	% Chg	Volume Sold	% Chg	Average Sale	% Chg	Median Sale	% Chg	Qty Active	% Chg
TOTAL - LOTS AND LAND (All Areas)										
Current Period	66		9,047,821		137,088		51,975		410	
One Year Ago	61		4,659,536		76,386		47,000		370	
Increase / (Decrease)	5	8 %	4,388,285	94 %	60,702	79 %	4,975	11 %	40	11 %

Market Statistics All MLS

Statistics for: Class=LD, Date Range 10/01/2017-09/30/2018, CityCASP; As Of: 10/7/2018

Class	Bedrooms	Current Active	Avg List Price	Avg DOM
All	All	194	\$245,872	398
LD	All	194	\$245,872	398

Class	Bedrooms	Total Listed	Num Sold	Pct Sold	Avg List Price Sold	Avg Sale Price Sold	Sale Price/List Price Ratio	Avg DOM Sold	Avg List Price Unsold	Pct Expired
All	All	188	66	35.11%	\$144,338	\$137,088	94.98%	123	\$188,058	45.21%
LD	All	188	66	35.11%	\$144,338	\$137,088	94.98%	123	\$188,058	45.21%

- Source: Paragon MLS

Area Analysis

Conclusion

The data included in this report shows that the population of Casper has increased over the past decade, with an overall increase in population of 13.4% between 2000 and 2010. This is largely due to the nature of the large economic generators such as energy development. The Casper economy is primarily dependent on ranching and the energy/utility sector, similar to much of the rest of the state. The recent numbers show that residential and commercial construction has increased after a brief falling off period over 2007 - 2009. In analyzing this data, it is logical to conclude that commercial property demand can be expected to remain stable over the next few years, despite the recent decrease in oil prices.

In contrast with national trends that saw home prices drop from 2008 through 2012, the Casper market saw only a leveling-off of home prices in 2008, and which have otherwise been mostly stable with steady growth over the past three years. The rate of appreciation, however, peaked in 2007 before dropping to negative appreciation in 2010. However, as reflected by the overall Casper economy, housing prices began to rebound in 2010 as the economy stabilized due to the renewed activity in energy development. As of 2017, housing prices remained stable. This trend appears to be continuing into 2018.

Commercial real estate values also saw a decline following the 2008 economic recession; however, year-to-year comparisons between 2017 and 2018 indicate that, although there have still been fewer sales, the average sales price decreased slightly while the median sale price increased slightly, suggesting the market remains more or less stable with decreased supply meeting decreased demand. The number of active listings has also decreased which would appear to suggest that the market has regained some measure of equilibrium.

Based on the data derived from the local MLS, it appears overall that the market is slowly recovering from the 2014-2015 decline in energy production; however, current optimism in the industry, supported by stronger oil and gas prices are expected to bring a quick return to the housing market.

Exposure and Marketing

Exposure Time

As described in the definition of “market value”, the opinion of value presumes a reasonable time is allowed for exposure to the open market. **The Appraisal Institute’s Dictionary of Real Estate Appraisal 6th Edition** defines exposure time as:

1. *The time a property remains on the market.*
2. *The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based on an analysis of past events assuming a competitive and open market.*

Given the nature of the local real estate market, which is non-disclosure, it can be difficult to determine the exact marketing and exposure time of the comparables used. Therefore, I have analyzed sales of commercial land parcels sold in Casper over the last year that are published on the MLS. There was a total of 6 properties sold with an indicated range from the date published to 520 days on the market, and a median of 97 days. Therefore, based on the review of market data that has been gathered in the completion of this appraisal assignment, a reasonable exposure time for the subject as concluded by this report would be approximately 12 months or less.

Marketing Time

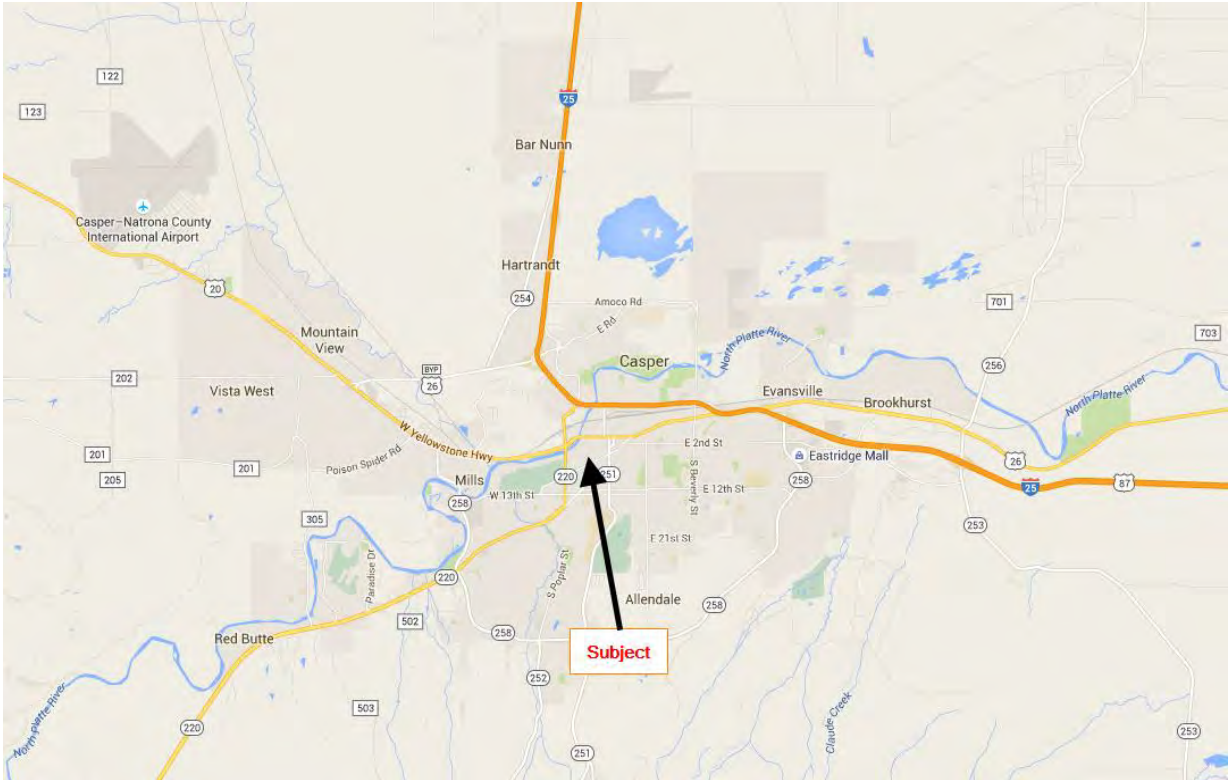
The Appraisal Institute’s Dictionary of Real Estate Appraisal 6th Edition defines marketing time as:

An opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level during the period immediately after the effective date of an appraisal. Marketing time differs from exposure time, which is always presumed to precede the effective date of an appraisal.

I believe, based upon the data that was analyzed from the market for this appraisal assignment, the value concluded by this report would be approximately 12 months or less.

Site Analysis

Location Map



Site Analysis

SITE

Location: The subject includes four contiguous platted lots located on the northwest corner of W. Midwest Avenue and S. David Street in the downtown area of the Old Yellowstone District of Casper, Wyoming. This location is one block west of the Central Business District (CBD) of Casper along Center Street.

Current Use of the

Property: Vacant Land

Site Size: 16,085 SF or 0.37 Acres - Total/Usable

Site Shape: Irregular – The shape of the property does not appear to detract from the usability or overall appeal of the site.

Road Frontage/Access: The subject property has very good access with frontage as follows:

- W. Midwest Avenue: ±155 feet
- S. David Street: ±82 feet
- Access to the site is also provided via public alley located to the west of the subject property.
- It is a corner lot.

Visibility: Very Good

Site Topography: The subject is mostly level. The topography does not deter from the development of the site. The drainage of the subject site appears to be adequate.

Soil Conditions: The soil conditions observed at the subject appear to be typical of the region and adequate to support development.

- Utilities:**
- Electricity: The site is served by public electricity.
 - Sewer: City Sewer
 - Water: City Water
 - Natural Gas: The sites are served by public gas.
 - Adequacy: The subject's utilities are typical and adequate for the market area.
 - The subject area is served by primarily underground utilities; however there are overhead electrical power lines that run through the neighborhood.

Site Analysis

SITES

Zoning: City of Casper (OYDSPC) Old Yellowstone District and South Poplar Street Corridor

Site Improvements:

- W. Midwest Avenue is a public, asphalt paved city street with two-lanes and two-way traffic.
- S. David Street is a public, asphalt paved city street with two-lanes and two-way traffic.
- There are public concrete curb, gutters, and sidewalks.
- There is public street lighting near the subject.
- There is a public alley located to the west of the subject.
- The subject is vacant and unimproved; therefore, there are no additional site improvements.

Flood Zone: The subject is located in area mapped by the Federal Emergency Management Agency (FEMA). The subject is located in a FEMA Zone X-Shaded designated area, which is classified as a 500-year flood hazard area.

FEMA Map Number: 56025C2002E

FEMA Map Date: May 18, 2015

The subject is inside the 500-year flood plain and is considered to have moderate flood risk. The appraiser is not an expert in this matter and is reporting data from FEMA maps.

Wetlands/Watershed: No wetlands were observed during the site inspection.

Easements/

Encroachments: Only typical utility easements were observed. Please reference Limiting Conditions and Assumptions.

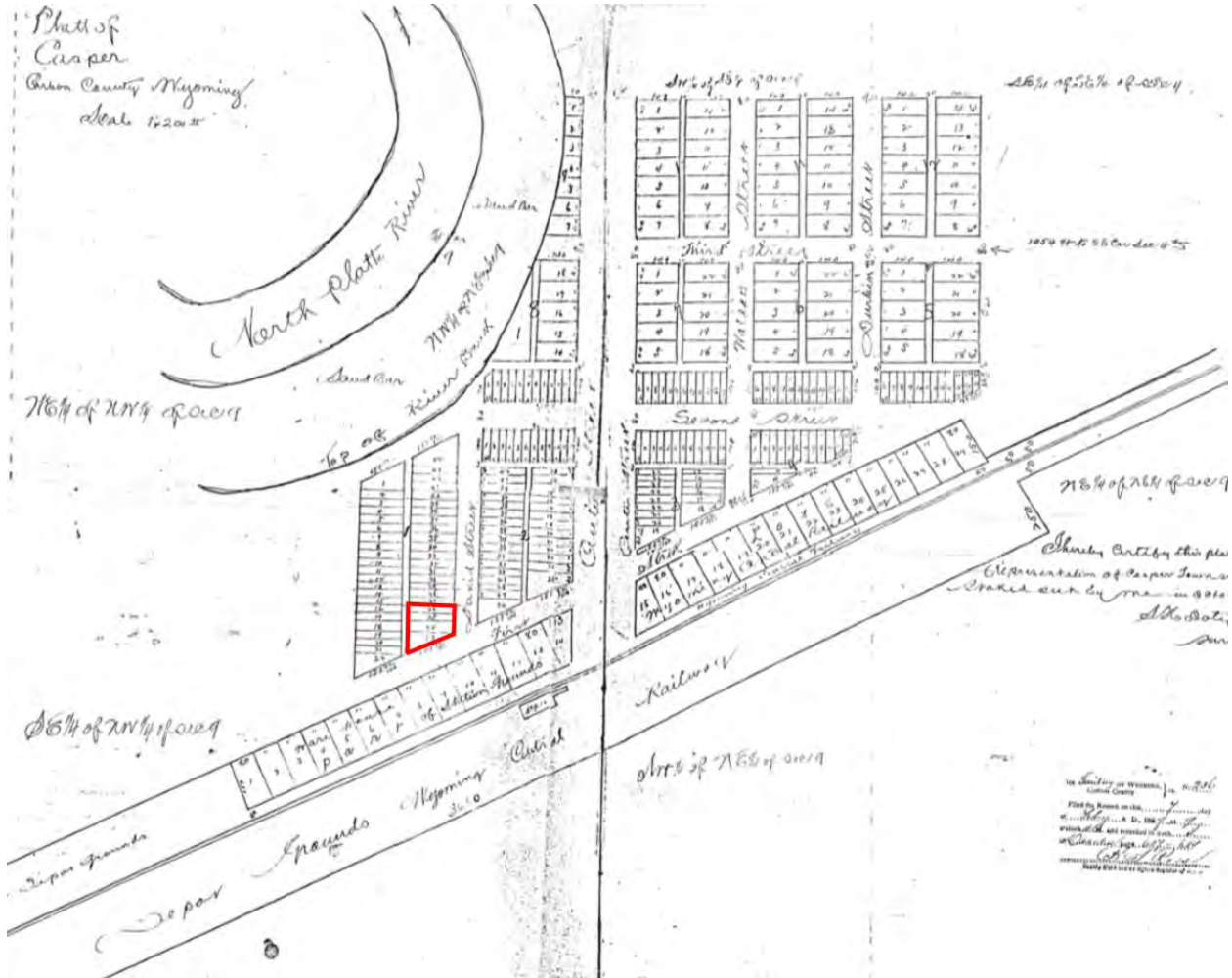
Environmental Issues: Please reference Limiting Conditions and Critical Assumptions. An environmental study is beyond the scope of the appraisal and the appraiser's expertise. If environmental conditions are needed, it is recommended that an environmental survey be ordered by a company that specializes in this service.

Site Comments: The subject site includes 16,085 SF of total and usable site area located on the northwest corner of W. Midwest Avenue and S. David Street in the Old Yellowstone District of downtown Casper. The subject is well located for commercial development in close proximity to numerous restaurants, banks, theatres, and retail shops in downtown Casper, Wyoming.

Site Analysis

Plat Map

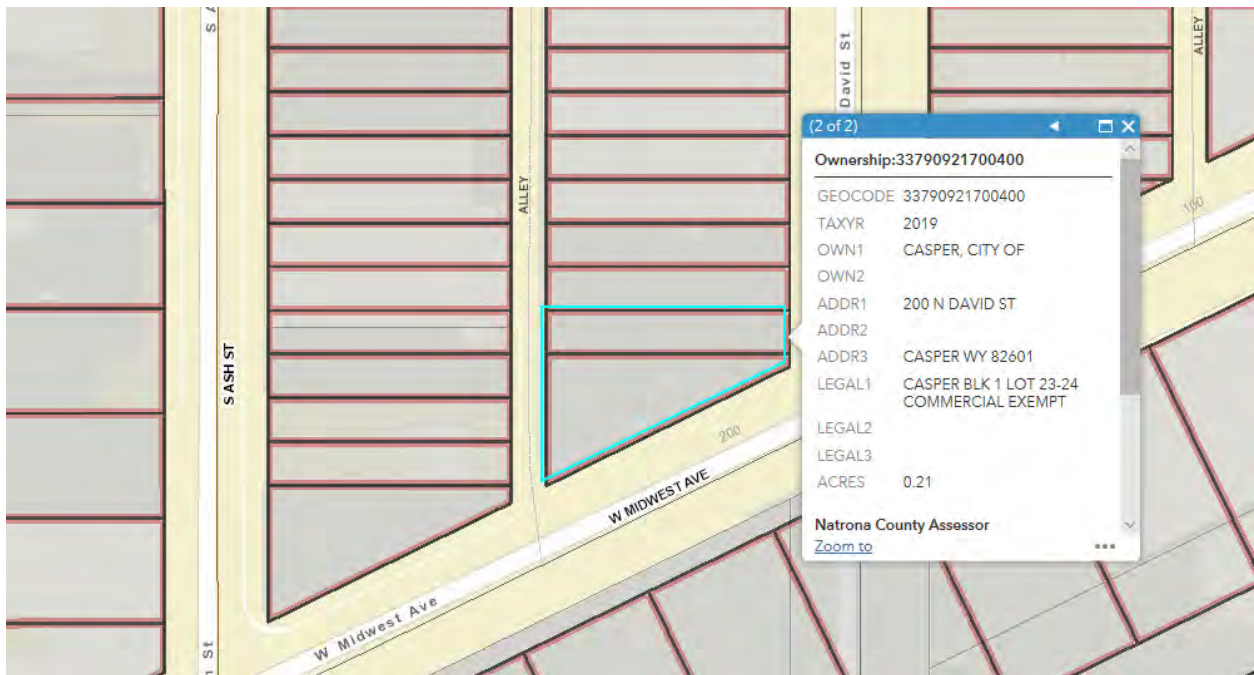
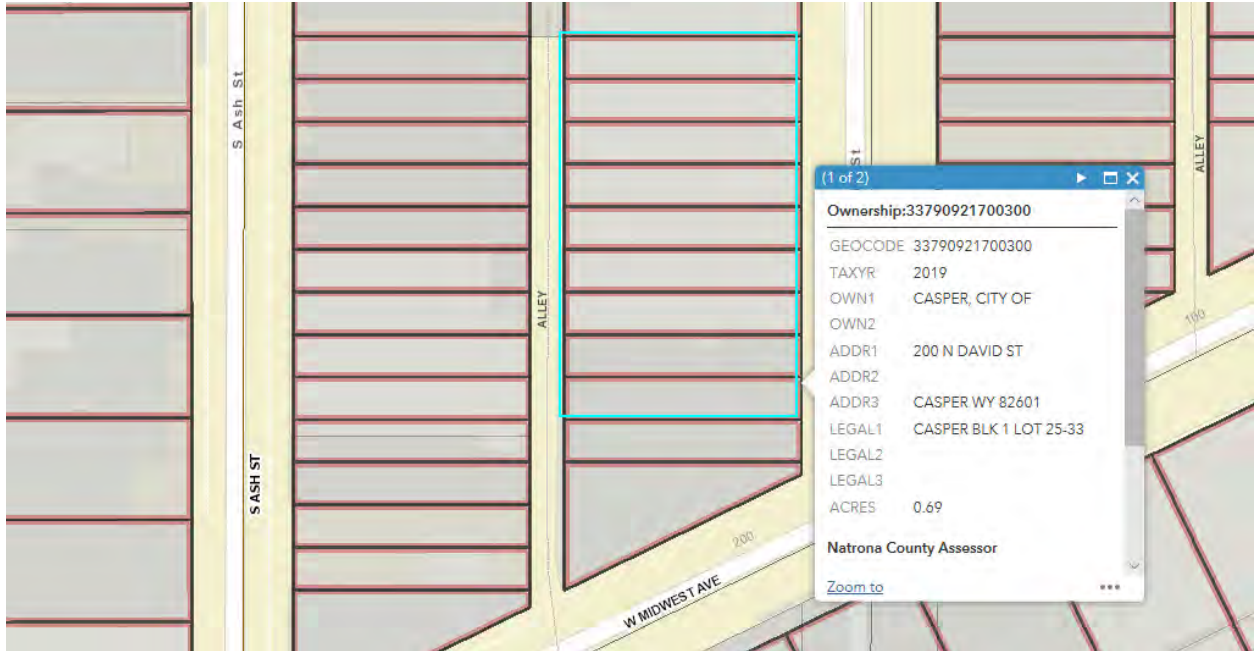
- This map is for visual reference only.
- The subject site is outlined in red.



Site Analysis

Parcel Map

- These maps are for visual reference only.
- The areas outlined in blue (top map) is the entire property currently belonging to the City of Casper, and shows Lots 27 through 33 which are not included in this appraisal.
- These maps are provided by the Natrona Regional Geospatial Cooperative map server.



Site Analysis

Aerial Photograph

- This photo is for visual reference only.
- The area outlined in red is the approximate boundary of the subject site and may not be an exact depiction of the legal property boundaries.



Site Analysis

Utilities Map

- This map is for visual reference only.
- The subject location is indicated with the black arrow.
- This map is provided by the Natrona Regional Geospatial Cooperative map server.
- The blue lines depict water supply and the green lines depict sanitary sewer.
- The dashed lines depict easements (Please see the Site Analysis).

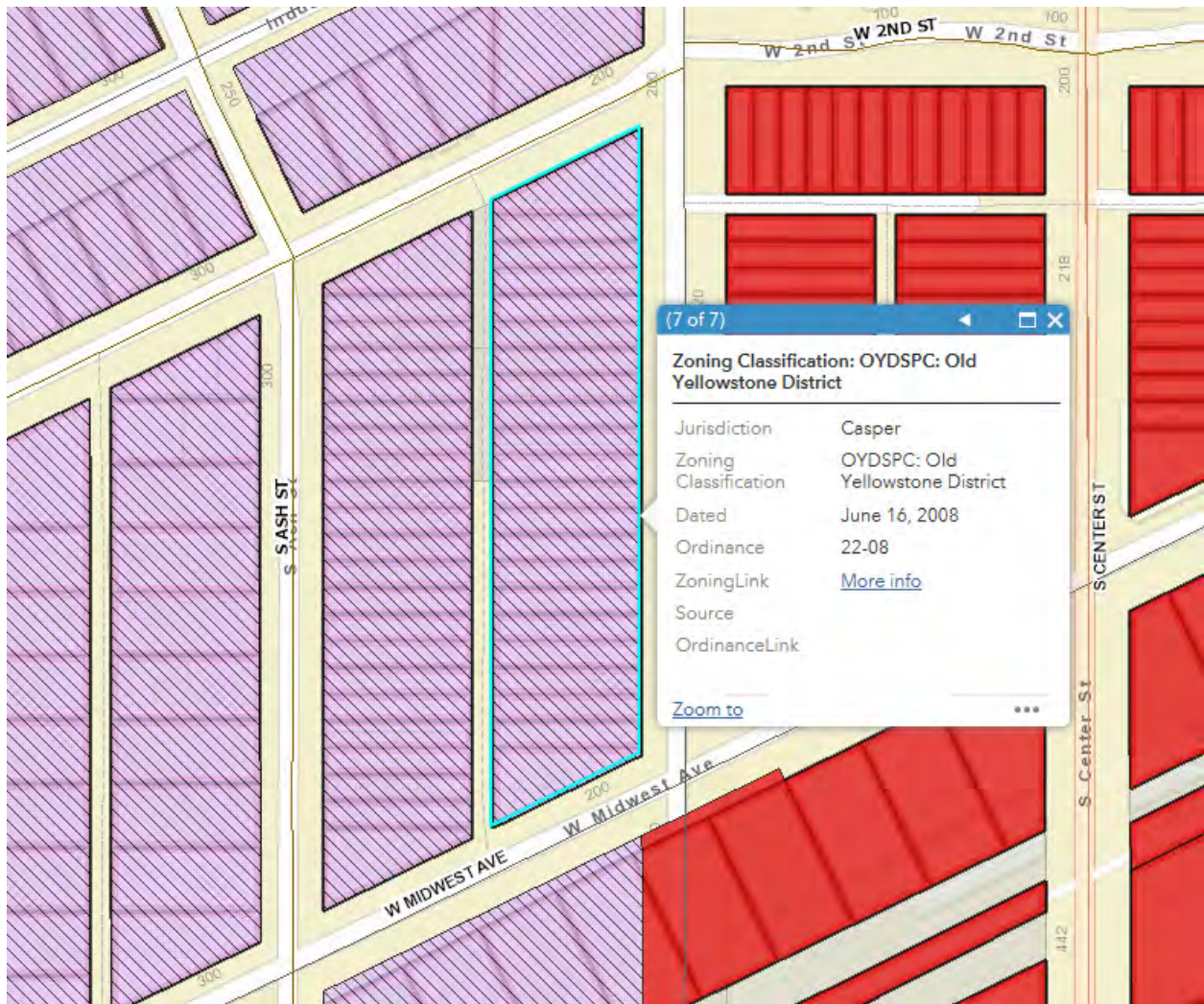


Site Analysis

Zoning Map

The subject is zoned City of Casper (OYDSPC) Old Yellowstone District and South Poplar Street Corridor.

- This map is provided by the Natrona Regional Geospatial Cooperative map server.








Site Analysis

Flood Zone Map

The subject is considered to have minimal flood risk.

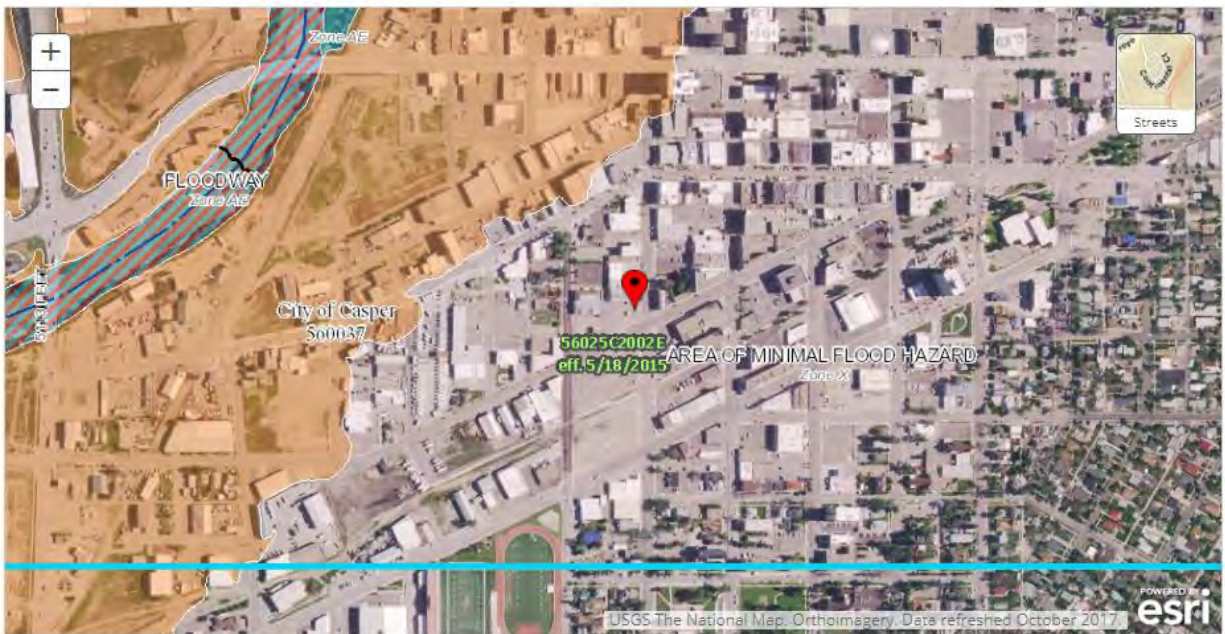
- The map is provided via the interactive FEMA map server at msc.fema.gov.

The flood map for the selected area is number **56025C2002E**, effective on **05/18/2015** [?](#)

<p>DYNAMIC MAP</p>  <p>PRINT MAP/ FIRMette</p>	<p>MAP IMAGE</p>  <p>DOWNLOAD FIRM PANEL</p>	<p>Changes to this FIRM ?</p> <ul style="list-style-type: none">  Revisions (0)  Amendments (0)  Revalidations (1)
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You can choose a new flood map or move the location pin by selecting a different location on the locator map below or by entering a new location in the search field above. It may take a minute or more during peak hours to generate a dynamic FIRMette.

[Go To NFHL Viewer »](#)



<p>PIN</p> <ul style="list-style-type: none">  Approximate location based on user input and does not represent an authoritative property location <p>MAP PANELS</p> <ul style="list-style-type: none">  Selected FloodMap Boundary  Digital Data Available  No Digital Data Available  Unmapped <p>OTHER AREAS</p> <ul style="list-style-type: none">  NO SCREEN Area of Minimal Flood Hazard Zone X  Effective LOMRs  Area of Undetermined Flood Hazard Zone D 	<p>SPECIAL FLOOD HAZARD AREAS</p> <ul style="list-style-type: none">  Without Base Flood Elevation (BFE) Zone A, A, A99  With BFE or Depth  Regulatory Floodway Zone R, AC, AH, VE, AE <p>OTHER AREAS OF FLOOD HAZARD</p> <ul style="list-style-type: none">  0.2% Annual Chance Flood Hazard. Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X  Future Conditions 1% Annual Chance Flood Hazard Zone X  Area with Reduced Flood Risk due to Levee. See Notes. Zone X  Area with Flood Risk due to Levee Zone D 	<p>OTHER FEATURES</p> <ul style="list-style-type: none">  Cross Sections with 1% Annual Chance Water Surface Elevation  Coastal Transect  Base Flood Elevation Line (BFE)  Limit of Study  Jurisdiction Boundary  Coastal Transect Baseline  Profile Baseline  Hydrographic Feature <p>GENERAL STRUCTURES</p> <ul style="list-style-type: none">  Channel, Culvert, or Storm Sewer  Levee, Dike, or Floodwall
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Subject Photographs



W. Midwest Avenue Frontage



S. David Street Frontage



W. Midwest Avenue



S. David Street



Rear Public Alley

Assessment and Taxes

Taxing Authority: Natrona County, Wyoming

Tax Parcel:

- All: 33790921700400
- Part: 33790921700300

Note: The following property taxes are estimated based on the market value conclusion arrived at in this appraisal.

Tax Year: 2018

Assessed Value Land: \$26,125

Real Estate Taxes: \$1,904

Equalization Ratio: 9.5%

Total Implied "Market Value": \$275,000

Zoning Analysis

District: Old Yellowstone District and South Poplar Street Corridor

Conforming: The subject property appears to conform to current zoning regulations.

Zoning Regulations: The full zoning restrictions consist of 85 pages and are retained in the appraiser's work files. To view the full set of Zoning Regulations, please visit the City of Casper's website at:

- [http://www.casperwy.gov/userfiles/Servers/Server_62983/file/Resident/Property%20and%20Housing/Urban%20Renewal/FormBasedCode\(compressed\).pdf](http://www.casperwy.gov/userfiles/Servers/Server_62983/file/Resident/Property%20and%20Housing/Urban%20Renewal/FormBasedCode(compressed).pdf)

Highest and Best Use

The Appraisal Institute's Dictionary of Real Estate Appraisal 6th Edition defines Highest and Best Use as:

The reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity.

- **Permissible Use.** What uses are permitted by zoning and other legal restrictions?
- **Possible Use.** To what use is the site physically adaptable?
- **Feasible Use.** Which possible and permissible use will produce any net return to the owner of the site?
- **Maximally Productive.** Among the feasible uses, which use will produce the highest net return, (i.e., the highest present worth)?

Highest and Best Use

Highest and Best Use as Vacant

Legally Permissible Use

The subject is located in an area with OYDSPC Zoning. The zoning would allow for uses that are commercial and residential in nature. These uses are outlined by the link provided in the zoning analysis of this report. A number of alternative uses are legally permissible.

Physically Possible Uses

Physically possible use relates to the physical characteristics of the subject including size, shape, topography, access, proximity to utilities, etc. The subject could physically be used for a variety of uses. There does not appear to be physical conditions of the property that would prevent it from being developed. The subject could physically be used for any number of uses with city and public utilities available, very good access from W. Midwest Avenue, a major roadway, and from S. David Street, a secondary roadway, and the topography is nearly level. The site includes a total usable area of 16,085 SF which would support a number of development options. The site is also of a conforming shape and is located in a low flood risk zone. Given this analysis, the surrounding properties in the immediate area, and the location within the downtown area of Casper, commercial development is physically possible and is the use that best fits with the neighborhood.

Financially Feasible Use

Financially feasible use addresses supply and demand. Supply and demand for legal alternative uses is the most important determinant of a subject's highest and best use. The subject is located in an area with primarily commercial operations in the Old Yellowstone District of downtown Casper. Given the size and location of the subject with very good access, visibility, and exposure, as well as the surrounding land uses and increased interest and development in the area, it appears that commercial development would be the most financially feasible use. Due to the relatively limited land sales in the local area, it is difficult to pinpoint a specific ideal commercial use as a number of development options would yield similar land values and provide a good economic return to the owner.

Maximally Productive Use

Maximum productivity deals with the use of the subject that will produce the highest return on investment. The subject is located in downtown Casper, close to the Central Business District and within the Old Yellowstone District. Given the above analysis, it would appear that the maximally productive use would be to use the site as commercial development land. An ideal improvement would have a good balance of parking, site coverage, and adequate setbacks. Given the stable market conditions, immediate development may be financially feasible, assuming modern designs are used and the building has an efficient layout.

Highest and Best Use as Vacant - Commercial Development Land

Highest and Best Use as Improved

The subject is vacant and unimproved land; therefore, the highest and best use remains the same.

Valuation Methodology

Three basic approaches may be used to arrive at an estimate of “market value”. These are:

- The Cost Approach
- The Sales Comparison Approach
- The Income Approach

The **Cost Approach** is summarized as follows:

$$\begin{array}{r} \text{Cost New} \\ - \text{Depreciation} \\ + \text{Land (Site) Value} \\ = \text{Value} \end{array}$$

The **Sales Comparison Approach** compares sales of similar properties with the subject property. Each comparable sale is adjusted for its inferior or superior characteristics. The values derived from the adjusted comparable sales form a range of value for the subject. By process of correlation and analysis, a final indicated value is derived.

The **Income Approach** converts the anticipated flow of future benefits (income) to a present value estimate through a capitalization and/or a discounted process.

The appraisal process concludes with the **Final Reconciliation** of the values derived from the approaches applied for a single estimate of “market value”. Different properties require different means of analysis and lend themselves to one approach over the others.

This appraisal includes the following:

- **Sales Comparison Approach:** This approach is applicable, necessary and has been fully developed.

Sales Comparison Approach

The sales comparison approach is based on the premise that a buyer would pay no more for a specific property than the cost of obtaining a property with the same quality, utility, and perceived benefits of ownership. It is based on the principles of supply and demand, balance, substitution and externalities. The following steps describe the applied process of the sales comparison approach.

1. The market in which the subject property competes is investigated; comparable sales, contracts for sale and current offerings are reviewed.
2. The most pertinent data is further analyzed and the quality of the transaction is determined.
3. The most meaningful unit of value for the subject property is determined.
4. Each comparable sale is analyzed and where appropriate, adjusted to equate with the subject property.
5. The value indication of each comparable sale is analyzed and the data reconciled for a final indication of value via the sales comparison approach.

Comparable Sales

The subject's land (site) value has been developed via the sales comparison approach. I have researched and analyzed the following nine sales for this analysis. These sales are detailed on the following pages, followed by a location map and a value conclusion.

The comparables selected represent the best sales that the appraiser was able to find in the market. While some of the adjustments are outside of industry norms, because of the rural nature of the Wyoming market these comparables were determined the best to be used for this approach. In addition, Wyoming is a non-disclosure state, meaning that not all closed sales may be available to the appraiser if parties to the transaction are not willing to share the details of the sales.

Land Sales Summary Table

No.	Location	Sale Date	Price	Size (SF)	Price/SF
1.	505 S. Center	06/17/2011	\$250,000	14,000	\$17.86
2.	202 W. Collins Drive	05/27/2007	\$140,000	15,333	\$9.13
3.	E. 2nd Street	01/18/2008	\$275,000	21,160	\$13.00
4.	E. 2nd Street	10/31/2007	\$250,000	21,053	\$11.87
5.	560 N. Center	01/20/2012	\$120,310	8,800	\$13.67
6.	000 S. Center	10/03/2014	\$100,000	11,055	\$9.05
7.	633 W. Collins Drive	11/03/2017	\$56,100	4,107	\$13.66
8.	S. Center Street	04/03/2018	\$90,000	7,405	\$12.15
9.	S. Ash & W. Midwest	02/20/2018	\$205,000	13,500	\$15.19

Land Sale 1

Transaction Data

ID: 20150127
Property Type: Commercial Land
Address: 505 S. Center Street
City: Casper
County: Natrona
State: Wyoming
Financing: Cash
Conditions of Sale: Arm's Length Transaction
Grantor: VA Resources, LLC
Grantee: Travis & Jessica Cassity (Lot 1)
Grantee: Joe Reeb Family Trust (Lot 2)
Property Rights: Fee Simple
Sale Date: June 17, 2011
Sale Price: \$250,000
Price/SF: \$17.86



Site Data

Site Size: 0.321 or 14,000 SF	Site Topography: Level
Usable Land Size: 0.321 or 14,000 SF	Zoning: Central Business District C-3
Road Frontage: Center Street	Utilities: All City
Legal Description: Lot 1 and 2, Block 25, Park Addition to the City of Casper	

Indicators

Sale Price/Gross Acre: \$777,857	Sale Price/Usable Acre: \$777,857
Sale Price/Gross SF: \$17.86	Sale Price/Usable SF: \$17.86

Verification

County Records: Assessor, Clerk	Other: Ed Holthouse (Broker)
Document: 910245 and 910246	
Other: Ryan Klinger (Hilltop National Bank)	

Notes

This sale was purchased by the adjoining landowner for additional parking. The sale involved two landowners located to the south; Lot 1 was purchased for 535 S. Center Street, which was being remodeled by a local dentist for a new dental clinic; Lot 2 was purchased by 523 S. Center Street, which was leased to a fitness center at the time of the sale. The parking lot at the time of sale was in fair condition and needed to be resurfaced (the asphalt paving is considered to have contributed approximately \$2.86 SF to the sale price). The income and expenses are based on an actual lease with the owner of Lot 2 and fitness center.

Land Sale 2

Transaction Data

ID: 20150173
Property Type: Commercial Land
Address: 202 W. Collins Drive
City: Casper
County: Natrona
State: Wyoming
Financing: Cash
Conditions of Sale: Arm's Length Transaction
Grantor: WESC Federal Credit Union
Grantee: H. Edward Ross
Property Rights: Fee Simple
Sale Date: May 27, 2007
Sale Price: \$140,000
Price/SF: \$9.13



Site Data

Site Size: 0.352 Acre or 15,333 SF	Site Topography: Level
Usable Land Size: 0.352 Acre or 15,333 SF	Zoning: Casper (C-3)
Road Frontage: W. Collins Drive	Utilities: All City Available
Legal Description: PT SW NE:(AKA C & N W DEEDED LOT PT SW NE:) 9-33-79 COMMERCIAL	

Indicators

Sale Price/Gross Acre: \$397,727	Sale Price/Usable Acre: \$397,727
Sale Price/Gross SF: \$9.13	Sale Price/Usable SF: \$9.13

Verification

County Records: Assessor, Clerk	MLS: 20071849
Document: Deed, 819667	

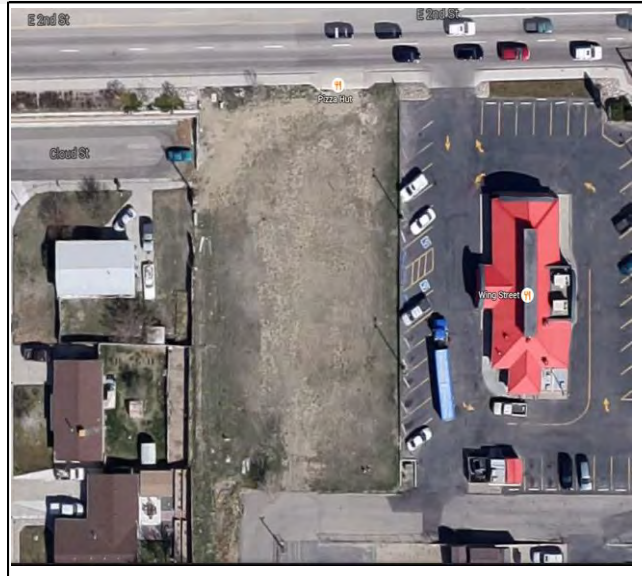
Notes

Commercial land fronting on Collins Drive on the southern edge of downtown Casper.

Land Sale 3

Transaction Data

ID: 20150174
Property Type: Commercial Land
Address: E. 2nd Street
City: Casper
County: Natrona
State: Wyoming
Financing: Cash
Marketing Time: 65 Days
Conditions of Sale: Arm's Length Transaction
Grantor: James E. Smith, et al. (See Remarks)
Grantee: Bank of Wyoming
Property Rights: Fee Simple
Sale Date: January 18, 2008
Sale Price: \$275,000
Price/SF: \$13.00



Site Data

Site Size: 0.486 Acre or 21,160 SF	Site Topography: Level
Usable Land Size: 0.486 Acre or 21,160 SF	Zoning: Casper (C-2)
Road Frontage: E. 2nd Street	Utilities: All City/Public
Legal Description: CFA (Replat) Block 1, Lot 1	

Indicators

Sale Price/Gross Acre: \$566,123	Sale Price/Usable Acre: \$566,123
Sale Price/Gross SF: \$13.00	Sale Price/Usable SF: \$13.00

Verification

County Records: Assessor, Clerk	Other: Morgan Larson (Bank of WY)
Document: Deed, 835937 and 835944	
MLS: 20077838	

Notes

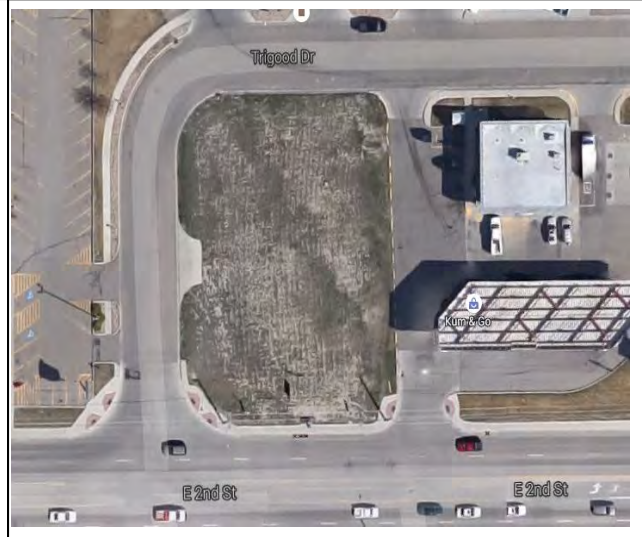
Located immediately west of Pizza Hut on East 2nd Street in Casper, Wyoming. This is a good location with good traffic visibility.

21,160 SF was purchased from James E. Smith. An additional 15' wide access was purchased from Ricor Investments, LLC at the same time. This access area has approximately .24 acres. The purchased price was \$20,000 for the 15' wide parcel. Given the width of the parcel, it lacked utility for development by itself.

Land Sale 4

Transaction Data

ID: 20150175
Property Type: Commercial Land
Address: E. 2nd Street
City: Casper
County: Natrona
State: Wyoming
Financing: Cash
Conditions of Sale: Contract for Deed
Grantor: Dan Andrews
Grantee: Six Hawks, LLC
Property Rights: Fee Simple
Sale Date: October 31, 2007
Sale Price: \$250,000
Price/SF: \$11.87



Site Data

Site Size: .483 Acre/21,053 SF	Site Topography: Near Level
Usable Land Size: .483 Acre/21,053 SF, 100%	Zoning: C-2
Road Frontage: E. 2nd Street	Utilities: All City/Public
Legal Description: Lot 10, Via Sagecreek 2	

Indicators

Sale Price/Gross Acre: \$517,598	Sale Price/Usable Acre: \$517,598
Sale Price/Gross SF: \$11.87	Sale Price/Usable SF: \$11.87

Verification

County Records: Assessor, Clerk	MLS: 20073814
Document: WD 831128	

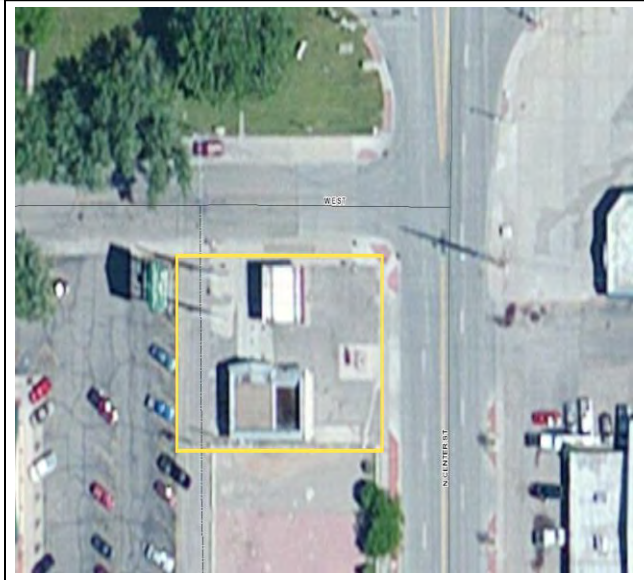
Notes

Lot east of South Seas Restaurant. Good visibility on E. 2nd Street. Lot was marketed for 149 Days at \$295,000.

Land Sale 5

Transaction Data

ID: 20150176
Property Type: Commercial Land
Address: 560 N. Center Street
City: Casper
County: Natrona
State: Wyoming
Financing: Cash
Marketing Time: 239 Days
Conditions of Sale: Arm's Length Transaction
Grantor: Amidee Wyoming, LLC
Grantee: City of Casper
Property Rights: Fee Simple
Sale Date: January 20, 2012
Sale Price: \$110,000
Adjusted Sale Price: \$120,310
Price/SF: \$13.67



Site Data

Site Size:	0.200 Acre or 8,800 SF	Site Topography:	Level
Usable Land Size:	0.200 Acre or 8,800 SF	Zoning:	C-2
Road Frontage:	N. Center Street/W. "E" Street	Utilities:	All City
Legal Description:	Lots 1 and 2, Block 2, Liberty Plat Addition, Natrona County, Wyoming		

Indicators

Adj. Sale Price/Gross Acre:	\$610,550	Adj. Sale Price/Usable Acre:	\$610,550
Adj. Sale Price/Gross SF:	\$13.67	Adj. Sale Price/Usable SF:	\$13.67

Verification

County Records:	Assessor, Clerk	Other:	Liz Becher (City of Casper)
Document:	Deed, 921804	Other:	Deb Gillihan (Did Appraisal)

Notes

It is located at the intersection of N. Center Street and West "E" Street just south of Interstate 25 Center Street interchange. It was the location of a gas station; buyer demolished the building, removed the underground storage tanks and had the site cleared by the DEQ for a cost of approximately \$10,310.

Land Sale 6

Transaction Data

ID: 20150129
Property Type: Commercial Land
Address: S. Center Street
City: Casper
County: Natrona
State: Wyoming
Financing: Cash
Conditions of Sale: Arm's Length Transaction
Grantor: NJD Holding, LLC
Grantee: Bistoff Properties, LLC
Property Rights: Fee Simple
Sale Date: October 3, 2014
Sale Price: \$100,000
Price/SF: \$9.05



Site Data

Site Size: .254 Acre/ 11,055 SF	Site Topography: Level
Usable Land Size: .254 Acre/ 11,055 SF, 100%	Zoning: Central Business District C-3
Road Frontage: S. Center Street	Utilities: All City
Site Shape: Long, narrow	
Legal Description: Lot 1, Triflection Addition, City of Casper, Natrona County, Wyoming	

Indicators

Sale Price/Gross Acre: \$393,700	Sale Price/Usable Acre: \$393,700
Sale Price/Gross SF: \$9.05	Sale Price/Usable SF: \$9.05

Verification

County Records: Assessor, Clerk	Other: Bill Kornkven, Broker
MLS: 20143893	

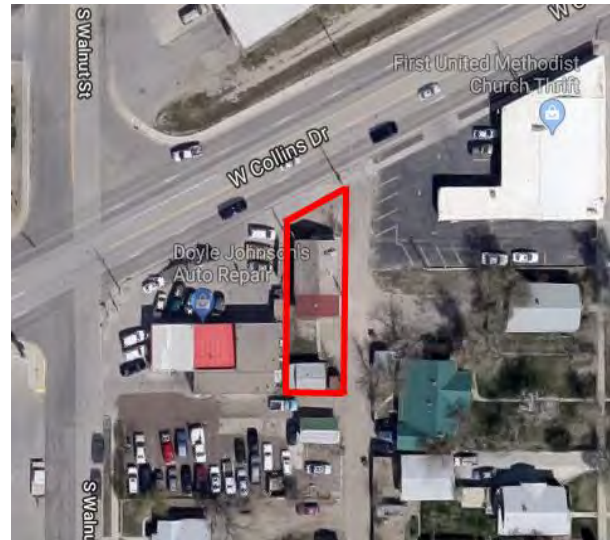
Notes

Vacant lot in downtown Casper with excellent exposure on S. Center Street. The property was originally listed for \$125,000 or \$11.31 SF on July 17, 2014. The property sold in October 2014 for an amount equal to 9.05 SF. According to the listing agent, the listing price appeared to be market value for the property; however, the seller was located out of state and was going through some financial issues at the time of sale. The listing agent indicated that the lower price was due to the seller financial distress and that the sale price reflected seller motivation. The property also had a rather long and narrow shape with lot dimensions of 52' x 234' which may have also had an effect on the sale price.

Land Sale 7

Transaction Data

ID: 20170313
Property Type: Commercial Land
Address: 633 W. Collins Drive
City: Casper
County: Natrona
State: Wyoming
Financing: Cash
Marketing Time: 36 Days
Conditions of Sale: Arm's Length Transaction
Grantor: Barbara Wheeler Living Trust
Grantee: Irma Ruiz
Property Rights: Fee Simple
Sale Date: November 3, 2017
Sale Price: \$56,100
Price/SF: \$13.66



Site Data

Site Size: 0.09 Acres or 4,107 SF	Site Topography: Level
Usable Land Size: 0.09 Acres or 4,107 SF	Zoning: C2 - General Business
Road Frontage: W. Collins Drive	Utilities: All City
Legal Description: Lot 4, Block 128, Butlers West Addition	

Indicators

Sale Price/Gross Acre: \$623,333	Sale Price/Usable Acre: \$623,333
Sale Price/Gross SF: \$13.70	Sale Price/Usable SF: \$13.70

Verification

County Records: Assessor, Clerk	Other: Larry Forsberg, Broker
Document: Trustee's Deed 1039121	
MLS: 20176123	

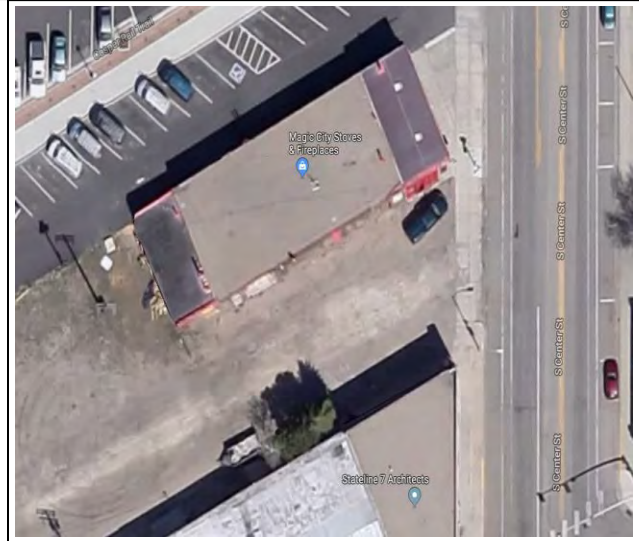
Notes

2017 sale of a small lot in a good location on W. Collins Drive. The property was finished with a 1,000 SF restaurant building that, according to the listing agent, did not contribute any value to the property; as such, he listed the property for the value of the land only. It sold for just above asking price after being on the market for one month. A cost to raze the improvements has been estimated at \$5,000.

Land Sale 8

Transaction Data

ID: 20180225
Property Type: Commercial Land
Address: S. Center Street - Lot 1 Bistof Addition
City: Casper
County: Natrona
State: Wyoming
Financing: Cash
Conditions of Sale: Arm's Length Transaction
Grantor: Bistof Properties, LLC
Grantee: Midwest Urban Development, LLC
Property Rights: Fee Simple
Sale Date: April 3, 2018
Sale Price: \$90,000
Price/SF: \$12.15



Site Data

Site Size: 0.17 Acres or 7,405 SF	Site Topography: Level
Usable Land Size: 0.17 Acres or 7,405 SF	Zoning: Casper (C-2) General Business
Road Frontage: S. Center Street	Utilities: All City/Public
Site Shape: Mostly Rectangular	
Legal Description: Lot 1 Bistof Addition to the City of Casper	

Indicators

Sale Price/Gross Acre: \$529,412	Sale Price/Usable Acre: \$411,917
Sale Price/Gross SF: \$12.15	Sale Price/Usable SF: \$9.46

Verification

County Records: Assessor, Clerk	Deed: Warranty Deed 1045322
MLS: 20181832	Broker: Don Bisiar/Listing Agent

Notes

The sale of a 7,405 SF vacant commercial lot located in the Bistof Addition on the west side of S. Center to the north of W. Collins Drive in downtown Casper. The site has very visibility and exposure from S. Center in the Central Business District (CBD) of downtown Casper. The property was sold when published on the MLS. The members of the grantor LLC are real estate broker and sales associate in the State of Wyoming.

Land Sale 9

Transaction Data

ID: 20180318
Property Type: Commercial Land
Address: Corner of S Ash & W Midwest
City: Casper
County: Natrona
State: Wyoming
Financing: Cash
Conditions of Sale: Arm's Length Transaction
Grantor: City of Casper
Grantee: Ashby Construction, Inc.
Property Rights: Fee Simple
Sale Date: February 20, 2018
Sale Price: \$205,000
Price/SF: \$15.19



Site Data

Site Size: 0.31 Acres or 13,500 SF	Site Topography: Level
Usable Land Size: 0.31 Acres or 13,500 SF	Zoning: Casper (OYDSPC)
Road Frontage: S. Ash St./W. Midwest Ave.	Utilities: All City/Public
Site Shape: Trapezoid	
Legal Description: Lots 20-22, Block 1, City of Casper, Natrona County, Wyoming	

Indicators

Sale Price/Gross Acre: \$616,290	Sale Price/Usable Acre: \$661,290
Sale Price/Gross SF: \$15.19	Sale Price/Usable SF: \$15.19

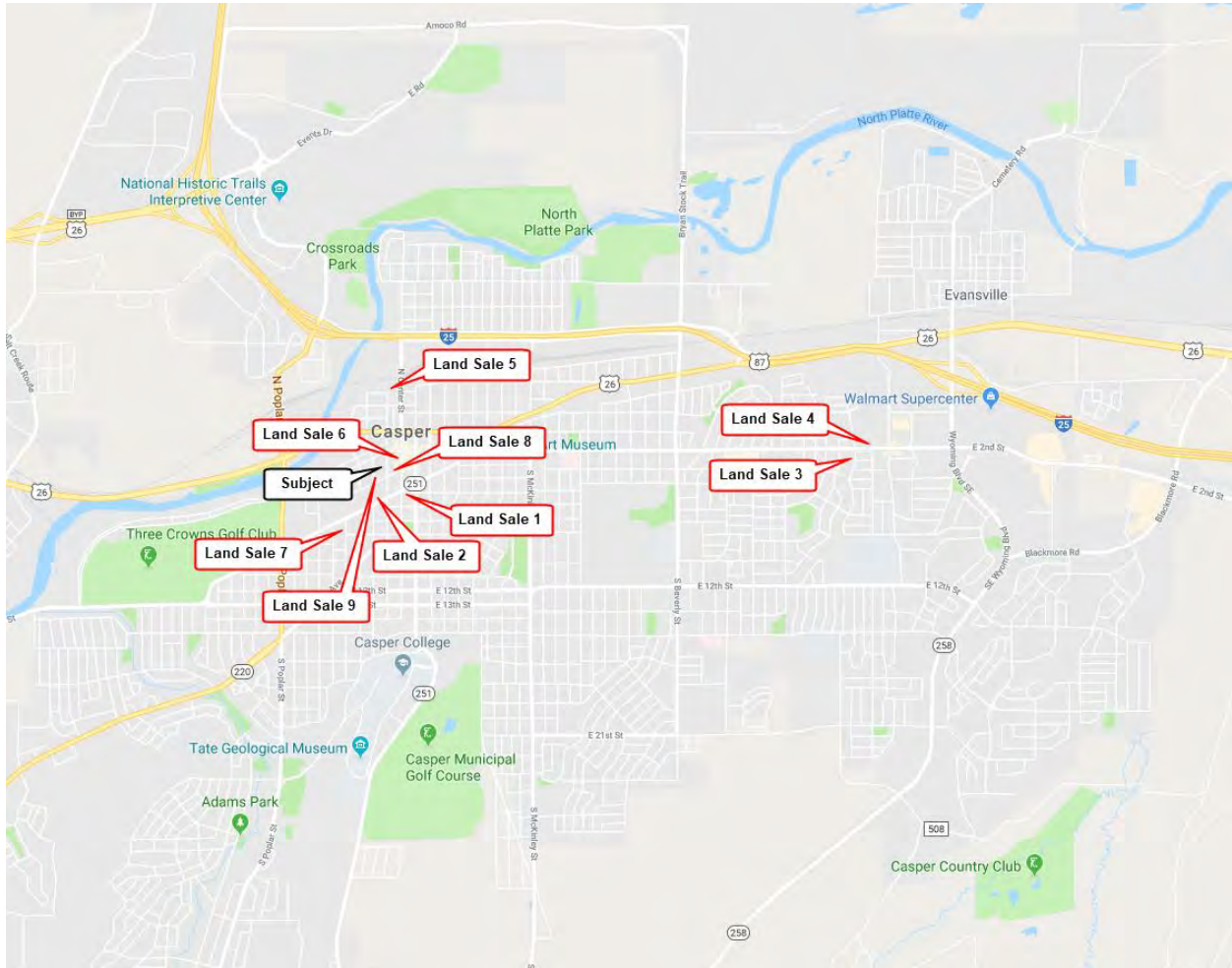
Verification

County Records: Assessor, Clerk	Deed: Warranty Deed 1044600
Other: Previous Appraisal	Seller: City of Casper

Notes

2018 sale of a busy corner lot in the Old Yellowstone District of downtown Casper. This parcel was improved with a 1,240 SF brick building that was purchased as a shell for redevelopment; however, the improvements only contributed roughly \$15,000 toward the total purchase price which was \$220,000, with the majority (\$205,000) of the value being attributable to the land.

Comparable Land Sales Map



Analysis Grid

The above land sales have been analyzed and compared with the subject. I have considered adjustments in the areas of:

- Property Rights Sold
- Financing
- Conditions of Sale
- Economic Trends (Time)
- Location
- Physical Characteristics

On the following page is an adjustment chart displaying the comparables, and the adjustments applied.

Land Sales Adjustment Chart

Element	Land Sale 1	Land Sale 2	Land Sale 3	Land Sale 4	Land Sale 5	Land Sale 6	Land Sale 7	Land Sale 8	Land Sale 9
Sale Date	06/17/2011	05/27/2007	01/18/2008	10/31/2007	01/20/2012	10/03/2014	11/03/2017	04/03/2018	02/20/2018
Sale Price	\$250,000	\$140,000	\$275,000	\$250,000	\$110,000	\$100,000	\$56,100	\$90,000	\$205,000
Land Size/SF	14,000	15,333	21,160	21,053	8,800	11,055	4,107	7,405	13,500
Condition of Sale	Arm's Length	Arm's Length	Arm's Length	Arm's Length	Arm's Length	\$25,000	Arm's Length	Arm's Length	Arm's Length
Expenditures	None	None	None	None	\$10,310	None	None	None	None
Financing	Cash	Cash	Cash	CFD	Cash	Cash	Cash	Cash	Cash
Property Rights	Fee Simple	Fee Simple	Fee Simple	Fee Simple	Fee Simple	Fee Simple	Fee Simple	Fee Simple	Fee Simple
Adjusted Sale Price	\$250,000	\$140,000	\$275,000	\$250,000	\$120,310	\$125,000	\$56,100	\$90,000	\$205,000
Adjusted Sale Price/SF	\$17.86	\$9.13	\$13.00	\$11.87	\$13.67	\$11.31	\$13.66	\$12.15	\$15.19
Market Conditions	\$2.68	\$1.37	\$1.95	\$1.78	\$2.05	(\$0.57)	\$0.00	\$0.00	\$0.00
Adjusted Price/SF	\$20.54	\$10.50	\$14.95	\$13.66	\$15.72	\$10.74	\$13.66	\$12.15	\$15.19
Other Adjustment	(\$2.86)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indicated Value/SF	\$17.68	\$10.50	\$14.95	\$13.66	\$15.72	\$10.74	\$13.66	\$12.15	\$15.19

Land Sale Notes

Land Sale 1: is located at the intersection of S. Center Street and E. Collins Drive. This lot has good access and visibility from both S. Center Street and E. Collins Drive, and had asphalt paving that was in fair condition at the time of sale. This property is a similar size as the subject, but is considered superior for access and visibility on a busy corner lot.

Land Sale 2: is an older sale located in the Old Yellowstone District in downtown Casper. This property fronts on W. Collins Drive with good access and visibility. This lot is also similar for size to the subject, but is in an inferior commercial location.

Land Sale 3: is an older sale of a parcel located along E. 2nd Street in one of the more desirable retail locations in town. It has good visibility and access directly off E. 2nd Street. This property is larger than the subject property, and is superior for location.

Land Sale 4: is also an older sale located along E. 2nd Street. It is located near a car wash and South Seas Chinese Restaurant with good access and visibility along E. 2nd Street. This property is also larger than the subject property, and in a superior commercial location.

Land Sale 5: is located on N. Center Street just south of the Interstate 25 Center Street interchange. It was the site of a gas station which the buyer demolished and cleared the site by the DEQ for a cost of approximately \$10,310. This property is smaller than the subject and had good access and visibility from the Center Street Interchange, but located north of the more desirable downtown neighborhood.

Land Sale 6: is a 2014 sale of a located along S. Center Street in downtown Casper, with good access, visibility and exposure. The listing agent felt the list price of \$11.31/SF was market value, but the seller lived out of town and had some financial issues, which motivated them to sell the property at a discount. This property is slightly smaller than the subject, is similar for location, but is long and narrow with inferior road frontage and visibility.

Land Sale 7: is a more recent sale; the property is located on the south side of W. Collins Street in downtown Casper, just across the street from the OYDSPC district. The property is considered to be in an inferior location; however, this property is also significantly smaller than the subject and had a building that required demolition prior to redeveloping the site.

Land Sale 8: is a recent sale of a 7,405 SF portion of Land Sale 6 which was purchased for below-market in 2014. The owners purchased the lot so they could expand the parking behind their business and sell off the excess land that fronts on S. Center Street. The increased per-square foot selling price is attributed to economies of scale. This property is also smaller than the subject, is similar for location, but is narrow with inferior road frontage and visibility.

Land Sale 9: is a recent sale of a 13,500 SF lot located on the corner of S. Ash Street and W. Midwest Avenue in the Old Yellowstone District. This property was improved with a 1,240 SF shell building that was purchased for redevelopment, but contributed only an estimated \$15,000 toward the purchase price. This sale is adjacent to the subject on the west side and is similar for size and corner frontage and visibility.

Adjustment Notes

The sales used here were the most recent, similar sales to the subject that I was able to find in the subject's market area.

Condition of Sale: A condition of sale adjustment is made for any unusual motivation or duress of the sale participants or unusual conditions affecting the sale price. All of the sales were considered to be arm's length transactions, except Land Sale 6 which sold for a reported \$25,000 discount due to seller motivation.

Expenditures Made Immediately After Purchase: Typically, an informed buyer will account for any expenditure that needs to be made immediately following the purchase of a property. Sale 5 was an old gas station that needed the building demolished, and the underground storage tanks removed for the ground to be cleared by the DEQ for future development. The cost of these expenditures made immediately after purchase was approximately \$10,310; this value was then added back into the purchase price of the property to reflect the adjusted sale price.

Financing: The definition of "market value" used in this appraisal states that the value is to be in terms equivalent to cash. In effect, this means that each sale must be adjusted to reflect a purchase price in terms of cash or its equivalent. For the purposes of this appraisal, cash equivalency means that each sale has been adjusted to reflect financing rates, terms, or conditions that were readily available in the open market at the time each sale occurred. All of the sales were cash sales with the exception of Sale 4 which was a contract for deed that appeared to be at market terms. All of the sales used in this analysis were based on market terms; therefore, an adjustment was not indicated.

Property Rights Conveyed: This adjustment takes into consideration differences in the legal estate (typically lease rates and terms) between the subject and the comparable sales. I am not aware of any factors involving the comparable sales that would require an adjustment for property rights conveyed.

Adjustment Notes

Market Conditions (Time): As there have not been many recent sales of comparable properties in the subject's market area, it was necessary to utilize what sales were available; these were from 2007 through 2018. As sales span a period of roughly 11 years, I researched information from the downtown Casper commercial market to determine if a credible adjustment for market conditions should be applied over this period.

In order to research a large enough sample of commercial property sales from the downtown Casper market to indicate a reasonable and supportable range of sale prices, I found it necessary to analyze sales over 3-year periods: 2010 through 2012, 2013 through 2015, and 2016 through year-to-date 2018. The following table shows the results of that research with the total number of sales, the high sale price, the low sale price, and the average sale price.

Time Period	No. of Sales	Low	High	Average
2010-2012	28	\$23,000	\$825,000	\$242,333
2013-2015	23	\$29,000	\$2,040,000	\$391,043
2016-2018	21	\$18,500	\$1,750,000	\$365,480

Clearly, the market shows that between the first period and the second period, there was a total increase in commercial property values of 23%, or 7.7% per year; however, between the second period and the third period, there was a total decrease in commercial property values of 7%, or 2.3% per year. Therefore, it follows that the land sales from prior to 2013 should be adjusted upward (I applied a 15% adjustment to Land Sales 1 through 5), the sales from 2013 through 2015 should be adjusted downward (I applied a 5% adjustment to Land Sale 6), and the sales since 2016 have not been adjusted (Land Sales 7 through 9).

Other Adjustment: Land Sale 1 is asphalt paved, which is superior to the other sales. According to the listing broker for the sale, the paving contributed \$2.86/SF to the sale price; therefore, based on this information, I made the indicated adjustments to Land Sale 1 to bring it equal to the subject and remaining sales.

Sales Comparison Approach Conclusion

The sales used have indicated a relatively wide range of values. While the location of the sales and the adjustments are outside of industry norms, because of the rural nature of the Wyoming market, these sales were determined as the best to be used as comparable sales for this approach. In addition, Wyoming is a non-disclosure state meaning that not all sales may be available to the appraiser if parties to the transaction are not willing to share the details of the sale. The sales are considered to be the most accurate indicators of the subject that are available at this time.

The subject is located in the Central Business District of downtown Casper, with very good access and visibility at the northwest corner of W. Midwest Avenue and S. David Street, in an area that is gentrifying with new development of both commercial and community projects. This area is very desirable for commercial uses.

In some segments of the market, there will be an adjustment based on the size of the lot, as the sale price for larger parcels will be less-per-unit of measure than smaller parcels; however, oftentimes it is location that has the larger effect on land value, and no adjustments for economies of scale was indicated by the land sales analyzed.

The subject is located in downtown Casper similar to Sales 1, 2, 5, 6, 7, 8, and 9. Sales 3 and 4 are located outside of downtown along the main east-west road through the city. I gave the most weight to Land Sales 1, 5, 8, and 9 which indicate a range from \$12.15/SF up to \$17.68/SF, and an average of \$15.19/SF. Given the subject's location on a corner lot along a gentrifying street in downtown Casper, and along one primary and one secondary roadway through downtown, an indicated value above the average at \$17.00/SF is supported for the subject.

Subject Size: 16,085 SF
Indicated Value/SF: \$17.00/SF
Indicated Value: \$273,445
Rounded: \$275,000

Based on the above analysis, I have reconciled to a **“Market Value”** for the subject **Lots 23 through 26, Block 1, City of Casper**, via the sales comparison approach, of **\$275,000**, as of October 17, 2018, and subject to the Limiting Conditions and Assumptions of this appraisal.

Final Reconciliation and Opinion of Market Value

The process of reconciliation involves the analysis of each approach to value. The quality of data applied, the significance of each approach as it relates to market behavior, and defensibility of each approach, are considered and weighed. Finally, each is considered separately and comparatively with each other.

One approach to value was considered in this appraisal.

Value Indication

Sales Comparison Approach \$275,000

Sales Comparison Approach

The sales comparison approach is usually the fastest to react to the market. The nine sales used here provided a range of values that I was able to further narrow through qualitative analysis. The quantity and quality of sales used here has given a good reflection of the market, and this approach has arrived at a credible opinion of value.

Opinion of Market Value Conclusion

Based on the data and analyses developed in this appraisal, I have reconciled to the following “As-Is” value conclusion, as of October 17, 2018, subject to the Limiting Conditions and Critical Assumptions of this appraisal.

Reconciled Market Value
Premise: “As-Is”
Interest Appraised: Fee Simple
Value Conclusion: \$275,000
TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS

CERTIFICATION AND STATEMENT OF LIMITING CONDITIONS

I certify that to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP).
9. I have made a personal inspection of the property that is the subject of this report.

Continued ...

CERTIFICATION AND STATEMENT OF LIMITING CONDITIONS

10. Lynae Mohondro assisted in the inspection of the subject. No one else provided significant assistance to the person signing this report.
11. The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
12. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
13. As of the date of this report, I, Deborah A. Clark, have completed the Standards and Ethics Education Requirements for Candidates of the Appraisal Institute.

I, Deborah A. Clark, am currently certified by the State of Wyoming Appraisal Commission as a Certified General Appraiser, which complies with F.I.R.R.E.A., Title XI of the Federal Financial Institution's Reforms, Recovery and Enforcement Act of 1989 - Permit No. 1235. I am also a Certified General Appraiser in the State of South Dakota - Permit No. 1319CG.



DEBORAH A. CLARK
Certified General Appraiser, Wyoming Permit No. 1235

QUALIFICATIONS OF DEBORAH A. CLARK
Certified General Real Estate Appraiser
State of Wyoming – Permit 1235
State of South Dakota – Permit 1319CG

EDUCATION:

Casper College, Casper, WY (2009 - 2012)

PROFESSIONAL AFFILIATIONS:

State of Wyoming, Certified General Real Estate Appraiser - Permit #1235

State of South Dakota, Certified General Appraiser - Permit #1319CG

Candidate of the Appraisal Institute - April, 2017

BACKGROUND AND EXPERIENCE:

January 2015 - Present	Owner/Certified General Real Estate Appraiser, MountainWest Valuations, LLC (f/k/a Hilston Appraisals, LLC)
January, 2013 - December 2014	Certified General Real Estate Appraiser with Hilston Appraisals, LLP, Casper, WY
April, 2010 - January, 2013	Real Estate Appraiser Trainee for Hilston Appraisals, LLP, Casper, WY
September, 2008 - March, 2010	Real Estate Appraiser Assistant Alpine Appraisal, Laramie, WY
October, 2006 - August, 2008	Real Estate Appraiser Assistant Summit Appraisals, Douglas, WY

APPRAISAL EDUCATION:

February, 2018	Appraisal Institute – Advanced Market Analysis and Highest & Best Use (35 Hours)
January, 2018	Wyoming Certified Appraiser Board – Uniform Standards of Professional Appraisal Practice (7 Hours)
January, 2018	Appraisal Institute – Solving Land Valuation Puzzles (7 Hours)
October, 2017	Appraisal Institute – Advanced Income Capitalization (35 Hours)
April, 2017	Appraisal Institute – Online Business Practices and Ethics (5 Hours)
December, 2016	McKissock – Appraisers: How to Recognize and Avoid Mortgage Fraud (7 Hours)
February, 2016	Appraisal Institute – Appraising Green Commercial Buildings, Case Studies (14 Hours)
January, 2016	Appraisal Institute – Introduction to Green Buildings, Principles and Concepts (7 Hours)

APPRAISAL EDUCATION:

January, 2016	Wyoming Certified Appraiser Board – Uniform Standards of Professional Appraisal Practice (7 Hours)
October, 2014	Appraisal Institute – Uniform Appraisal Standards for Federal Land Acquisitions (16 Hours)
January, 2014	Wyoming Certified Appraiser Board – Uniform Standards of Professional Appraisal Practice (7 Hours)
November, 2012	Lorman Education Services - Law of Easements and Eminent Domain (8 Hours)
September, 2012	Appraisal Institute – General Appraiser Site Valuation and Cost Approach (30 Hours)
June, 2012	American Society of Farm Managers and Rural Appraisers (ASFMRA) – Integrated Approaches to Value (30 Hours)
June, 2012	Appraisal Institute – General Appraiser Report Writing and Case Studies (30 Hours)
January, 2012	Wyoming Certified Appraiser Board – Uniform Standards of Professional Appraisal Practice (7 Hours)
January, 2012	Appraisal Institute – Real Estate Finance Statistics and Valuation Modeling (15 Hours)
August, 2011	Appraisal Institute – General Appraiser Sales Comparison Approach (30 Hours)
January, 2011	Appraisal Institute – General Appraiser Market Analysis and Highest and Best Use (30 Hours)
November, 2010	Lorman Education Services - Law of Easements and Eminent Domain (8 Hours)
October, 2010	Appraisal Institute - General Appraiser Income Approach 1 and 2 (60 Hours)
September, 2010	Appraisal Institute - Supervising Appraisal Trainees (4 Hours)
June, 2010	Johnson Mapping - All Topo Maps, Deed Plotter Software (16 Hours)
June, 2009	Dynasty School - Uniform Standards of Professional Appraisal Practice (15 Hours)
December, 2008	Dynasty School - Real Estate Appraisal Principles and Procedures (60 Hours)

PARTIAL LIST OF APPRAISAL CLIENTS DURING LAST FOUR YEARS:

1ST Bank - Evanston, Wyoming
40 Mile Ranch, LLC - Casper, Wyoming
609 Consulting - Casper, Wyoming
Albany Hospital District - Laramie, Wyoming
Alm, John R. - Hyattville, Wyoming
Amegy Bank, N.A. - Houston, Texas
AHT Land, LLC. c/o Mr. Timothy J. Kirven - Buffalo, Wyoming
Bailey Enterprises - Riverton, Wyoming
Bailey, Jim - Casper, Wyoming
Bank Midwest - Sioux Falls, South Dakota
Bank of America - Merced, California
Bank of Buffalo - Buffalo, Wyoming
Bank of Commerce - Rawlins, Wyoming
Bank of the San Juans, Division of Glacier Bank, Durango Colorado
Bank of the West - Fresno, California
Blueline Development - Missoula, Montana
Broadsword Group, LLC - Glenrock, Wyoming
Carpenter, Brice - Casper, Wyoming
Carpenter and Phillips P.C. - Gillette, Wyoming
Casper Downtown Development Authority - Casper, Wyoming
Casper Law Offices - Casper, Wyoming
Centennial Lending - Longmont, Colorado
Central Bank and Trust - Riverton, Wyoming
Chambers, John D. Attorney - Casper, Wyoming
Chapin, Charlie Attorney - Casper, Wyoming
City of Casper - Casper, Wyoming
City of Douglas - Douglas, Wyoming
City of Gillette - Gillette, Wyoming
Clark, Rochelle K., Trustee Vincent R. and Leola R. Thar Trust - Gillette, Wyoming
Coldwell Banker, The Legacy Group - Casper, Wyoming
Cole Creek Sheep Company - Natrona & Converse, Wyoming
Cole Creek Outfitters, Inc. - Converse County, Wyoming
Converse County Bank - Douglas, Wyoming
Cook, William W. c/o George Hornberger - Casper, Wyoming
Core First Bank & Trust - Topeka, Kansas
Cowboy State Bank - Sheridan, Wyoming
Crowley Fleck, PLLP - Casper, Wyoming
Curry, Skip - Casper, Wyoming
d'Elia, Serge - Casper, Wyoming
D & B Moen Ranch LLC - Lusk, Wyoming
Estate of Charlene & Earl A. Hollenbeck, c/o Mr. James R. Bell, Attorney - Casper, Wyoming
Estate of Joann I. Stoddard c/o Craig Shanor - Casper, Wyoming
Estate of Margaret H. Whisenhunt c/o Mr. Joe Whisenhunt, SR. - Little Rock, Arkansas
Estate of Sam R. Ratcliff c/o Ms. Patsy L. Larson - Gillette, Wyoming
Farm Service Agency/Farm Loan Programs - Riverton, Wyoming
Farm Service Agency/Farm Loan Programs - Wheatland, Wyoming
Farmers Bank - Fort Collins, Colorado
Fiant, Bill - Rawlins, Wyoming
Fidelity Bank - Oklahoma City, Oklahoma
First Bank of Wyoming - Powell, Wyoming
First Federal Savings Bank - Sheridan, Wyoming

PARTIAL LIST OF APPRAISAL CLIENTS DURING LAST FOUR YEARS:

First Interstate Bank - Casper, Wyoming
First Interstate Bank - Gillette, Wyoming
First Interstate Bank - Laramie, Wyoming
First Interstate Bank - Sheridan, Wyoming
First National Bank - Buffalo, Wyoming
First National Bank - Gillette, Wyoming
First Northern Bank - Buffalo, Wyoming
First State Bank of Newcastle - Newcastle, Wyoming
Giblock, Tom, CPA - Gillette, Wyoming
GSA REGION 8 - Denver, Colorado
GSA Region 15 - Denver, Colorado
Hildebrand, Verna Mae Family Trust - Stratford, IOWA
Hilltop National Bank - Casper, Wyoming
Holscher, Patrick Attorney - Casper, Wyoming
Hopkins-Hamilton Ranch - Lander, Wyoming
Jonah Bank of Wyoming - Casper, Wyoming
Kirven & Kirven, Attorneys - Buffalo, Wyoming
Koltiska, Gary G. and Vicki Jo - Sheridan, Wyoming
Lenhart, Mason and Associates - Casper, Wyoming
Linc Energy Operations - Casper, Wyoming
Lubnau Law Office, PC - Gillette, Wyoming
Materi, Douglas and Sharon - Upton, Wyoming
McMahon, Charles - Lander, Wyoming
McMurry, W. N. - Casper, Wyoming
Mears, Traci - Casper, Wyoming
Meyer, Warren - Phoenix, Arizona
Nebraska Land National Bank - North Platte, Nebraska
Newmeyer, Jerry Attorney - Casper, Wyoming
Nicolaysen, Jon C. - Casper, Wyoming
Oleson, Randy & Rhonda - Newcastle, Wyoming
Parkerton Ranch, INC. - Converse County, Wyoming
Pathfinder Ranches - Wyoming
Pence & MacMillan LLC - Laramie, Wyoming
Pinnacle Bank - Gillette, Wyoming
Pinnacle Bank - Moorcroft, Wyoming
Pinnacle Bank - Newcastle, Wyoming
Platte Valley Bank - Casper, Wyoming
Platte Valley Bank - Wheatland, Wyoming
Points West Community Bank - Douglas, Wyoming
Points West Community Bank - Lingle, Wyoming
Points West Community Bank - Torrington, Wyoming
Powder River Coal, LLC - Gillette, Wyoming
Prairie Mountain Bank - Great Falls, Montana
Rafter Q Ranch, LLC. - Casper, Wyoming
Rawlins National Bank - Rawlins, Wyoming
Recreation Resource Management - Phoenix, Arizona
Reimler, Tim - Buffalo, Wyoming
Ridgestone Bank - Schaumburg, Illinois
Robinett Ranch Company - Powder River, Wyoming
Rocky Mountain Power - Casper, Wyoming
Rocky Mountain Wash, LLC - Casper, Wyoming

PARTIAL LIST OF APPRAISAL CLIENTS DURING LAST FOUR YEARS:

Sandhills Land & Cattle, LLC - Overland Park, Kansas
Schwartz, Bon, Walker & Studer, LLC - Casper, Wyoming
Security State Bank - Basin, Wyoming
Security State Bank - Gillette, Wyoming
State of Wyoming - Cheyenne, Wyoming
Stine Heiser Buss & Associates P.C. - Worland, Wyoming
Strand, Martha K. - Casper, Wyoming
Sutherland Law Office - Casper, Wyoming
Trent Law Office, LLC - Laramie, Wyoming
Triangle Land & Cattle Company - Overland Park, Kansas
True, Diemer D. and Susan L. - Casper, Wyoming
Tofte, Steve A. - Casper, Wyoming
Town of Hanna - Hanna, Wyoming
Town of Mills - Mills, Wyoming
Twiford, Jim and Jenne - Glendo, Wyoming
Wagonhound Land and Livestock - Douglas, Wyoming
Wal-Mart Realty - Bentonville, Arkansas
Weinrich, Jim – Casper, Wyoming
Wold, John c/o Wold Oil & Gas Company - Casper, Wyoming
Wolfe, J. Stan Attorney - Gillette, Wyoming
Worrall and Greear - Worland, Wyoming
Wright, Tom - Newcastle, Wyoming
Wyoming Child & Family Development - Casper, Wyoming
Wyoming Department of Workforce Services - Casper, Wyoming
Wyoming National Bank - Lander, Wyoming
Wyoming State Bank - Cheyenne, Wyoming
Wyoming State Bank - Laramie, Wyoming
Yampa Valley Bank - Craig, Colorado

ADDENDA

Letter
of
Engagement

211-18D



DATE OF AGREEMENT: October 15, 2018

PARTIES TO AGREEMENT:

Client:

City of Casper
Attn: Ms. Liz Becher, Community Development Director
200 N. David Street
Casper, Wyoming 82601

Appraiser:

Deborah A. Clark
Certified General Appraiser
MountainWest Valuations, LLC
232 E. 2nd Street, Suite 201
Casper, Wyoming 82601
Phone: 307-265-1888

Client hereby engages Appraiser to complete appraisal assignment for the following property:

PROPERTY IDENTIFICATION

Lots 23-26 in Block 1, Original City of Casper, Natrona County, Wyoming

PROPERTY TYPE

Vacant Land

INTEREST VALUED

Fee Simple

INTENDED USERS

Client: City of Casper, Attn: Ms. Liz Becher

Note: No other users are intended by Appraiser. Appraiser shall consider the intended users when determining the level of detail to be provided in the Appraisal Report.

INTENDED USE

To assist Client in making future decisions regarding the subject property.

TYPE OF VALUE

Market Value as defined by the appraisal requirements pursuant to FIRREA. And USPAP.

DATE OF VALUE

Current

HYPOTHETICAL CONDITIONS, EXTRAORDINARY ASSUMPTIONS

As-Is

ANTICIPATED SCOPE OF WORK

Site Visit

Exterior and Interior Observation / On-Site

Valuation Approaches

Cost Approach

Sales Comparison Approach

Income Approach

Note: Appraiser shall use any or all approaches necessary to develop a credible opinion of value.

APPRAISAL REPORT

Report Option

Appraisal Report

Form or Format

Narrative

DELIVERY DATE

October 31, 2018

DELIVERY METHOD

E-Mail

NUMBER OF COPIES

One Copy

PAYMENT TO APPRAISER

\$1,500

PROPOSED IMPROVEMENTS

If the property appraised consists of proposed improvements, Client shall provide to Appraiser plans, specifications, or other documentation sufficient to identify the extent and character of the proposed improvements.

PROPERTIES UNDER CONTRACT FOR SALE

If the property appraised is currently under contract for sale, Client shall provide to Appraiser a copy of said contract including all addenda.

CONFIDENTIALITY

Appraiser shall not provide a copy of the written Appraisal Report to, or disclose the results of the appraisal prepared in accordance with this Agreement with, any party other than Client, unless Client authorizes, except as stipulated in the Confidentiality Section of the ETHICS RULE of the Uniform Standards of Professional Appraisal Practice (USPAP).

CHANGES TO AGREEMENT

Any changes to the assignment as outlined in this Agreement shall necessitate a new Agreement. The identity of the client, intended users, or intended use; the date of value; type of value; or property appraised cannot be changed without a new Agreement.

CANCELLATION

Client may cancel this Agreement at any time prior to the Appraiser's delivery of the Appraisal Report upon written notification to the Appraiser. Client shall pay Appraiser for work completed on assignment prior to Appraiser's receipt of written cancellation notice, unless otherwise agreed upon by Appraiser and Client in writing.

NO THIRD PARTY BENEFICIARIES

Nothing in this Agreement shall create a contractual relationship between the Appraiser or the Client and any third party, or any cause of action in favor of any third party. This Agreement shall not be construed to render any person or entity a third party beneficiary of this Agreement, including, but not limited to, any third parties identified herein.

USE OF EMPLOYEES OR INDEPENDENT CONTRACTORS

Appraiser may use employees or independent contractors at Appraiser's discretion to complete the assignment, unless otherwise agreed by the parties. Notwithstanding, Appraiser shall sign the written Appraisal Report and take full responsibility for the services provided as a result of this Agreement.

TESTIMONY AT COURT OR OTHER PROCEEDINGS

Unless otherwise stated in this Agreement, Client agrees that Appraiser's assignment pursuant to this Agreement shall not include the Appraiser's participation in or preparation for, whether voluntarily or pursuant to subpoena, any oral or written discovery, sworn testimony in a judicial, arbitration or administrative proceeding, or attendance at any judicial, arbitration, or administrative proceeding relating to this assignment.

APPRAISER INDEPENDENCE

Appraiser cannot agree to provide a value opinion that is contingent on a predetermined amount. Appraiser cannot guarantee the outcome of the assignment in advance. Appraiser cannot insure that the opinion of value developed as a result of this Assignment will serve to facilitate any specific objective by Client or others or advance any particular cause. Appraiser's opinion of value will be developed competently and with independence, impartiality and objectivity.

EXPIRATION OF AGREEMENT

This Agreement is valid only if signed by both Appraiser and Client within days of the Date of Agreement specified.

GOVERNING LAW & JURISDICTION

The interpretation and enforcement of this Agreement shall be governed by the laws of the state in which the Appraiser's principal place of business is located, exclusive of any choice of law rules.

By Appraiser



(Signature)

Deborah A. Clark

(Printed Name)

October 15, 2018

(Date)

By Client:

(Signature)

(Printed Name)

(Date)

Appraiser's
License/Certification



License Number 1235

NON TRANSFERABLE

CERTIFIED REAL ESTATE APPRAISER PERMIT

Issued: 01/05/2017

Expires: 01/05/2019

DEBORAH A CLARK

CERTIFIED GENERAL APPRAISER

AS PROVIDED FOR BY THE LAWS OF WYOMING

MOUNTAINWEST VALUATIONS, LLC
212 E. 2ND STREET, SUITE 201
CASPER, WY 82601

AUTHORIZED BY THE WYOMING CERTIFIED
REAL ESTATE APPRAISER BOARD
WITNESS MY HAND AND THE
OFFICIAL SEAL AT CHEYENNE, WYOMING:

A handwritten signature in black ink, appearing to read "Nicole Novotny Smith".

Nicole Novotny Smith Executive Director





CATC – 307-265-1313



The Bus – 307-237-4287

The Honorable Ray Pacheco and Council Members
City of Casper
200 North David
Casper, WY 82601

Dear Mayor Ray Pacheco and Council Members:

On behalf of the CATC board of directors, employees and passengers, please accept our sincere gratitude for your generous and on-going support. This year's budget process was especially challenging for all concerned. In spite of the challenges, we have an agreement and we are looking forward to the voters approving One Cent #16.

The funding and support you have granted transit service in Casper as well as the support from the surrounding communities is the primary reason it has succeeded. Thank you for the many years of partnership and cooperation.

Respectfully,

A handwritten signature in black ink that reads 'Marge Cole'. The signature is written in a cursive, flowing style.

Marge Cole
Executive Director

Cc: J. Carter Napier, City Manager
City of Casper

**CITY OF CASPER
LICENSING AND APPEALS BOARD
CITY HALL, DOWNSTAIRS MEETING ROOM
NOVEMBER 15, 2018
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 OCTOBER 18, 2018**
- III. MONTHLY REPORT**
- IV. NEW BUSINESS**
- V. APPLICATIONS FOR THE BOARD'S CONSIDERATION:**

GENERAL CONTRACTORS

JUSTIN AGENA – Applying for a Class I or II General Contractor's License.

JERRY GONZALES, HOPE INVESTMENTS – Applying for a Class III General Contractor's License.

MECHANICAL APPLICATIONS

DARYL THATE, APPLE AIR - Applying for a Master Mechanical License.

ALAN MATTHEW CRAFT – Applying for a Master Mechanical License.

PLUMBING APPLICATIONS

JOSE CAMPOS – Applying for a Journeyman Plumbing License.

CRIS ERICKSON – Applying for a Journeyman Plumbing License.

- VI. COMMUNICATIONS FROM PERSONS PRESENT**
- VII. ADJOURNMENT**

**CITY OF CASPER
CONTRACTORS' LICENSING AND APPEALS BOARD
OCTOBER 18, 2018**

MEMBERS PRESENT:

**JASON HUBER
SCOTT WARREN**

**ZAC HORNER
ADAM HALL**

CITY STAFF:

DAN ELSTON

KELLY SHANLEY

CALL MEETING TO ORDER – Chairperson Zac Horner called the regular meeting to order at 4:10 p.m.

MINUTES FROM SEPTEMBER 20, 2018 – Scott Warren moved to approve the meeting minutes of September 20, 2018. Jason Huber seconded the motion. Motion approved.

MONTHLY REPORT UPDATE - Dan Elston reported for the month of September, 1 building permit was issued for construction of a single family home. To date, 46 permits for construction of single family homes have been issued compared to 45 this time last year. The Building Division issued 108 building, 72 electrical, 61 mechanical, and 81 plumbing permits during September with valuations of \$2,389,571 and fees collected of \$77,512. The inspectors completed 587 inspections in September, which includes consults and plan reviews. On average inspections are completed within a time frame of 2.04 hours from the time inspections are called in unless specific inspection times/days are requested.

Below is a breakdown of the 15 commercial projects that are in progress:

- Kelly Walsh High School – They will be ready for final inspection of their site work soon.
- Boyd Avenue Church Gym – A portion of the 2nd floor has been poured
- U-Haul - Old Cretex Building
- Raven Crest Apartments – A Certificate of Occupancy was issued on the 2nd building. Interior rough-in's are completed on the last building. In order for Casper Housing Authority to receive their \$40,000 tax credit, it is a requirement for the general contractor to have a building completed each month.
- Senior Living Homes – Fairgrounds – They have six twin homes complete and a few of them have been sold.
- Rescue Mission – The old building has been torn down.
- Gruner Brothers Brewery – A Temporary Certificate of Occupancy has been issued for the brewery, boiler and canning rooms. Tours will be available in the brewing area.
- NCHS – S VAC Building Remodel
- Fire Station #5 – Site work is in process; interior drywall is in progress.
- Miscellaneous Cell Towers – These towers are in process.
- City of Casper Balefill Building
- Masterson Place – They are in the beginning stages of framing.
- Taco Johns – Framing and interior rough-in's are in progress.
- Sagewood Elementary School
- Sleep Number Store

Completed Project in September:

- Alpine Motor Sports

New Plans Submitted for Approval:

- WyHy Federal Credit Union Remodel
- Wyoming Medical Center – Hybrid OR
- Blackmore Marketplace – Three tenant spaces to be constructed in front of the Marriott Residence Inn. We are waiting for the approval of the site plan. They will be bringing in their own general contractor, all other contractors will be local.
- U-Haul RV Storage & other Storage Units

LICENSE APPLICATIONS –

WILLIS HARTMAN II, INK CONSTRUCTION LLC – Applying for a Class I General Contractor’s License. After discussion and review of the application and affidavits, Jason Huber moved to approve Willis Hartman II to license as a Class I General Contractor. Adam Hall seconded the motion. Motion approved.

DEWEY SWANK, SWANK ENTERPRISES – Applying for a Class I General Contractor’s License. After discussion and review of the application and affidavit, Scott Warren moved to approve Dewey Swank to test for a Class I General Contractor’s License. Jason Huber seconded the motion. Motion approved.

BRANDIE BENNETT, SWANK ENTERPRISES – Applying for a Class I General Contractor’s License. After discussion and review of the application and affidavit, Adam Hall moved to approve Brandie Bennett to test for a Class I General Contractor’s License. Scott Warren seconded the motion. Motion approved.

RICHARD NELSON, GH PHIPPS WYOMING, INC. - Applying for a Class I General Contractor’s License. After discussion and review of the application and affidavit, Jason Huber moved to approve Richard Nelson to license as a Class I General Contractor. Scott Warren seconded the motion. Motion approved.

GEOFF GALLINGER, CENTERLINE SOLUTIONS LLC – Applying for a Class I General Contractor’s License. After discussion and review of the application and affidavits, Scott Warren moved to approve Geoff Gallinger to license as a Class I General Contractor. Adam Hall seconded the motion. Motion approved.

JOHN MILLER, JNL DESIGNS – Applying for an upgrade to a Class II General Contractor’s License. After discussion and review of the application and affidavits, Jason Huber moved to approve John Miller to test for a Class II General Contractor’s License. Scott Warren seconded the motion. Motion approved.

BRYAN VAN BURREN – Applying for a Master Mechanical License. After discussion and review of the application and affidavit, Adam Hall moved to approve Bryan Van Burren to license as a Mechanical Master. Scott Warren seconded the motion. Motion approved.

MISCELLANEOUS COMMUNICATIONS

EXPIRING TERMS – Jason Huber and Steve Boyle – All Board members were in favor of re-appointing Jason Huber and Steve Boyle for a second 3-year term to the Contractors’ Licensing and Appeals Board. These re-appointments will be submitted to City Council for their approval before yearend.

PROPOSED COMPACTION ORDINANCE – City Council met at its work session on September 25th, 2018, to discuss the proposed ordinance change that would require soil compaction testing on all one and two-family dwellings. After a lengthy discussion and due to all the input received from contractors, it was decided not to move forward with the proposed compaction ordinance.

ADJOURN – The meeting adjourned at 4:40 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 above the printed name.

Dan Elston, Secretary



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 October 2018 Reports



Type of Permit	Number of Permits	Fees	Valuations
Dem-Residential	4	\$800.00	\$0.00
Rep-Re-Roof	57	\$8,888.80	\$489,496.25
Rem-Bathroom	3	\$1,155.75	\$60,500.00
Rem-Commercial	10	\$15,336.04	\$1,439,213.29
New-Residential	6	\$14,112.40	\$1,917,275.55
Add-Residential	2	\$207.00	\$5,500.00
Rem-Basement	8	\$2,002.00	\$126,739.81
Rem-Residential	9	\$2,190.00	\$155,500.00
Add-Other	3	\$1,527.20	\$96,300.00
Dem-Commercial	1	\$300.00	\$0.00
Add-Deck	5	\$1,057.00	\$65,552.00
Rem-Kitchen	3	\$890.00	\$60,110.00
Rep-Deck	5	\$686.00	\$27,002.00
Retaining Wall	1	\$298.00	\$19,610.00
Rep-Comm Misc	1	\$130.00	\$5,000.00
Rep-Res Misc	8	\$3,444.00	\$359,500.00
Add-Garage	2	\$915.00	\$80,000.00
	128	\$53,939.19	\$4,907,298.90

Electrical Permits Issued	Fees Invoiced
89	\$10,381.00

Mechanical Permits Issued	Fees Invoiced
90	\$12,569.00

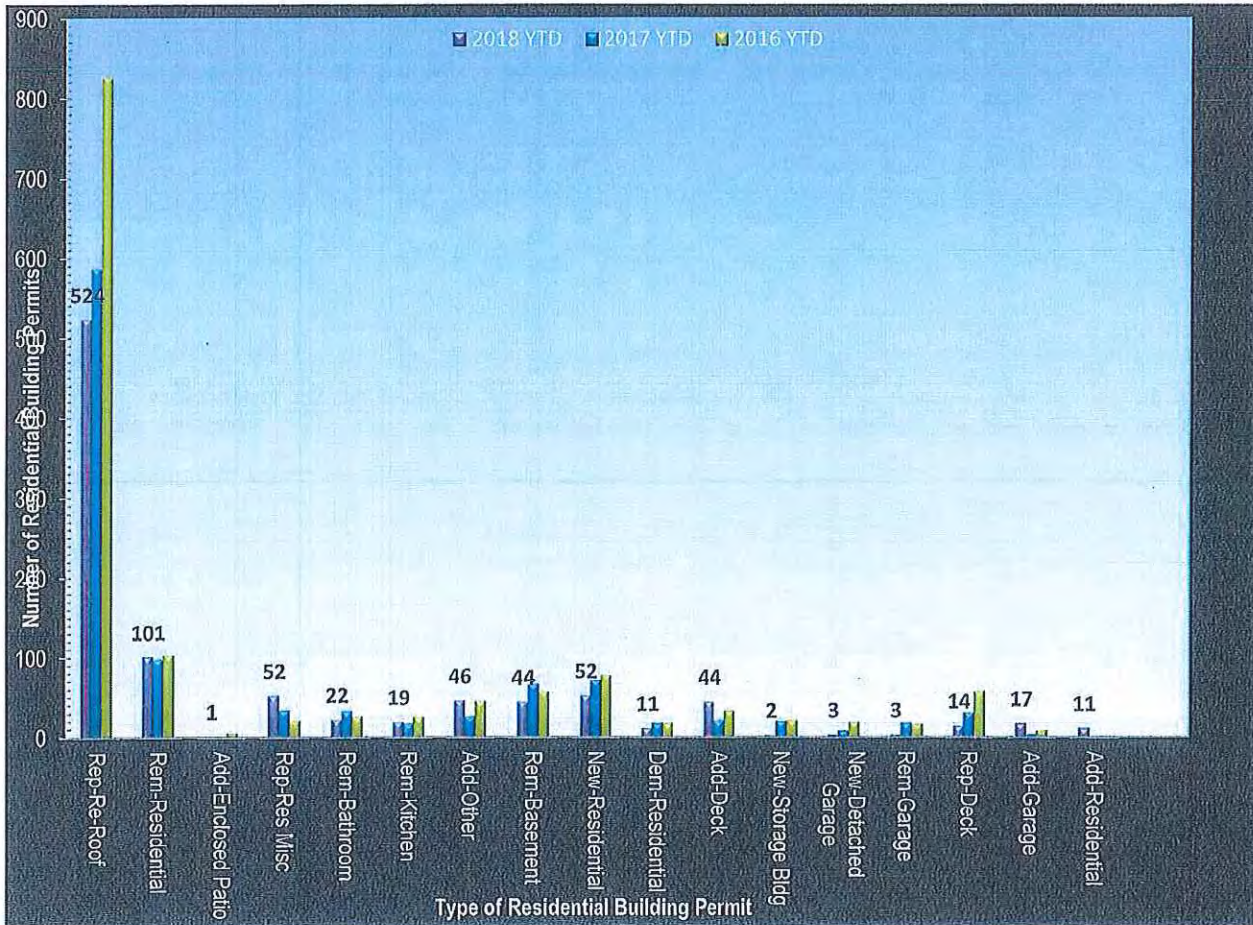
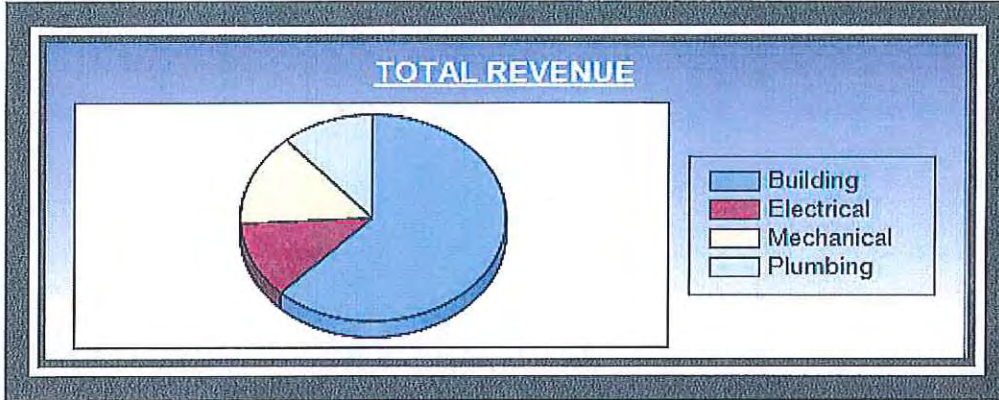
Plumbing Permits Issued	Fees Invoiced
108	\$9,868.00

Single Family Houses YTD:		October 2018 Single Family Houses	
2017	71	2017	7
2018	52	2018	6



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 October 2018 Reports





COMMUNITY DEVELOPMENT
DEPARTMENT

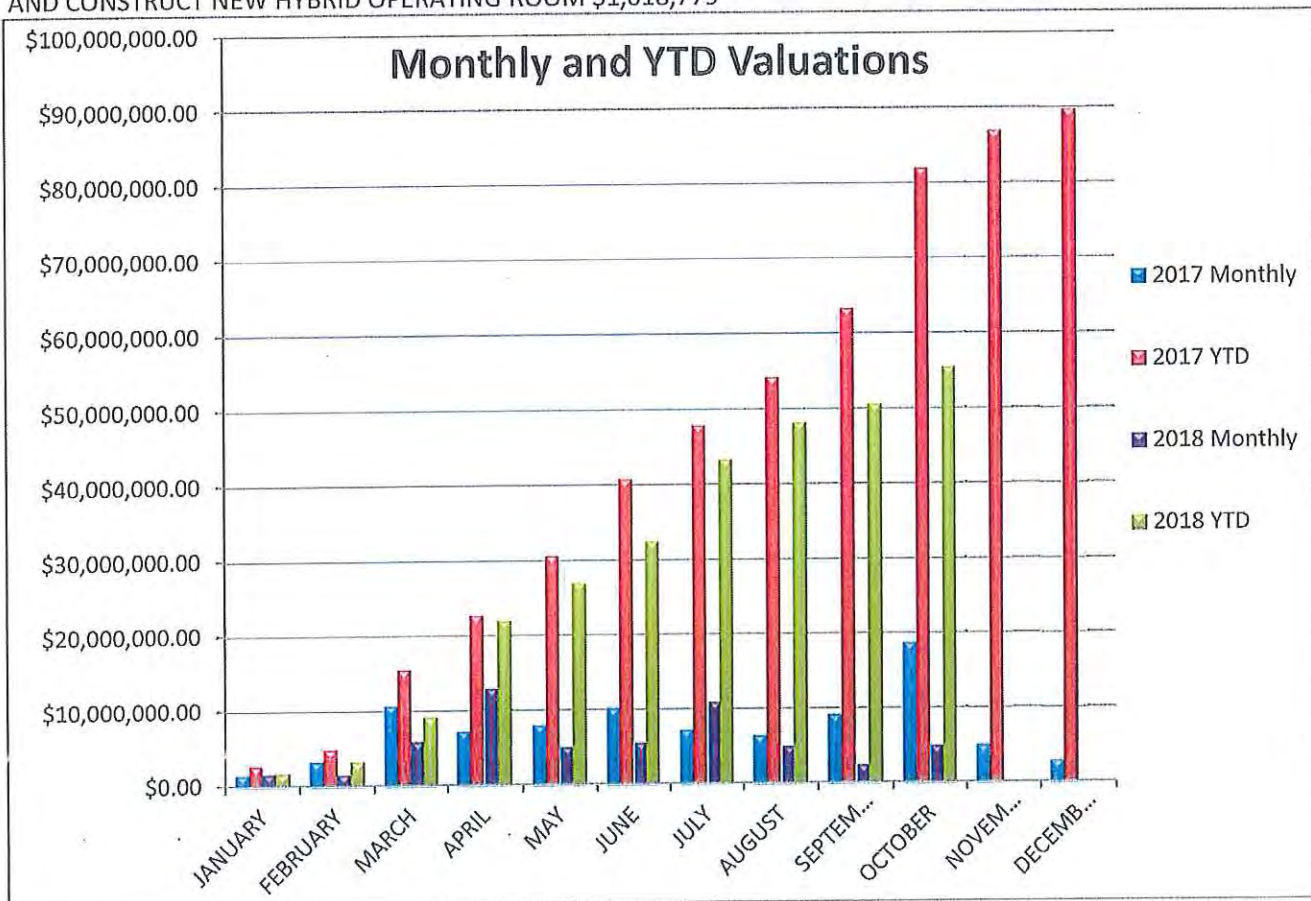
State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
Building Department
 October 2018 Reports



MONTH	2017 Monthly Valuation	2017 YTD Valuation	2018 Monthly Valuation	2018 YTD Valuation
JANUARY	\$1,530,744.20	\$2,659,149.99	\$1,661,039.40	\$1,661,039.40
FEBRUARY	\$3,271,856.76	\$4,802,600.96	\$1,551,977.75	\$3,213,017.15
MARCH	\$10,662,750.45	\$15,465,351.41	\$5,836,851.00	\$9,049,868.15
APRIL	\$7,162,724.38	\$22,628,075.79	\$12,821,244.41	\$21,871,112.56
MAY	\$7,907,350.15	\$30,535,425.94	\$4,986,078.01	\$26,857,190.57
JUNE	\$10,111,043.55	\$40,646,469.49	\$5,525,644.37	\$32,382,834.94
JULY	\$7,183,820.80	\$47,830,290.29	\$10,833,352.90	\$43,216,187.84
AUGUST	\$6,342,767.77	\$54,173,058.06	\$4,919,515.14	\$48,135,702.98
SEPTEMBER	\$9,109,861.61	\$63,282,919.67	\$2,389,571.30	\$50,525,274.28
OCTOBER	\$18,606,798.53	\$81,889,718.20	\$4,907,298.90	\$55,432,573.18
NOVEMBER	\$5,007,976.20	\$86,897,694.40		
DECEMBER	\$2,850,440.36	\$89,748,134.76		
	<u>\$89,748,134.76</u>	<u>\$89,748,134.76</u>	<u>\$55,432,573.18</u>	<u>\$55,432,573.18</u>

LARGE VALUATIONS:

October 2018 - GH PHIPPS WYOMING LLC: 1233 E 2ND STREET, PHASE I RENOVATE EXISTING CAFETERIA AND CONSTRUCT NEW HYBRID OPERATING ROOM \$1,018,779





COMMUNITY DEVELOPMENT
DEPARTMENT

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

Building Department
Fees Collected
October 2018 Report



BUILDING PERMITS	\$ 42,908.56
ELECTRICAL PERMITS	\$ 9,840.00
MECHANICAL PERMITS	\$ 11,943.00
PLUMBING PERMITS	\$ 8,667.00
ELECTRICAL LICENSES	\$ 56.00
PLUMBING LICENSES	\$ 25.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 50.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 525.00
SIGN PERMITS	\$ 752.00
C-CAN PERMITS	\$ 50.00
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 11,853.15
PLANNING FEES	\$ 250.00
DEMO PERMITS (included in Building Permits)	\$ -

Totals: \$ 86,919.71

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
234	186	142	53

CONSULTS	PLAN REVIEW	FIRE
17	35	0

YTD INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
1937	1751	1257	510

CONSULTS	PLAN REVIEW	FIRE
209	382	22

2018 Monthly Inspections
October 2018

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	124	52	0	0	0	176
Justin Scott	139	0	0	0	22	0	0	161
Shawn Barrett	5	91	0	0	3	0	12	111
Dan Elston	87	0	18	1	6	0	0	112
Bill McCloy	3	95	0	0	4	0	5	107
								0
Monthly Total	234	186	142	53	35	0	17	667

YTD Totals	1937	1751	1257	510	382	22	209	6068	6068
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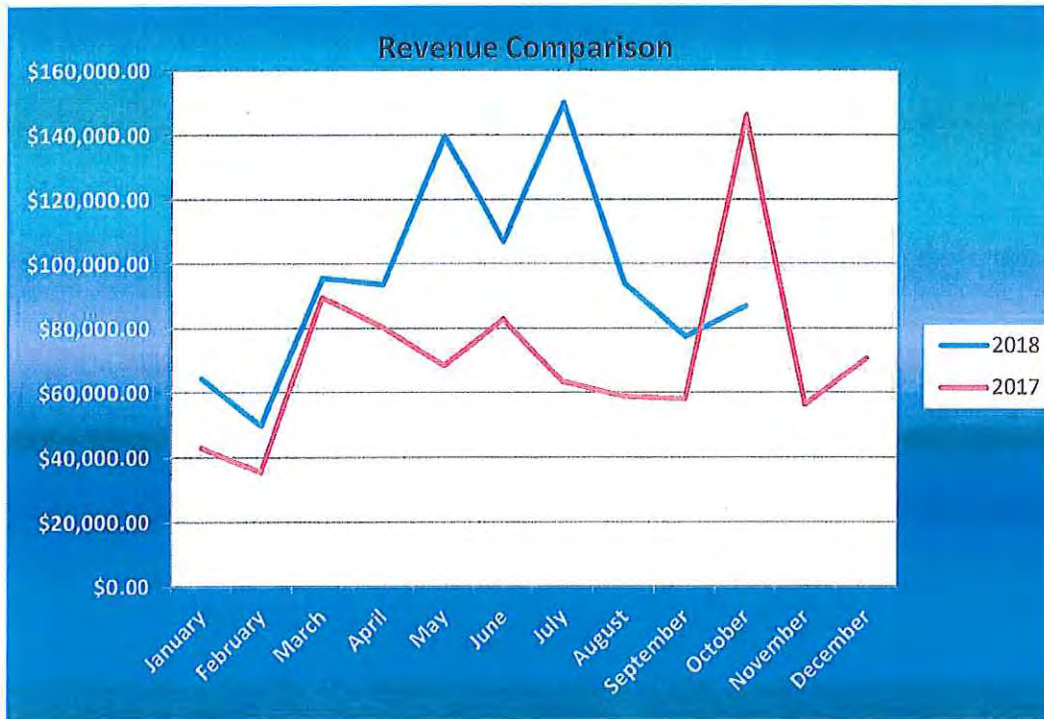
COMMUNITY DEVELOPMENT
DEPARTMENT

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



Building Department
Revenue Collected
October 2018 Report

Month	TOTAL REVENUE FOR 2017	TOTAL REVENUE FOR 2018
January	\$42,948.76	\$64,406.94
February	\$35,564.22	\$49,910.69
March	\$89,533.66	\$95,661.23
April	\$80,340.27	\$93,605.60
May	\$68,451.29	\$139,648.90
June	\$82,939.45	\$106,906.31
July	\$63,462.70	\$149,912.87
August	\$58,880.15	\$93,951.10
September	\$58,098.97	\$77,512.91
October	\$146,173.92	\$86,919.71
November	\$56,338.25	
December	\$70,664.59	
	\$853,396.23	\$958,436.26



Dan Elston: Building Official

✓
19
12

APPLICATION FORM FOR GENERAL CONTRACTORS

PART I- GENERAL INFORMATION

Date 11/8 2018

Name of Company (if applicable) _____

Name of Qualifying Person or Persons Justin J Agena

Current Address 219 W- 13th City Casper State WY Zip 82601

Telephone Number 307-690-9142 Cell Number _____

Email JJAgena@gmail.com

Employer Sub-contract for RVB

Employer's Address 219 W- 13th City Casper State WY Zip 82601

Position Carpenter Years at present employer 7 months Comments _____

Hired by River Valley to do Carpentry on their Site's

Date and location of residence in Wyoming JAN 6 1982 219 W 13th Casper WY

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class I ^{OR} 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>Town of Jackson</u>	<u>2011</u>	<u>Class C</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____



OFFICIAL RESULTS REPORT



Wyoming (WAM) Residential Building Contractor (C)

Name:	JUSTIN AGENA	Candidate ID:	JA338585
Address:	1806 ELLINGWOOD DR	Date:	3/19/2011
	JACKSON	WY	83002

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 866-750-2579 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.



April 4, 2011

To Whom It May Concern:

Enclosed please find your Certificate of Qualification card. This card must be in your possession at all times while working, in this trade, within the Town of Jackson. Please note that this card will expire in 3 years. **In order to renew your card you will be required to provide proof of 8 hours of attendance at an approved code seminar in your trade.**

Please be aware that you must apply for the rest of the license if you are planning to work in the Town of Jackson or the County. This includes filling out a contractor's license application, providing us with the required documentation listed on the application and payment. The contractor's license application can be found on our website www.townofjackson.com.

If you have any questions, please contact me at 307-733-0520 x 1352.

Thank you,

Kelly Bowlin
Development Coordinator

Town of Jackson
PO Box 1687
150 E Pearl Avenue
Jackson, Wy 83001
307-733-0520 x 1352

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Justin Agena
(Print)

Name and address of employer or person verifying time and position of Applicant
(Name) Caspar Building Systems, Inc.
(Address) 1975 Old Salt Creek Hwy
(City) Casper (State) WY
(Zip) 82601 (Phone No.) 307-235-5690

Date of Employment: From 11-13-17 through 7-13-18 Add additional
From _____ through _____ dates
From _____ through _____ (as necessary)

Job Title of Applicant Carpentry
Job Description of Applicant Various tasks between rough carpentry
and finish carpentry

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 As Above City _____ State _____ Zip _____
Day Phone No. 307-235-5690 Cell Phone No. 307-259-3149
Email Address whayden@casparbuildingsystems.com

DATED this 26th day of September, 2018



[Signature]
Signature
Wes Hayden, President
Printed Name of Signature

Subscribed and sworn to before me this 26th day of September, 2018

[Signature]
Notary Public

My Commission Expires: 10-19-21

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

CALL FOR MORE INFO.

Applicant's Name Justin Agena
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) Michelle Wallace
(Address) Box 1299
(City) Pinedale (State) WY
(Zip) 82941 (Phone No.) 307-231-4000

Date of Employment: From 7/2001 through 3/2009 Add additional dates
From _____ through _____
From _____ through _____ (as necessary)

Job Title of Applicant Foreman - CLAYTON WALLACE CONSTRUCTION
Job Description of Applicant Lead Carpenter
ALL PHASES OF RESIDENTIAL CONST. Etc.

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 Box 1299 City Pinedale State WY Zip 82941
Day Phone No. 307-231-4000 Cell Phone No. 307-231-4000
Email Address wallace.michelle297@gmail.com

DATED this 14th day of October, 2018

FERNANDO FLORES
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20174048161
MY COMMISSION EXPIRES 11/21/2021

MW Wallace
Signature
Michelle Wallace
Printed Name of Signature

Subscribed and sworn to before me this 4th day of October, 2018

Fernando Flores
Notary Public

My Commission Expires: 11/21/2021

4 yr. 2 mo.

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name JUSTIN AGENA
(Print)

Name and address of employer or person verifying time and position of Applicant
(Name) KWC, LLC / Jeremy Mayor
(Address) 8955 Riverfront Dr
(City) JACKSON (State) WY
(Zip) 8300 (Phone No.) 307 733-5165

Date of Employment: From 7/1/10 through 6/15/14 Add additional
From 5/1/15 through 8/26/15 dates
From _____ through _____ (as necessary)

Job Title of Applicant CARPENTER
Job Description of Applicant GENERAL FRAMING & FINISH WORK ASSOCIATED WITH CUSTOM RESIDENTIAL HOMES. SOME TEAM LEADER RESPONSIBILITIES - MANAGING 2-3 CARPENTERS ON A GIVEN TASK

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 X NO _____

COMMENTS: JUSTIN IS A WELL ROUNDED, COMPETENT CARPENTER THAT WAS AN ASSET TO MY ORGANIZATION DURING HIS EMPLOYMENT WITH KWC.

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 8955 Riverfront Dr City JACKSON State WY Zip 83001
Day Phone No. 307 733-5165 Cell Phone No. _____
Email Address office@kwcjh.com

DATED this 31st day of August, 2018



Signature [Signature]
Printed Name of Signature Jeremy Mayor

Subscribed and sworn to before me this 31st day of August, 2018

[Signature]
Notary Public Kenia Stack

My Commission Expires: 01-16-2022

✓ JD.

APPLICATION FORM FOR GENERAL CONTRACTORS

PART I- GENERAL INFORMATION

Name of Company (if applicable) Hope INVESTMENTS Date 10/23 2018

Name of Qualifying Person or Persons JERRY E. GONZALES

Current Address 145 S. DURBIN ST City CASPER State WY Zip 82601

Telephone Number (307) 215-4958 Cell Number (307) 215-4958

Email gonzales.jerry.2012@gmail.com

Employer Self-Employed

Employer's Address _____ City _____ State _____ Zip _____

Position OWNER Years at present employer _____ Comments _____

Date and location of residence in Wyoming BORN IN WYOMING. BEEN BACK SINCE '93

If not Wyoming resident, location of residence _____

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

Demolition Roofing _____ RE-MODELWORK

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

JERRY HAS BEEN HAVING OWNERS PULL PERMITS FOR WORK HE HAS DONE PER THE LETTERS, I TOLD HIM TO GET LICENSED ETC.

Jerry E. Gonzales

145 S Durbin St. Ste 202

Casper WY 82601 307.215.4958

Re: Contractor's Background,

To whom it may concern,

I am writing this letter to help with the process of knowing who I am as far as my construction experience and to shed some light on why I would like the opportunity to be accepted to test and then be a licensed contractor within the city of Casper.

I have worked on and off in the business throughout my life. Small re-model jobs with my father through high school and then working summers with a company named T. Lowell construction in Rawlins in the early to mid-70's.

I attended an architectural trade school in Glendale AZ in the late 70's and graduated with a certificate of completion.

Since then I have worked in the restaurant business, throughout the 80's and early 90's.

I moved back to Wyoming in 1993. I got back into the construction business in 1996 working for Bath Construction (he is now out of business but can be reached at 307.350.8294) in Rock Springs for about 4 years while attending Western Wyoming Community College. I was responsible for all of his foundation and retaining wall construction.

I was hired by the US Postal Service in Rawlins and worked for them for about 4 years.

I was hired by Williams Field Services which was the beginning of my oil & gas career in 2000. I worked in the business in Rawlins until 2011. This was also the time frame that I received my degree from WWCC. I was hired by Process Power & Control in Glenrock and moved my family to Casper in 2011.

I worked for FabTech here in Casper until March of 2016 when I was laid off.

I have been working on construction projects since then throughout the Casper area. I have a commitment to a company that thrives on integrity and mostly to transform the word(s) contractor to become a trade that is respected and admired by all that we do work for.

You will find numerous satisfied customers reviews included with my application to be approved to test to obtain my Class III license.

My only hope is that I will be given that chance.

Please feel free to contact me should you have any other question/concerns.

Professionally,

Jerry E Gonzales

CINDY PARRISH
LICENSED PROFESSIONAL COUNSELOR
422 South Beech; Casper, WY 82601
307-237-7747

October 11, 2018

RE: Hope Investments
Jerry Gonzales

To whom it may concern;

Mr. Gonzales and his crew with Hope Investments completed a project at my office, they installed a sun tunnel. This project was not straight forward as I have a 1914 structure that has had a number of additions. Mr. Gonzales and his crew were courteous, capable, professional and most important trustworthy and reliable. In addition, Mr. Gonzales completed some work for my neighbor and the project impacted my property as well. Mr. Gonzales was once again attentive, took steps to minimize any negative impact to my landscaping and completed the work in a timely manner. This being said, I would recommend Hope Investments to any one seeking construction work.

Sincerely,


Cynthia A. Parrish

October 10, 2018

**Bill Schilling, Chair
Rotary Park Committee
454 Milton Avenue
Casper, Wyoming 82601**

RE: Casper Mountain Rotary Park Picnic Shelter

The Casper Rotary hired Hope Investments (owner Jerry Gonzales) to construct our new picnic shelter near the lower parking lot of the Rotary Park on Casper Mountain in June of 2018.

The Hope Investments crew did first rate work. Owner Jerry Gonzales was very communicative and as some delays occurred, he relayed satisfactory reasons beyond his control. The picnic shelter was completed before August, with timely work and within the agreed upon budget of \$35,000.

The new picnic shelter is very well built and stunning in appearance. Its addition to Rotary Park is yet another example of the quality transformations at the Park since 2010. We are very pleased with the end result and would recommend Jerry Gonzales and his crew of contactors to anyone looking for construction services throughout Wyoming.

Any questions feel free to contact me at (307)262-5990.

Sincerely,


Bill Schilling, Chair

Rotary Park Committee

Chad Laduke <claduke@brake.com>

May 4, 2018,
3:41 PM

to me

To Whom It May Concern:

I write this letter in recommendation Jerry Gonzales as a general contractor. I had the pleasure of working with Mr. Gonzales on the renovation of our entire home from the studs up, in 2017-2018. I can recommend him highly and without reservation. Throughout the course of the renovation, Mr. Gonzales was a consummate professional. He was accurate in his initial assessment of the scale and cost of our project. He was absolutely clear in his record keeping and time log. He also chose and managed the sub-contractors well. Our job was done with care and precision.

In addition, my wife and I changed multiple aspects of the work scope throughout the job and Jerry took great care in making sure that the changes were communicated correctly to his guys and assured us that the job would be completed in a timely manner, which we greatly appreciated. We are very pleased with the final product which Jerry was instrumental in delivering,

Chad LaDuke
Inventory Control Manager
Brake Supply Co.
claduke@brake.com
307-233-6128

Leslie Colburn
116 S. Lincoln
Casper, WY 82601

September 11, 2018

Re: Hope Investments Recommendation

To Whom It May Concern:

Hope Investments has been our contractor on two recent projects. The first job they completed was building and installing porch handrails. More recently they completed a window installation with a built-in wooden bench and shelving.

Hope Investment's on site and in-house staff provided good control of production and installation schedules. Drawings of project with dimensions were provided and communication was consistent and professional. Their personnel performed quality work in a timely manner in accordance with the contract documents. The craftsmanship and attention to detail was stellar.

Based on overall performance, we recommend Hope Investments as a contractor.

Yours truly,

Leslie Colburn

5310 S Oak
Casper, WY. 82601
Sept. 20, 2018

Hope Investments
145 S Durbin St. 202
Casper, WY. 82601

To Whom It May Concern:

I recently employed Jerry to redo our basement after a sewer backup, which destroyed the bathroom and the carpet in our family room.

Jerry sent a man by and gave us a timely bid. They were ready to do the work before we could get the approval from the insurance company. We had to put them off until approval was given. They were working on another job by then and couldn't come right over. I appreciate that.

When they completed that job, they arrived and stayed until their part was complete. They were professional, courteous and thorough. Their work was done very well and within budget.

We contacted several other contractors and couldn't get a bid. In most cases not even a return phone call.

I would recommend Hope Investments to be allowed a license. Furthermore, I would recommend them to future clients.

Thank you for your consideration.



Don Schmidt



Frank Del Real M.D.
Lynn Thompson President

February 21, 2018

To Whom It May Concern,

It gives me great pleasure to write this recommendation on behalf of Jerry Gonzales. I hired Jerry as the coordinator for my first big project at Wyoming Recovery. I had to ensure that I hired someone who was going to complete the tasks seamlessly.

As a General Contractor, there is no better intermediary for ensuring construction projects are always running smoothly and at peak. Jerry is a great coordinator and leader, able to convince everyone from subordinates to clients to follow his lead. This is because Jerry exudes a level of knowledge and expertise that simply inspires trust. I have watched in awe when Jerry on more than one occasion collaborated with an architect or engineer to dive in and do something they had been adamant about not doing until they met him. Jerry makes things happen!

What I appreciated most about Jerry was his keen ability to get answers. What he did not know off the top of his head, he knew exactly where to go. I never waited long to hear solutions about location, equipment, cost of materials, labor and time management. With Jerry on site, my day-to-day operations were always in good hands.

I believe you could not do better than Jerry Gonzales. Reliability, Integrity and Quality! He sets the bar!

Lynn Thompson

Lynn Thompson,

President Wyoming Health Care Division
Wyoming Recovery



Dwight Craig
3005 Cold Springs Rd
Casper WY 82604

February 7, 2018

Re: Letter of Recommendation

To Whom It May Concern:

I would like to express how pleased I am with the service and workmanship my wife and I received from Jerry Gonzales with Hope Investments. We had a serious moisture problem in our crawl space which could have gotten a lot worse had it not received immediate attention. Jerry gave us a timely estimate and made an extra effort to rapidly repair the damage before the holidays hit us.

His estimate clearly stated his proposal and his team executed the agreed work just as he promised. This was quite a project removing debris, setting up a plastic vapor barrier and covering with gravel. He was able to fix the sump pump vaults and went an extra mile making sure they were operating properly. He also advised preventive measures with an alarm set up. We, of course, took his advice and wished we had met him years ago.

I am happy to write this letter and feel free to contact me if you have any questions. We would use him again and would highly recommend him to others. His professionalism in handling our problem was very impressive.

Sincerely,



Dwight Craig, 307-251-1558

December 15, 2017

Hope Investments

145 S. Durbin Ste. #202

Casper, WY 82601

To Whom It Concerns:

Jerry Gonzales was contacted in July 2017 to help us with a leak in the basement of our home. We knew that in order to figure out this problem and where it was originating from, would be a challenge and time consuming. At this same time, we knew that we wished other problems with our home to be addressed.

We had Jerry put in an egress window, closet, and finish the basement bedroom after the leak in the wall had been found and fixed. It was further determined that the negative slope of the ground around the foundation needed to be remedied and a new front door and porch area needed to be replaced.

The entire job was finished and cleaned up in a reasonable time frame. Jerry is good at communicating issues and problems and was willing to go out of his way if a problem with a crew member or materials arose. His professionalism was always noticeable.

We would hire Jerry Gonzales, Hope Investments and his crew again. Thank you Jerry,

Sincerely,



Phil and Lori Johnson

7600 W Poison Spider Road

Casper, WY 82604

LETTER OF RECOMMENDATION

March 11, 20017

To Whom It May Concern

It is with great pleasure that I'm writing this letter of recommendation for Jerry Gonzales.

I had the pleasure to known Jerry for about a year.

I found Jerry while watching his crew working on a land scaping job in Casper, Wyoming.

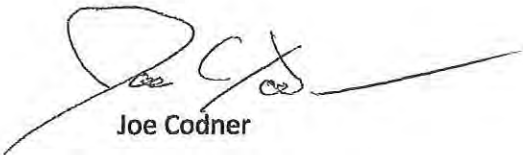
After talking with Jerry about a job that I had in Glenrock, Wyoming he had decided to come out and look the job over.

After we had talked Jerry came out to the job site and said that he would like to take on the job.

It was a pleasure working with Jerry because he was always on time, equipment, men were always working. If I saw something that needed fixing his crew were always ready to comply.

If in the future I needed a contractor I would hire Jerry first.

Sincerely

A handwritten signature in black ink, appearing to read 'Joe Codner', with a long horizontal line extending to the right.

Joe Codner

Home Owner

Glenrock, Wyoming

24 Feb 2017

To Whom It May Concern:

I recently hired Jerry Gonzales to help me get some projects done. These projects included installing doors, fixing improperly installed cabinets, patching a large hole in an exterior wall, installing ceiling fans and light fixtures, patching and painting the exterior of the house, applying texture to our living room ceiling and interior painting. There were other projects as well and each one has been completed, and everything looks great. Throughout the process, he maintained contact with me to ensure that everything was turning out the way I wanted, and when something was a little off, he quickly addressed it and made it right. He consistently proved that customer satisfaction was his main priority as well as doing the job right. I would recommend him to others needing home repairs and will be calling him in the future for help with our ~~new~~ new home.

Sincerely,

Mary Mitchell

Mary Mitchell
427 Big Horn

Casper Mountain Chiropractic

To whom it may concern:

I am Dr. Shane Copelan. I employed Jerry Gonzales last fall to build a deck on the exterior of our house. I am writing a letter of recommendation for the service that was provided. I can without hesitation recommend Jerry's work. He was easy to work with and did it in a professional manner. He was very open to communicating and was able function in his capacity as a contractor. His workmanship is excellent and I feel he provides quality service and great end product. We are pleased with the deck and appreciated the work that was done.

If there are any questions please don't hesitate to contact me.

Sincerely



Dr. Shane Copelan

RECEIVED 3/6/18

This is a Letter of recommendation
for Jerry Gonzales.

Jerry has done several jobs at my
house. These jobs were completed in a
timely and professional manner and I would
be happy to hire him again for any construction
work that might be needed in the future.



Jon Coleman

254 S. Farway

Casper, WY 82601

To Whom It May Concern,

June 5, 2017

My husband and I hired Jerry Gonzales to get our house ready to put on the market. He was responsible for making the downstairs bath functional, repairing the minor damage to the walls and painting the walls and ceilings throughout the whole house. The job was done with great care and looks fabulous. The various workers he brought to the site were very well supervised and did great work as well. He helped us find people to put up vinyl siding on the front and an excellent carpet/flooring contractor too.

Overall, we were very pleased with the results of the work and the cost. We have recommended him to several of our friends who also need work done on their homes.

Sincerely,
Sue and Rick Messina

Call
Apple Air



Today and Your
A/C Problem
Will Go Away!

(512) 969-7231

333 East Slaughter Lane #218
Austin, TX 78744
Credit Cards Accepted TAQL# B011046E

DARYL THATE
Sales and Service
darylthate@aol.com

✓
DCL

ON FOR EXAMINATION
Y OF CASPER
AND APPEALS BOARD

CITY OF CASPER
COMMUNITY DEVELOPMENT
200 NORTH DAVID
CASPER, WYOMING 82601

TO THE LICENSING AND APPEALS BOARD:

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR EXAMINATION, WITH A VIEW TO
BEING REGISTERED AS A Mechanical Contractor specializing in Air Conditioning and Heating Contractor

NAME: Daryl Thate

ADDRESS: 854 South Illinois Ave CITY, STATE, ZIP: Casper Wyoming

TELEPHONE NUMBER: 512-969-7231 CELL NUMBER: 512-969-7231

EMAIL ADDRESS: darylthate@aol.com

PLEASE ANSWER THE FOLLOWING QUESTIONS IF APPLICABLE

1. AGE: 55

2. ARE YOU CURRENTLY LICENSED UNDER ANOTHER GOVERNMENTAL JURISDICTION?

① Texas Hvac - 1992 - to present
TYPE OF LICENSE ② North Dakota 2011 to 2016 - Full Mechanical "A"
CITY AND STATE OF LICENSE ③ Guam Full Mechanical @ Austin Texas

3. WHERE DID YOU SERVE YOUR APPRENTICESHIP?

EMPLOYER	CITY	TIME OF EMPLOYMENT
Bryant AC	Dallas TX	1986 to 1992
Louise Refrigeration A/C	Austin TX	1986 to 1992
STATEWIDE AC	Austin TX	1986 to 1992
JOHN Henry AC	Austin TX	1986 to 1992

Specialty Records Thrown Away

4. WHERE DID YOU WORK AS A LICENSED JOURNEYMAN?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Bryant Ac	Dallas TX	1990 - 1992

5. IF CURRENTLY A MASTER UNDER ANOTHER JURISDICTION, WITH WHOM ARE YOU EMPLOYED?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
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6. WHO WAS YOUR LAST EMPLOYER?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Bryant Ac	Dallas TX	1992

Johnson Controls - Aspen Hwy		2008	temp work
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7. DATE OF TERMINATION: June 1992

8. CURRENT EMPLOYER:

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Apple Inc	Austin TX	1992 - 2018

SIGNATURE: Debra J. Hart DATE: Oct 18, 2018

AFFIDAVIT

APPLICANTS MUST SUBMIT AFFIDAVITS TO CERTIFY ALL TIME AND EXPERIENCE. THESE AFFIDAVITS MUST BE WRITTEN ON COMPANY STATIONERY OR YOU MAY USE THE ATTACHED AFFIDAVIT. ALL APPLICANT'S AFFIDAVITS MUST BE NOTARIZED.

NOTARIZED AFFIDAVIT

NAME OF APPLICANT: DARYL THATE
(PRINT)

IS APPLYING TO THE LICENSING AND APPEALS BOARD OF THE CITY OF CASPER, WYOMING, TO BECOME A LICENSED HVAC AIR CONDITIONING
(TYPE OF LICENSE)

Dennis Beyer, BEING DULY SWORN ON HIS OATH,
(NAME OF PERSON SUPPORTING AFFIDAVIT)
DEPOSES AND SAYS:

- 1. THAT HE HAS KNOWN THE APPLICANT FOR 2.5 YEARS
- 2. APPLICANT WAS EMPLOYED BY APPLE AIR LTD. DARYL THATE
(FIRM NAME)
FROM 1990 1992-1994 TO 2017

AS HVAC contractor AND PERFORMED THE FOLLOWING DUTIES:

(DESCRIBE FULLY THE DUTIES AND WORK PERFORMED): Home,
Office, Friends and Ranch
HVAC, plumbing Repair

DATED THIS 13 DAY OF November, 2017

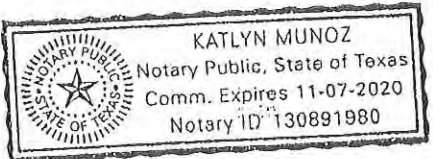
Dennis A Beyer
SIGNATURE

DENNIS A. BEYER
PRINTED NAME OF SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS 13 DAY OF November, 2017

Katlyn Munoz
NOTARY PUBLIC

MY COMMISSION EXPIRES: 11/07/2020



email to: Kelly Shanley
K.shanley@Casperwy.c
darylthate@aol.com

Then mail to
Kelly Shanley
200 N David # 205
Casper Wyoming 82601



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Licensing Division

P. O. Box 12157 • Austin, Texas 78711 • (512) 463-6599 • (800) 803-9202

Fax: (512) 475-2871 • www.tdlr.texas.gov

October 17, 2018

DARYL DEAN THATE
333 E SLAUGHTER LN APT 218
AUSTIN TX 78744-2204

RE: Letter of good standing

To Whom It May Concern:

Our records show that Mr. Daryl Dean Thate license is in good standing. Daryl Dean Thate is licensed as an Air Conditioning & Refrigeration Contractor and his license initially became effective September 24, 1992. His license number is TACLBI1046E and this license expired on June 22, 2019 and is eligible for renewal.

His license was obtained by passing the Class B Environmental Air Conditioning Contractor exam July 22, 1992.

If you have further questions regarding this matter, please feel free to email me at CS.air.Conditioning@tdlr.texas.gov.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Castillo".

Lisa Castillo
License & Permit Specialist II

Mike Arismendez, Chair – Shallowater, Texas

Tom Butler, Vice-Chair – Deer Park, Texas

Gerald R. Callas, M.D., F.A.S.A. – Beaumont, Texas

Helen Callier – Kingwood, Texas

Rick Figueroa – Brenham, Texas

Gary F. Wesson, D.D.S., M.S. – Bastrop, Texas

Deborah A. Yurco – Austin, Texas

Refrigerant Transition and Recovery Certification
Certificate of Completion

This is to attest that

DARYL THATTE

has been certified as
UNIVERSAL

Technician as required by 40 CFR Part 82, Subpart F

Certification No.

000124851


Issue Date

February 21, 1995

FSU/ACCA EPA Program Approval: October 15, 1993
FSU EPA Program Approval: March 01, 2001

- Type I - Small Appliances
- Type II - High Pressure and Very High Pressure Appliances
- Type III - Low Pressure Appliances
- Universal - Type I, II and III




Larry Schull, Dean
College of Engineering Technology
Ferris State University

State of North Dakota

SECRETARY OF STATE



CERTIFICATE OF AUTHORITY OF

360 AIR, INC.
Secretary of State ID#: 37,553,400

The undersigned, as Secretary of State of the State of North Dakota, hereby certifies that an application of

360 AIR, INC.

for a Certificate of Authority to transact business in this State, duly signed and verified pursuant to the provisions of the North Dakota Century Code, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Authority to

360 AIR, INC.

to transact business in this State under the name of

360 AIR, INC.

Issued: September 30, 2014

A handwritten signature in cursive script, reading "Alvin A. Jaeger".

Alvin A. Jaeger
Secretary of State



CONTRACTOR LICENSE
SECRETARY OF STATE
 SFN 12012 (10 - 2011)

For Office Use Only

ID Number
WO Number
License Number
Issued By

Secretary of State
 State of North Dakota
 600 E Boulevard Ave Dept 108
 Bismarck ND 58505-0500
 Telephone 701-328-3665
 Toll Free 800-352-0867
 Ext 8-3665
 Fax 701-328-1690
 Web Page: www.nd.gov/sos
 Email: sosadlic@nd.gov

Instructions:

- Contractors working on any project where the cost, value, or price per job or contract exceeds \$2,000.00 must hold a North Dakota Contractors License.
- As stated in North Dakota Century Code, Chapter 43-07-07, the contractor's license class and fee are based on how much the cost, value, or price is per job. The license class and fee are listed below. Make checks payable to the Secretary of State. Credit cards also accepted.

Check Appropriate Class of License

CLASS	REQUIRED FOR	FEE
<input checked="" type="checkbox"/> Class A License	no limitation on the value of any single contract	\$300.00
<input type="checkbox"/> Class B License	any contract up to \$250,000	\$200.00
<input type="checkbox"/> Class C License	any contract up to \$120,000	\$150.00
<input type="checkbox"/> Class D License	any contract up to \$ 50,000	\$ 50.00

3. The business name as registered in North Dakota:

Business Name of Applicant <u>360 Air, Inc.</u>		Business Telephone Number <u>737-210-6650</u>	
Complete Mailing Address <u>1509 Barn Swallow</u>		City <u>Austin</u>	State Zip Code <u>TX 78746</u>
E-Mail Address		Web Address	

- If the business is a **GENERAL PARTNERSHIP**, all partners must be listed including full name, address, city, state, zip code, and Social Security or Federal ID number of each partner. If adequate space is not provided to list all general partners, attach an additional sheet listing all others. If the partnership uses a fictitious name, the fictitious name must be registered with the Business Division (701-328-4284).

If the business is a **LIMITED LIABILITY PARTNERSHIP**, all managing partners must be listed including full name, address, city, state, zip code, and Social Security or Federal ID number of each managing partner. If adequate space is not provided to list all managing partners, attach an additional sheet listing all others. The limited liability partnership must be registered with the Business Division (701-328-4284).
- If the business is a **CORPORATION** or **LIMITED LIABILITY COMPANY** it must be registered with the Business Division (701-328-4284) by filing either Articles of Incorporation or Articles of Organization if a domestic organization, or Certificate of Authority if a foreign (out-of-state) organization. If the corporation or limited liability company uses a trade name, the trade name must also be registered.

If the business is a **SOLE PROPRIETORSHIP** which uses a trade name, the trade name must be registered with the Business Division (701-328-4284).
- Does the applicant have a North Dakota Sales and Use Tax permit? Yes No If yes, provide the number _____
For information regarding this permit, contact the North Dakota Tax Department at 701-328-1241.
- North Dakota Century Code, Section 43-07-04 requires an applicant to submit to the Secretary of State a **statement from North Dakota Workforce Safety & Insurance** that the applicant has secured satisfactory **WORKERS COMPENSATION** coverage. If you do not have any employees, a **verification of nonemployment is required to be filed**. For details, contact the Workforce Safety & Insurance, 1600 East Century Avenue Suite 1, Bismarck, North Dakota 58506, (701-328-3800) or (800-777-5033).
- In compliance with the Federal Privacy Act of 1974, the disclosure of the social security number or Federal ID number on this form is voluntary. They are not disclosed to the public. The numbers are used by the Secretary of State to maintain accurate contractor files. Therefore, while voluntary disclosure is requested, failure to do so will not invalidate this application.

For the purpose of qualifying for a contractor's license, the applicant submits, under oath, the following information:

A. Business Type <input type="checkbox"/> Sole Proprietorship - Complete C Below <input type="checkbox"/> General Partnership - Complete C & D Below <input type="checkbox"/> Limited Liability Partnership - state of origin _____ Complete C & D Below <input checked="" type="checkbox"/> Limited Liability Company - state of origin _____ <input checked="" type="checkbox"/> Corporation - state of origin <u>TX</u>		B. Business Federal ID Number <u>32-4290124</u>	
C. Name of Owner (or General Partner or Managing Partner) <u>Daryl D. Thate</u>		Social Security/Federal ID Number Home Telephone Number <u>737-210-6650</u>	
Complete Mailing Address <u>1509 Barn Swallow</u>		City <u>Austin</u>	State Zip Code <u>TX 78746</u>
D. Name of General Partner (or Managing Partner)		Social Security/Federal ID Number Home Telephone Number	
Complete Mailing Address		City	State Zip Code

- North Dakota Century Code, Section 43-07-04 requires an applicant to file a **CERTIFICATE OF INSURANCE** indicating liability coverage as proof that the applicant has secured liability insurance. The certificate holder needs to be: ND Secretary of State, 600 E Blvd. Ave, Dept. 108, Bismarck, ND 58505-0500.
- In addition to a contractor's license, you may need to obtain other licenses or permits as required by law (e.g. the State Electrical Board, the State Plumbing Board, Transient Merchant License from the Attorney General or Asbestos Abatement from the Health Department).

(continue on reverse side)

APPLICATION FOR EXAMINATION
CITY OF CASPER
LICENSING AND APPEALS BOARD

PLEASE RETURN OR MAIL TO:

CITY OF CASPER
COMMUNITY DEVELOPMENT
200 NORTH DAVID
CASPER, WYOMING 82601

TO THE LICENSING AND APPEALS BOARD:

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR EXAMINATION, WITH A VIEW TO

BEING REGISTERED AS A Master Mechanical

NAME: Alan Matthew Craft

ADDRESS: PO Box 45 CITY, STATE, ZIP: Fort Laramie WY 82612

TELEPHONE NUMBER: 951-212-4825 CELL NUMBER: _____

EMAIL ADDRESS: mxrettracin @ aol.com

PLEASE ANSWER THE FOLLOWING QUESTIONS IF APPLICABLE

- 1. AGE: 32
- 2. ARE YOU CURRENTLY LICENSED UNDER ANOTHER GOVERNMENTAL JURISDICTION?

TYPE OF LICENSE Master HVAC

CITY AND STATE OF LICENSE Torrington WY

- 3. WHERE DID YOU SERVE YOUR APPRENTICESHIP?

EMPLOYER	CITY	TIME OF EMPLOYMENT
<u>All Temp Air</u>	<u>Riverside CA</u>	<u>2004 - 2008 - Apprentice</u>
<u>Hammoth Mechanical</u>	<u>Hammoth Lakes CA</u>	<u>2008 - 2011 - Journeyman</u>
<u>Joe's Plumbing + Heating</u>	<u>Gillette WY</u>	<u>2012 - 2018 - Journeyman</u>
<u>Valley Plumbing + Heating</u>	<u>Torrington WY</u>	<u>09/2014 - 06/2015 - Master</u>
<u>Bishop Heating</u>	<u>Bishop CA</u>	<u>03/2016 - 07/2018 - Master</u>
<u>Zell's Heating</u>	<u>Torrington WY</u>	<u>06/2018 - current - Master</u>

4. WHERE DID YOU WORK AS A LICENSED JOURNEYMAN?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Mammoth Mechanical	Mammoth Lakes CA	2008-2011

5. IF CURRENTLY A MASTER UNDER ANOTHER JURISDICTION, WITH WHOM ARE YOU EMPLOYED?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Zell's Heating	Torrington wy	06/18 - Current

6. WHO WAS YOUR LAST EMPLOYER?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Bishop Heating	Bishop CA	03/2016 - 07/2018

7. DATE OF TERMINATION: 07/2018

8. CURRENT EMPLOYER:

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
Zell's Heating	Torrington wy	06/18 - Current

SIGNATURE:  DATE: 10/1/2018

AFFIDAVIT

APPLICANTS MUST SUBMIT AFFIDAVITS TO CERTIFY ALL TIME AND EXPERIENCE. THESE AFFIDAVITS MUST BE WRITTEN ON COMPANY STATIONERY OR YOU MAY USE THE ATTACHED AFFIDAVIT. ALL APPLICANT'S AFFIDAVITS MUST BE NOTARIZED.

NOTARIZED AFFIDAVIT

NAME OF APPLICANT: Alan Matthew Craft
(PRINT)

IS APPLYING TO THE LICENSING AND APPEALS BOARD OF THE CITY OF CASPER,
WYOMING, TO BECOME A LICENSED Master Mechanical
(TYPE OF LICENSE)

William Logan, BEING DULY SWORN ON HIS OATH,
(NAME OF PERSON SUPPORTING AFFIDAVIT)
DEPOSES AND SAYS:

2 yr 4 months
DL

- 1. THAT HE HAS KNOWN THE APPLICANT FOR 2 1/2 YEARS.
- 2. APPLICANT WAS EMPLOYED BY Bishop Heating & Air
(FIRM NAME)
FROM April 2016 TO July 2018
AS Service Tech AND PERFORMED THE FOLLOWING DUTIES:

(DESCRIBE FULLY THE DUTIES AND WORK PERFORMED): Mat Serviced
all types of units and did installation work. MAT
worked on heaters, air conditioners, refrigeration,
boilers, hydraulic systems and fire sprinklers.

DATED THIS 23 DAY OF Sept, 2018

William Logan
SIGNATURE

William Logan
PRINTED NAME OR SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS 1st DAY OF October, 2018

Neal Alan Stone
NOTARY PUBLIC

MY COMMISSION EXPIRES:



NOTARIZED AFFIDAVIT

NAME OF APPLICANT: Alan Matthew Craft
(PRINT)

IS APPLYING TO THE LICENSING AND APPEALS BOARD OF THE CITY OF CASPER,
WYOMING, TO BECOME A LICENSED HVAC
(TYPE OF LICENSE)

Nathan Guilmore, BEING DULY SWORN ON HIS OATH,
(NAME OF PERSON SUPPORTING AFFIDAVIT)
DEPOSES AND SAYS:

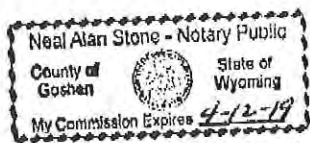
1. THAT HE HAS KNOWN THE APPLICANT FOR 15 YEARS.

2. APPLICANT WAS EMPLOYED BY All Temp Air Mammoth Mechanical
(FIRM NAME) Joe's Heating & Plumbing
FROM See reverse side for dates TO _____

AS HVAC app & Journeyman AND PERFORMED THE FOLLOWING DUTIES:

(DESCRIBE FULLY THE DUTIES AND WORK PERFORMED): I worked with Matt at all three companies. Matt started out as an installer & learned all that entails. Then Matt and I went to Mammoth Mechanical where Matt learned a lot more including working with sheet metal doing custom work & doing hvac systems along with the normal installation. Matt also was learning service calls too.

DATED THIS 6 DAY OF Nov, 2018



Nathan Guilmore
SIGNATURE

Nathan Guilmore
PRINTED NAME OF SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS 8 DAY OF November, 2018

Neal Alan Stone
NOTARY PUBLIC

MY COMMISSION EXPIRES: April 12, 2019

All-Temp Air - 2004-2008 4 YR. } D.E.
 Mammoth Mechanical - 2008-2011 3 YR. }
 Joe's Plumbing Heating - 2012-2013 1 YR. }

After Matt moved to Wyoming ! started working at Joe's Heating Plumbing
 he had me come up and work with him. Here Matt continued to learn
 the service side of the business.

[Faint, illegible text, possibly a stamp or signature]

Alan M. Craft
514 N Laramie Ave
Fort Laramie, WY 82212
951-212-4825

Objective:

I currently have a Masters HVAC license for Wyoming and I am in the process of upgrading my EPA license to a Universal License. I am working on getting a certification in Kerosene heaters. I have done numerous training classes including Manitowoc and TracPipePS-II, boilers, on demand water heaters and several a/c and heating units.

Work History:

Zell's Heating & Cooling

06/2018 - Current

Master HVAC Lead Service Tech

Currently I am the Lead Service Tech with Zell's. I also assist with installation when needed and sheet metal fabrication.

Bishop heating and Air - Bishop CA

03/2016-7/2018

HVAC Lead Master HVAC

I was a Jack of all trades at this company. I did service calls, repairs, installations, industrial, commercial and residential jobs.

Valley plumbing and Heating - Torrington WY

09/2014-06/2015 Master HVAC

Sheet Metal Fabrication/Design/Install

At VPH I did commercial sheet metal projects. I was in charge of fabricating, designing and installing all sheet metal. I did quality control checks on all the installs to make sure they were installed correctly. I also did service calls working on several different types of units.

Air Comfort Inc. - Fort Collins CO

2014-2014

Service Technician/HVAC Journeyman

At ACI I did new construction service, and ran refrigerant lines and warranties.

Teco Pneumatic Inc. - Pleasanton, CA

2013-2014

80/20 Specialist/Construction Manager

At Teco Pneumatic I travel to different Amazon warehouses in the USA. I taught, supervised and built special equipment for amazon.com warehouses.

Joe's Plumbing and Heating - Gillette, WY

2012-2013

HVAC Specialist Journeyman

I installed and repaired units. I also installed fire place units. I did service calls and construction. I operated various power tools. I did custom sheet metal work and fabrication.

Wyoming Department of Corrections, Rawlins, WY

2011-2012

Correctional Officer

Mammoth Mechanical

2008-2011

HVAC Specialist Journeyman

I worked on high end houses installing all types of systems including hydronic systems. I also fabricated sheet metal.

All Temp Air

2004-2008

HVAC Apprentice

I started my career as an HVAC Installer with this company. Here I learned installation and sheet metal fabrication.

Certifications:

Wyoming Masters HVAC License #VHVACM-4

EPA 608 Type 1 Certified #8548C11AC36A4CE01

OSHA 10 Certified #30-005218253

TracPipe PS-II Certificate

Torrington Wyoming License #3115



OFFICIAL RESULTS REPORT



359 - Wyoming (WAM) Master HVAC

Name:	Alan Craft	Candidate ID:	ICNON112946
Address:	2641 w c st	Date:	3/12/2015
	torrington	WY	82240

*Received
5.15.15*

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: 280140329

Validation Number: 638246727

✓
J.C.

APPLICATION FOR EXAMINATION
CITY OF CASPER
LICENSING AND APPEALS BOARD

PLEASE RETURN OR MAIL TO:

CITY OF CASPER
COMMUNITY DEVELOPMENT
200 NORTH DAVID
CASPER, WYOMING 82601

TO THE LICENSING AND APPEALS BOARD:

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR EXAMINATION, WITH A VIEW TO
BEING REGISTERED AS A Journeyman Plumber

NAME: Jose A. Campos

ADDRESS: 358 Calumvine Dr CITY, STATE, ZIP: Casper WY 82604

TELEPHONE NUMBER: N/A CELL NUMBER: 307 259 7095

EMAIL ADDRESS: Tepezac4141@gmail.com

PLEASE ANSWER THE FOLLOWING QUESTIONS IF APPLICABLE

1. AGE: 37

2. ARE YOU CURRENTLY LICENSED UNDER ANOTHER GOVERNMENTAL JURISDICTION?

TYPE OF LICENSE N/A

CITY AND STATE OF LICENSE N/A

3. WHERE DID YOU SERVE YOUR APPRENTICESHIP?

EMPLOYER	CITY	TIME OF EMPLOYMENT
<u>Sean O Barnes</u>	<u>Casper</u>	<u>11/21/13 - 11-2-18</u>

4. WHERE DID YOU WORK AS A LICENSED JOURNEYMAN?

EMPLOYER CITY TIME OF EMPLOYMENT

n/a

5. IF CURRENTLY A MASTER UNDER ANOTHER JURISDICTION, WITH WHOM ARE YOU EMPLOYED?

EMPLOYER CITY TIME OF EMPLOYMENT

n/a

6. WHO WAS YOUR LAST EMPLOYER?

EMPLOYER CITY TIME OF EMPLOYMENT

Sean ~~11-21-13~~

A-Team Plumbing

7. DATE OF TERMINATION: n/a

8. CURRENT EMPLOYER:

EMPLOYER CITY TIME OF EMPLOYMENT

Sean 11-21-13

SIGNATURE:  DATE: 11-2-2018

AFFIDAVIT

APPLICANTS MUST SUBMIT AFFIDAVITS TO CERTIFY ALL TIME AND EXPERIENCE. THESE AFFIDAVITS MUST BE WRITTEN ON COMPANY STATIONERY OR YOU MAY USE THE ATTACHED AFFIDAVIT. ALL APPLICANT'S AFFIDAVITS MUST BE NOTARIZED.

PLUMBING AFFIDAVIT OF EXPERIENCE


This form is to be completed by and signed by the employer (must be typewritten or printed legibly in ink).
 The form must be filled in completely or it will be rejected. If the answer is "none" or "does not apply," please state "none" or "n/a."

BUSINESS NAME: SUMMIT PLUMBING, LLC	LICENSE NUMBER & STATE OF ISSUE: 600504 - COLORADO
BUSINESS ADDRESS: PO BOX 273398 FORT COLLINS, CO 80527	BUSINESS PHONE: 303.803.5453.
	BUSINESS EMAIL: SUMMITPLUMBING@GMAIL.COM

EMPLOYEE NAME: JOSE A CAMPOS		CO APPRENTICE NUMBER OR SSN:
DATE OF HIRE: 02/01/2018	DATE OF TERMINATION: N/A	TOTAL TIME WORKED (Specify Hours or Months): 1,124.44 <input checked="" type="checkbox"/> Hours <input type="checkbox"/> Months

Provide a breakdown of the experience in hours OR months of total time worked in each area:			
TYPE OF EXPERIENCE	HOURS	MONTHS	SUPERVISOR INFORMATION
Residential	1,124.44		
Commercial			
Industrial			SUPERVISOR NAME: LICENSE NUMBER: STATE:
Other <small>(Explain in detail on a separate sheet)</small>			SUPERVISOR NAME: LICENSE NUMBER: STATE:
TOTALS <small>(cannot exceed total time indicated above)</small>	1,124.44	0.00	

I hereby certify that the statements on this affidavit and any attachments are true and accurate to the best of my knowledge. I understand that under § 12-23-118(I), C.R.S., providing false information is grounds for denial, suspension, or revocation of an electrical contractor registration.



Signature of Master Plumber for, or any signatory authority of, the Plumbing Contractor or Approved Training Director
 Sean D Barnes

11/01/2018

Date
 MASTER FOREMAN

Printed Name of Master Plumber for, or any signatory authority of, the Plumbing Contractor or Approved Training Director

Job Title

PLUMBING AFFIDAVIT OF EXPERIENCE


This form is to be completed by and signed by the employer (**must be typewritten or printed legibly in ink**).
The form must be filled in completely or it will be rejected. If the answer is "none" or "does not apply," please state "none" or "n/a."

BUSINESS NAME: PEAK VIEW PLUMBING, LLC	LICENSE NUMBER & STATE OF ISSUE: 15-1865 WYOMING
BUSINESS ADDRESS: PO BOX 271728 FORT COLLINS, CO 80527	BUSINESS PHONE: BUSINESS EMAIL: PEAKVIEWPLUMBING@GMAIL.COM

EMPLOYEE NAME: JOSE A CAMPOS	CO APPRENTICE NUMBER OR SSN:
DATE OF HIRE: 11/21/2013	DATE OF TERMINATION: 01/31/2018
TOTAL TIME WORKED (Specify Hours or Months): 10,681.73 <input checked="" type="checkbox"/> Hours <input type="checkbox"/> Months	

Provide a breakdown of the experience in hours OR months of total time worked in each area:			
TYPE OF EXPERIENCE	HOURS	MONTHS	SUPERVISOR INFORMATION
Residential	10,681.73		
Commercial			
Industrial			SUPERVISOR NAME: <hr/> LICENSE NUMBER: STATE:
Other <small>(Explain in detail on a separate sheet)</small>			SUPERVISOR NAME: <hr/> LICENSE NUMBER: STATE:
TOTALS <small>(cannot exceed total time indicated above)</small>	10,681.73	0.00	

I hereby certify that the statements on this affidavit and any attachments are true and accurate to the best of my knowledge. I understand that under § 12-23-118(l), C.R.S., providing false information is grounds for denial, suspension, or revocation of an electrical contractor registration.

 _____ Signature of Master Plumber for, or any signatory authority of, the Plumbing Contractor or Approved Training Director Sean D Barnes _____ Printed Name of Master Plumber for, or any signatory authority of, the Plumbing Contractor or Approved Training Director	Date: 11/01/2018 _____ MASTER FOREMAN _____ Job Title
---	---

✓
LB

APPLICATION FOR EXAMINATION
CITY OF CASPER
LICENSING AND APPEALS BOARD

PLEASE RETURN OR MAIL TO:

CITY OF CASPER
COMMUNITY DEVELOPMENT
200 NORTH DAVID
CASPER, WYOMING 82601

TO THE LICENSING AND APPEALS BOARD:

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR EXAMINATION, WITH A VIEW TO
BEING REGISTERED AS A Journeyman Plumber

NAME: Cris A. Erickson

ADDRESS: 6321 Buckboard Rd Unit D CITY, STATE, ZIP: Casper, WY 82604

TELEPHONE NUMBER: _____ CELL NUMBER: 307-996-6654

EMAIL ADDRESS: caejoker@icloud.com

PLEASE ANSWER THE FOLLOWING QUESTIONS IF APPLICABLE

1. AGE: 51

2. ARE YOU CURRENTLY LICENSED UNDER ANOTHER GOVERNMENTAL JURISDICTION?

TYPE OF LICENSE Journeyman Plumber

CITY AND STATE OF LICENSE Cheyenne, WY #CT-19-34504 / Laramie, WY #324J

3. WHERE DID YOU SERVE YOUR APPRENTICESHIP?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. WHERE DID YOU WORK AS A LICENSED JOURNEYMAN?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
GW Mechanical, Inc.	Mills	4 Years

5. IF CURRENTLY A MASTER UNDER ANOTHER JURISDICTION, WITH WHOM ARE YOU EMPLOYED?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
N/A		

6. WHO WAS YOUR LAST EMPLOYER?

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>

7. DATE OF TERMINATION: _____

8. CURRENT EMPLOYER:

<u>EMPLOYER</u>	<u>CITY</u>	<u>TIME OF EMPLOYMENT</u>
GW Mechanical	Mills	4 Years

SIGNATURE:  DATE: 11/07/2018

AFFIDAVIT

APPLICANTS MUST SUBMIT AFFIDAVITS TO CERTIFY ALL TIME AND EXPERIENCE. THESE AFFIDAVITS MUST BE WRITTEN ON COMPANY STATIONERY OR YOU MAY USE THE ATTACHED AFFIDAVIT. ALL APPLICANT'S AFFIDAVITS MUST BE NOTARIZED.

NOTARIZED AFFIDAVIT

APPLICATION OF Cris Erickson
(NAME OF APPLICANT)

BEFORE THE LICENSING AND APPEALS BOARD OF THE CITY OF CASPER, WYOMING, FOR

Journeyman Plumber
(TYPE OF LICENSE)

Dean Clune, BEING DULY SWORN ON HIS OATH,

DEPOSES AND SAYS:

- 1. THAT HE HAS KNOWN THE APPLICANT FOR 4 YEARS.
- 1. APPLICANT WAS EMPLOYED BY GW Mechanical, Inc.
(FIRM NAME)

FROM 10/20/2014 TO 2/2/18

AS Plumber AND PERFORMED THE FOLLOWING DUTIES:

(DESCRIBE FULLY THE DUTIES AND WORK PERFORMED): Copper, PVC, Hydronics, drains, waste, vent

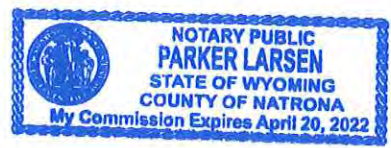
DATED THIS 7th DAY OF November, 2018

Dean Clune
SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS 7th DAY OF November, 2018

Parker Larsen
NOTARY PUBLIC

MY COMMISSION EXPIRES: April 20, 2022





PRIME MECHANICAL, INC.

1517 Industry Way, #2
Palmer, Alaska 99645
P.O. Box 877776
Wasilla, AK. 99687

Phone: 907-746-7586
Fax: 907-746-7584
E-mail:
primemechanicalinc@msn.com

August 4 2009

Cris A. Erickson
924 Hideaway Circle
New Braunfels, TX 78130

Re: Previous Employment Information

To Whom it may concern,

This letter is to certify that Cris Erickson was employed at Prime Mechanical, Inc. from March 1995 through February 2001. During that time he worked as a licensed journeyman plumber of the State of Alaska. The following is taken from time cards that reflect the quantity of hours and job code for each task.

Year	Waste & Vent Plumbing	Finish Plumbing	Gas or Fuel Piping	Water/piping Systems	Equipment
1995	1155 hrs	425 hrs	255 hrs	421 hrs	199 hrs
1996	1005 hrs	688 hrs	110 hrs	440 hrs	96 hrs
1997	958 hrs	421 hrs	280 hrs	836 hrs	124 hrs
1998	977 hrs	721 hrs	112 hrs	671 hrs	65 hrs
1999	555 hrs	411 hrs	244 hrs	388 hrs	287 hrs
2000	355 hrs	68 hrs	121 hrs	288 hrs	114 hrs
2001	198 hrs	21 hrs	12 hrs	122 hrs	97 hrs
Totals	5203 hrs	2755hrs	1134hrs	3466hrs	982 hrs

Cris also worked for Prime Mechanical, Inc. from various times previous and prior. This reflects his permanent employment. Cris's employment evaluation status is "available for hire".

If I can be of any further assistance do not hesitate to contact me.

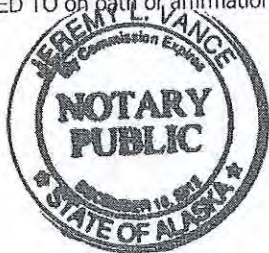
Marc E. Humm
President
Prime Mechanical, Inc.

I, Mark E. Humm, being first duly sworn or affirmed, depose and state that I am personally aware of the facts set out above, and that I am competent to testify to them, and that the said facts are true and accurate.

CLAIMANT Signature
3rd day of 08, 2009

SUBSCRIBED TO on oath or affirmation before me this 3rd day of 08, 2009

(Seal)



Notary Public in the State of Alaska
12/18/2012
My Commission Expires



OFFICIAL RESULTS REPORT



371 - Wyoming Journeyman Plumber
with Gas

Name: Cris Erickson

Candidate ID: ICNON119917

Address: 217 E. 3rd Avenue

Date: 2/13/2016

Cheyenne WY 82001

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: 294953305

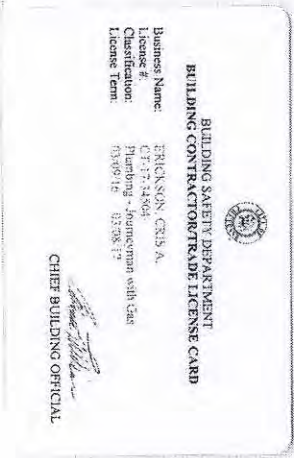
Validation Number: 917597439



BUILDING SAFETY DEPARTMENT
2101 O'Neil Avenue Suite 202
Cheyenne, WY 82001
Building Contractor/ Trade License

Business Name: ERICKSON, CRIS A.
License Number: CT-17-34504
Classification Type: Plumbing - Journeyman with Gas
Issue/Expiration Date: 03/09/16 03/08/17


Bruce L. Wilson, C.B.O.
Chief Building Official





DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, November 6, 2018

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 September 2018 Board Minutes | J.True |
| V. | Financials (DDA, PG, David Street Station) | |
| | A) October, 2018 Reports | J.True |
| | B) October, 2018 Payments | J.True |
| | C) Motion to Approve Financials | |
| VI. | Director's Report | K.Hawley |
| VII. | Committee Reports | |
| | A) Executive Committee | J.True |
| | B) MARCOM Committee | P.Fazio |
| | C) David Street Station | J.Landess |
| | D) Finance Committee | N.Grooms |
| | E) Infrastructure | B.Daigle |
| | F) Governance | W.Reese |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting January 9, 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
September 12, 2018
11:32 a.m.

I. Call Meeting to Order

Present: Nicholas Grooms, Trudi Holthouse, Shawn Houck, Sona Rummel, Brandon Daigle, Pete Fazio, Will Reese, Charlie Powell, Tim Schenk, Critter Murray; Kevin Hawley, Jackie Landess, Michelle Solko
Liz Becher, Craig Collins

Excused: Jenn True

II. Public Comments: N/A

III. City Report:

- A.) Charlie Powell:** Discussed Plains Property RFP release and highest bidder aspect was voted down by the majority. Uncertain of appraised value requirement. Property utilization that best suits the community is the ideal goal. Proposals due on Feb. 14, 2019. Discussed One Cent Tax and City's anticipated expenditures.
- B.) Craig Collins:** Midwest reconstruction will start in October. Liz B is putting together a Wayfinding Committee for Wayfinding guidelines. Jenn True & Shawn Houck are part of it.

IV. Approval of August 2018 Board Meeting Minutes & Budget Hearing Minutes

Motion, Second, Passed (Trudi Holthouse, Tim Schenk) (All Approved)

V. Financials – Nicholas Grooms

- In Financials packet, no unusual expenditures. Kevin: Retainage from Caspar Builders for ice rink finalization and for finishing Splash pad etching and resurfacing. Chiller issues with ice rink needed extra \$10K to rent a pup chiller to kick in to help main chiller when weather gets warmer.
- Parking garage aging report discussed.

Approval of August 2018 DDA, DSS & Parking Garage Financial Reports & Payments

Motion, Second, Passed (Sona Rummel, Critter Murray) (All Approved)

VI. Director's Report - Kevin Hawley

- Complex situation coming up with the new ice rink: Maintaining, operating, staff & volunteers, credit card process, skate purchase \$15K and storage racks \$7K and mats \$4K. City has 3 Zambonis, so we have asked to use one to help will free up \$75K expenditure for year one as we figure out process and staffing.
- Security cameras are needed. Received bid for \$30K+ with original design, which seemed outrageous. Working to reduce to ensure coverage.
- \$25K of a \$50K Grant has been used for marketing & promotion. 5150' (\$42K cost for the 1 and half day event) & Fiesta WYO (\$8K cost) events were a huge success. Food vendors ran out of food. Published success since June and dollar breakdown on Facebook. \$250K spent in events at David Street Station.
- Thanks to River Valley Builders for ice machine.
- Thanks to Tim for temporary storage location for TV. Need 14' door.
- Discussed challenge with activating public fundraising and communicating that city does not operate DSS or expend tax dollars.
- Brandon and Kevin went to a conference in Washington, DC to learn more about Opportunity Zones and how we can leverage that in downtown and OYD for development efforts.

- Need a motion to approve payments for two late invoices: \$1500 for sound and lighting & \$900 for overnight security

Approval of check signage for sound, lighting and overnight security

Motion, Second, Passed (Crittter Murray, Sona Rummel) (All Approved)

- Kevin discussed finding the ideal events to continue with since Fiesta WYO did so well. Seems that specialty events do best.
- A few UW football games were aired over big TV at DSS and attendance was good, but Kevin H feels it will get better as the season continues. Charlie P feels scheduling conflicts compete with public participation. Jackie mentioned a concert night was moved to not compete with Gaslight's Hairball event.
- Shawn felt that so many events hurt his business and city feedback meeting is having discussions about future event coordination. Pete F feels there is a fine line to be drawn on event coordination since free enterprise determines private businesses and their own events and schedules, and with so many events throughout the week there are many factors that determine business and event success. Businesses go through different trend curves. Brandon commented that is a good problem to have since three years ago downtown didn't have that problem!
- Pete F mentioned that trends are seen in every business and each business must work through those trends to find the most opportune situation along with working together to accomplish that for each other.
- Shawn would like to find best way to partner with DSS and events as opposed to competing with one another.
- Pete F – October 6th marks four years since Kris Richardson went missing and to keep her memory alive, the idea to host a UW Tailgate and partnership with downtown businesses to honor Kris and support UW football and local businesses was discussed. Ideas for the Kris Richardson Remembrance Tailgate event would be a balloon release and a slideshow video.
- Shawn inquired about models to follow and strategic plan for business partnerships to tie into DSS success. Trudi H pointed out that the top five events could help be promoted ahead of time to businesses to help promote downtown business prosperity. Brandon D mentioned there is an annual stakeholders meeting with agenda items for DDA and all businesses.

VII. Committee Reports –

A.) Executive Committee – N/A

B.) MARCOM Committee – Decided to meet every other month for Board Meetings and allow individual committees to meet when needed so that time can be dedicated to important issues.

Approval of Board Meetings to meet every other month starting November 14, 2018

Motion, Second, Passed (Crittter Murray, Shawn Houck) (All Approved)

C.) David Street Station – Jackie Landess

- Our Thurs., Aug. 9th, David Gerald (Blues/Rock/Jazz) from Detroit, MI was very entertaining and we would like for him to return to Casper next summer for a Blues Festival.
- Successful events: 5150 Festival (gleaned valuable info from this event to be able to capitalize on future events), Fiesta WYO (which will have a shortened time-frame in future events since crowd diminished before the headliner was scheduled to play).
- Events that finish in September: Lunch on Lawn, Farmer's Market, Family Game Night, concert and movie series. Family Game Night needs to be restructured, Farmer's Market dealt with rough weather this year.
- FallFest event on Sept. 29th from 10 am to 2 pm with Brett Andrew. UW Games Oct. 13th & 26th.
- All the events have been a learning lesson on how to better revamp next year's events.
- Struggling with Sponsorship and thinking of ways to get more creative with activation. The DSS TVs can be good tools to promote Friends of the Station. Shawn had some good insights on how to market DSS

sponsorship. Charlie P mentioned utilizing youth and youth groups for community service to help with DSS events.

D.) Finance Committee – N/A

E.) Infrastructure – N/A

F.) Governance – Will Reese

- Will R to meet with Mark Gordon for future statewide issues. Goodstein land, special malt beverage permit and open container law revision discussed. Rocky Mountain Power cost assistance for winter chiller costs.

Comments: N/A

Motion to adjourn at approximately 12:53 PM

Motion, Second, Passed (Tim Schenk, Trudi Holthouse) (Approved)

Action Items: N/A

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

DDA_Balance Sheet

Nov 5, 18**ASSETS****Current Assets****Checking/Savings****CHECKING** -392.53**NOW Acct** 251,658.44**Total Checking/Savings** 251,265.91**Other Current Assets****Due from Parking Garage** -22,903.32**Total Other Current Assets** -22,903.32**Total Current Assets** 228,362.59**TOTAL ASSETS** 228,362.59**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Other Current Liabilities****Payroll Liabilities** 3,022.66**Total Other Current Liabi** 3,022.66**Total Current Liabilities** 3,022.66**Total Liabilities** 3,022.66**Equity****Opening Bal Equity** 382,324.44**Unrestricted Net Assets** -64,622.25**Net Income** -92,362.26**Total Equity** 225,339.93**TOTAL LIABILITIES & EQUITY** 228,362.59

DDA_P&L

Oct 18

Ordinary Income/Expense	
Income	
ACCT. INTEREST	34.88
Total Income	<u>34.88</u>
Expense	
ADMINISTRATIVE	
Event Coordinator	22.86
Administrative Services	3,313.83
Director's Salary	6,250.02
Social Security	786.32
Unemployment Insurance	32.39
Cell Phone Reimbursement	75.00
Total ADMINISTRATIVE	<u>10,480.42</u>
MARKETING-COMMUNICATIONS	
PR - Director	453.12
MARKETING-COMMUNICATIONS - Other	1,068.00
Total MARKETING-COMMUNICATIONS	<u>1,521.12</u>
OPERATIONS	
Employee Development	94.00
Board Mtg. Expense	25.55
Office Automation	131.83
Music Service	50.00
Office Equipment	1,124.70
Office Rent	2,650.00
Travel	67.20
Total OPERATIONS	<u>4,143.28</u>
Payroll Expenses	<u>4,028.87</u>
Total Expense	<u>20,173.69</u>
Net Ordinary Income	<u>-20,138.81</u>
Net Income	<u><u>-20,138.81</u></u>

**Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July through August 2018**

DDA-Budget vs Actual	TOTAL							
	Jul 18	Aug 18	Sep 18	Oct 18	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
Donation - Adopt A Planter	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
ACCT. INTEREST	40.17	36.98	31.80	34.88	143.83	250.00	-106.17	57.53%
ASSESSMENTS	3,951.69	0.00	1,189.00	0.00	5,140.69	165,000.00	-159,859.31	3.12%
Misc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Income	3,991.86	36.98	1,220.80	34.88	5,284.52	167,250.00	-161,965.48	3.16%
Expense								
ADMINISTRATIVE								
Payroll Bonuses	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	52,000.00	-52,000.00	0.0%
Event Coordinator	0.00	0.00	0.00	22.86	22.86	40,000.00	-39,977.14	0.06%
Marketing Manager	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	0.00	0.00	0.0%
Operations Manager Salary	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	11,343.07			
Contract Employee/Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Director's Salary								
Performance Incentives	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	-3,266.68	3,266.68	0.0%
Director's Salary - Other	6,250.02	6,250.02	6,250.02	6,250.02	25,000.08	75,000.00	-49,999.92	33.33%
Total Director's Salary	6,250.02	6,250.02	6,250.02	6,250.02	25,000.08	78,133.32	-53,133.24	32.0%
Social Security	774.53	751.94	648.53	786.32	2,961.32	24,000.00	-21,038.68	12.34%
Unemployment Insurance	36.42	33.63	-11.96	32.39	90.48	3,000.00	-2,909.52	3.02%
Worker's Compensation	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	300.00	900.00	-600.00	33.33%
Total ADMINISTRATIVE	8,906.97	10,587.39	9,743.03	10,480.42	39,717.81	310,033.32	-270,315.51	12.81%
MARKETING-COMMUNICATIONS								
Media Expenditures	0.00	0.00	2,720.08	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	3,000.00	-3,000.00	0.0%
PR - Director	308.70	49.08	0.00	453.12	810.90	3,000.00	-2,189.10	27.03%
Recognition Awards	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	800.00	7,500.00	-6,700.00	10.67%
Strategic Plan	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
MARKETING-COMMUNICATIONS - OI	25.00	0.00	0.00	1,068.00	1,093.00			
Total MARKETING-COMMUNICATIONS	1,133.70	49.08	2,720.08	1,521.12	5,423.98	39,000.00	-33,576.02	13.91%
OPERATIONS								
Employee Development	0.00	0.00	0.00	94.00	94.00	1,500.00	-1,406.00	6.27%
Accountant/Bookkeeper	0.00	0.00	325.00	0.00	325.00	2,500.00	-2,175.00	13.0%
Board Mtg. Expense	0.00	0.00	0.00	25.55	25.55	750.00	-724.45	3.41%
Conference Registration	0.00	0.09	304.91	0.00	305.00	2,400.00	-2,095.00	12.71%
Copier Maintenance Plan	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	226.98	1,200.00	-973.02	18.92%
Planters	4,725.00	0.00	4,800.00	0.00	9,525.00	10,000.00	-475.00	95.25%
Graffiti	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	4,000.00	-4,000.00	0.0%
Office Automation	129.89	129.89	129.89	131.83	521.50	3,000.00	-2,478.50	17.38%
Music Service	50.00	50.00	50.00	50.00	200.00	600.00	-400.00	33.33%
Office Equipment	113.72	53.77	910.82	1,124.70	2,203.01	5,000.00	-2,796.99	44.06%
Office Rent	2,650.00	2,650.00	2,650.00	2,650.00	10,600.00	31,800.00	-21,200.00	33.33%
Office Supplies	515.04	0.00	0.00	0.00	515.04	3,000.00	-2,484.96	17.17%
Pigeon Control	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	1,000.00	-1,000.00	0.0%
Travel	0.00	-0.09	1,616.25	67.20	1,683.36	6,000.00	-4,316.64	28.06%
OPERATIONS - Other	0.00	665.28	0.00	0.00	665.28			
Total OPERATIONS	8,410.63	3,548.94	10,786.87	4,143.28	26,889.72	81,750.00	-54,860.28	32.89%
Payroll Expenses	3,874.40	3,579.25	2,227.50	4,028.87	13,710.02			
Total Expense	22,325.70	17,764.66	25,477.48	20,173.69	85,741.53	430,783.32	-345,041.79	19.9%
Net Ordinary Income	-18,333.84	-17,727.68	-24,256.68	-20,138.81	-80,457.01	-263,533.32	183,076.31	30.53%
Net Income	-18,333.84	-17,727.68	-24,256.68	-20,138.81	-80,457.01	-263,533.32	183,076.31	30.53%

DDA_Oct Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Liability Check	10/02/2018		IRS USA TAXPYMNT	83-0286881	0.00	0.00
Paycheck	10/05/2018		James McCash		-733.21	-733.21
Bill Pmt -Chec	10/10/2018	5761	Charter Communications	Invoice #0976435092118	-131.83	-865.04
Bill Pmt -Chec	10/10/2018	5762	Express Services, INC.	21223392, 21190194, 21155429	-3,313.83	-4,178.87
Bill Pmt -Chec	10/10/2018	5763	MOOD	Invoice #121811	-50.00	-4,228.87
Bill Pmt -Chec	10/10/2018	5764	Ricoh USA, Inc	Invoice # 5054710073	-124.74	-4,353.61
Bill Pmt -Chec	10/10/2018	5765	Rotary Club of Casper	Invoice #5847	-228.00	-4,581.61
Bill Pmt -Chec	10/10/2018	5766	Slumberland Furniture	Invoice # 09288U6AX31	-999.96	-5,581.57
Bill Pmt -Chec	10/10/2018	5767	Town Square Media	Invoice # 681631-1	-1,068.00	-6,649.57
Bill Pmt -Chec	10/10/2018	5768	Walsh Property Management	October Rent	-2,650.00	-9,299.57
Bill Pmt -Chec	10/11/2018	5769	FIB - MASTERCARD		-434.73	-9,734.30
Paycheck	10/15/2018		Kevin Hawley		-2,622.45	-12,356.75
Paycheck	10/15/2018		Julie Schmitt		-698.36	-13,055.11
Paycheck	10/19/2018		James McCash		-638.93	-13,694.04
Paycheck	10/31/2018		Julie Schmitt		-1,386.17	-15,080.21
Paycheck	10/31/2018		Kevin Hawley		-2,622.45	-17,702.66
Deposit	10/31/2018			Interest	2.97	-17,699.69
NOW Acct						
Bill Pmt -Chec	10/29/2018		FIB Error		-500.00	-500.00
Deposit	10/31/2018			Interest	31.91	-468.09
Total NOW Acct					-468.09	-468.09
TOTAL					-18,167.78	-18,167.78

DDA_Nov Transactions

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Bill Pmt -Chec	11/01/2018	5772	COMPUTER LOGIC	#35793 & 35720	-200.00	-331.86
Bill Pmt -Chec	11/01/2018	5773	Express Services, INC.	#21270753 & #21301302 & #2130	-2,607.60	-2,939.46
Bill Pmt -Chec	11/01/2018	5774	SHIRTS & MORE	#42170	-334.95	-3,274.41
Bill Pmt -Chec	11/01/2018	5775	Vigil's Vinyls		-150.00	-3,424.41
Bill Pmt -Chec	11/01/2018	5776	Walsh Property Management	Nov rent	-2,650.00	-6,074.41
Bill Pmt -Chec	11/01/2018	5777	FIB - MASTERCARD	#6441	-3,343.64	-9,418.05
Bill Pmt -Chec	11/02/2018	5778	Express Services, INC.	Invoice # 28540184	-869.20	-10,287.25
Bill Pmt -Chec	11/02/2018	5779	MOOD	Invoice # 122647	-50.00	-10,337.25
Total CHECKING					-11,405.25	-11,405.25
TOTAL					-11,405.25	-11,405.25

PG_Balance Sheet

Oct 31, 18

ASSETS

Current Assets

Checking/Savings

FIB - Parking Garage 19,428.82

Total Checking/Savings 19,428.82

Accounts Receivable

Accounts Receivable -91.00

Total Accounts Receivable -91.00

Total Current Assets 19,337.82

TOTAL ASSETS 19,337.82

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Due to DDA -22,903.36

Payroll Liabilities -490.14

Total Other Current Liabi -23,393.50

Total Current Liabilities -23,393.50

Total Liabilities -23,393.50

Equity

Unrestricted Net Assets 37,768.04

Net Income 4,963.28

Total Equity 42,731.32

TOTAL LIABILITIES & EQUITY 19,337.82

Downtown Development Authority Parking Garage
Profit & Loss
July 2016

PG_P&L

	<u>Oct 18</u>
Income	
Parking Fees	
Parking Garage	8,040.50
1st & Center	1,521.00
Daily Parking	271.00
Parking Fees - Other	20.00
Total Parking Fees	<u>9,852.50</u>
Validation Incentive Program	
Parking Validations	120.00
Total Validation Incentive Program	<u>120.00</u>
Interest Income	2.97
Total Income	<u>9,975.47</u>
Gross Profit	9,975.47
Expense	
Bank Service Charges	3.00
Administrative	
Office Staff	
Administrative Office	4,333.34
Total Office Staff	<u>4,333.34</u>
Garage Staff Payroll Expense	
Payroll Expense	2,265.50
Payroll Taxes - FICA & Medicare	504.81
Payroll Expenses - WC/SUTA/FUTA	65.28
Total Garage Staff Payroll Expense	<u>2,835.59</u>
Total Administrative	7,168.93
OPERATIONS	
Bad Debt Expense	52.50
Mail / Postage	104.00
Bank Fees	129.30
Office Automation	180.85
Utilities	895.96
Equip. & Supplies	90.07
Special Projects	1,616.25
Parking Structure Rent	363.00
Total OPERATIONS	<u>3,431.93</u>
Total Expense	<u>10,603.86</u>
Net Income	<u><u>-628.39</u></u>

**Downtown Development Authority Parking Garage
Profit & Loss Budget vs. Actual
July through August 2018**

PG-Budget vs Actual						TOTAL		
	Jul 18	Aug 18	Sep 18	Oct 18	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
Income								
Returned Check Charges	35.00	4.00	0.00	0.00	39.00			
Uncategorized Income	0.00	0.00	91.74	0.00	91.74			
Parking Fees								
Parking Garage	7,012.00	10,609.00	10,103.00	8,040.50	35,764.50	100,000.00	-64,235.50	35.77%
1st & Center	1,812.22	1,932.78	2,345.00	1,521.00	7,611.00	23,500.00	-15,889.00	32.39%
Daily Parking	499.00	719.00	713.00	271.00	2,202.00	7,500.00	-5,298.00	29.36%
Parking Fees - Other	5.00	80.00	10.00	20.00	115.00	0.00	115.00	100.0%
Total Parking Fees	9,328.22	13,340.78	13,171.00	9,852.50	45,692.50	131,000.00	-85,307.50	34.88%
Parking Validations	7.78	52.22	20.00	120.00	200.00	0.00	200.00	100.0%
Validation Incentive Program - Other	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	200.00	500.00	-300.00	40.0%
Commission (Vending Machines)	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	11.21	20.00	-8.79	56.05%
Total Income	9,374.17	13,399.68	13,285.13	9,975.47	46,034.45	131,920.00	-85,885.55	34.9%
Gross Profit	9,374.17	13,399.68	13,285.13	9,975.47	46,034.45	131,920.00	-85,885.55	34.9%
Expense								
Bank Service Charges	4.00	0.00	0.00	3.00	7.00			
Administrative								
Office Staff								
Exec.Director - Alloc. from DDA	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	1,600.00	-1,600.00	0.0%
Administrative Office	4,333.34	4,333.34	4,333.34	4,333.34	17,333.36	40,000.00	-22,666.64	43.33%
Total Office Staff	4,333.34	4,333.34	4,333.34	4,333.34	17,333.36	51,400.00	-34,066.64	33.72%
Garage Staff Payroll Expense								
Payroll Expense	2,055.95	2,180.35	2,207.00	2,265.50	8,708.80	35,000.00	-26,291.20	24.88%
Staff Incentives	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	1,992.22	7,000.00	-5,007.78	28.46%
Payroll Expenses - WC/SUTA/FUTA	81.03	67.53	338.27	65.28	552.11	1,500.00	-947.89	36.81%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Garage Staff Payroll Expense	2,625.75	2,746.19	3,045.60	2,835.59	11,253.13	46,500.00	-35,246.87	24.2%
Total Administrative	6,959.09	7,079.53	7,378.94	7,168.93	28,586.49	97,900.00	-69,313.51	29.2%
OPERATIONS								
Bad Debt Expense	0.00	0.00	0.00	52.50	52.50	1,000.00	-947.50	5.25%
City Profit Sharing	0.00	996.00	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	0.0%
Advertising / Promotion	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	104.00	700.00	-596.00	14.86%
Software Subscriptions	0.00	0.00	351.75	0.00	351.75	300.00	51.75	117.25%
Accounting and Legal	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	442.40	800.00	-357.60	55.3%
Bad Debt	0.00	43.00	0.00	0.00	43.00			
Office Automation	180.77	180.85	180.85	180.85	723.32	2,000.00	-1,276.68	36.17%
Utilities	977.39	934.18	872.40	895.96	3,679.93	18,000.00	-14,320.07	20.44%
Landscaping, Repairs / Maint.	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Equip. & Supplies								
Office	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	257.38	0.00	257.38	100.0%
Equip. & Supplies - Other	129.60	0.00	39.48	90.07	259.15	2,500.00	-2,240.85	10.37%
Total Equip. & Supplies	129.60	257.38	39.48	90.07	516.53	2,500.00	-1,983.47	20.66%
Special Projects	0.00	0.00	0.00	1,616.25	1,616.25	0.00	1,616.25	100.0%
Building Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance (Liability)	2,500.00	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	1,452.00	3,993.00	-2,541.00	36.36%
DDA Oper Costs - Allocated	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	12,477.68	50,993.00	-38,515.32	24.47%
Total Expense	11,261.80	9,915.94	9,289.57	10,603.86	41,071.17	148,893.00	-107,821.83	27.58%
Net Income	-1,887.63	3,483.74	3,995.56	-628.39	4,963.28	-16,973.00	21,936.28	-29.24%

PG-Oct Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	10/01/2018			Deposit	5,140.50	5,140.50
General Journ	10/01/2018	DDA-46		ACH Bounce Cinda Maston 10/1	-55.50	5,085.00
Liability Check	10/02/2018		United States Treasury	83-0286881	-3,726.39	1,358.61
Paycheck	10/05/2018		Sharon A Elsberry		-600.61	758.00
Paycheck	10/05/2018		Tevin C Reams		-404.74	353.26
Deposit	10/09/2018			Deposit	53.00	406.26
Deposit	10/09/2018			Deposit	1,343.00	1,749.26
Bill Pmt -Chec	10/10/2018	1535	Ahern Rentals	#19083416	-1,616.25	133.01
Bill Pmt -Chec	10/10/2018	1536	Century Link	Acct # 3072614605 096B	-84.47	48.54
Bill Pmt -Chec	10/10/2018	1537	Charter	Invoice # 0780589091018	-96.38	-47.84
Bill Pmt -Chec	10/10/2018	1538	City of Casper Business Services	Invoice # 167480	-363.00	-410.84
Bill Pmt -Chec	10/10/2018	1540	Jackie Landess	Amazong Parking Permits	-44.25	-524.17
Bill Pmt -Chec	10/10/2018	1541	Rocky Mountain Power	Acct #04279137 001 0	-826.88	-1,351.05
Bill Pmt -Chec	10/11/2018	1542	Mastercard		-149.82	-1,500.87
Paycheck	10/15/2018		Jaclyn A Landess		-1,814.91	-3,315.78
Deposit	10/19/2018			Deposit	141.00	-3,174.78
Paycheck	10/19/2018		Sharon A Elsberry		-546.28	-3,721.06
Paycheck	10/19/2018		Tevin C Reams		-363.56	-4,084.62
Deposit	10/19/2018			Deposit	841.00	-3,243.62
Deposit	10/25/2018			Deposit	1,584.00	-1,659.62
Liability Check	10/25/2018	1543	Wyoming Department of Workforce Se	004608509	-474.01	-2,133.63
Paycheck	10/31/2018		Jaclyn A Landess		-1,814.93	-3,948.56
Deposit	10/31/2018			Deposit	77.00	-3,871.56
Deposit	10/31/2018			Deposit	876.00	-2,995.56
Check	10/31/2018			Service Charge	-129.30	-3,124.86
Deposit	10/31/2018			Interest	2.97	-3,121.89
Total FIB - Parking Garage					-3,121.89	-3,121.89
TOTAL					-3,121.89	-3,121.89

PG_Nov Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	11/01/2018			Deposit	4,953.00	4,953.00
Paycheck	11/02/2018		Sharon A Elsberry		-602.92	4,350.08
Paycheck	11/02/2018		Tevin C Reams		-407.44	3,942.64
Bill Pmt -Chec	11/02/2018	1544	Century Link	acct # 3072614605 096 B	-84.99	3,857.65
Bill Pmt -Chec	11/02/2018	1545	Charter	Invoice # 780589101018	-101.67	3,755.98
Bill Pmt -Chec	11/02/2018	1546	City of Casper Business Services	Rent for Nov.	-363.00	3,392.98
Bill Pmt -Chec	11/02/2018	1547	City of Casper Water and Sewer	acct # 381802	-69.08	3,323.90
Bill Pmt -Chec	11/02/2018	1548	Mastercard		-54.46	3,269.44
Bill Pmt -Chec	11/02/2018	1549	Rocky Mountain Power	Acct # 0427913-001 0	-1,258.41	2,011.03
Total FIB - Parking Garage					2,011.03	2,011.03
TOTAL					2,011.03	2,011.03

PG_Aging

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Amber Fazio	0.00	29.00	0.00	0.00	0.00	29.00
Angie Smart	0.00	0.00	0.00	0.00	20.00	20.00
Deanna William	0.00	0.00	0.00	0.00	91.00	91.00
Edra Phillips	0.00	35.00	0.00	0.00	0.00	35.00
Emilee Willard	0.00	0.00	0.00	180.00	0.00	180.00
First Interstate Bank-Emp.						
Cinda Mastoi	0.00	35.00	55.50	0.00	0.00	90.50
Total First Inter:	0.00	35.00	55.50	0.00	0.00	90.50
Gene George As	0.00	70.00	0.00	0.00	0.00	70.00
Ide, Land and L	0.00	1,128.00	0.00	0.00	0.00	1,128.00
Janice Barratt	0.00	35.00	0.00	0.00	0.00	35.00
Jean Baxter	0.00	0.00	43.00	0.00	0.00	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
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
Nona Goodrich	0.00	43.00	0.00	0.00	0.00	43.00
Okes Jewelers*						
Okes Jeweler	0.00	183.00	0.00	0.00	0.00	183.00
Total Okes Jewe	0.00	183.00	0.00	0.00	0.00	183.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Rocky Mountain Real Estate						
Rocky Mount	0.00	218.00	0.00	0.00	0.00	218.00
Total Rocky Mo	0.00	218.00	0.00	0.00	0.00	218.00
Scott LePage	0.00	0.00	0.00	0.00	0.00	0.00
Stan Campbell	0.00	0.00	0.00	0.00	0.00	0.00
Steve Gibson	0.00	43.00	-43.00	0.00	0.00	0.00
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
Toni Hargrove	0.00	35.00	35.00	35.00	0.00	105.00
Western States,	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
TOTAL	0.00	1,932.00	90.50	215.00	2,161.00	4,398.50

DSS_Balance Sheet

Nov 5, 18

ASSETS

Current Assets

Checking/Savings

Plaza Checking 336,700.47

Special Events 38,886.33

Total Checking/Savings 375,586.80

Accounts Receivable

Accounts Receivable 14,975.00

Total Accounts Receivable 14,975.00

Total Current Assets 390,561.80

TOTAL ASSETS 390,561.80

LIABILITIES & EQUITY

Equity

Unrestricted Net Assets 596,875.09

Net Income -206,313.29

Total Equity 390,561.80

TOTAL LIABILITIES & EQUITY 390,561.80

DDA_David Street Station
Profit & Loss
 July 2016

DSS_P&L	<u>Oct 18</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	53.51
Direct Public Support	133,333.34
Other Types of Income	
Miscellaneous Revenue	925.00
Total Other Types of Income	925.00
Program Income	
Beverage Sales	2,114.00
Facility Rental	500.00
Friends of Station	60.00
Membership Dues	-330.00
Partners In Progress	10,500.00
Vendor Fees	50.00
Total Program Income	12,894.00
Total Income	147,205.85
Gross Profit	147,205.85
Expense	
Contract Services	
Construction Expense	8,050.80
Legal Fees	31.59
Contract Services - Other	1,500.00
Total Contract Services	9,582.39
Facilities and Equipment	
Equip Rental and Maintenance	708.00
FF&E	12,391.85
Landscaping, Repairs/Maint.	1,060.31
Rent, Parking, Utilities	4,509.02
Total Facilities and Equipment	18,669.18
Marketing	11,923.97
Operations	
Books, Subscriptions, Reference	33.45
Entertainment/Talent	400.00
Event Expense	9,481.29
Service Charge	28.81
Software/Subscriptions	313.04
Supplies	1,058.64
Utilities	661.51
Operations - Other	426.50
Total Operations	12,403.24
Other Types of Expenses	
Insurance - Liability, D and O	684.00
Other Costs	52.49
Total Other Types of Expenses	736.49
Travel and Meetings	
Conference, Convention, Meeting	325.00
Travel	74.14
Travel and Meetings - Other	60.76
Total Travel and Meetings	459.90
Total Expense	53,775.17
Net Ordinary Income	93,430.68
Net Income	<u>93,430.68</u>

Wyoming Business Council- Phase 1 Grant

Activity	Amount	Date	DR	CR	Balance
					\$ 500,000.00
Draw 1 - \$65,963.60	23,747.00	3/28/2016	23,747.00		\$ 476,253.00
Draw 2 - \$71,608.70	\$ 25,779.00	4/27/2016	\$ 25,779.00		\$ 450,474.00
Draw 3 - \$245,233.00	\$ 88,284.00	5/18/2016	\$ 88,284.00		\$ 362,190.00
Draw 4 - \$309,394.00	\$111,188.00	8/8/2016	\$111,188.00		\$ 251,002.00
Draw 5 - \$94,132.78	\$33,887.00	9/17/2016	\$33,887.00		\$ 217,115.00
Draw 6 - \$116,480.00	\$46,133.00	12/28/2016	\$46,133.00		\$ 170,982.00
Draw 7 - \$315,464.00	\$113,568.00	3/3/2017	\$113,568.00		\$ 57,414.00
Draw 8 - \$274,050.00	\$57,414.00	6/6/2017	\$57,414.00		\$0

Wyoming Business Council- Phase 2 Grant

Activity	Amount	Date	DR	CR	Balance
					\$ 500,000.00
Draw 1	500,000	4/2/2018	\$ 500,000.00		\$ 500,000.00
					\$0

City of Casper 1 Cent Allocation

Activity	Amount	Date	DR	CR	Balance
					\$ 3,000,000.00
Purchase of 226 South David	\$772,105.00	2/4/2016	\$ 772,105.00		\$ 2,227,895.00
Stateline No.7 - Design	\$39,423.20	3/7/2016	\$39,423.20		\$ 2,188,471.80
Draw #3	57,878.30	4/1/2016	57,878.30		\$ 2,130,593.50
Draw #4	326,124.20	4/25/2016	326,124.20		\$ 1,804,469.30
Draw #5	203,118.10	5/3/2016	203,118.10		\$ 1,601,351.20
Draw #6	326,376.29	6/3/2016	326,376.29		\$ 1,274,974.91
Draw #7	1,274,974.91	12/28/2017	1,274,974.91		\$0

state	\$	-
cash		336,700.00
Total funds		336,700

DSS_Oct Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	10/01/2018			Deposit	460.00	460.00
Bill Pmt -Chec	10/01/2018	1455	Casper Beverage	Fall Fest Beer	-145.00	315.00
Deposit	10/05/2018			Deposit	700.00	1,015.00
Deposit	10/08/2018			Deposit	20.00	1,035.00
Bill Pmt -Chec	10/08/2018		Ice Builders	Ice Skates	-9,117.00	-8,082.00
Deposit	10/09/2018			Deposit	225.00	-7,857.00
Deposit	10/09/2018			Deposit	1,315.00	-6,542.00
Bill Pmt -Chec	10/10/2018	1456	Ahern Rentals	#19083416	-1,616.25	-8,158.25
Bill Pmt -Chec	10/10/2018	1457	Atlas Reproductions	Invoice #126287	-163.80	-8,322.05
Bill Pmt -Chec	10/10/2018	1458	Bailly's Plumbing & Heating Inc.	Invoice #20689	-162.73	-8,484.78
Bill Pmt -Chec	10/10/2018	1459	Black Hills Energy	Acct #5833625606	-227.83	-8,712.61
Bill Pmt -Chec	10/10/2018	1460	Brent Phillips	Invoice #564	-2,500.00	-11,212.61
Bill Pmt -Chec	10/10/2018	1461	Caspar Building Systems, Inc.	Pay App 14 Phase 2 Alt #3	-7,700.00	-18,912.61
Bill Pmt -Chec	10/10/2018	1462	Charter Communications	Invoice #1113376092118	-81.16	-18,993.77
Bill Pmt -Chec	10/10/2018	1463	City of Casper - Water Services	Acct # 311502	-318.00	-19,311.77
Bill Pmt -Chec	10/10/2018	1464	CK Mechanical	Invoice # 45174	-187.00	-19,498.77
Bill Pmt -Chec	10/10/2018	1465	Cowdin Cleaning	Invoice #201283	-1,500.00	-20,998.77
Bill Pmt -Chec	10/10/2018	1466	Dish	Acct #8255909516405567	-68.02	-21,066.79
Bill Pmt -Chec	10/10/2018	1467	Galles Greenhouse & Hepp Landscaping	Invoice # 21200	-1,060.31	-22,127.10
Bill Pmt -Chec	10/10/2018	1468	Hood's Equipment & Sprinkler	Invoice # 50545, 50754, 50917	-270.00	-22,397.10
Bill Pmt -Chec	10/10/2018	1469	Jackie Landess	Fiesta Wyo Supplies	-33.45	-22,430.55
Bill Pmt -Chec	10/10/2018	1470	LONG Building Technologies, Inc.	Invoice #SRVCE0092592	-708.00	-23,138.55
Bill Pmt -Chec	10/10/2018	1471	MCF LLC	Invoice # 250	-450.00	-23,588.55
Bill Pmt -Chec	10/10/2018	1472	Peden's Inc.	Invoice #N52035, N51910	-2,740.00	-26,328.55
Bill Pmt -Chec	10/10/2018	1473	Rocky Mountain Power	Acct # 04279137-002 8	-1,025.09	-27,353.64
Bill Pmt -Chec	10/10/2018	1474	Secure Gunz LLC	Invoice #313, 310, 307	-3,150.00	-30,503.64
Bill Pmt -Chec	10/10/2018	1475	Black Hills Energy	#2897 7717 73	-99.35	-30,602.99
Bill Pmt -Chec	10/10/2018	1476	City of Casper - Water Services	#360003	-353.45	-30,956.44
Bill Pmt -Chec	10/10/2018	1477	Hinge Studio	#1102	-10,366.72	-41,323.16
Bill Pmt -Chec	10/10/2018	1478	Rocky Mountain Power	#04279137 003 6	-1,500.28	-42,823.44
Bill Pmt -Chec	10/10/2018	1479	City of Casper - Water Services	6167002	-13.58	-42,837.02
Bill Pmt -Chec	10/10/2018	1480	City of Casper - Water Services	#6167904	-277.55	-43,114.57
Bill Pmt -Chec	10/11/2018	1481	Mastercard		-3,318.49	-46,433.06
Bill Pmt -Chec	10/11/2018	1482	Mastercard		-2,945.25	-49,378.31
Deposit	10/17/2018			Deposit	20.00	-49,338.31
Bill Pmt -Chec	10/19/2018	1483	Casper Beverage	Invoice # 40908	-591.80	-49,930.11
Bill Pmt -Chec	10/19/2018	1484	Zack Schommer	Kris Richardson Remembrance T	-400.00	-50,330.11
Deposit	10/25/2018			Deposit	143,833.34	93,503.23
Deposit	10/31/2018			Deposit	889.00	94,392.23
Check	10/31/2018			Service Charge	-28.81	94,363.42
Deposit	10/31/2018			Interest	48.47	94,411.89
Total Plaza Checking					94,411.89	94,411.89
TOTAL					94,411.89	94,411.89

DSS_Nov Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Bill Pmt -Chec	11/01/2018	1485	Ahern Rentals	#19629398-1	-485.63	-485.63
Bill Pmt -Chec	11/01/2018	1486	AMBI Mail & Marketing	# 18-10-265 /66/67	-287.50	-773.13
Bill Pmt -Chec	11/01/2018	1487	Artisan Alley	112 & 110	-780.00	-1,553.13
Bill Pmt -Chec	11/01/2018	1488	Barker & Associates, LLC	#40427	-5,879.00	-7,432.13
Bill Pmt -Chec	11/01/2018	1489	Charter Communications	#8313 30 031 1113376	-81.18	-7,513.31
Bill Pmt -Chec	11/01/2018	1490	City of Casper - Water Services	#6167002	-7.97	-7,521.28
Bill Pmt -Chec	11/01/2018	1491	Hinge Studio		-9,594.16	-17,115.44
Bill Pmt -Chec	11/01/2018	1492	Mastercard	#1558	-1,960.02	-19,075.46
Bill Pmt -Chec	11/01/2018	1493	Porters Mtn. View Supply	#E62488	-100.00	-19,175.46
Bill Pmt -Chec	11/01/2018	1494	Rocky Mountain Power	#04279137-003 6	-1,482.40	-20,657.86
Bill Pmt -Chec	11/01/2018	1495	Secure Gunz LLC	#315, 318, 320	-2,200.00	-22,857.86
Bill Pmt -Chec	11/01/2018	1496	Stoner Lawn & Landscape	5401	-72.75	-22,930.61
Bill Pmt -Chec	11/01/2018	1499	City of Casper - Water Services	#311502	-88.00	-23,018.61
Bill Pmt -Chec	11/01/2018	1500	Rocky Mountain Power	#04279137-002 8	-841.09	-23,859.70
Bill Pmt -Chec	11/01/2018	1501	City of Casper - Water Services	#360003	-271.17	-24,130.87
Bill Pmt -Chec	11/01/2018	1503	Caspar Building Systems, Inc.	Phase 2 - Pay App 15	-26,069.00	-50,241.80
Bill Pmt -Chec	11/01/2018	1504	LONG Building Technologies, Inc.	#80051 cust. number	-313.75	-50,555.55
Bill Pmt -Chec	11/01/2018	1505	Mastercard	#9471	-5,028.73	-55,584.28
Bill Pmt -Chec	11/02/2018	1506	Brent Phillips	Invoice # 566	-200.00	-55,784.28
Bill Pmt -Chec	11/02/2018	1507	Cowdin Cleaning	Oct Cleaning	-1,550.00	-57,334.28
Bill Pmt -Chec	11/05/2018	1508	LONG Building Technologies, Inc.	Invoice # 180928-0003	-118.00	-57,452.28
Bill Pmt -Chec	11/05/2018	1509	Secure Gunz LLC	Invoice # 322	-675.00	-58,127.28
Bill Pmt -Chec	11/05/2018	1510	Swank Motion Pictures Inc	Invoice # RG1565249	-3,796.00	-61,923.28
Total Plaza Checking					-61,923.28	-61,923.28
TOTAL					-61,923.28	-61,923.28

Activity Report for the Month of October 2018

Executive Director

Accomplishments

- Two-Fly Grant Letter
- Recycle Grant Letter
- Ice Skating Operations
- Sales Tax Inventory
- Mill-levy property review

Planned Activities

- Opportunity Zone
- State Task Force
- Donor Plan of Development (Jen & Kevin)
- Partners In Progress
- AV/Security – added FF&E costs

- 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:** August 31, 2018
3. **Purpose:** Monthly Planning Meeting
4. **Attendees:** B.Daigle, N. Grooms, K. Hawley
5. **Discussion:**

5.1. Financials were reviewed and discussed.

5.2. Discussion on Plaza updates including funding for FFE & Operations/staff.

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**

MONTHLY ACTIVITY October 2018

November 4, 2018

Committee Chair: Pete Fazio
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> |
|--|--------------------|----------------------|
| • Website(s) | | |
| • Social Media/Marketing Services | | |
| • Phase II opening | | |

ACCOMPLISHMENTS

- **Contract for services with Hinge Studio's for marketing**
 - **Donor recognition, sponsors, events, ambassadors, friends of station, etc.**
 - **Website, social media, newsletter, etc.**
- **Increased subscriptions to Newsletter**
- **Incremental increase in facebook followers**
- **Social Media/Marketing contract services**
- **Dylan Scott announcement – website event update, facebook, newsletter**
- **New Logo**
- **Website updated**
- **Downtown Map and Picture/Video**

PLANNED ACTIVITIES

- **Press Releases for Donors**
- **Website launch**
- **Social Media specialist**

CHALLENGES/CONCERNS

-

Activity Report for the Month of October 2018

Committee: Finance

Chair: Nicholas Grooms

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

General Overview/Responsibilities

- Monthly Financials-
 - PG -35% of budget for revenues, 28% for expenses
 - DDA -3.2% on revenues, 20% 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 October 2018

November 5, 2018

Name: Brandon Daigle

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 October 2018

November 5, 2018

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



November 8, 2018

Carter Napier, City Manager
The City of Casper
200 N. David Street
Casper, WY 82601

City Manager Napier,

As operations of the ice skating rink at the Casper Event Center began to unwind, it came to my attention that certain pieces of equipment were no longer being utilized. The most notable piece of equipment was one of three city Zamboni's. With the installation and operation of Casper's first and only outdoor ice skating pond, we believe David Street Station could easily put this unused asset to work to benefit the community as a whole, while helping to stimulate economic development in the downtown core and neighboring Old Yellowstone District.

We have spoken with the family of the original donor who helped make that project a reality and they agree that putting this like-new piece of equipment back into service to benefit the community is not only within the spirit of the original gift but is a much better option than sitting unused in a warehouse. The opportunity to partner with the City of Casper on this matter would save David Street Station staff, volunteers and donors a tremendous amount of time, money and stress and allow us to focus on what really matters to us – being #WhereCasperComesTogether

We humbly request approval for the use of the city owned Zamboni located at the Casper Event Center. It will be under good care, as our contracted driver has been an operator for the municipal ice rink for over a decade. The board extends its sincere appreciation to you and your staff for all you do to help move downtown Casper and this community forward.

Respectfully,

A handwritten signature in black ink, appearing to read "K. Hawley".

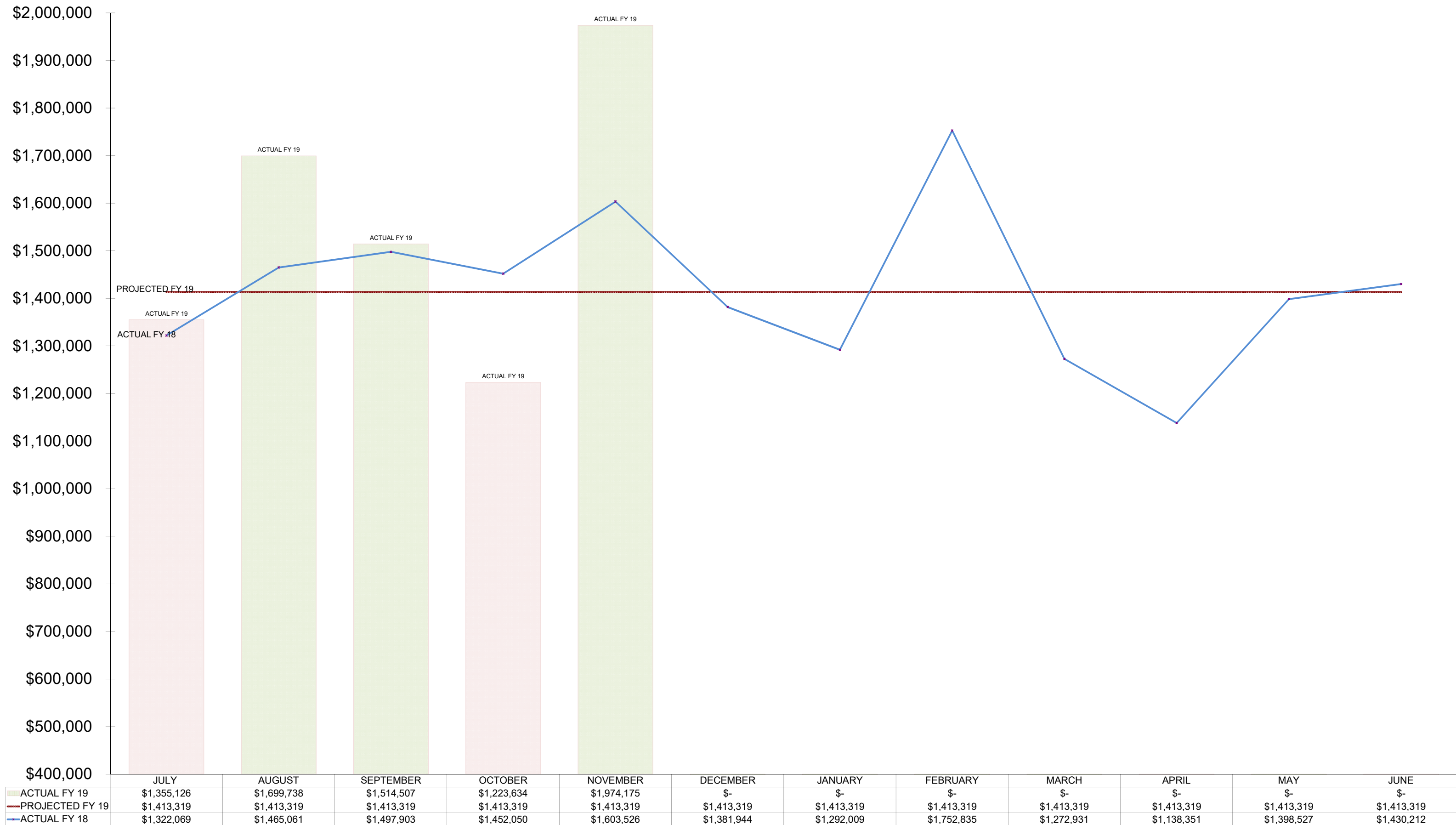
Kevin Hawley
Executive Director

City of Casper
Optional 1% and State Shared Sales Tax Receipts
42% of Fiscal Year 2019 has Lapsed

Attached is the optional Sales tax report for FY19 we are currently at 42% of the budget year.
 General Fund is up 11.48% from projected year to date which is at 45.80% of budget.
 1%15 is up 10.07% from projected year to date which is at 60.65% of budget.

State Shared Sales Tax						
	Date	Amount	Amount		Percent of Annual	
	Received	Received	Budgeted	Actual-Budget	Budget	
FY 2019 General Fund	7/11/2018	\$ 1,355,126	\$ 1,392,677	\$ (37,551)	7.99%	
	8/10/2018	1,699,738	1,192,521	507,217	18.01%	
	9/7/2018	1,514,507	1,567,449	(52,942)	26.94%	
	10/4/2018	1,223,634	1,390,021	(166,387)	34.16%	
	11/5/2018	1,974,175	1,424,556	549,619	45.80%	
	December		1,422,263			
	January		1,295,497			
	February		1,650,435			
	March		1,391,568			
	April		1,331,060			
	May		1,320,528			
	June		1,581,253			
	Total FY 2019	\$ 7,767,179	\$ 16,959,827	\$ 799,956		
Optional One Cent 15% Tax						
FY 2019 1%15	7/11/2018	\$ 1,155,657	\$ 1,185,430	(29,773)	11.98%	
	8/10/2018	1,420,883	1,015,060	405,823	26.70%	
	9/7/2018	1,270,238	1,334,193	(63,955)	39.87%	
	10/4/2018	1,034,782	1,183,169	(148,387)	50.59%	
	11/5/2018	1,646,134	1,212,564	433,570	67.65%	
	December		1,210,613			
	January		1,102,712			
	February		1,404,830			
	Total FY 2019	\$ 6,527,695	\$ 9,648,571	\$ 597,279		
	Optional One Cent 16% Tax					
FY 2019 1%16	March		1,184,486			
	April		1,132,982			
	May		1,124,017			
	June		1,345,943			
	Total FY 2019	\$ -	\$ 4,787,429	\$ -		
Total	\$ 14,294,874	\$ 31,395,827	\$ 1,397,235			

Sales Tax FY 2019 Versus Projection and Prior Year



	ACTUAL FY 18	PROJECTED FY 19	ACTUAL FY 19
YTD TOTAL	\$ 7,340,609	\$ 7,066,595	\$ 7,767,179
YTD VARIANCE			\$ 700,585
		% Difference	In Dollars
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-SAME MONTH		39.68%	\$560,856
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-YEAR TO DATE		9.91%	\$700,585
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-SAME MONTH		23.11%	\$370,649
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-YEAR TO DATE		5.81%	\$426,570

I would like to extend an invitation to the members of city staff as well as the City Council to the 2018 Casper Startup Challenge Pitch Event next Thursday evening at the Lyric beginning at 4PM.

Our 4 finalists this year are all great new Casper companies and I'd like the community to come out in force to support them and entrepreneurship in Casper.

Could you help pass this invitation along for me?

There will be a hosted bar and food after the pitches while the judges deliberate the winners.

Thanks and I hope to see you next week!

-Jerad Stack



Join us for Pitch Night on Thursday, November 15,
4:00 PM, at The Lyric.

The Wyoming Technology Business Center invites you to attend Pitch Night presentations for this year's Casper Start-Up Challenge. The event will begin at 4:00 PM at The Lyric, 230 W Yellowstone Hwy.

Four local entrepreneurs will pitch their business ideas to a panel of judges, with the top three receiving a \$5,000 award, one year of free rent at the Wyoming Technology Business Center, a chance to apply for a share in a \$50,000 seed fund, and business counseling from WTBC staff to help grow their businesses.

Your Vote Counts

And just when you thought you were done with voting, we will be having an audience choice award that will be 100% determined by audience vote. The winner of that award will walk away that night with \$500!!

Attendance to Pitch Day on November 15 is free and the public is encouraged to attend. Finalists will give a 20 minute presentation followed by questions from the judging panel. This year's judges include Brook Kaufman, CEO of Visit Casper; Charles Walsh, President/CEO of CAEDA & Co-Founder of Breakthrough 307; Nicholas Grooms, Shareholder Grooms & Harkins, P.C.; Samantha Benton, Vice President/Commercial Loan Officer at First Interstate Bank; Shawn Houck, Founder and CEO Adbay.com; and Tim Kugler, former Wells Fargo regional president for Wyoming.

Following the company pitches, the WTBC will host a reception, with hors d'oeuvres and cocktails, where the top three winning teams will be announced.

Jerad Stack
WTBC Director - Casper
307-315-6401

John Glassburn
WTBC Assistant Director - Casper
307-315-6404

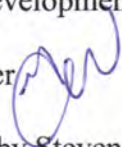


City of Casper
Community Development Department
Animal Services Division

Date 11/7/18

Memorandum

TO: Liz Becher, Community Development Director

FROM: Tory Walsh, Metro Manager 

SUBJECT: A102444 "Simon", owned by Steven Smathers
Staffing levels

Recommendation:

To consider a proposal for additional staffing.

Summary:

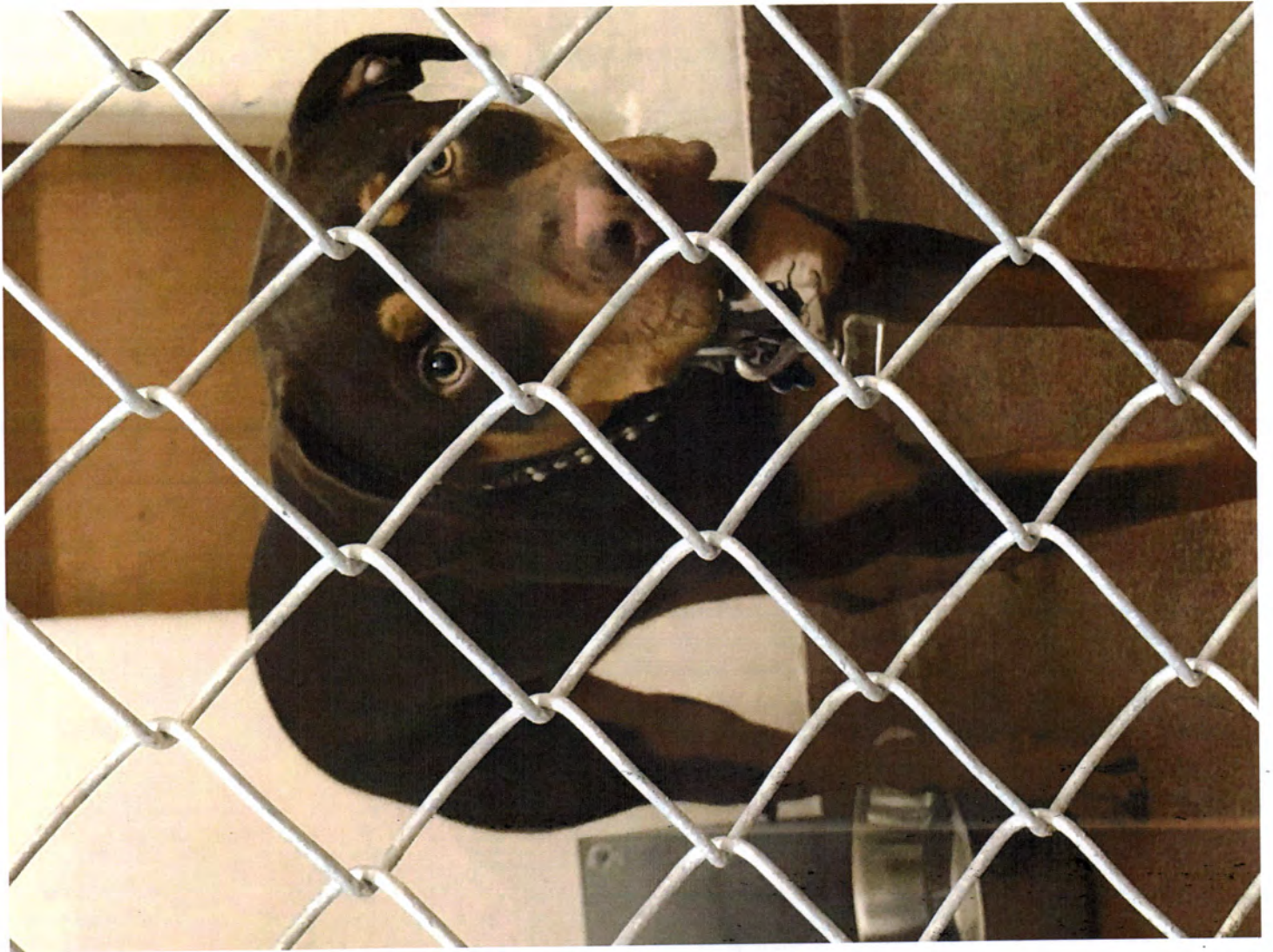
This dog was impounded on 11/2/18 at approximately 1927 hours by APO Rakisits. The instruction to the Shelter is to house the dog until court. The dog has been in the main kennel since intake and the kennel gate is padlocked, as is standard practice for all dogs. This dog demonstrates unsocial behavior. Mr. Smathers is welcome to see his dog during regular business hours. Since the CPD has this dog on a judicial impound, the fees set by resolution are established at \$40 per day. Arraignments for Mr. Smathers are on the Municipal Court docket for 11/28/18. At the time of the memo, Mr. Smathers fees are \$200; the final decision as to fees due the Shelter is a decision of the Court upon case adjudication.

Since the complaint I received did not specify any details, it is difficult to investigate. The Shelter currently has 1 dog that is on a special diet; A101839. This dog was a stray without identification and has been here since 9/13/18; we currently have a volunteer providing supplements for him. That is the only dog I am aware of that often has diarrhea and is very messy in his kennel.

Speaking in general, it is common for the Shelter to have intact and ill-mannered dogs. It is also common for such dogs to urinate in an effort to assert dominance over the dogs nearby. The Shelter employs five kennel techs that are responsible for care of 150 – 200 animals at any given time, seven days every week. During business hours, one kennel tech must manage the front desk and assist customers. This generally leaves one kennel tech to assist customers in the kennels and constantly clean a 25,000 square foot facility, in addition to their other duties.

In regards to the complaint involving this dog's leash; the APO left the leash on the dog and put the dog in a kennel after all kennel techs had finished their shifts. When we arrived at 0700 hours on 11/3/18, the dog had chewed up his leash.

I would be glad to submit a proposal for your consideration on additional staffing, if that is the direction you want to go.



SNOW & ICE CONTROL PLAN

Casper's snow control plan is designed to keep traffic moving through and within the City during and after inclement weather. Winter weather can cause unsafe road conditions and snow removal can reduce, but not totally eliminate those conditions. During a winter storm event, our main objective is to keep major city streets passable. Depending on wind, snowfall, and other conditions this task may take all plow resources.

A "passable roadway" is defined as a roadway surface that is free from drifts. A passable roadway should not be confused with "dry" or "bare" pavement which is essentially free of all ice, snow, and any moisture from shoulder to shoulder. This "dry/bare pavement" condition may not exist until the weather conditions improve to where this condition is feasible.

Street Snow Routes

Level "A" Routes covers emergency access routes and major arterial and collector streets. Examples include Poplar Street, College Dr, Beverly Street, 15th Street, and Conwell Street.

School Routes

School routes are put into two groups: Level B and In Session. School Level B routes are always plowed. In Session routes are only plowed when school is in session. School routes are considered high priority when school is in session.

Level "B" Routes

Level "B" covers minor arterial and collector streets. These streets will be serviced after Class "A" routes are completed. Examples include 21st Street, Indian Paintbrush, and Coffman Ave.

Residential Streets

All other residential streets are plowed only where drifting or snow depth accumulations completely block traffic movement. This service will be typically be performed after service on Class "A" and "B" routes is completed. Deicer may be applied at hazardous locations.



Plowing Procedures

Depending on the time of year, accumulation and temperatures, the city uses two plowing methods. Snow will be either plowed to the sides or to the middle of the street.

Plowing to the Middle

Snow is plowed to the middle of the street in intersections as they go for safer turning movements. Cutting through windrows and knocking down windrows can result in vehicle damage, personal injury, and cleanup delay. Motorists should use the openings rather than creating their own. Windrows are typically picked up and hauled away when plowing is completed.

Plowing to the Sides

Plowing to the sides of the street is done when accumulation is less than 4 inches on all routes prior to December 1st and after March 15th when temperatures allow relatively rapid melting. This allows the streets to dry sooner. Dry streets are safer and reduce repair costs. Some streets are always plowed to the sides. These areas where there is ample room for snow or when the streets are too narrow to accommodate windrows.

WINTER DRIVING TIPS

Before leaving for home or work, find out the driving conditions and prepare yourself to drive defensively.

- **Slow Down.** Icy and snowy roads make it more difficult to stop. Slowing down can help increase braking time.
- **Take extra caution on bridges and overpasses.** Remember that bridge crossings are highly susceptible to freeze first.
- **Turn on your lights.** This makes your vehicle more visible to others.
- **Learn the city plowing routes to make your travels safer.** Plan alternative routes in wintry conditions.
- **Do not use cruise control when driving.** Roads may still be icy even after the snow storm has passed.
- **Accelerate slowly.** Applying the gas slowly to accelerate is the best method for regaining traction and avoiding skids.

may remain for several days. Windrow pick up involves several pieces of equipment traveling in groups. A motor grader first tightens the windrow. A front loader with a blower attachment then blows the snow into a dump truck. Empty dump trucks follow the blower.

RESPECT THE PLOW

- Keep back at least 50 feet from plows. If you are too close, plow trucks will be unable to see your vehicle.
- Refrain from passing until the plow vehicle stops or turns.
- Do not pass grouped snow plows on multi-lane streets. The plows are clearing a path and the safest place to be is 50 feet behind the last plow
- Be patient. On a 2 lane street do not pass the snow pick up crew. Once a dump truck is loaded, the crew will move over to let vehicles pass.
- Do not pass the snow pick up crew using a parking lane. Passing on a 4 lane road is okay, but be aware that the next dump truck to be loaded may be moving into the lane to reach the blower.

Snow Routes & Procedures



For more information

Monday through Friday: 8:00 a.m. to 4:30 p.m. 307-235-8283 Streets Division

Monday through Friday: 4:30 p.m. to 8:00 a.m. 30-235-8278 Police

Saturday, Sunday, Holiday: 307-235-8278 Police

www.casperwy.gov

SIDEWALK SNOW REMOVAL

Sidewalk snow removal is the responsibility of the adjacent property owner.

Residents: always shovel or blow snow onto lawns. Placing snow onto streets can create icy conditions and cause access issues on your street.

Businesses: plow snow and have it piled on your property in such a way that it does not block the roadway or hinder motorist visibility. Do not plow parking lot snow into windrows or into the street.

NAVIGATING WINDROWS

During larger storms, snow is plowed to the middle of wider streets in windrows. Intersections are opened for safer turning movements. Driving over windrows can damage vehicles and lead to injury. To turn into driveways and businesses, plan a route that allows you to make a right-hand turn. This may mean that you will have to go around the block. Windrows are picked up and hauled away when plowing is completed. Depending on the severity of a winter storm, windrows

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Plowing to the Middle

Snow is plowed to the middle of the street in windrows. The plowing crews will attempt to open intersections as they go for safer turning movements. Cutting through windrows and knocking down windrows can result in vehicle damage, personal injury, and cleanup delay. Motorists should use the openings rather than creating their own. Windrows are typically picked up and hauled away when plowing is completed.

Plowing to the Sides

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- Do not pass the snow pickup crew using a parking lane. Passing on a 4 lane road is okay, but be aware that the next dump truck to be loaded may be moving into the lane to reach the blower.
- Be patient. On a 2 lane street do not pass the snow pickup crew. Once a dump truck is loaded, the crew will move over to let vehicles pass.
- Do not pass grouped snow plows on multi-lane streets. The plows are clearing a path and the safest place to be is 50 feet behind the last plow.
- Keep back at least 50 feet from plows. If you are too close, plow trucks will be unable to see your vehicle.
- Refrain from passing until the plow vehicle stops or turns.

RESPECT THE PLOW

may remain for several days. Windrow pickup involves several pieces of equipment traveling in groups. A motor grader first tightens the windrow. A front loader with a blower attachment then blows the snow into a dump truck. Empty dump trucks follow the blower.

WINTER DRIVING TIPS

Before leaving for home or work, find out the driving conditions and prepare yourself to drive defensively.

- **Slow Down.** Icy and snowy roads make it more difficult to stop. Slowing down can help increase braking time.
- **Take extra caution on bridges and overpasses.** Remember that bridge crossings are highly susceptible to freeze first.
- **Turn on your lights.** This makes your vehicle more visible to others.
- **Learn the city plowing routes to make your travels safer.** Plan alternative routes in wintry conditions.
- **Do not use cruise control when driving.** Roads may still be icy even after the snow storm has passed.
- **Accelerate slowly.** Applying the gas slowly to accelerate is the best method for regaining traction and avoiding skids.

Depending on the severity of a winter storm, windrows will have to go around the block. Windrows are picked up and hauled away when plowing is completed.

During larger storms, snow is plowed to the middle of wider streets in windrows. Intersections are opened for safer turning movements. Driving over windrows can damage vehicles and lead to injury. To turn into driveways and businesses, plan a route that allows you to make a right-hand turn. This may mean that you will have to go around the block. Windrows are picked up and hauled away when plowing is completed.

NAVIGATING WINDROWS

Businesses: plow snow and have it piled on your property in such a way that it does not block the roadway or hinder motorist visibility. Do not plow parking lot snow into windrows or into the street.

Residents: always shovel or blow snow onto lawns. Placing snow onto streets can create icy conditions and cause access issues on your street.

Sidewalk snow removal is the responsibility of the adjacent property owner.

SIDEWALK SNOW REMOVAL

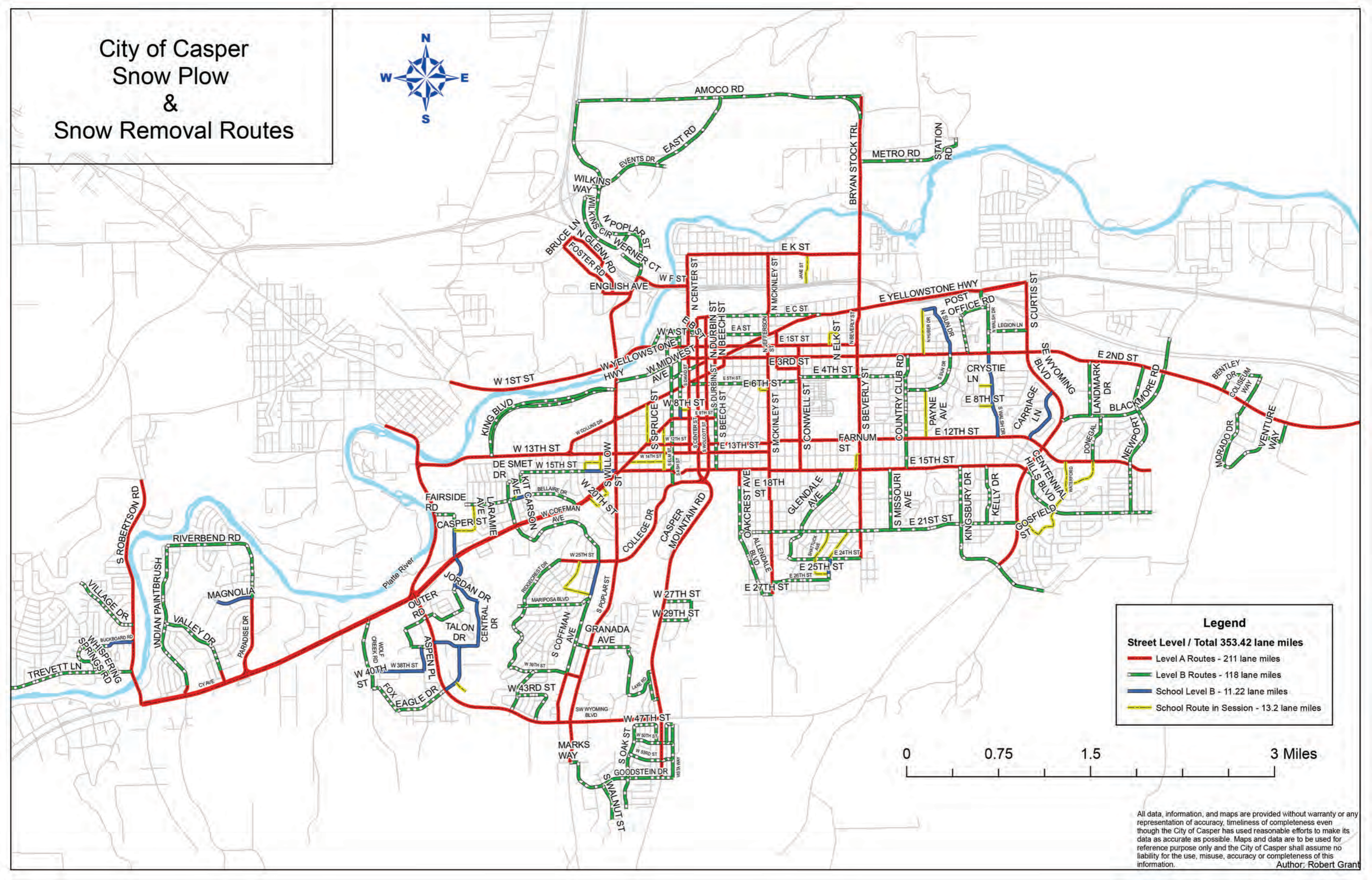
Snow Routes & Procedures

For more information

Monday through Friday: 8:00 a.m. to 4:30 p.m.	Streets Division 307-235-8283
Monday through Friday: 4:30 p.m. to 8:00 a.m.	Police 30-235-8278
Saturday, Sunday, Holiday: All Day	Police 307-235-8278

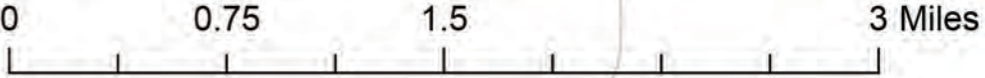
www.casperwy.gov

City of Casper Snow Plow & Snow Removal Routes



Legend

- Street Level / Total 353.42 lane miles
- Level A Routes - 211 lane miles
- Level B Routes - 118 lane miles
- School Level B - 11.22 lane miles
- School Route in Session - 13.2 lane miles



All data, information, and maps are provided without warranty or any representation of accuracy, timeliness of completeness even though the City of Casper has used reasonable efforts to make its data as accurate as possible. Maps and data are to be used for reference purpose only and the City of Casper shall assume no liability for the use, misuse, accuracy or completeness of this information. Author: Robert Grant

From: Earla Checchi [mailto:checchi@wyomuni.org]
Sent: Tuesday, November 06, 2018 11:00 AM
Subject: Energy Lease Program

Good Morning,

As we get closer to the holiday season, people get busy, are gone for vacation. I just wanted to remind you that the WAM/WCCA Energy Lease program is accepting RFP's until December 8, 2018 at 5pm. I have attached the information for your review. This is a zero interest loan for Energy Efficient projects.

If you have any questions please give me a call.

Regards,
Earla

Earla Checchi
Wyoming Association of Municipalities
315 W. 27 Street
Cheyenne, WY 82001
307.632.0398



Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: All Mayors, County Commission Chairpersons, Municipal Clerks,
and County Clerks (All Municipal and County Clerks: Please distribute to
Mayors and County Commission Chairpersons)

FROM: Rick Kaysen, WAM Executive Director, and
Pete Obermueller, WCCA Executive Director

DATE: July 1, 2018

SUBJECT: WAM-WCCA Energy Lease Program Request for Proposals

The Wyoming Association of Municipalities/Wyoming County Commission Association (WAM-WCCA) Energy Lease Program Joint Oversight Board is issuing a request for proposal for the 2019 Energy Lease Program Awards. Cities, towns, and counties are encouraged to apply for leases to increase energy efficiency. Zero interest leases between \$2,500 and \$100,000 will be awarded for projects that will increase the energy efficiency of public facilities, or other projects consistent with the State Energy Conservation Plan (contact WAM for a copy). Attached please find a Request for Proposal soliciting local government lease applications.

The WAM-WCCA Energy Lease Program is overseen by a Joint Oversight Board which consists of three county and three municipal officials appointed by the Presidents of WCCA and WAM. All leases will be for a period of two years, amortized over ten years, and each lease can be renewed up to four times. For example, a lease to replace an inefficient furnace, costing \$10,000, could be a two-year lease with \$1,000 annual payments and a balloon payment at the end of the term for \$8,000. The lease, however, could be renewed four times with a corresponding reduction in the balloon payment. Equal quarterly payments are required.

Applications must be received at the WAM Office no later than 5:00 p.m. on December 8, 2018. Lease applicants should use the attached WAM-WCCA Energy Lease Program application cover sheet. The Joint Oversight Board will review all applications for consistency with the State Energy Conservation Plan before consideration. Any application not consistent with the State Energy Conservation Plan will be returned to the applicant with an opportunity to revise the application. The Joint Oversight Board will meet in January 2019 to review applications. Awardees will have 90 days to accept the lease award. Funds will be available to the awardees on or after July 1, 2019 and must be requested by June 30, 2020.



Wyoming
Association of
Municipalities
Building Strong Communities

The total amount of lease money available for award on July 1, 2019, is expected to be approximately \$450,000.

Potential lease applicants should carefully read the attached Request for Proposal. For further information, please contact Earla Checchi at the WAM Office, call 307-632-0398 or email checchi@wyomuni.org.

WAM-WCCA Joint Oversight Board:

Commissioner, Jim Willox, Converse County
Commissioner, Rob Hendry, Natrona County
Commissioner, Troy Thompson, Laramie County
Facility Maintenance Manager, Scott Stevensen, City of Laramie
Council Member Hailey Morton-Levinson, Town of Jackson
Clerk/Treasurer Lynette Strecker, City of Torrington





Wyoming
Association of
Municipalities
Building Strong Communities

REQUEST FOR PROPOSALS (RFP)

WAM-WCCA ENERGY LEASE PROGRAM

The WAM-WCCA Energy Lease Program is soliciting Proposals (Lease Applications) for funding of zero interest (0%) leases for projects authorized under the State Energy Conservation Plan (SECP), including energy efficiency improvements to existing, or new public buildings. **The improvements must show a monetary savings, and, if possible, a BTU savings. The BTU savings should have documentation verifying this savings.**

Capitalization for the WAM-WCCA Energy Lease Program comes from a Petroleum Violation Escrow Account grant originally awarded to WAM and WCCA by former Governor Mike Sullivan on May 28, 1991.

Leases under the WAM-WCCA Energy Lease Program shall be in amounts of not less than \$2,500, not more than \$100,000. Leases will be amortized over no more than a ten (10) year period with four equal payments per year.

Lease Applications shall be no longer than three pages. Each lease application shall contain the following information, at a minimum: name of city, town, or county submitting the lease application; name, address, and phone number of the contact person; signature of the mayor or county commission chairman, as applicable; and a general description of the project.

A city, town, or county may submit applications for more than one project. However, each project should be submitted under a separate lease application. If a city, town, or county submits more than one application for this award period, the city, town, or county must **prioritize their project applications**. The total lease outstanding balance for any one city, town, or county shall not exceed \$150,000.

Lease applications will only be accepted from cities, towns, and counties. The city, town, and county submitting a lease application shall be held responsible for full re-payment of any lease award received.

Lease applications must be received at the office of the Wyoming Association of Municipalities (WAM) no later than 5:00 p.m. December 8, 2017. Lease applications can be mailed to the WAM Office at 315 W. 27th Street, Cheyenne, WY 82001, faxed to 307-632-1942, or emailed to checchi@wyomuni.org.

Lease awards will be determined by the Joint Oversight Board of the WAM-WCCA Energy Lease Program at their meeting in January 2018. Award letters will be mailed out shortly thereafter. Grantees shall accept or deny lease awards in writing within 90 days of award notification, or they shall lose the lease award. Email notification is acceptable. Lease funds will be available on or after July 1, 2018. Awards must be requested by June 30, 2019.

Interested cities, towns, and counties may contact Earla Checchi (307) 632.0398 at the WAM office for more information.



Wyoming
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LEASE APPLICATION COVER SHEET

WAM-WCCA ENERGY LEASE PROGRAM

NOTE: This cover sheet should be the first page of each application for a WAM-WCCA Energy Lease. A separate cover sheet and supporting documents showing the energy savings should be submitted for each project.

Please Print or Type

Title of Project: _____

Name of City/Town/County: _____

Name of Contact Person: _____

Address: _____

Phone: (307) _____

Amount of Lease Requested: \$ _____

On behalf of the City/Town/County of _____, I hereby agree that all of the information submitted is correct to the best of my knowledge, and that this application is being submitted with the consent of the governing body.

Mayor/Chairman of Board of County Commissioners

Date



From: Rick Kaysen [mailto:rkaysen@wyomuni.org]

Sent: Monday, November 05, 2018 3:50 PM

To: Andrew Nelson <anelson@kemmerer.org>; Barry Cook <Bcook@cityofcody.com>; Eric Fountain <efountain@cheyennecity.org>; Evan Byrd <ebyrd@starvalleyranchwy.org>; Carter Napier <cnapier@casperwy.gov>; Janine Jordan <jjordan@cityoflaramie.org>; Jed Nebel <jnebel@townoflovell.com>; Jolene Martinez <jmartinez@casperwy.gov>; Jonathan Teichert <jteichert@cityofdouglas.org>; Larry Pardee <lpardee@jacksonwy.gov>; Mark Collins <mcollins@sheridanwy.net>; Marla Brown <mbrown@rawlins-wyoming.com>; Mike Coleman <mcoleman@millswy.gov>; Patrick Davidson <patrickd@gillettewy.gov>; Paul Thur <greybulladmin@wyonet.net>; Rajeon Strube Fossen <rsfossen@landerwyoming.org>; Reed Clevenger <rclevenger@cityofgreenriver.org>; Renee Jordan-Smith <rjordansmith@casperwy.gov>; Roxanne DeVries Robinson <rrobinson@jacksonwy.gov>; Scott Hannum <shannum@rawlins-wyoming.com>; Tony Tolstedt <ttolstedt@rivertonwy.gov>; Violet Sanderson <vsanderson@aftonwyoming.gov>; Zane Logan <zlogan@cityofpowell.com>

Subject: FW: Supreme Court Agrees to Decide Enormous Cross Case

Please share with your city/town attorney as well as other applicable members of your teams.

This will also be forwarded to Clerks/Treasurers, sorry for duplicate emails.

Rick Kaysen, Executive Director
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
307-632-0398
rkaysen@wyomuni.org
www.wyomuni.org

"Communities that don't matter, don't exist."



From: Soronen, Lisa <lsoronen@sso.org>

Sent: Monday, November 5, 2018 1:28 PM

To: nlc-smlsllc@connectedcommunity.org

Subject: Supreme Court Agrees to Decide Enormous Cross Case

Hi all: It has been a while since the Supreme Court has taken a religious monument case; court watcher were correct to consider this case the "the one." The case is unique in the sense that this cross may be big enough to rival Brazil's Jesus. But religious symbols at veteran's memorials located on public land are relatively ubiquitous. Long and short summaries of the case are below.

In [Maryland-National Capital Park and Planning Commission v. American Humanist Association](#) the Supreme Court will decide whether a local government has violated the First Amendment by displaying and maintaining a 93-year-old, 40-foot tall Latin cross memorializing soldiers who died in World War I.

Prince George's County citizens and an American Legion Post raised money to build the monument. In 1925 it was dedicated at a Christian prayer service. Over the years Christian religious services have been held at the cross.

In 1961 the Maryland-National Capital Park and Planning Commission took title of the land and the cross because it is located in the middle of a busy traffic median. The cross is part of a park honoring veterans. Other monuments are located anywhere from 200 feet to a half-a-mile from the cross. None are taller than 10 feet.

The First Amendment's Establishment Clause prohibits the government from establishing religion. The Fourth Circuit applied the so-called three-prong *Lemon* test, as modified by the Supreme Court's most recent monument decision *Van Orden v. Perry* (2005), to conclude that the government display and maintenance of this cross violates the Establishment Clause. The lower court first concluded that the cross has a secular purpose thus passing the first prong of the *Lemon* test. Specifically, the Commission obtained the cross to maintain safety near a busy highway intersection and preserves the memorial to honor World War I soldiers.

But the Fourth Circuit concluded that a reasonable observer would understand this cross to advance religion. The Latin cross is the "preeminent symbol of Christianity." While the cross has secular elements (like the words valor, endurance, courage, and devotion inscribed on its base and a plaque at the base listing the memorialized soldiers), the "immense size and prominence of the Cross" "evokes a message of aggrandizement and universalization of religion, and not the message of individual memorialization and remembrance that is presented by a field of gravestones."

The Fourth Circuit also concluded that the cross fails *Lemon*'s third prong because it creates an excessive entanglement between government and religion. First, the Commission has spent \$117,000 to maintain and repair it. In 2008 it set aside an additional \$100,000 for renovations. "Second, displaying the Cross, particularly given its size, history, and context, amounts to excessive entanglement because the Commission is displaying the hallmark symbol of Christianity in a manner that dominates its surroundings and not only overwhelms all other monuments at the park, but also excludes all other religious tenets."

A dissenting judge criticized the court's opinion for, among other reasons, making too much of the monument's size. "Although a reasonable observer would properly notice the Memorial's large size, she would also take into account the plaque, the American Legion symbol, the four-word inscription, its ninety-year history as a war memorial, and its presence within a vast state park dedicated to veterans of other wars."

This case may have a big impact on state and local governments across the country that own land with veteran's memorials containing religious symbols. According to an [amicus brief](#) joined by nearly 30 state attorneys general: "There are at least 242 national and state cemeteries honoring U.S. veterans, and countless more memorials on public lands nationwide—from Arlington National Cemetery and Civil War battlefields, to state capitols and town squares."

Supreme Court Agrees to Decide Enormous Cross Case

In [Maryland-National Capital Park and Planning Commission v. American Humanist Association](#) the Supreme Court will decide whether a local government has violated the First Amendment by displaying and maintaining a 93-year-old, 40-foot tall Latin cross memorializing soldiers who died in World War I. The Fourth Circuit applied the so-called three-prong *Lemon* test, as modified by the Supreme Court's most recent monument decision *Van Orden v. Perry* (2005), to conclude that the government display and maintenance of this cross violates the Establishment Clause. The lower court first concluded that the cross has a secular purpose thus passing the first prong of the *Lemon* test. Specifically, the Commission obtained the cross to maintain safety near a busy highway intersection and preserves the memorial to honor World War I soldiers. But the Fourth Circuit concluded that a reasonable observer would understand this cross to advance religion. The Latin cross is the "preeminent symbol of Christianity." While the cross has secular elements (like the words valor, endurance, courage, and devotion inscribed on its base and a plaque at the base listing the memorialized soldiers), the "immense size and prominence of the Cross" "evokes a message of aggrandizement and universalization of religion, and not the message of individual memorialization and remembrance that is presented by a field of gravestones." The Fourth Circuit also concluded that the cross fails *Lemon*'s third prong because it creates an excessive entanglement between government and religion. First, the Commission has spent \$117,000 to maintain and repair it. In 2008 it set aside an additional \$100,000 for renovations. "Second, displaying the Cross, particularly given its size, history, and context, amounts to excessive entanglement because the Commission is displaying the hallmark symbol of Christianity in a manner that dominates its surroundings and not only overwhelms all other monuments at the park, but also excludes all other religious tenets."

Lisa Soronen

Executive Director
State & Local Legal Center
444 North Capitol Street, N.W., Suite 515
Washington, D.C. 20001
Phone: (202) 434-4845
Fax: (202) 737-1069
Email: lsoronen@sso.org
Website: <http://www.statelocallc.org/>
Twitter: @SLLCSCOTUS

From: Justin Schilling [mailto:jschilling@wyomuni.org]
Sent: Thursday, November 08, 2018 12:41 PM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Word from WAM - Veteran's Day, Fall Workshop, Trivia!



Wyoming
Association of
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Building Strong Communities

Word from WAM!
A Weekly Message

Thank You to All Our Veterans



In honor of all those who have served this great nation, the WAM office will be closed on Monday, November 12th in observance of Veteran's Day.

Thanks to All Who Attended the WAM Fall Workshop

Attendees of the 2018 WAM Fall Workshop, Oct. 31 through Nov. 2 in Lander, received information on a wide array of topics, from the status of ENDOW, to advice on applying for SLIB funding. Presentations on fraud prevention, municipal investment, the state of the Wyoming Retirement System, advice on communicating with legislators, and even



From left Beckie Hatcher of Pavillion, Kelley Millar of Upton, Mayor Twila Blakeman of Dubois and Evan Byrd of Star Valley Ranch listen to a presentation at the WAM Fall Workshop.

a Treasurer's update from Governor-elect Mark Gordon made for an interesting and informative event. To all those who made time to attend thank you again from all of us here at WAM.

WYDOT Launches Statewide #moveoverwyo Campaign



Campaign Asks the Public to Move Over to Keep Workers Safe

The Wyoming Department of Transportation's #moveoverwyo campaign launches today in an effort to bring public awareness to safe driving around roadside workers and law enforcement officers. Wyoming law states that a driver must switch lanes when passing official vehicles parked on the side of the road, or if no extra lane is available, should slow down to 20 mph under the posted limit. Please join us in giving them a break, lets all #moveoverwyo!

WAM Encourages You to Get to Know Wyoming 2-1-1



As we mentioned previously in Word From WAM, over the next few weeks we'll be partnering with Wyoming 2-1-1 to help educate municipalities about the service and how they might be able to use it to help at-risk individuals within their communities.

Who is Wyoming 2-1-1?

In 2011, Wyoming 2-1-1, a non-profit, 501c (3), started operating in seven Wyoming counties, expanded to 12 counties in 2012, and now serves all 23 Wyoming counties. Today, one hundred percent of Wyoming residents have access to 2-1-1.

Until Wyoming 2-1-1, there was no single, comprehensive statewide provider of information and referral for Wyomingites. With thousands of nonprofit organizations in Wyoming, plus scores of government agencies, finding help can often be confusing and intimidating.

2-1-1 is an easy to remember, free helpline (a one-stop source of information, if you will) for people looking for community services and resources, especially for those who need essential services, such as food, shelter, counseling, employment assistance, and more. Callers receive personalized information from a live Information and Referral Specialist. Our specialists quickly assess the caller's needs and refer them to the help they seek. In a single call to 2-1-1, our trained specialists can make referrals to a multitude of agencies.

Wyoming 2-1-1 collects demographic information about the callers. The data can be shared with community leaders to assist them in identifying duplication or gaps or services in their respective communities. Wyoming 2-1-1 also assists in the recovery process in the event of a disaster in the State of Wyoming.

WAM-WCCA Energy Lease Program Proposal Deadline Rapidly Approaching

WAM and the WCCA want to help your community be more energy efficient

Deadline for proposals for the 2019 Energy Lease Program Awards is December 8th. Click the link below for more information.



[Click Here](#)

Weekly WAM Wyo-centric Trivia!

This Week's Winner Gets a \$10 Pre-Paid Card



As Executive Director Rick Kaysen always reminds me, "You've got to have a little fun in life." So, every week in Word From WAM, we'll be posting a Wyo-centric trivia question for fun and fabulous prizes. Click the button below to submit your answer, and we'll draw a winner from all the correct answers we receive to get a \$10 pre-paid card from your friends here at WAM. Have fun and good luck!

Please Note These cards are good for in-person purchases anywhere Mastercard is accepted, but cannot be used for online purchases.

Question: What year did Wyoming issue its first license plates? Prior to this year the state required auto owners to craft their own plates.

[Click to Answer](#)

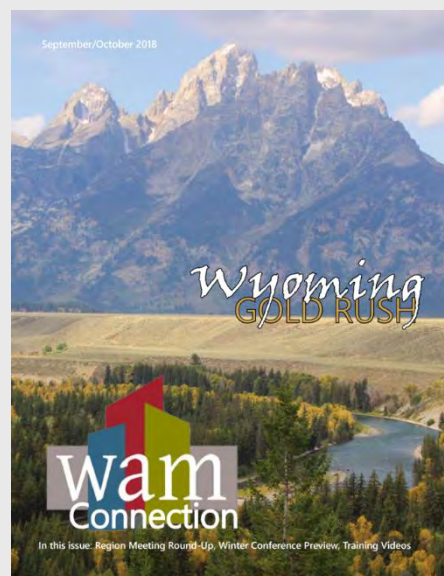
Congratulations to last week's winner Cindy Baker, Administrative Services Officer from the City of Cody! She was one of many who knew that Teton County has only one incorporated municipality, which is of course the Town of Jackson. Thanks for playing and your gift card is on its way!

New Issue of WAM Connection out now

New WAM Connection hot off the presses!

Check out the latest issue of WAM Connection to catch up on all the news and notes from around your association.

[Click Here to Get Connected](#)



2019 WAM Winter Conference
Early Bird Registration Open Now!

Snowy Mountain -Mardi Gras-



FEBRUARY 20-22, 2019



CHEYENNE, WYOMING

**Come join us for the WAM Winter Conference to be held
February 20-22, 2019 at Little America in Cheyenne.**

**Be sure to register for rooms before the 19th of January to receive the reduced
conference rate! See the registration page for participating host hotels.**

[Click here to see this year's agenda](#)



**Gregg Piburn - WAM General Session Speaker
"BIG Leadership in Small Packages"**

[Click Here to Register](#)

Legislative Interim Committee Meetings

Travel

11/09/2018 - Cheyenne, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Capital Financing

11/12/2018 - 11/13/2018 Cheyenne, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Tribal Relations

11/13/2018 - 11/14/2018 Fort Washakie, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Efficiency Commission

11/13/2018 Cheyenne, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Judiciary

11/15/2018 - 11/16/2018 Cheyenne, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Labor

11/19/2018 - 11/20/2018 Cheyenne, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Corporations

11/26/2018 - 11/27/2018 Cheyenne, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Education

11/27/2018 - 11/28/2018 Casper, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Revenue

11/28/2018 - 11/30/2018 Cheyenne, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Minerals

11/29/2018 - 11/30/2018 Casper, WY

Livestream available on the Legislature's website at www.wyoleg.gov

From: Stephanie A Freeman (CENSUS/DN FED) <stephanie.freeman@2020census.gov>
Sent: Friday, November 2, 2018 4:42 PM
Subject: The 2020 Census and YOU!

Overview of the US Census Bureau

The U.S. Census Bureau is the federal government's largest statistical agency. We are dedicated to providing current facts and figures about America's people, places, and economy.

The U.S. Constitution requires that each decade we take a count—or a census—of America's population.

The census provides vital information for you and your community.

- It determines how many representatives each state gets in Congress and is used to redraw district boundaries. Redistricting counts are sent to the states by March 31, 2021.
- Communities rely on census statistics to plan for a variety of resident needs including new roads, schools, and emergency services.
- Businesses use census data to determine where to open places to shop.

Each year, the federal government distributes hundreds of billions of dollars to states and communities based on Census Bureau data. In Wyoming, that comes out to over \$800 million per year for things like education, housing, and assistance with highway planning and construction.

How YOU can get involved!

The Census Bureau cannot do this alone. We require the assistance of partners--individuals, groups, and organizations across the state that can help us build awareness about the census, educate about its importance, and encourage your community to participate. One very effective way to accomplish this is through Complete Count Committees (CCC)--a volunteer committee established by tribal, state and local governments, and/or local community leaders, to increase awareness about the census and motivate residents in the community to respond. The committees work best when they include a cross section of representatives from government agencies, education, business, faith-based and community-based organizations, and the media.

The CCC is charged with developing and implementing a 2020 Census outreach, promotion, recruitment, and enumeration assistance plan of action designed to target and address the needs of their community.

As your new Partnership Specialist in Wyoming, I am available to come and meet with you to discuss the Census, and what is involved to create a Complete Count Committee. We can discuss the different community groups you might want to look at to ensure all of the hard to count areas of your community are being included. Once you have the group determined, I will be available to you to provide the necessary training for your Complete Count Committee to help you get started.

JOBS JOBS JOBS!

The US Census will be hiring for positions all around Wyoming to help with the census. Send anyone interested to [2020Census.gov/Jobs](https://2020census.gov/jobs) a site where they can fill out an application. As the positions open, and they are qualified, they will be contacted. We will be opening an Area Census Office in Casper in 2019, and jobs for this office will be posted at [USAJobs](https://USAJobs.gov).

Please feel free to contact me by phone (307-757-5326) or by email (Stephanie.Freeman@2020census.gov) to discuss how you and your community can start to build a Complete Count Committee and bring the funding you need to your community for the next ten years!

I look forward to working with you until everyone is counted!

Stephanie Freeman

Stephanie Freeman, Partnership Specialist
Dallas Regional Census Office / Field Division / Denver Region
U.S. Census Bureau
cell: 307.757.5326
email: Stephanie.Freeman@2020census.gov

census.gov | Connect with us [@uscensusbureau](https://twitter.com/uscensusbureau)
Jobs: [2020Census.gov/Jobs](https://2020census.gov/jobs)

State League State Legislative: FCC Update – Small Cell Proceeding and Cable Franchising

From: Rick Kaysen [mailto:rkaysen@wyomuni.org]

Sent: Wednesday, October 31, 2018 8:38 AM

Subject: FW: State League State Legislative : FCC Update – Small Cell Proceeding and Cable Franchising

Please see below detailed information on the subject topic, and share with your teams as applicable.

This will also be shared with Clerks/Treasurers, sorry for duplicate emails.

Rick Kaysen, Executive Director
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
307-632-0398
rkaysen@wyomuni.org
www.wyomuni.org

"Communities that don't matter, don't exist."



From: Angelina Panettieri via National League of Cities <Mail@ConnectedCommunity.org>

Sent: Tuesday, October 30, 2018 2:00 PM

To: Rick Kaysen <rkaysen@wyomuni.org>

Subject: State League State Legislative : FCC Update – Small Cell Proceeding and Cable Franchising

State League State Legislative

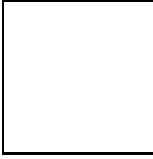
[Post New Message](#)

[FCC Update – Small Cell Proceeding and Cable Franchising](#)

[Reply to Group](#)

[Reply to Sender](#)

[Reply to Sender
via Email](#)



Oct 30, 2018 4:00 PM | [view attached](#)
[Angelina Panettieri](#)

Good afternoon, state municipal league colleagues,

I wanted to provide you with an update on two FCC matters currently in motion: the recently-decided small cell rulemaking, and a proposed rulemaking on cable franchising. For those of you attending the City Summit conference, we will have a chance to discuss in person this during our state league legislative briefing breakfast.

Small Cell Rulemaking

As noted previously in the [CitiesSpeak blog](#), this rulemaking was finalized on September 26. It was [published in the Federal Register](#) this month, making the effective date for the order January 14. While local governments will continue to fight implementation of the order, now would be a good time for cities to get their houses in order on the handling of small cells, particularly with regard to ordinance updates, application processes and aesthetic requirements. I participated as a speaker on a recent NATOA webinar that addressed implementation of this order, as well as the cable FNPRM discussed below, and it is currently available for viewing on [the NATOA website](#). I also recommend sharing the [small cell infrastructure municipal action guide](#) we published earlier this year, which focuses on concrete steps for cities in small cell deployments, as well as the [ongoing series on NLC's blog](#) focused on small cell technology and city case studies.

A number of local governments and leagues have [filed lawsuits as part of three coalitions](#). NLC will join a number of other national local government groups and the petitioning cities and leagues to file a motion for a stay of the order. This is an important step to help those cities and state leagues that are filing suit to overturn the order, because courts may wish to see evidence that local governments have sought relief from the FCC directly before they hear the case. For this reason, we do not expect the FCC to grant the stay, but the request and presumable denial will be documented.

Cable FNPRM

The FCC officially published in the Federal Register [a Future Notice of Proposed Rulemaking](#) (FNPRM) proposing rules to limit state and local cable franchising revenues and preempt local authority over noncable services and infrastructure provided by cable companies (such as cable broadband or wireless). For more information about the potential impacts of this proposal, read [this recent Federal Advocacy Update article](#).

NLC plans to comment on the proposal and encourages cities and state leagues to do the same. Comments are due November 14, with reply comments due December 14, using Docket Number 05-311. I have attached a letter template with use instructions to this email for state league or city use. Please feel free to share with your members and please remember to delete and replace all highlighted text before submitting.

Because the impacts of the proposal are so specific to each community, and because of the enormous creativity of the people working in PEG, we are joining the National Association of Telecommunications Officers and the Alliance for Community Media in encouraging cities to produce brief videos to submit with their comments about the importance of local franchising and PEG in their communities. This could be either a new video with local officials or residents that demonstrates the value of PEG, or some existing programming that does so. If you or your members submit a video with your comment letter, please note that the FCC may not consider video an official part of the record, and you should describe the content of the video in your written comments as well.

We also encourage you to send copies of any comments or videos to members of your congressional delegation. Senator Markey has already led a [Senate letter opposing](#) this FNPRM, and other members of Congress may not be aware of this proposal and want to assist you in championing local governments.

Thanks, and please let me know if you have any questions.

Best,
Angelina

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From: Rick Kaysen [mailto:rkaysen@wyomuni.org]

Sent: Tuesday, November 06, 2018 2:10 PM

To: Andrew Nelson <anelson@kemmerer.org>; Barry Cook <Bcook@cityofcody.com>; Eric Fountain <efountain@cheyennecity.org>; Evan Byrd <ebyrd@starvalleyranchwy.org>; Carter Napier <cnapier@casperwy.gov>; Janine Jordan <jjordan@cityoflaramie.org>; Jed Nebel <jnebel@townoflovell.com>; Jolene Martinez <jmartinez@casperwy.gov>; Jonathan Teichert <jteichert@cityofdouglas.org>; Larry Pardee <lpardee@jacksonwy.gov>; Mark Collins <mcollins@sheridanwy.net>; Marla Brown <mbrown@rawlins-wyoming.com>; Mike Coleman <mcoleman@millswy.gov>; Patrick Davidson <patrickd@gillettewy.gov>; Paul Thur <greybulladmin@wyonet.net>; Rajeon Strube Fossen <rsfossen@landerwyoming.org>; Reed Clevenger <rclevenger@cityofgreenriver.org>; Renee Jordan-Smith <rjordansmith@casperwy.gov>; Roxanne DeVries Robinson <rrobinson@jacksonwy.gov>; Scott Hannum <shannum@rawlins-wyoming.com>; Tony Tolstedt <ttolstedt@rivertonwy.gov>; Violet Sanderson <vsanderson@aftonwyoming.gov>; Zane Logan <zlogan@cityofpowell.com>

Subject: FW: Supreme Court Rules against State and Local Governments in Age Discrimination Case

FYI and please share with your team members as applicable.

This will also be shared with Clerks/Treasurers, sorry for duplicate emails.

Rick Kaysen, Executive Director
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"Communities that don't matter, don't exist."



From: Soronen, Lisa <lsoronen@sso.org>

Sent: Tuesday, November 6, 2018 1:12 PM

To: nlc-smlsllc@connectedcommunity.org

Subject: Supreme Court Rules against State and Local Governments in Age Discrimination Case

Hi all: So while this decision is disappointing it may not be as bad as it seems. As Justice Ginsburg (and the SLLC amicus brief) points out many state legislatures have already made their state ADEA's applicable to small governments. Long and short summaries are below.

In its first opinion of the term in [Mt. Lemmon Fire District v. Guido](#) the Supreme Court ruled 8-0 that the federal Age Discrimination in Employment Act (ADEA) applies to state and local government employers with less than 20 employees. The State and Local Legal Center (SLLC) filed an [amicus brief](#) arguing that it should not apply. State and local governments often rely on small special districts to provide services they don't provide.

John Guido was 46 and Dennis Rankin was 54 when they were laid off by the Mount Lemmon Fire District. They claim they were terminated because of their age in violation of the ADEA. They were the oldest of the district's 11 employees.

The fire district argued that the ADEA does not apply to it because it employs fewer than 20 people. The Ninth Circuit disagreed.

The term "employer" is defined in the ADEA as a "person engaged in an industry affecting commerce who has 20 or more employees." The definition goes on to say "[t]he term *also means* (1) any agent of such a person, and (2) a State or political subdivision of a State."

The Supreme Court, in an opinion written by Justice Ginsburg, held that the phrase "also means" adds a new category to the definition of employer (that contains no size requirement) rather than clarifies that states and their political subdivisions are a type of person contained in the first sentence. The Court reasoned that "also means" is "additive" rather than "clarifying." The Court noted the phrase is common in the U.S. Code and "typically carrying an additive meaning." Finally, the statute pairs states and their political subdivisions with agents, "a discrete category that, beyond doubt, carries no numerical limitation."

The SLLC *amicus* brief pointed out that small special districts, like the Mount Lemmon Fire District, are very common. Particularly in rural areas there are "few alternatives to layoffs and terminations when budget cuts must be made," making small special districts particularly vulnerable to age discrimination lawsuits.

The brief also argued the Ninth Circuit decision is inconsistent with principles of federalism. "Small state and local government entities must have the latitude to staff their projects as they see fit, responsive to local needs and in line with particular project goals. The fact that these needs differ is illustrated by the different age discrimination statutes enacted by the States with a variety of minimum employee thresholds."

The Court rejected the Fire District's policy argument that "applying the ADEA to small public entities risks curtailment of vital public services such as fire protection." "Experience suggests otherwise. For 30 years, the Equal Employment Opportunity Commission has consistently interpreted the ADEA as we do today. And a majority of States forbid age discrimination by political subdivisions of any size; some 15 of these States subject private sector employers to age discrimination proscriptions only if they employ at least a threshold number of workers. No untoward service shrinkages have been documented."

Collin O'Connor Udell of Jackson Lewis wrote the SLLC *amicus* brief which was joined by the [National Conference of State Legislatures](#), the [Council of State Governments](#), the [National Association of Counties](#), the [National League of Cities](#), the [United States Conference of Mayors](#), the [International City/County Management Association](#), the [International Municipal Lawyers Association](#), the [National Public Labor Relations Association](#), and the [International Public Management Association for Human Resources](#).

Supreme Court Rules against State and Local Governments in Age Discrimination Case

In [*Mt. Lemmon Fire District v. Guido*](#) the Supreme Court ruled 8-0 that the federal Age Discrimination in Employment Act (ADEA) applies to state and local government employers with less than 20 employees. John Guido was 46 and Dennis Rankin was 54 when they were laid off by the Mount Lemmon Fire District. They claim they were terminated because of their age in violation of the ADEA. They were the oldest of the district's 11 employees. The term "employer" is defined in the ADEA as a "person engaged in an industry affecting commerce who has 20 or more employees." The definition goes on to say "[t]he term *also means* (1) any agent of such a person, and (2) a State or political subdivision of a State." The Supreme Court, in an opinion written by Justice Ginsburg, held that the phrase "also means" adds a new category to the definition of employer (that contains no size requirement) rather than clarifies that states and their political subdivisions are a type of person contained in the first sentence. The Court reasoned that "also means" is "additive" rather than "clarifying." The Court noted the phrase is common in the U.S. Code and "typically carrying an additive meaning." Finally, the statute pairs states and their political subdivisions with agents, "a discrete category that, beyond doubt, carries no numerical limitation."

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