

# INFORMATION PACKET

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Friday, December 28, 2018



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Communication Accountability Stewardship Professionalism Efficiency Responsiveness

**The Grid**  
A working draft of Council Meeting Agendas

**January 8, 2019**

4:30 p.m.	Council Group Photo
4:45 p.m.-5:00 p.m.	Individual Photos for New Mayor Charlie Powell and New Councilmembers Kenneth Bates, Steve Freel and Khrystyn Lutz
5:00 p.m.	Pre-Session Meeting to begin

**January 8, 2019****Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
<b>C = Item is on Consent</b> <b>N = Item is <u>not</u> on Consent</b>					
Pre-Meeting: Introduction of Civil Service Appointee James W. "Tim" Monroe					
Pre-Meeting: CATC Route Modifications					
Pre-Meeting: Procedural Explanation of 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.					
Pre-Meeting: Skilled Nursing Facility					
Election of Mayor and Vice-President					
Vacation and Replat of Betty Luker Parkway Campus #2 and a Portion of Elkhorn Valley No. 5, Lot 1, to Create Elkhorn Village Addition, Comprising 21.0 Acres, More or Less; and Consideration of a Request for Rezoning of the Proposed Elkhorn Village Addition from PUD (Planned Unit Development), AG (Urban Agriculture), and R-2 (One Unit Residential) to Entirely R-2 (One Unit Residential), Said Property is Generally Located Northeast of the Intersection of Newport and E. 12th Streets. Public Hearing/First Reading		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. Public Hearing		N			
CATC Route Modifications (Public Hearing)		N			
New Distillery Satellite Tasting Room Ordinance of the Casper Municipal Code - 3rd Reading			N		
Authorizing the Release of Local Assessment District Lien on the Properties Listed on Exhibit 1, Dated December 4, 2018.				C	
Authorizing Acceptance of a Sub-Award Grant from the International Association of Chiefs of Police from the Office for Victims of Crime, in the Amount of \$45,000, to be Used for Personnel and Other Operational Costs.				C	
Authorizing Change Order No. 1 with 71 Construction for a Time Extension of 188 Days, for the K Street Improvements Phase 1 Project.				C	
Authorizing a Contract for Professional Services with Strata, Inc., in the amount of \$23,262, for the 2019 Geotech for Capital Projects.				C	
Authorizing Change Order No. 1 with Dan Hart Patrol Service, LLC, in the Amount of \$115,516.97 and a Time Extension of Thirty-Eight (38) days, for the Casper Balefill Closure Earthworks Project.				C	
Authorizing a Contract for Professional Services with Altitude Recycling Equipment, LLC in the Amount of \$472,350, for the Casper Materials Recovery Facility Baling System Procurement and Installation.				C	

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**January 8, 2019****Councilmembers Absent:****Continued**

Authorizing a Contract for Professional Services with WWC Engineering in the Amount of \$71,062, for the Midwest Avenue Reconstruction Project – Elm Street to Walnut Street.				C	
Authorizing an Agreement with Andreen Hunt Construction, Inc., in the Amount of \$521,860, for the Highland Park Cemetery Addition Phase II Project.				C	
Authorizing a Contract for Professional Services with WLC Engineering and Surveying in the Amount of \$69,046.16, for the Highland Park Cemetery Addition Phase II Project.				C	
SLIB item?				C	
Designating Official Bank & Newspaper.					C
Reappointing Jennifer Rohrer and Errol Miller to the Central Wyoming Senior Services Advisory Board, Each for One Additional Three Year Term, Expiring December 31, 2021.					C
Authorizing the Appointment of James W. “Tim” Monroe to the Civil Service Commission for a Three (3) Year Term Expiring December 31, 2021.					C

**January 15, 2019****Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Cedar Springs Wind Energy Project Overview (Consultant: Nextera Energy Resources)	Information Only	15 min	4:30
Designated Dog Areas (Tim Cortez)	Direction Requested	20 min	4:30
Abandoned Vehicle Revisions (Chief McPheeters, Will Chambers)	Move Forward for Approval	20 min	5:25
Community Promotions (Fleur Tremel)	Move Forward for Approval	20 min	5:45
Agenda Setting Discussion	Information Only	10 min	5:45
Agenda Review		10 min	6:05
Legislative Update		10 min	6:25
Council Around the Table		20 min	6:35
Approximate Ending Time			6:55

**January 22, 2019****Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent      N = Item is <u>not</u> on Consent</b>					
Animal Care Ordinance - Public Hearing/First Reading		N			
Liquor License Ordinance - Public Hearing/First Reading		N			

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**January 22, 2019**

**Councilmembers Absent:**

**Continued**

Vacation and Replat of Betty Luker Parkway Campus #2 and a Portion of Elkhorn Valley No. 5, Lot 1, to Create Elkhorn Village Addition, Comprising 21.0 Acres, More or Less; and Consideration of a Request for Rezoning of the Proposed Elkhorn Village Addition from PUD (Planned Unit Development), AG (Urban Agriculture), and R-2 (One Unit Residential) to Entirely R-2 (One Unit Residential), Said Property is Generally Located Northeast of the Intersection of Newport and E. 12th Streets. Public Hearing/Second Reading			N		
Route Changes to the Casper Transit System				C	
Authorizing a Contract for Outside-City Sewer Service with Mark W. and Susan E. Kerns.				C	
Receipt of Conflict of Interest Disclosures.					C

**January 29, 2019**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Events Center Audit (Tom Pitlick)	Information Only	40 min	4:50
CATC Route Modification Update (Aaron Kloke)	Direction Requested	20 min	4:45
Council Goal Discussion	Direction Requested	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

**February 5, 2019**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent      N = Item is <u>not</u> on Consent</b>					
Pre-Meeting: Exchange Student Meet and Greet (tentative)					
Bright Spot - Francisco Deluca, Exchange Student (tentative)					
Vacation and Replat of Betty Luker Parkway Campus #2 and a Portion of Elkhorn Valley No. 5, Lot 1, to Create Elkhorn Village Addition, Comprising 21.0 Acres, More or Less; and Consideration of a Request for Rezoning of the Proposed Elkhorn Village Addition from PUD (Planned Unit Development), AG (Urban Agriculture), and R-2 (One Unit Residential) to Entirely R-2 (One Unit Residential), Said Property is Generally Located Northeast of the Intersection of Newport and E. 12th Streets. Public Hearing/Third Reading			N		
Animal Care Ordinance 2nd Reading			N		
Liquor License Ordinance 2nd Reading			N		

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**February 12, 2019**                      **Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Restricted Parking Areas (John Henley)	Direction Requested	20 min	4:30
Island Annexation (Carter Napier)	Direction Requested	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

**February 19, 2019**                      **Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent</b> <b>N = Item is <u>not</u> on Consent</b>					
Annual Renewal of Liquor Licenses.		N			
Animal Care Ordinance 3rd Reading			N		
Liquor License Ordinance 3rd Reading			N		

**February 26, 2019**                      **Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Plains RFP	Direction Requested	20 min	4:30
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

**March 5, 2019**                      **Councilmembers Absent:**

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

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<b>Upcoming Work Session Agenda Items</b>
Downtown Parking Study Implementation
Goodstein Lot Lease (Long Term Plan)
Property Code Revisions (after January 2019)
Parking on the Parkways (after January 2019)
Sign Code Revisions
David Street Station 501(c)(3)
Sidewalk Cafés
Historic Preservation & Building Codes (example - Marvin Piel's property)

# January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	  <b>New Year's Eve</b>  <i>Be Safe!</i>	<b>1</b>  <i>New Year's Day City Offices Closed</i>  <div style="border: 1px solid black; padding: 2px;"><b>NO</b> Council Meeting</div>	<b>2</b>  <u>11:30a</u> -Drug Court <u>5:30p</u> -Platte River Restoration Advisory Committee	<b>3</b>  <u>7:00p</u> -Youth Empowerment	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>  <u>5:00 p.m.</u> - CNFR	<b>8</b>  <div style="border: 1px solid black; padding: 2px;"><u>6:00p</u>-Council Meeting</div>	<b>9</b>  <u>11:30a</u> -DDA <u>1:00p</u> - Civil Service Commission <u>2:00p</u> -Senior Advocacy Committee <u>6:00p</u> -Amoco Reuse JPB	<b>10</b>  <u>7:00a</u> -CAEDA <u>4:30p</u> -Leisure Services Board <u>7:00p</u> -Youth Empowerment	<b>11</b>  <u>11:30a</u> -Chamber Coordination/ Infoshare	<b>12</b>
<b>13</b>	<b>14</b>  <u>8:30a</u> -Historic Preservation	<b>15</b>  <div style="border: 1px solid black; padding: 2px;"><u>4:30p</u>- Council Work Session</div>	<b>16</b>  <u>7:00a</u> -CPU Advisory Board <u>12:00p</u> -Meth Committee <u>5:15p</u> -CAP	<b>17</b>  <u>7:30a</u> -Mayor/ Commissioner <u>10:30a</u> -Housing Authority <u>4:00p</u> -Contractors' Licensing Board <u>5:30p</u> - City County Board of Health <u>6:00p</u> - Planning & Zoning <u>7:00p</u> -Youth Empowerment	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>  <u>12:30p</u> -Senior Services  <i>Martin Luther King Day City Offices Open</i>	<b>22</b>  <u>11:30a</u> -Regional Water JPB <u>4:00p</u> -Chamber of Commerce  <div style="border: 1px solid black; padding: 2px;"><u>6:00p</u>-Council Meeting</div>	<b>23</b>	<b>24</b>  <u>7:00p</u> -Youth Empowerment	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>  <u>2:00p</u> -CATC <u>4:00p</u> -OYD Advisory Committee	<b>29</b>  <u>11:30a</u> -Travel & Tourism <u>1:00p</u> -NIC  <div style="border: 1px solid black; padding: 2px;"><u>4:30p</u>- Council Work Session</div>	<b>30</b>	<b>31</b>  <u>7:00p</u> -Youth Empowerment		

## Council Committee Assignments - DRAFT

### Governmental Affairs

**Goal:** To build strong relationships with each governmental entity to enhance communication and collaboration.

**Objectives:** Meet with each entity quarterly. Develop an open line of communication when political concerns arise

Natrona County Council of Governments	Council Legislative Committee (WAM)	City/County Hall of Justice/Detention Facility Joint Powers Board	Municipal Court Coordination Committee	Public Safety Communications Center
3 <sup>rd</sup> Wednesday 7:00 am Eggington's	TBD	TBD	TBD	
1. Ray Pacheco 2. Charlie Powell	1. Charlie Powell 2. Jesse Morgan	1. Kenyne Humphrey 2. Chris Walsh	1. Dallas Laird 2. Shawn Johnson	1. Kenyne Humphrey

### Budgetary and Financial Items

**Goal:** To monitor and provide support and guidance to the city manager pertaining to the city's financial status and budget development and implementation.

**Objectives:**

Council Finance Committee	Economic Development JPB
TBD	2nd Thursday, 10:30am Feb, May, Aug, Nov CAEDA Conference Room
1. Bob Hopkins 2. Jesse Morgan 3. Shawn Johnson 4. Kenyne Humphrey	1. Bob Hopkins 2. Ray Pacheco

### Social Services and Recreation

**Goal:**

**Objectives:**

Leisure Services Advisory Board	C.A.T.C.	Central Wyoming Senior Services	Casper Housing Authority	Youth Empowerment
2nd Thursday 4:30pm Events Center	4th Monday 2:00pm Senior Center	2nd Wednesday 2:00pm City Hall	3rd Thursday 10:30am City Hall	Every Thursday 7:00 p.m. 535 W. Yellowstone
1. Amanda Huckabay 2. Charlie Powell	1. Kenyne Humphrey	1. Kenyne Humphrey	1. Need Rep	1. Ray Pacheco

### Press and Community Outreach

**Goal:**

**Objectives:**

K2 Morning Radio Show	College National Finals Rodeo Committee	Travel & Tourism Council
1 <sup>st</sup> & 3 <sup>rd</sup> Fridays of each month	1st Monday 5:00pm Parkway Plaza	4th Tuesday 11:30am 139 W 2nd, Suite 1B
1. Ray Pacheco 2. Charlie Powell	1. Chris Walsh	1. Shawn Johnson



## City Services

### Goal:

### Objectives:

Central Wyoming Regional Water System JPB		Council Solid Waste Committee	Contractors' Licensing and Appeals Board	Casper Utilities' Advisory Board
3rd Tuesday 11:30am 1500 SW Wyoming Blvd		TBD	3rd Thursday 4:00pm City Hall	4th Wednesday 7:00am City Hall
1. Chris Walsh 2. Shawn Johnson	3. Charlie Powell 4. <b>Kenye Humphrey</b>	1. <b>Dallas Laird</b>	1. <b>Dallas Laird</b>	1. <b>Dallas Laird</b>

## Land Use and Economic Development

**Goal:** To provide direction to interested parties about the future direction of the city and the City Council.

**Objectives:** Attend land use/economic development meetings in order to share the vision and direction of the City Council.

MPO Policy Committee	Planning & Zoning Commission	OYD Advisory Committee	OYD Architectural Review Committee	Platte River Restoration Advisory Committee
Quarterly	3rd Thursday 6:00pm City Hall	3rd Monday 4:00pm	Each Friday 9:00 am	1st Wednesday 5:30pm City Hall
1. Bob Hopkins	1. Bob Hopkins	1. Bob Hopkins	1. Bob Hopkins	1. <b>Dallas Laird</b>

Downtown Development Authority	Amoco Reuse Agreement JPB	Casper Area Chamber of Commerce
2 <sup>nd</sup> Wednesday 11:30 a.m. 159 N. Wolcott	2nd Wednesday 6:00pm City Hall	3 <sup>rd</sup> Tuesday 4:00 p.m. Chamber
1. Charlie Powell	1. Bob Hopkins	1. <b>Amanda Huckabay</b>

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

A memo that includes the following information:

- Total number of applicants.
- How many applicants were interviewed.
- Why this applicant was selected.
- Include information about the term - is this a full or a partial term, is this their first term or are they being reappointed.
- Include the beginning and ending dates of this term.

Attach the following documents to the memo:

- Name of publication and copy of advertisement that announced opening and requested applications, as well as the dates advertised.
- Copy of all resumes submitted for board opening.

## ADVISORY BOARDS AND COMMISSIONS

Meeting Dates, Times and Locations

January 2019

### 1<sup>st</sup> Monday

5:00 p.m. CNFR (First American Title Insurance, Ohio Bldg., 159 N. Wolcott, Suite 250)

### 2<sup>nd</sup> Monday

8:30 a.m. Historic Preservation Commission (Fort Caspar)

### 3<sup>rd</sup> Monday

12:30 p.m. Central Wyoming Senior Services, Inc., Board of Directors (Senior Center)

### 4<sup>th</sup> Monday

2:00 p.m. CATC Board Meeting (Senior Center)

4:00 p.m. Old Yellowstone District/South Poplar Street Corridor Advisory Committee (Varies)

### 1<sup>st</sup> Tuesday

5:30 p.m. Pre-Session for City Council Meeting (Casper City Hall)

6:00 p.m. City Council (Casper City Hall)

### 2<sup>nd</sup> Tuesday

4:30 p.m. Council Work Session (Casper City Hall)

### 3<sup>rd</sup> Tuesday

11:30 a.m. Regional Water Joint Powers Board (1500 Southwest Wyoming Boulevard)

4:00 p.m. Casper Area Chamber of Commerce (500 North Center Street)

6:00 p.m. City Council (Casper City Hall)

### 4<sup>th</sup> Tuesday

11:30 a.m. Natrona County Travel and Tourism Council (129 W. Second Street)

1:00 p.m. Nicolaysen Art Museum Board of Directors (400 East Collins Drive)

4:30 p.m. Council Work Session (Casper City Hall)

### 1<sup>st</sup> Wednesday

11:30 a.m. Drug Court (254 North Center Street, Suite 103)

1:00 p.m. Civil Service Commission/City Personnel Review Panel (Casper City Hall)

5:30 p.m. Platte River Restoration Advisory Committee (Casper City Hall)

### 2<sup>nd</sup> Wednesday

11:30 a.m. Downtown Development Authority (DDA) (Nov, Jan, Mar, May, Jul Sep) (159 North Wolcott Street)

2:00 p.m. Senior Advocacy Committee (Casper City Hall)

6:00 p.m. Amoco Reuse Agreement Joint Powers Board (2435 King Blvd., Big Horn Conference Room)

### 3<sup>rd</sup> Wednesday

No Regular Meetings Scheduled

4<sup>th</sup> Wednesday

- 7:00 a.m. Casper Utilities' Advisory Board (Casper City Hall)
- 12:00 Noon Meth and Substance Abuse Committee (Casper Police Department)
- 5:15 p.m. Community Action Partnership (CAP - formerly Human Services Commission) (800 Werner Court, Suite 201)

1<sup>st</sup> Thursday

- 7:00 p.m. Youth Empowerment Council (535 West Yellowstone Highway)

2<sup>nd</sup> Thursday

- 7:00 a.m. Casper Area Economic Development Alliance, Inc., Board of Directors (CAEDA) (300 South Wolcott Street, Suite 300)
- 10:30 a.m. Economic Development Joint Powers Board (EDJPB) (meets quarterly: Feb, May, Aug, Nov) (300 South Wolcott Street, Suite 300)
- 4:30 p.m. Leisure Services Advisory Board (Events Center) – No meetings June, July or August
- 7:00 p.m. Youth Empowerment Council (535 West Yellowstone Highway)

3<sup>rd</sup> Thursday

- 7:30 a.m. Natrona County Council of Governments (Mayors & Commissioners) (Eggington's)
- 10:30 a.m. Housing Authority (Casper City Hall)
- 4:00 p.m. Contractors' Licensing and Appeals Board (Casper City Hall)
- 5:30 p.m. City/County Board of Health (475 South Spruce Street)
- 6:00 p.m. Planning and Zoning Commission (Casper City Hall)
- 7:00 p.m. Youth Empowerment Council (535 West Yellowstone Highway)

4<sup>th</sup> Thursday

- 7:00 p.m. Youth Empowerment Council (535 West Yellowstone Highway)

Last Thursday

- 7:00 p.m. Youth Empowerment Council (535 West Yellowstone Highway)

Second Friday

- 11:30 a.m. Chamber of Commerce Coordination Committee/InfoShare (Silver Fox)

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NOTE: The following boards/commissions listed will provide notification of meetings by other means, as they meet as needed:

Air Service Advisory Committee

City/County Hall of Justice/Detention Facility JPB (quarterly, as needed)

Code Enforcement Appeals Committee

Council Finance Committee

Council Legislative Committee

Council Solid Waste Committee

Metropolitan Planning Organization Technical Committee and Policy Committee (Casper City Hall)

Municipal Court Coordination Committee

Old Yellowstone District Architectural Review Committee (1<sup>st</sup> Friday of month, as needed)

**CENTRAL WYOMING REGIONAL WATER SYSTEM  
JOINT POWERS BOARD**

**MEETING PROCEEDINGS**

November 20, 2018

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, November 20, 2018 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present -** Chairman King, Vice-Chairman Keffer, Secretary Powell, Treasurer Lawson, and Board Members Walsh, and Waters. Board Members Humphrey and Johnson were absent.

**City of Casper –** Powell, Walsh, Andrew Beamer, Bruce Martin, Michael McDaniels, Clint Conner, Janette Brown

**Natrona County –** Lawson

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

**33 Mile Road Improvement & Service District –**

**Mile-Hi Improvement and Service District –**

**Central Wyoming Groundwater Guardian Team (CWGG) –**

**Others —** Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Jolene King

The Board meeting was called to order at 11:30 a.m.

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the October 16, 2018 meeting. A motion was made by Treasurer Lawson and seconded by Vice-Chairman Keffer to approve the minutes from the October 16, 2018 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that two additional vouchers were added to the listing; voucher 7946 for Wyoming Office of State Lands and Investments in the amount of \$8,182.83 for DWSRF#129 Loan Payment; and voucher 7947 for ITC Electrical Technologies in the amount of \$2,209.63 for work on the Ammonia and Corrosion Inhibitor VFDs. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the November 2018 vouchers. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the November 2018 voucher list to include voucher numbers 7932 through 7947 in the amount of \$624,155.25. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for October 2018 was 208 MG, which is 19 MG less than the five year average. Mr. Martin stated that year to date production is 1.8 BG.

Mr. Martin stated that Water Revenue for October is \$383,703.

Mr. Martin asked the Board to reference page 2 of the October 2018 Financial Report. Mr. Martin stated that Water Sales are \$3.37 M, which is an increase of \$157,074 due to the rate increase.

Mr. Martin stated that the Total Operating Expenses are \$1,238,435 which is a 10.47% increase over last year. Mr. Martin stated that these expenses include the additional WTP Operator, the increased Interdepartmental Charges, and additional chemical purchases due to the Surface Water Plant being in operation longer this year.

Chairman King asked for a motion to approve the October 2018 Financial Report as presented. A motion was made by Secretary Powell and seconded by Board Member Walsh to approve the October 2018 Financial Report as presented. Motion put and carried.

5. Chairman King turned the time over to Mr. McDaniels for the Operations Update.

Mr. McDaniels stated that production has settled into winter flows of 5 to 6 MGD.

Mr. McDaniels stated that the Bulk Sand Crane Project has a few punch list items, but is otherwise completed. Mr. Martin showed pictures of the new crane system and stated that the crane will lift pallets of sand 15 feet from the floor to the deck.

Mr. McDaniels stated that three well pumps have been replaced, and three raw water

pumps are being replaced. Mr. McDaniels stated that once staff is done with the pump replacements they will begin cleaning and inspecting the clear wells.

Mr. McDaniels stated that the SCADA Improvements Project is scheduled to advertise for bids on November 25<sup>th</sup> and December 2<sup>nd</sup>.

The time was turned over to Mr. Conner for the Transmission System Update.

Mr. Conner stated that residuals are down in the system and there has been a lot of flushing taking place; Poison Spider has been doing a lot of flushing. Mr. Conner stated that he hoped residuals will be up in the next month. Vice-Chairman Keffer asked if the outgoing residual is low. Mr. Conner stated that the residual is good leaving the WTP, but the warmer water and reduced usage is contributing to water aging. Secretary Powell asked for a definition of water aging. Mr. Conner stated that in the summer months water usage is high, which creates a turnover of water in the tanks and distribution lines; winter water usage is low and the water temperatures are still warm, which contributes to nitrification, or water aging, in the system.

Mr. Conner stated that there will be a walk-thru on the Airport Elevated Water Storage Tank Project on November 29<sup>th</sup> and a punch list will be created. Mr. Conner stated that the contractor was very good. Mr. Conner stated that Grizzly Excavating is a subcontractor and is doing the work to decommission the old Airport Tank and mothball it.

Mr. Conner stated that the Metro Booster pump was removed and taken to DXP for recoating and should be completed in a couple of weeks.

Mr. Conner stated that repairs of the anode stations on the Crosstown Pipeline have been completed.

6. There was no Public Comment.
7. There was no Old Business.
  - a. There was no Other Old Business.
8. In New Business:
  - a. Mr. Martin stated that the 2004 Ford Ranger currently in use by the WTP staff has low mileage for its age; however it is in poor condition. Mr. Martin stated that the recommended repairs to the truck would be as much or more costly than the truck is worth.

Mr. Martin stated that the Board was able to “piggy back” off the City of Casper’s state bid process. Mr. Martin stated that three bids were opened on October 26, 2018. Mr. Martin stated that Fremont Motors Casper submitted the lowest bid of \$25,304 for a Ram 1500, with a trade-in allowance for the 2004 Ford Range of

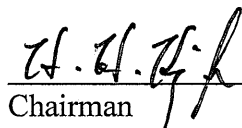
\$6,000, for a net cost of \$19,304.

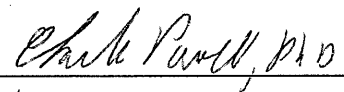
Mr. Martin stated that funding for a new truck was included in the FY2019 budget.

A motion was made by Treasurer Lawson and seconded by Vice-Chairman Keffer to approve the purchase of a Ram 1500 half-ton crew cab pickup from Fremont Motors Casper in the amount of \$25,304 with trade-in allowance of \$6,000 for the 2004 Ranger, for a net cost of \$19,304. Motion put and carried.

- b. Board Member Johnson was not in attendance at the meeting and was unable to sign his annual banking letter.
  - c. There was no Other New Business.
9. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to adjourn from Regular Session into Executive Session to discuss potential litigation at 11:44 a.m. Motion put and carried.
- A motion was made by Secretary Powell and seconded by Board Member Walsh to adjourn from Executive Session back to Regular Session at 11:48 a.m. Motion put and carried.
10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on December 18, 2018.

A motion was made by Board Member Walsh and seconded by Secretary Powell to adjourn the meeting at 11:49 a.m. Motion put and carried.

  
Chairman

  
Secretary

December 21, 2018

MEMO TO: J. Carter Napier, City Manager JCO  
FROM: Liz Becher, Community Development Director eb  
Aaron Kloke, MPO Supervisor AK  
SUBJECT: Proposed Bus Route Modifications & Public Comment Period

Summary:

At the July 24, 2018 Council Work Session, councilmembers directed staff to maintain current levels of service, but still consider efficiencies that can be made to Casper's bus routes and to plan on holding a public hearing to receive input from the public on any proposed changes. Since July, MPO and CATC staff have worked to carry out this task. Staff has also engaged with a newly formed "Friends of CATC" group and other bus and CATC riders.

Throughout the fall of 2018, MPO and CATC staff took the time to identify underutilized bus stops and explore ways to better serve riders while also decreasing total miles driven by Casper's buses. These proposed modifications are attached.

The proposed changes have been open for public discussion, with the intent to receive feedback and public knowledge from those that know the bus routes better than anyone: the riders. A 45-day public comment period was announced by press release and local media and began on November 27<sup>th</sup>. This public comment period was launched with an Open House at Wyoming Independent Living. This Open House was advertised in the Casper Star-Tribune, on the City and CATC websites, and was covered by KCWY 13 and local radio stations. A second Open House was held on December 19<sup>th</sup> at the Casper Senior Center. This Open House was also advertised in the Casper Star-Tribune and on the City and CATC websites. Flyers were distributed to key locations around Casper and on City buses which detail the timeline for this process and let riders know how they can get involved. Finally, surveys are available throughout this period which give riders the opportunity to easily share their input and comments. The survey is available on the City and CATC websites and on any Casper bus. Surveys have also been distributed to key bus rider destinations such as Wyoming Independent Living, Casper Senior Center, and the Casper VA Clinic. At this time, forty-nine surveys have been collected.

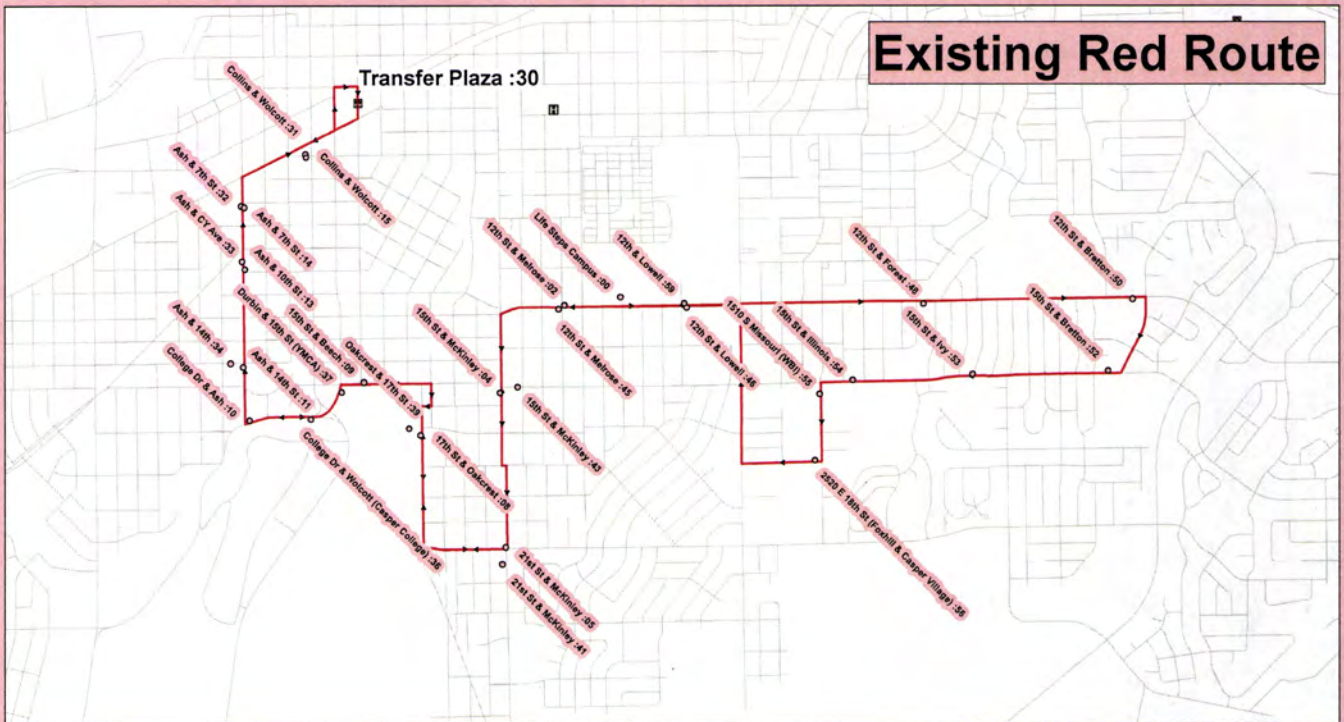
The 45-day public comment period will conclude with a public hearing on January 8, 2019 which will give riders an opportunity to share their input with staff and Council members in a public setting. The information that is gathered from riders throughout this period will then be shared with Council and incorporated into a final staff recommendation following the conclusion of the public comment period on January 10, 2019.

Oversight/Project Responsibility:  
Aaron Kloke, MPO Supervisor

Attachments:  
Map detailing and illustrating existing and proposed changes to Casper bus routes.



## Existing Red Route

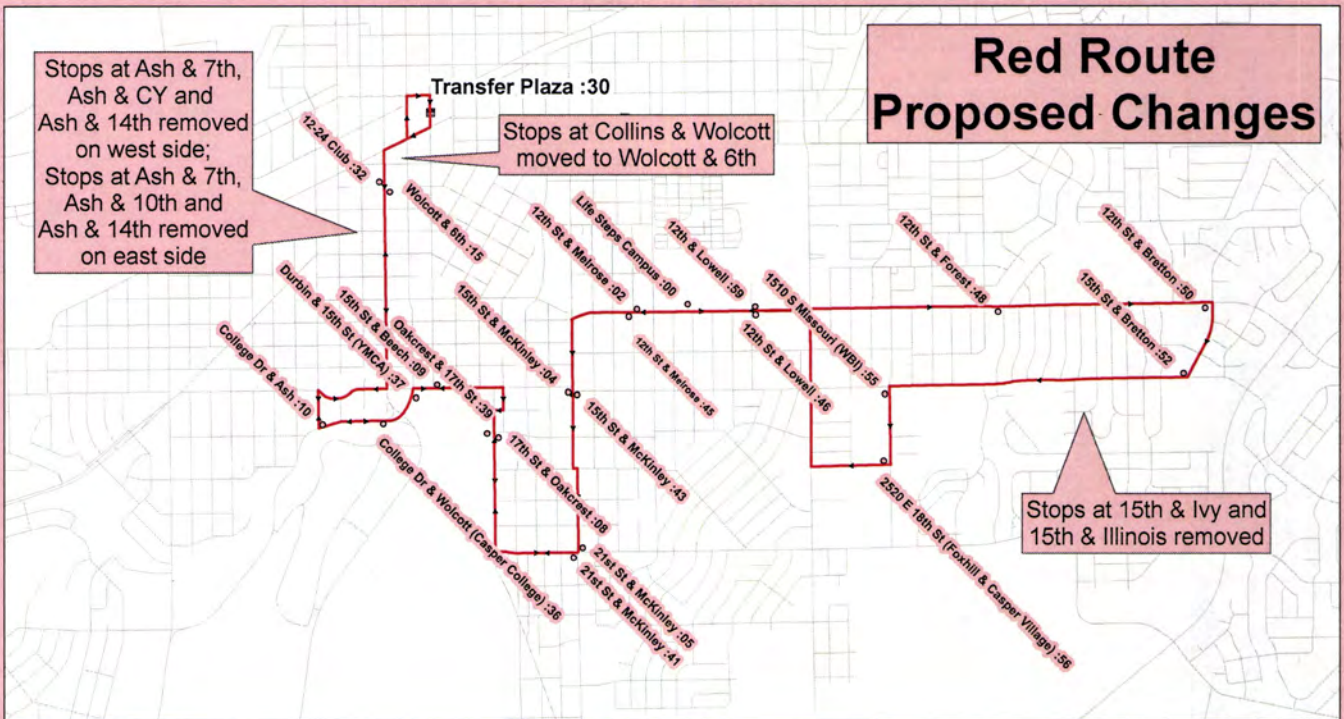


## Red Route Proposed Changes

Stops at Ash & 7th, Ash & CY and Ash & 14th removed on west side; Stops at Ash & 7th, Ash & 10th and Ash & 14th removed on east side

Stops at Collins & Wolcott moved to Wolcott & 6th

Stops at 15th & Ivy and 15th & Illinois removed

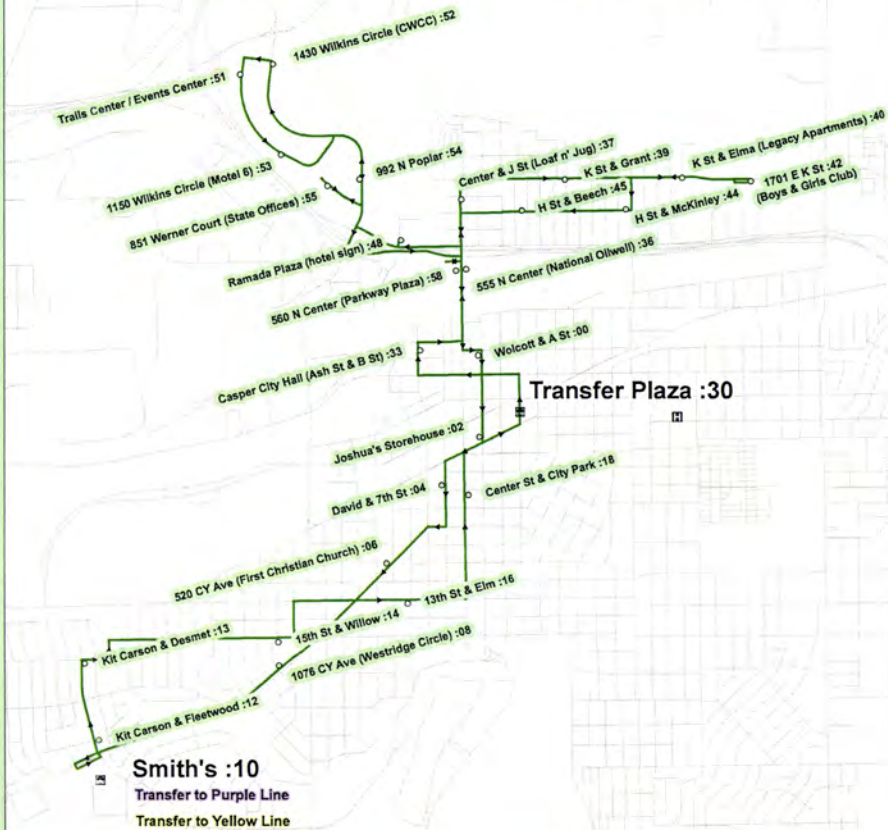


## Key Red Route Information

Currently the Red Route is often behind schedule. These changes would increase the speed and efficiency of the route. There are two main areas where changes are proposed- along Ash Street and along 15th Street.

Please submit the survey and give us your opinion on this and other proposed modifications to the route system.

## Existing Green Route



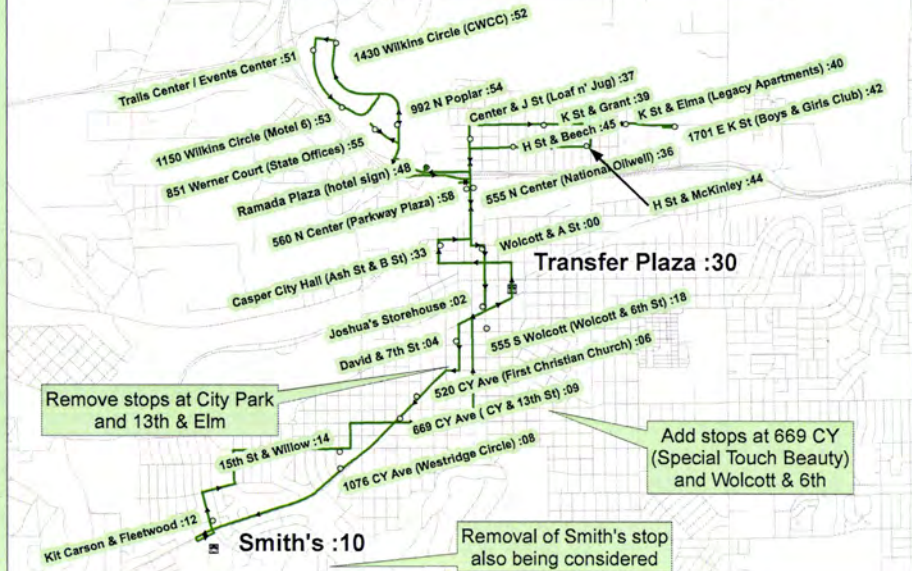
## Key Green Route Information

Currently, the Green Route is often behind schedule. Many of these proposed changes would increase the speed and efficiency along the route.

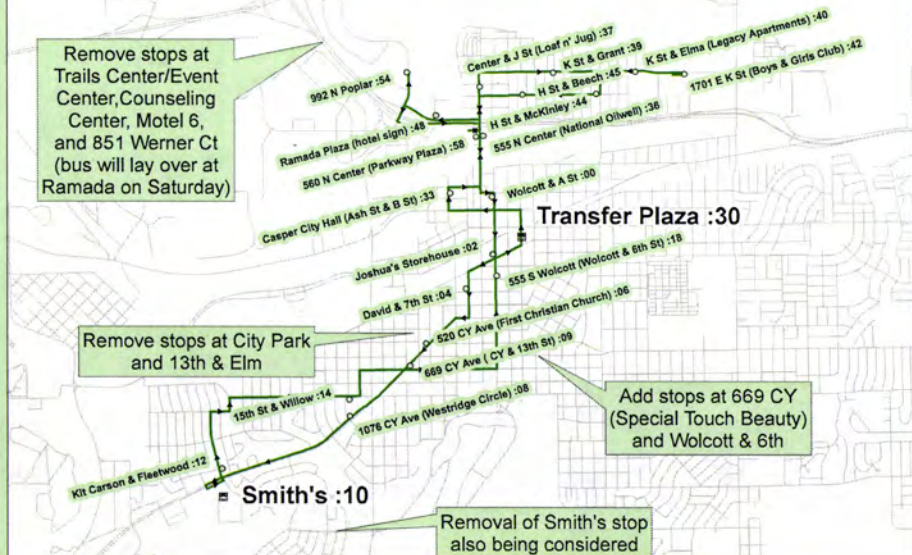
To improve timing on the Green Route we are also considering removing the stop at Smith's grocery store since it is serviced by the Yellow-Purple Routes.

Please submit the survey and give us your opinion on this and other proposed modifications to the route system.

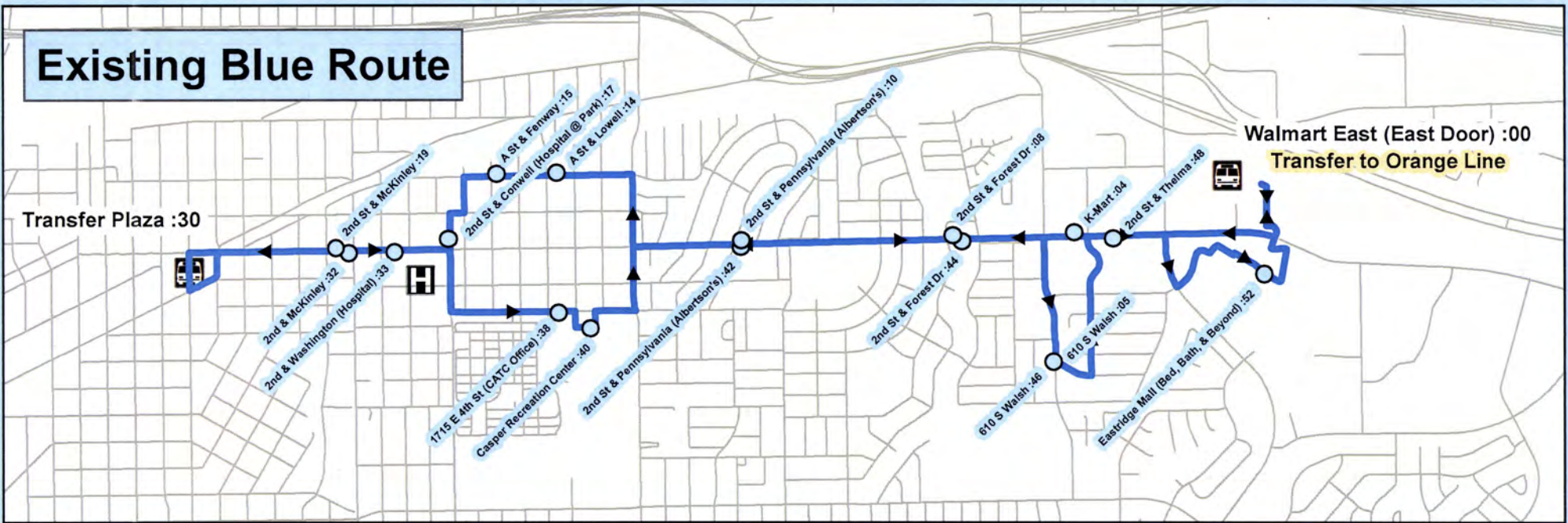
## Proposed Changes Monday - Friday



## Proposed Changes Saturday Only



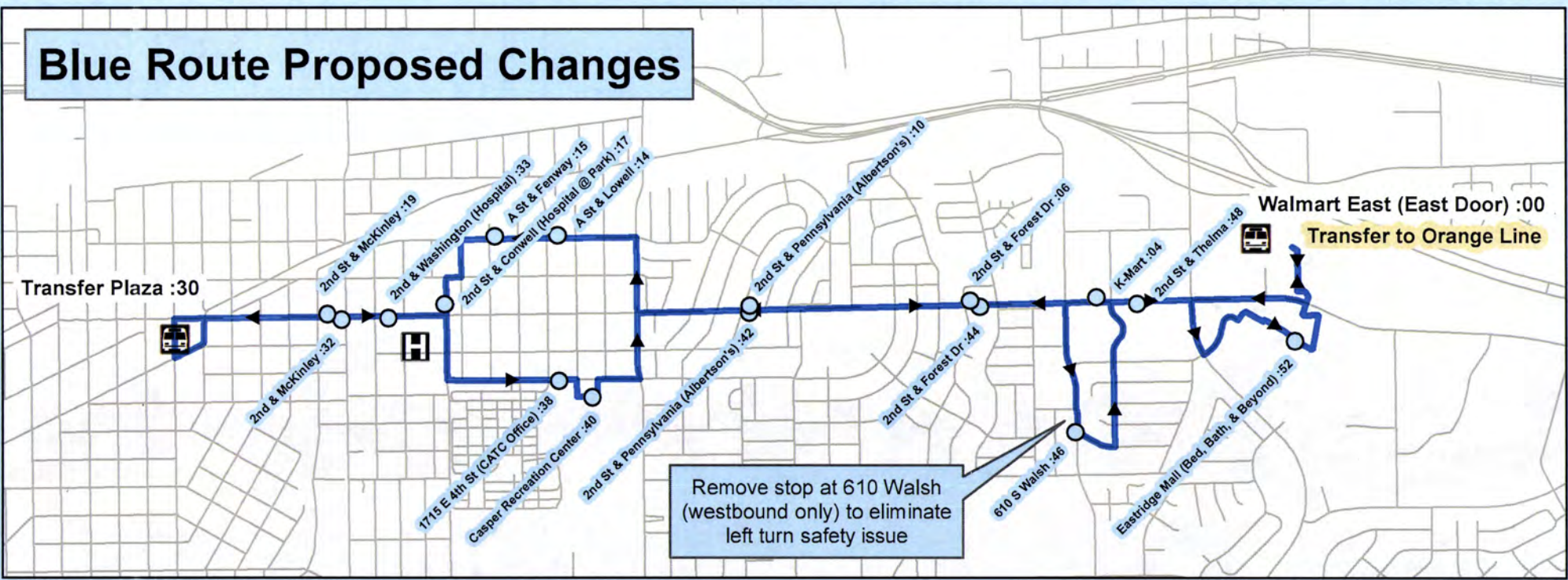
# Existing Blue Route



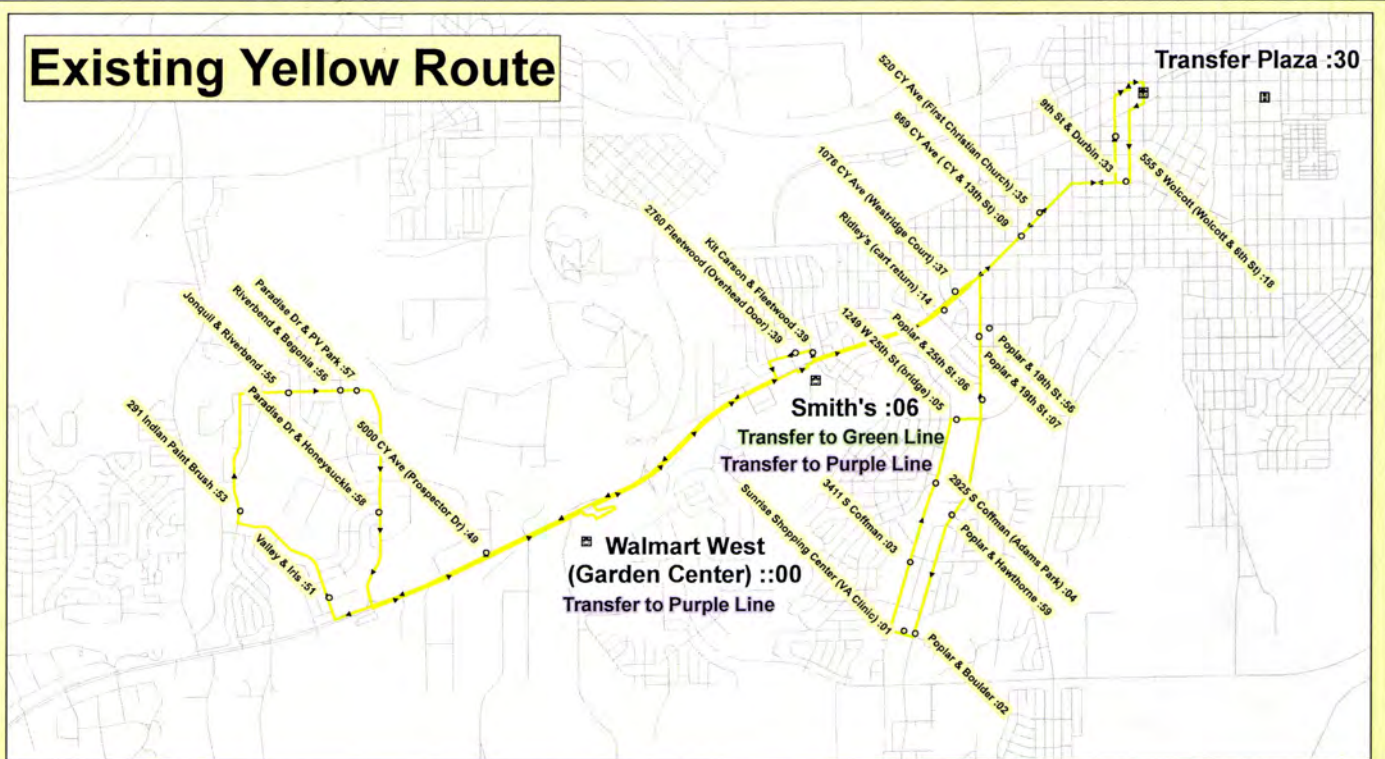
## Key Blue Route Information

One stop is proposed for removal from the Blue Route to eliminate a safety issue. Please submit the survey and give us your opinion on this and other modifications to the route system.

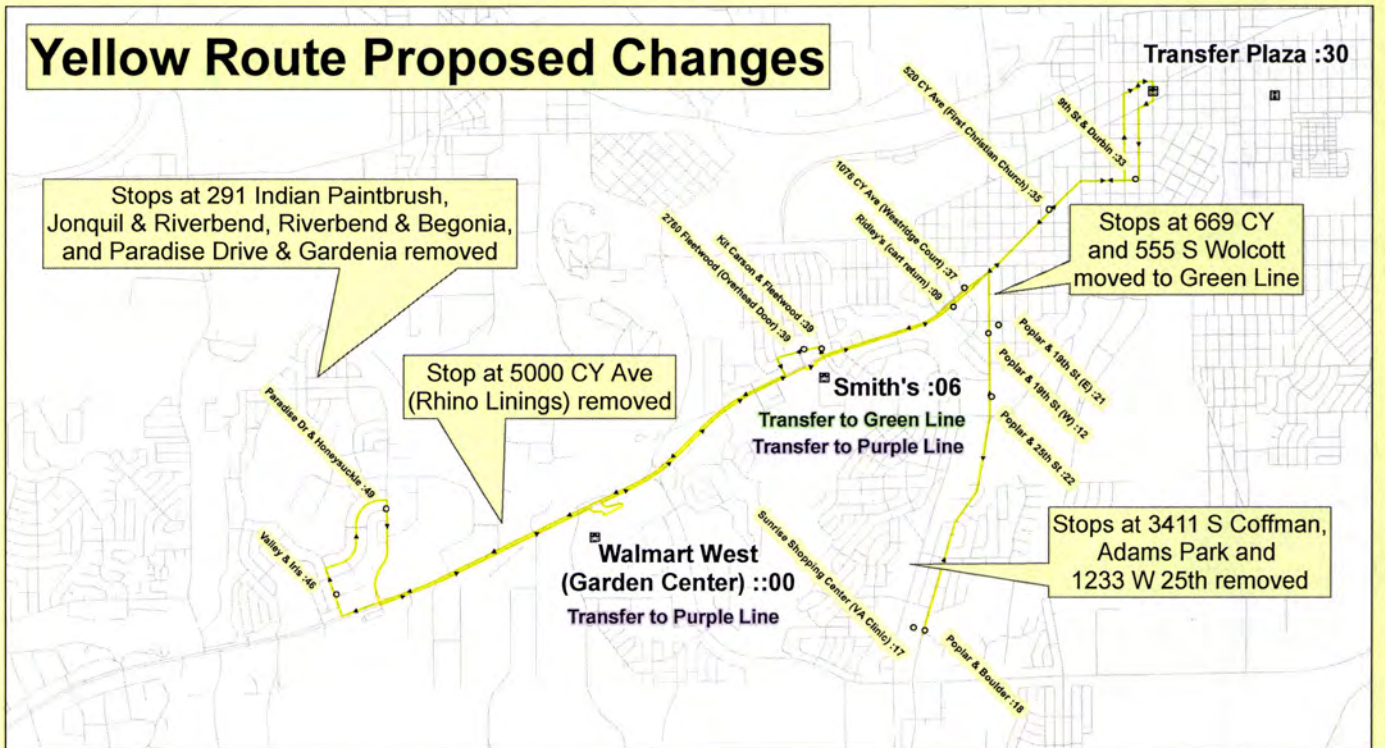
# Blue Route Proposed Changes



## Existing Yellow Route



## Yellow Route Proposed Changes



## Key Yellow Route Information

To facilitate the combining of the even and odd routes of the Yellow Route many stops are proposed for removal from the routes. The major areas that will be affected are Paradise Valley and the Sunrise area of Poplar Street. In addition, two downtown stops may be moved to the Green Route.

Please submit the survey and give us your opinion on these and other proposed modifications to the route system.