

# INFORMATION PACKET

Friday, March 10, 2023



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

**Communication    Accountability    Stewardship    Professionalism    Efficiency    Responsiveness**

**The Grid**

A working draft of Council Meeting Agendas

**March 14, 2023** Councilmembers Absent: Pacheco

| <b>Work Session Meeting Agenda Items</b>   | <b>Recommendation</b> | <b>Begin Time</b> | <b>Allotted Time</b> |
|--|-----------------------|-------------------|----------------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |                       |                   |                      |
| Meeting Follow-up  |                       | 4:30              | 5 min                |
| Platte River Trails New Director- Rachel Spear                                     | Information Only      | 4:35              | 5 min                |
| EKW Easement   | Direction Requested   | 4:40              | 20 min               |
| Capital Budget Review  | Direction Requested   | 5:00              | 90 min               |
| Budgeting for Grants   | Information Only      | 6:30              | 15 min               |
| Poplar and CY Intersection Lane Extension  | Direction Requested   | 6:45              | 30 min               |
| Municipal Court Committee  | Direction Requested   | 7:15              | 5 min                |
| Agenda Review  |                       | 7:20              | 10 min               |
| Legislative Review   |                       | 7:30              | 10 min               |
| Council Around the Table   |                       | 7:40              | 20 min               |
| Approximate Ending Time:   |                       |                   | 8:00                 |

**March 21, 2023** Councilmembers Absent: Knell

| <b>Regular Council Meeting Agenda Items</b>  | <b>Est. Public Hearing</b> | <b>Public Hearing</b> | <b>Ordinances</b> | <b>Resolutions</b> | <b>Minute Action</b> |
|--|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Pre-Meeting: NAPA IBS  |                            |                       |                   |                    |                      |
| Approval of 3/7 Minutes  |                            |                       |                   |                    | C                    |
| Est Public Hearing: Alcohol Ordinance Changes  | C                          |                       |                   |                    |                      |
| Public Hearing for Consideration of a Resolution Authorizing a Property Trade Agreement between West Center Hospitality RE LLC, D Cap, LLC, D Center, LLC and the City of Casper   |                            | N                     |                   |                    |                      |
| Public Hearing Date for a New Restaurant Liquor License No. 17 for Childs Corp d/b/a La Cocina Mexican Restaurant, Located at 321 East 'E' Street.   |                            | N                     |                   |                    |                      |
| Public Hearing for Transfer of Ownership for Retail Liquor License No. 37 from 307 Repair, Inc. d/b/a Yellowstone Garage Bar and Grill, Located at 355 West Yellowstone to Charger Holdings, LLC d/b/a Charger Holdings, LLC, Located at 355 West Yellowstone. |                            | N                     |                   |                    |                      |
| 3rd Reading: An Ordinance Amending Casper Municipal Code Chapter 1.04 - General Provisions.  |                            |                       | N                 |                    |                      |
| Authorizing a Contract for Professional Services with Baseline Engineering Corporation for the 2023-2027 Closed Balefill Monitoring and Reporting, Project No. 22-071.   |                            |                       |                   | C                  |                      |
| Acceptance of \$100,000 Mental Health Grant from the Wyoming Department of Health  |                            |                       |                   | C                  |                      |

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

**March 28, 2023** No meeting

| Work Session Meeting Agenda Items | Recommendation | Begin Time | Allotted Time |
|-----------------------------------|----------------|------------|---------------|
| <b>Meeting Canceled</b>           |                |            |               |

**April 4, 2023** Councilmembers Absent:

| Regular Council Meeting Agenda Items    | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|---------------------|----------------|------------|-------------|---------------|
| Pre-Meeting: Chinook Trail LAD (20 min) |                     |                |            |             |               |
| Approval of 3/21 Minutes                |                     |                |            |             | C             |
| Approving the Senior Center Lease       |                     |                |            | C           |               |
| Exec Session: Personnel                 |                     |                |            |             |               |

**April 11, 2023** Councilmembers Absent: Cathey

| Work Session Meeting Agenda Items  | Recommendation      | Begin Time | Allotted Time |
|--|---------------------|------------|---------------|
| <b>MEETING STARTS AT 4PM</b>   |                     |            |               |
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |                     |            |               |
| Meeting Follow-up  |                     | 4:00       | 5 min         |
| MRG Request  | Direction Requested | 4:05       | 30 min        |
| One Cent Applications  | Direction Requested | 4:35       | 20 min        |
| Camping Ordinance  | Direction Requested | 4:55       | 60 min        |
| Agenda Review  |                     | 6:15       | 10 min        |
| Council Around the Table   |                     | 6:25       | 20 min        |
| Approximate Ending Time:   |                     |            | 6:45          |

**April 18, 2023** Councilmembers Absent:

| Regular Council Meeting Agenda Items  | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---------------------------------------|---------------------|----------------|------------|-------------|---------------|
| Pre-Meeting: Judge's Quarterly Update |                     |                |            |             |               |
| Pre-Meeting: City of Casper Website   |                     |                |            |             |               |
| Approval of 4/4 Minutes               |                     |                |            |             | C             |
| Parking Garage Lease                  |                     |                |            | C           |               |
| Executive Session: Personnel          |                     |                |            |             |               |

**The Grid**

A working draft of Council Meeting Agendas

**April 25, 2023** Councilmembers Absent: Cathey

| <b>Work Session Meeting Agenda Items</b>   | Recommendation | Begin Time | Allotted Time |
|--|----------------|------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |                |            |               |
| Meeting Follow-up  |                | 4:30       | 5 min         |
| One Cent Applicant Interviews (Tentative)  |                | 4:35       |               |
| Agenda Review  |                |            | 20 min        |
| Legislative Review   |                |            | 20 min        |
| Council Around the Table   |                |            | 20 min        |
| Approximate Ending Time:   |                |            |               |

**May 2, 2023** Councilmembers Absent:

| <b>Regular Council Meeting Agenda Items</b> | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|---------------------|----------------|------------|-------------|---------------|
| Pre-Meeting: Snow Plowing                   |                     |                |            |             |               |
| Approval of 4/25 Minutes                    |                     |                |            |             | C             |

**May 9, 2023** Councilmembers Absent:

| <b>Work Session Meeting Agenda Items</b>   | Recommendation | Begin Time | Allotted Time |
|--|----------------|------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |                |            |               |
| Meeting Follow-up  |                | 4:30       | 5 min         |
| Ordinance Regarding Feeding Turkeys  |                |            |               |
| Tentative Budget to Council  |                | 4:35       | 5 min         |
| Agenda Review  |                |            | 20 min        |
| Legislative Review   |                |            | 20 min        |
| Council Around the Table   |                |            | 20 min        |
| Approximate Ending Time:   |                |            |               |

**May 16, 2023** Councilmembers Absent:

| <b>Regular Council Meeting Agenda Items</b> | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|---------------------|----------------|------------|-------------|---------------|
| Pre-Meeting: Solid Waste Residential Passes |                     |                |            |             |               |
| Approval of 5/2 Minutes                     |                     |                |            |             | C             |

**The Grid**

A working draft of Council Meeting Agendas

**May 22, 2023** Councilmembers Absent:

| <b>Tentative: Special Budget Work Session</b>                                      | Recommendation      | Begin Time | Allotted Time |
|--|---------------------|------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |                     |            |               |
| Council Budget Review  | Direction Requested | 4:30       |               |
| Approximate Ending Time:   |                     |            |               |

**May 23, 2023** Councilmembers Absent:

| <b>Work Session Meeting Agenda Items</b>   | Recommendation      | Begin Time | Allotted Time |
|--|---------------------|------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |                     |            |               |
| Council Budget Review  | Direction Requested | 4:30       | 4 hrs         |
| Approximate Ending Time:   |                     |            | 8:30          |

**May 24, 2023** Councilmembers Absent:

| <b>Tentative: Special Budget Work Session</b>                                      | Recommendation      | Begin Time | Allotted Time |
|--|---------------------|------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |                     |            |               |
| Council Budget Review  | Direction Requested | 4:30       |               |
| Approximate Ending Time:   |                     |            |               |

## Future Agenda Items

### Council Items:

| Item   | Date | Estimated Time | Notes       |
|--|------|----------------|-------------|
| Formation of Additional Advisory Committees    |      |                |             |
| Excessive Vehicle Storage                      |      |                |             |
| Graffiti Abatement & Alternatives              |      |                |             |
| Safe Place Program Implementation & Resolution |      |                |             |
| Code Enforcement - Municipal Code?             |      |                |             |
| Class and Compensation Study Follow-up         |      |                | May         |
| Detox Funding Discussion                       |      |                | May         |
| Livability/Marketing Follow-up                 |      |                |             |
| Special Event Permitting Process               |      |                |             |
| Banner Health and Fire Agreement               |      |                | Spring 2023 |
| Publication Requirements                       |      |                |             |
| Applications of Home Rule Laws                 |      |                |             |
| Fly Casper Alliance                            |      |                |             |

### Staff Items:

|   |                                     |            |                  |
|---|-------------------------------------|------------|------------------|
| Rec Enterprise Business Plans                               |                                     |            | June 13th        |
| City Inspectors Authority/Oversight of Licensed Contractors |                                     |            |                  |
| Speed Limit Ordinance Review                                |                                     |            |                  |
| Unpaid Utility Ordinance Amendment                          |                                     |            |                  |
| Part 2 Ford Wyoming Center                                  |                                     |            |                  |
| Sponsorships and Naming Rights (Tentative)                  |                                     |            |                  |
| Judge's Quarterly Update                                    | June 6<br>September 5<br>December 5 | 15 minutes | Rekurs Quarterly |
| Ford Wyoming Center Subsidy                                 |                                     |            |                  |
| Second Sheet of Ice Financing                               |                                     |            | Spring 2023      |
| Renner Agreement for Pickleball Resurface                   |                                     |            |                  |
| Parks Master Plans MOU's                                    |                                     |            |                  |
| 311 App - New Features                                      |                                     |            |                  |

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

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

### Future Regular Council Meeting Items:

|                                    |           |  |  |
|------------------------------------|-----------|--|--|
| Summary Proposed Budget to Council | 6/6/2023  |  |  |
| Est. PH - Adopt FY24 Budget        | 6/6/2023  |  |  |
| PH & Adoption of FY24 Budget       | 6/20/2023 |  |  |
| Executive Session: Personnel       | 9/19/2023 |  |  |

### Retreat Items:

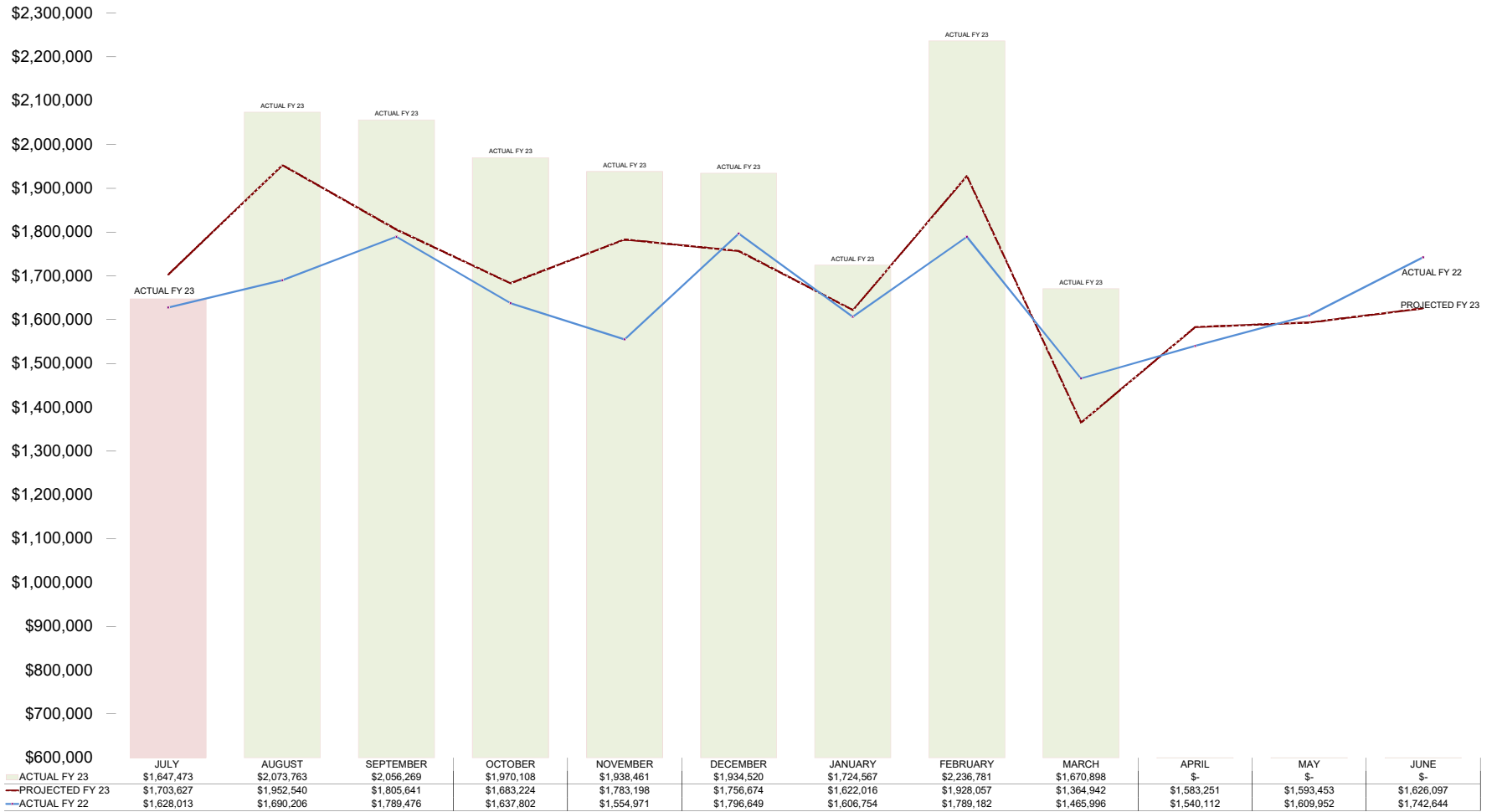
|   |
|---|
| Economic Development and City Building Strategy |
|---|

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**75.06% of Fiscal Year 2023 has lapsed**

Below is the option sales tax report for FY23 we are currently at 75.06% of the budget year.  
 General Fund is up 8.10% over projected year to date which is at 84.56% of budget.  
 1%16 is up 9.16% from projected year to date which is at 85.62% of budget.




| <b>State Shared Sales Tax</b> |                      |                      |                      |                      |                      |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|                               | <b>Date</b>          | <b>Amount</b>        | <b>Amount</b>        | <b>Actual-Budget</b> | <b>Percent of</b>    |
|                               | <b>Received</b>      | <b>Received</b>      | <b>Budgeted</b>      |                      | <b>Annual Budget</b> |
| <b>FY 2023 General Fund</b>   | 7/7/2022             | \$ 1,647,473         | \$ 1,703,627         | \$ (56,154)          | 8.07%                |
|                               | 8/4/2022             | 2,073,763            | 1,952,540            | 121,223              | 18.24%               |
|                               | 9/8/2022             | 2,056,269            | 1,805,641            | 250,629              | 28.32%               |
|                               | 10/6/2022            | 1,970,108            | 1,683,224            | 286,884              | 37.97%               |
|                               | 11/8/2022            | 1,938,461            | 1,783,198            | 155,263              | 47.47%               |
|                               | 12/6/2022            | 1,934,520            | 1,756,674            | 177,846              | 56.96%               |
|                               | 1/9/2023             | 1,724,567            | 1,622,016            | 102,551              | 65.41%               |
|                               | 2/6/2023             | 2,236,781            | 1,928,057            | 308,724              | 76.37%               |
|                               | 3/6/2023             | 1,670,898            | 1,364,942            | 305,956              | 84.56%               |
|                               |                      |                      | 1,583,251            |                      |                      |
|                               |                      |                      | 1,593,453            |                      |                      |
|                               |                      |                      | 1,626,097            |                      |                      |
|                               | <b>Total FY 2023</b> |                      | <b>\$ 17,252,841</b> | <b>\$ 20,402,721</b> | <b>\$ 1,652,920</b>  |
| <b>Optional 1% Tax</b>        |                      |                      |                      |                      |                      |
| <b>FY 2023 1%16</b>           | 7/7/2022             | \$ 1,379,329         | \$ 1,404,112         | (24,783)             | 8.17%                |
|                               | 8/4/2022             | 1,734,317            | 1,611,691            | 122,626              | 18.45%               |
|                               | 9/8/2022             | 1,725,549            | 1,495,244            | 230,305              | 28.67%               |
|                               | 10/6/2022            | 1,655,049            | 1,400,736            | 254,312              | 38.48%               |
|                               | 11/8/2022            | 1,629,011            | 1,480,055            | 148,956              | 48.13%               |
|                               | 12/6/2022            | 1,616,348            | 1,451,365            | 164,982              | 57.71%               |
|                               | 1/9/2023             | 1,442,838            | 1,339,982            | 102,856              | 66.26%               |
|                               | 2/6/2023             | 1,869,735            | 1,594,814            | 274,921              | 77.34%               |
|                               | 3/6/2023             | 1,397,790            | 1,134,090            | 263,700              | 85.62%               |
|                               |                      |                      | 1,306,229            |                      |                      |
|                               |                      |                      | 1,316,355            |                      |                      |
|                               |                      |                      | 1,341,669            |                      |                      |
|                               | <b>Total FY 2023</b> |                      | <b>\$ 14,449,966</b> | <b>\$ 16,876,343</b> | <b>\$ 1,537,876</b>  |
| <b>Total</b>                  |                      | <b>\$ 31,702,807</b> | <b>\$ 37,279,064</b> | <b>\$ 3,190,796</b>  |                      |

# Sales Tax FY 2023 Versus Projection and Prior Year



|  | ACTUAL FY 22  | PROJECTED FY 23 | ACTUAL FY 23  | % Difference | In Dollars  |
|--|---------------|-----------------|---------------|--------------|-------------|
| YTD TOTAL  | \$ 14,959,049 | \$ 15,599,920   | \$ 17,252,841 |              |             |
| YTD VARIANCE   |               |                 | \$ 1,652,920  |              |             |
| CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH   |               |                 |               | 22.42%       | \$305,956   |
| CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE |               |                 |               | 10.60%       | \$1,652,920 |
| CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH      |               |                 |               | 13.98%       | \$204,902   |
| CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE    |               |                 |               | 15.33%       | \$2,293,791 |



| Sun   | Mon   | Tue  | Wed  | Thu   | Fri  | Sat |
|---|---|--|--|---|--|-----|
|   |   |  | 1<br><i>11:30a</i> -Drug Court (Engebretsen)<br><i>1:00 p</i> .-Civil Service Commission (None)          | 2<br><i>7:00p</i> -Youth Empowerment (Pacheco)  | 3  | 4   |
| 5<br><i>4:30 p.m.</i> - Casper Youth Council (Gamroth, Pacheco)                         | 6<br><i>5:00 p.m.</i> - CNFR (Knell, Cathey)  | 7<br><i>6:00p</i> -Council Meeting   | 8<br><i>11:30a</i> -DDA (Gamroth)<br><i>6:00p</i> -Amoco Reuse JPB (Pollock)                             | 9<br><i>4:30p</i> -Parks & Rec Advisory Board (Engebretsen)<br><i>6:00p</i> - Planning & Zoning (Cathey)<br><i>7:00p</i> -Youth Empowerment (Pacheco)   | 10<br><i>11:30a</i> -Chamber Coordination/ Infoshare (None)  | 11  |
| 12<br> | 13<br><i>8:30a</i> -Historic Preservation (None)  | 14<br><i>4:30p</i> -Council Work Session   | 15   | 16<br><i>7:00a</i> -Mayors/ Commissioners<br><i>11:00a</i> -Housing Authority (Gamroth)<br><i>11:00a</i> - MPO Policy (Pollock, Engebretsen - alt.)<br><i>4:00p</i> -Contractors' Licensing Board (Engebretsen)<br><i>5:30p</i> - City County Board of Health (Haskins)<br><i>7:00p</i> - Youth Empowerment (Pacheco) | 17<br><br><i>3:30p</i> -LGBTQ Advisory Committee (Pacheco, Pollock) | 18  |
| 19  | 20<br>   | 21<br><i>11:30a</i> -Regional Water JPB (Cathey, Knell, Pollock, Bertoglio)<br><i>4:00p</i> -Chamber of Commerce (Cathey)<br><i>6:00p</i> -Council Meeting | 22<br><i>7:00a</i> -CPU Advisory Board (Cathey)<br><i>11:30p</i> -NIC (None)<br><i>5:15p</i> -CAP (None) | 23  | 24   | 25  |
| 26  | 27<br><i>12:00p</i> - Disability Council (Pacheco)<br><i>12:30p</i> -Senior Services (Bond)<br><i>4:00p</i> -OYD Advisory Committee (Jensen, Gamroth) | 28<br><i>11:30a</i> -Travel & Tourism (Engebretsen, Knell - alt.)<br><i>4:30p</i> -Council Work Session  | 29   | 30<br><i>7:00p</i> -Youth Empowerment (Pacheco)   | 31   |     |

## C. A. S. P. E. R.

**C**OMMUNICATION

**A**CCOUNTABILITY

**S**TEWARDSHIP

**P**ROFESSIONALISM

**E**FFICIENCY

**R**ESPONSIVENESS

**From:** Dave Fraser <dfraser@wyomuni.org>  
**Sent:** Monday, March 6, 2023 9:36 AM  
**Subject:** 2023 Legislative Wrap-Up

The 67<sup>th</sup> Wyoming legislature concluded on Friday March 3<sup>rd</sup>. The eight-week session saw the introduction of 497 individually sponsored and committee bills. When the House and Senate graveled out, some 197 of these had passed both bodies and become law.

All this legislative activity occurred against the backdrop of the ongoing ideological war within the Republican party. This conflict was described in the halls of the capitol as the MAGAs versus the RINOs. The newly formed Wyoming Freedom Caucus drove much of the hot button social and cultural legislation. Voting as a block the vast majority of the time, they killed numerous tax relief and committee-sponsored bills on deadline in favor of protracted debate on abortion, LGBTQ and ESG bills. Some of these miscalculations devolved into finger pointing at the end of the session, as multiple bills were left unheard by the House Committee of the Whole.

WAM tracked 73 bills during the session. Of these, we supported 24 bills, opposed 11, and monitored the remaining 38. Of the 24 bills we were supporting, 11 became law. We were able to kill 10 of the 11 bills we were opposing.

WAM was successful in advocating for the passage of bills that increased direct distribution, expanded the number and flexibility of bar and grill liquor licenses, and improved the process of bidding vehicles. At the same time, we managed to kill several bills that would have preempted local control and generally impeded municipal operations.

### **Session Highlights**

The specifics of the bills we tracked are detailed in previous editions of the Week at the Capitol. The overall highlights for WAM are detailed in the following paragraphs.

### **Annexation**

There were two annexation bills this session: House Bill 73 and Senate File 142. House Bill 73 would have required a vote of those proposed to be annexed prior to any action being taken by the annexing city. This bill would make annexation significantly more difficult. WAM was able to amend the bill in the House to make it workable, and we were able to kill the amended bill in the Senate Corporations Committee. Local Government Annexation has been proposed as an interim topic by Senator Barlow. We will be actively working with Management Council to try to keep it off the list of interim topics, as we feel the current process works well, and contains adequate safeguards and opportunities for objection for those in a proposed annexation area.

Senate File 142 was a bill that required notification of property owners within 300 feet of the proposed annexation area. This notification is to be made by first class mail. This bill did pass.

### **Direct Distribution**

House Bill 185 provides an additional \$26,250,000 to Wyoming cities, towns, and counties. This bill had a long arduous trip through the House and Senate, but we were successful in getting this bill passed with your help.

The Governor included these funds in his recommended supplemental budget. The JAC cut these funds in half (\$13,125,000) in December and sent the bill to House to be introduced. Thanks to the help of Representative Chadwick and Speaker Sommers, the House added back the other half and the bill was passed out of the House with \$26,250,000. These funds were to be disbursed according to the Madden/Bebout formula that the legislature has relied on the last two biennial budgets.

We were able to keep the \$26.25 million in the bill through Senate Appropriations. Senate Majority Floor Leader Larry Hicks let the bill sit on General File for two weeks, flirting with the deadline for consideration by Committee of the Whole. When he finally released the bill, he also proposed an amendment with a completely new, highly simplified formula. After a vigorous 90-minute debate on the Senate Floor, the Senate decided that sticking to the more proven Madden/Bebout was more prudent, and the amendment failed.

The bill was again delayed by Leader Hicks on third reading, but in the end the Senate passed the bill unamended. These funds will be disbursed along with your regular Direct Distribution payments this coming August and January.

For the FY 23-24 Biennium, Wyoming local governments will receive a total of \$146.25 million in direct distribution. This is obviously significantly more than we've been receiving the last several bienniums, and while the Governor stressed the additional \$26.250 million this year was a one-time appropriation, we will be working hard to keep the number as high as possible as the debate about next year's budget begins next Fall.

### **Liquor License Bills**

Three liquor license bills were worked through the interim and were introduced early in the session. These bills included Senate File 03 – Retail Liquor License Fees, Senate File 12 – Tavern and Entertainment Liquor License, Senate File 13 – Bar and Grill Phase Out. These were all bills sponsored by the Joint Corporations Committee.

**Senate File-3** would allow the licensing authority to charge market rate for a new issued retail liquor licenses issued after July 1. This bill failed on third reading in the Senate on a 14-14 tie, three Senators claiming conflict as current holders of liquor licenses.

**Senate File-12** would have created a new type of license called a Tavern and Entertainment License. This license would be comparable to a retail license in that it did not require food sales, and there were no restrictions on the number of licenses.

**Senate File-13** phased out the caps on the number of Bar and Grill licenses. It would increase the number of licenses in July and again in 5 years. At the end of 10 years the caps would phase out completely.

During the Committee process, the Tavern license was amended into the Bar and Grill license and the original Tavern License bill died in committee. The bill was further amended to keep the population cap at the end of the 10-year period.

We are appreciative of all the work done by Mayor Patrick Collins of Cheyenne and other elected officials at the committee hearings. We also appreciate the work of Mike Moser who represents the Wyoming Liquor Dealers Association. He personally lobbied this bill very hard along with us, and it would likely not have passed without his help.

### **Vehicle Procurement**

**Senate File 164** is a bill that improves the process of procuring vehicles. It also increases the amount of construction towns can do without bidding the work. Specifically, the cap on bidding construction projects was increased from \$35,000 to \$75,000. The process for procuring vehicles changed, in that if no bids are received in response to advertisement for bids, cities can go to direct purchase for vehicles up to \$250,000. This bill also allows for vehicle bids without the posting of a bid bond if the city or town so chooses.

## WYOLink

There were two bills to fund what the state calls the “local portion” of the WYOLink costs. Both bills died, but thanks to Senator Pappas, we were able to get WYOLink funding into the Supplemental General Fund Budget. As it is in the standard budget, this issue is hopefully resolved for the foreseeable future.

## Property Tax Relief

At the beginning of the session, there were 17 property tax bills designed to provide tax relief. At the end of the session there were two remaining. **House Bill 99 - Property Tax Refund Program.** This bill provides a tax refund to qualified individuals and households. To qualify, one’s income must not exceed 125% of the county median income and have assets of less than \$150,000 per person in the household. If qualified, the State would refund up 50% of the tax due.

**Senate Joint Resolution 03 - Property Tax Exemption for the Elderly and Infirm.** This resolution would authorize a constitutional amendment that would be voted on at the 2024 General Election. At the last minute a substitute bill was introduced that significantly changed the bill to provide for a 4<sup>th</sup> class of taxable property which was the gist of House Joint Resolution 2. That bill died in the House on 3<sup>rd</sup> reading. This is a highly irregular, and objectionable way to pass this question on to the voters and could be ripe for a constitutional challenge in the courts.

## Pharmacy Benefits Manager Bill

The biggest disappointment of the session was the passage of the Pharmacy Benefits Manager bill. **Senate File 151** significantly modifies current practices and will increase cost to providers and employees including customers of WAMJPIC. We fought this bill hard along with a broad coalition of other organizations, but the Freedom Caucus sided with the local independent pharmacies. We are seeking a veto of the bill, as its passage will increase insurance premiums to most Wyomingites.

## ARPA Bill

The legislature appropriated the remaining funds from the State’s ARPA award. Numbers moved up and down at several junctures, but when the dust finally settled in Joint Conference Committee, Wyoming’s cities, towns and counties came out with an additional \$45.3 million that will be distributed through the SLIB. From that total, the Water and Sewer ARPA Grant Program will receive an additional \$30 million, while \$15.3 million will go into the Local Government Project ARPA Grant Program. As you will recall, a total of \$100 million each was already handed out by the SLIB through these programs, and these new funds are intended to pay for proposals “further down the list”.

## Preemption Bills

We were able to kill a couple of preemption bills that would have encroached municipal authority and local control. These included HB-98 Working Animal Protection Act, HB-105 Repeal of Gun Free Zones, HB-218 Jackson Hole Rodeo and Fairground State Historic Site.

## Interim Activity

WAM, along with several other entities and individuals submitted interim study requests on affordable/workforce housing. Our request was sponsored by Senator Dan Dockstader and was made to the Join Minerals Committee. The Corporations and Appropriations Committees also received similar requests. It is very likely this issue will be an interim topic, but we are unsure which committee will address it.

While the WAM staff will spend the interim attending committee meetings and tracking legislative activity, we are asking the WAM membership to use this time to get to know their local legislators. This is particularly important given the large number of new legislators. Building relationships with your local legislators when there is not a pressing issue will make us more effective when we lobby them during the next session.

In closing, I want to thank the Legislative Leadership Committee, the WAM Board and the membership for helping make this Legislative Session a successful one for WAM. We continue to appreciate your help in implementing WAM's legislative agenda.

If you have questions about any legislative issue, please do not hesitate to call WAM Legislative Director Bob McLaurin at (307) 413-3483 or myself at (307) 414-0265.

**J. David Fraser**

Executive Director

Wyoming Association of Municipalities

315 West 27th Street

Cheyenne, WY 82001

307-632-0398

[dfraser@wjomuni.org](mailto:dfraser@wjomuni.org)

[www.wjomuni.org](http://www.wjomuni.org)

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



**From:** Justin Schilling <jschilling@wyomuni.org>  
**Sent:** Monday, March 6, 2023 2:52 PM  
**Subject:** A Message from WAM President Hall

Good Afternoon WAM,

I'm sure many of you have heard about the passing of Mayor Rene Kemper of Douglas early last Friday morning after a years-long battle with breast cancer.

Mayor Kemper was an amazing leader and public servant for her city and a thoughtful and dedicated member of the WAM Board of Directors since 2018. Even with all the challenges her illness presented these last few years, Mayor Kemper was still a fixture at WAM meetings and events, and obviously kept a firm grip on the reins of her community, as she was just overwhelmingly reelected for a second term as Mayor in November.

Outside of City Hall, Rene was the Director of Youth Development Services, which operates a group home for troubled youth in Douglas, as well as being actively involved in numerous civic and social organizations, including the Douglas Rotary Club.

On behalf of the WAM Board of Directors, and the association as a whole, I wish to extend our deepest sympathy and condolences to the City of Douglas, Rene's family, and friends, and especially to her daughter Dorina. We will miss our friend and colleague; may she rest in peace.

Sincerely,  
Matt Hall  
WAM President  
Mayor of Cody





## AMOCO REUSE AGREEMENT JOINT POWERS BOARD

2435 King Blvd, Suite 249  
Casper, WY 82604  
(307) 472-5591

**SALT CREEK HEIGHTS**  
BUSINESS CENTER

[renee@arajpb-casper.org](mailto:renee@arajpb-casper.org)

### AMOCO REUSE AGREEMENT JOINT POWERS BOARD

#### MEETING MINUTES

6:00 p.m. Wednesday, February 8, 2023

2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Rob Hurless, Terry Lane, Larry Madsen, John Lee, Amy Freye, Dallas Laird, Jim DeGolia, and Jeff Goetz

Absences: Amber Pollock

Others Present: Matt Reams and Executive Director Renee Hahn.

With a quorum in attendance, the meeting was called to order at 6:00 p.m. by Chairman Hurless. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

#### **1. Minutes from January 11, 2023 Regular Meeting**

A motion was made by Mr. Madsen and seconded by Ms. Freye to approve the Minutes of the January 11, 2023 meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Mr. Laird stated he is a non-voting member for the duration of his term.) (Copy of Minutes on file.)

#### **2. Approval of February 8, 2023 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of February 8, 2023 were presented by Mr. Madsen.

A motion was made by Mr. Lee and seconded by Mr. Lane to approve the Treasurer's Report of February 8, 2023, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report.

There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Madsen explained and summarized the investments.

The January 2023 monthly financial statement draft by Lenhart Mason was presented by Mr. Madsen.

#### **Investment/Financial Committee**

Mr. Madsen summarized each depository for ARAJPB.



### **3. Committee Reports**

- **Three Crowns**

Mr. Reams shared that on February 1<sup>st</sup> the bidding contractors received the final construction documents from the Architect. The bids are expected on February 13<sup>th</sup>. Once received, Mr. Reams will share the documents with Ms. Hahn who in turn will share with the Executive Board. Mr. Reams is currently preparing the Proforma that too will be shared.

A motion to accept Ms. Burns Letter of Interest to serve her second term on the Three Crowns Committee was made by Mr. DeGolia and seconded by Mr. Lane to approve her Letter of Interest.

- **PRC**

Ms. Hahn had no report.

- **ARAJPB Development**

Ms. Hahn summarized and highlighted the Status Report that was sent to the Board Members via email in advance of the meeting.

She shared that Bob Cipolletti of Jacobs Engineering sent ARAJPB a proposed contract under which they would assist and provide professional services and expertise in working with BP and WDEQ. We are currently awaiting their rate card. A meeting will be planned with introductions to the team players.

Additionally, Ms. Hahn reported that she had been contacted for Lot Interest in the SCH for additional parking to an existing building.

The Risk Assessment Report continues to move forward with BP and WDEQ.

- **Executive Committee**

Mr. Hurless shared that conversation was underway in preparation for the Meeting. In addition, there was discussion that Mr. Laird, the County Representative was not wanting to sign any documents and wants to remain as an ex-officio liaison for the County. Ms. Hahn asked that we get consent from the County since this scenario has never occurred prior to this time even though there was a previous Representative who was also an attorney.

All future meetings were reviewed.

### **4. Interaction with City and County Representatives – Specific Issues and Concerns**

County Representative Laird reviewed his thoughts on his current position on be a non-voting member. Ms. Hahn asked that he receive County consent on that status. Mr. Laird shared that the County Health building is planned to be built on the land the city has given to them.

### **5. Other**

Mr. Lane explained the ARAJPB investments were in good condition. He highlighted that at this time the Board has never requested funding from either the County or the City of Casper.

### **6. Future Meetings/Agenda**

- Three Crowns Management Committee - February 16<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- Special Board meeting - February 16<sup>th</sup>, 6:00 pm at 2435 King Blvd., Big Horn Conference Room
- 

**Office Closures:**

February 20<sup>th</sup> - Presidents' Day



**7. Public Comment**

There was no public comment.

**8. Good of the Order**

No Report.

**9. Adjournment**

There being no further action by the Board, a motion was made by Mr. Madsen and seconded by Mr. Lane to adjourn the meeting at 6:45 p.m. The motion carried with all members in attendance voting aye.

3-8-23

Date

Larry Madsen  
Board Officer

3-8-23

Date

[Signature]  
Presiding Officer





## AMOCO REUSE AGREEMENT JOINT POWERS BOARD

2435 King Blvd, Suite 249  
Casper, WY 82604  
(307) 472-5591



[renee@arajpb-casper.org](mailto:renee@arajpb-casper.org)

### AMOCO REUSE AGREEMENT JOINT POWERS BOARD

#### SPECIAL MEETING MINUTES

6:00 p.m. Wednesday, February 16, 2023

2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Rob Hurless, Terry Lane, Larry Madsen, John Lee, Amy Freye, Jim DeGolia, Amber Pollock, and Jeff Goetz

Absences: County Representative

Others Present: Matt Reams, Brian Curtis, and Executive Director Renee Hahn.

With a quorum in attendance, the meeting was called to order at 6:00 p.m. by Chairman Hurless. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. A motion was made by Mr. Madsen and seconded by Mr. Lane to enter Executive Session at 6:02 pm. to discuss the Three Crowns Committee Recommendation to move forward on the proposed construction plan to begin on March 1, 2023. There being no further discussion, the Board voted to enter Executive Session. The motion carried with all members in attendance voting to enter Executive Session.
  - ❖ Mr. Lee exited the Executive Session at 6:25 pm.
  - ❖ Ms. Pollock exited the Executive Session at 7:32 pm
2. A motion was made by Mr. DeGolia and seconded by Mr. Goetz to exit Executive Session at 7:58 pm. There being no further discussion, the Board voted to exit Executive Session. The motion carried with all members in attendance voting to exit Executive Session.
3. Mr. Hurless announced that in Executive Session there was a decision to proceed with another Special Meeting on February 21, 2023 to collect additional information needed to decide on the appropriate action for the Three Crowns expansion. The additional materials requested are as follows: specific break-out of costs  
review of a particular bid.  
detail of the permit process.



4. **Adjournment**

There being no further action by the Board, a motion was made by Ms. Freye and seconded by Mr. Lane to adjourn the meeting at 7:59 p.m. The motion carried with all members in attendance voting aye.

3-8-23

Date

Larry M. ...  
Board Officer

3-8-23

Date

T. M. ...  
Presiding Officer





## AMOCO REUSE AGREEMENT JOINT POWERS BOARD

2435 King Blvd, Suite 249  
Casper, WY 82604  
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### AMOCO REUSE AGREEMENT JOINT POWERS BOARD

#### SPECIAL MEETING MINUTES

6:00 p.m. Wednesday, February 21, 2023

2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Rob Hurless, Terry Lane, Larry Madsen, John Lee, Amy Freye, Jim DeGolia, Amber Pollock, and Jeff Goetz

Absences: Steve Freel (County Representative)

Others Present: Matt Reams, Brian Curtis, Jerry Gonzales, Lisa Yeary (Hope Construction & Investments), and Executive Director Renee Hahn.

With a quorum in attendance, the meeting was called to order at 3:00 p.m. by Chairman Hurless. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. A motion was made by Mr. Madsen and seconded by Ms. Freye to enter Executive Session at 3:02 pm. to discuss the Three Crowns Committee Recommendation to move forward on the proposed construction plan to begin on March 1, 2023. There being no further discussion, the Board voted to enter Executive Session. The motion carried with all members in attendance voting to enter Executive Session.
2. A motion was made by Mr. Lane and seconded by Mr. Lee to exit Executive Session at 4:00 pm. There being no further discussion, the Board voted to exit Executive Session. The motion carried with all members in attendance voting to exit Executive Session.
3. Mr. Hurless announced a decision had been made in Executive Session to make a motion to move forward with the proposed construction for Three Crowns.  
A motion was made by Mr. Madsen and seconded by Mr. Goetz to move forward on the construction with Hope Construction and Investment (HCI) with Capital Expenditures not to exceed \$567,000. There being no further discussion, the Board voted to accept the bid for Hope Construction as presented for the exterior deck expansion and outside bar and cooking area as well as updating the interior space. The motion carried with all members in attendance voting to accept the bid from HCI.



4. **Adjournment**

There being no further action by the Board, a motion was made by Mr. Madsen and seconded by Ms. Freye to adjourn the meeting at 4:05 p.m. The motion carried with all members in attendance voting aye.

3-8-23

Date

3-8-23

Date

Larry Madsen  
Board Officer

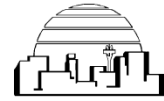
[Signature]  
Presiding Officer

CASPER YOUTH COUNCIL MINUTES  
Chamber of Commerce  
March, 5, 2023

1. **ROLL CALL** Casper Youth Council met at 4:30 p.m., Sunday, February 5, 2023  
**Present:** Sara Loghry, Bryce Hebert, Haley Graham, Anna Koehmstedt, Councilor Kyle Gamroth, and Advisor Elissa Ruckle  
**Absent:** Finn McCoul, Zoe Johnson, Beau Griffith, Peyton Blain, Allie Scroggins, Mason Napier, and Grace Pieper  
**Guests:** Carter Napier, City of Casper, and Mary Steurer, Casper Star Tribune
2. **Survey Updates:**
  - Posters and postcards have been distributed
  - Png and jpeg versions posted on CYC social media and homeschool platforms
  - 59 have opened the survey, 19 partial completions, 13 completed; 50% from KW, 44% from NC, and 6% from home school
  - Discussion around offering an incentive - \$25 gift card to Metro or Starbucks
3. **New Business:**
  - Lisa Scoggins, NCPL confirmed for March 19<sup>th</sup> meeting
    - WYCA scheduled for June 7-9 in Cody, Wyoming
4. **City Manager Napier**
  - Discussion regarding Council's strategic plan and how/where CYC might contribute
  - Discussion regarding Student Forums
  - Discussion regarding how CYC might support City Council
  - Discussion regarding youth serving on various city boards/commissions
5. Next CYC meeting will be Sunday, March 5th from 4:00-5:30p at the Natrona County Public Library
6. **Adjourned** 5:34pm

Submitted by ERuckle





*Downtown*  
**CASPER**

DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, March 8, 2023

11:30AM – 12:30PM

AGENDA

- |       |   |                      |
|-------|---|----------------------|
| I.    | Establish Quorum and Call Meeting to Order  | T.Schenk             |
| II.   | Public Comments   |                      |
| III.  | City Report   | K. Gamroth           |
| IV.   | Approval of Minutes<br>February 2023 Board Minutes  | T.Schenk             |
| V.    | Financials (DDA & David Street Station)<br>A) <b>February 2023 Reports</b><br>B) <b>March 2023 Payments</b><br>C) Motion to Approve Financials  | N.Grooms<br>N.Grooms |
| VI.   | Director's Report<br>-Office Relocation – Lease Agreement – VOTE<br>-Recommend vote to approve not to exceed "\$937" monthly<br>-Empower exec/govern to finalize details (i.e:parking/escalator %)<br>-Align Strategic Planning Proposal \$4,550- VOTE<br>-Ice rink grant update/GW used chiller opportunity<br>-Board Member Terms<br>6/30/23 – McIntyre, Hager, Ellis – Option to renew<br>Crittter | K.Hawley             |
| VII.  | Committee Reports   |                      |
| VIII. | Executive Session (if needed)   |                      |
| VIX.  | Action Items  |                      |
| X.    | Adjourn   |                      |

Next Meeting April 12, 2023

**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**

**February 8, 2023**

**11:39 a.m.**

**I. Call Meeting to Order**

**Present:** Tim Schenk, Tony Hager, Shawn Houck, Greg Dixson, Deb Clark, Kyle Gamroth, Will Reese

**Staff:** Kevin Hawley, Brooke Montgomery, Brea Price

**Guests:** Craig Collins

**Excused:** Critter Murray, Ryan McIntyre, Kerstin Ellis, Nicholas Grooms

**II. Public Comments:**

**III. City Report:**

- Craig – Midwest project is scheduled to start this spring, will take two construction seasons to complete.
  - Kevin - DDA will plan to release map of construction for downtown users / property owners for awareness of construction.

**IV. Approval of December '22 Board Meeting Minutes**

*Motion, Second, Passed (Will Reese, Greg Dixson) (All Approved)*

**V. Financials** – Nicholas Grooms

- Kevin – Between operating and reserves we are doing well on DDA side. Donations have come in on DSS side to help further operations. Funding for DSS is a topic for discussion moving forward.

**Approval of December '22 – January '23 DDA & DSS Financial Reports**

*Motion, Second, Passed (Will Reese, Kyle Gamroth) (All Approved)*

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

- Tim – Visit Casper with new CEO proposing work with Ford Wyoming Center, wayfinding signage.
  - Suggests talking with Visit Casper for downtown enhancements.
- Homelessness topic – Every time you have an encounter call the police to report it, whether you need their assistance or not. This will help in them monitoring occurrences and provide data.

**VII. Committee Reports –**

**A.) Executive Committee** – Tim Schenk

**B.) MARCOM Committee** – Shawn Houck

- Update on January 2023 downtown survey
  - i. Received nearly 1,000 responses
  - ii. People are still generally positive and upbeat about downtown Casper. However, it's cooled off from the frenzy of 2018. It's about a 70% positive / 30% negative result.

**C.) David Street Station** – Brooke Montgomery

**D.) Finance Committee** – Nic Grooms

**E.) Infrastructure** – Tim Schenk

**F.) Governance** – Will Reese

**Comments:**

**Motion to adjourn at approximately 1:15 PM**

*Motion, Second, Passed (Kyle Gamroth, Greg Dixson) (All Approved)*



**Action Items:**

Approved by:

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

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

# Casper Downtown Development Authority

## Balance Sheet

As of February 28, 2023

Feb 28, 23

DDA-Balance

### ASSETS

#### Current Assets

##### Checking/Savings

CHECKING 157,774.94

NOW Acct 187,911.32

Total Checking/Savings 345,686.26

Total Current Assets 345,686.26

**TOTAL ASSETS 345,686.26**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

Payroll Liabilities 580.47

Total Other Current Liabilities 580.47

Total Current Liabilities 580.47

Total Liabilities 580.47

#### Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -148,671.97

Net Income 111,453.32

Total Equity 345,105.79

**TOTAL LIABILITIES & EQUITY 345,686.26**

Casper Downtown Development Authority  
**Profit & Loss**  
February 2023

| DDA-P&L                 | <u>Feb 23</u>           |
|-------------------------|-------------------------|
| Ordinary Income/Expense |                         |
| Income                  |                         |
| ACCT. INTEREST          | 25.35                   |
| ASSESSMENTS             | <u>67,864.27</u>        |
| Total Income            | 67,889.62               |
| Expense                 |                         |
| OPERATIONS              |                         |
| Office Equipment        | 51.77                   |
| Office Rent             |                         |
| Utilities               | 139.89                  |
| Office Rent - Other     | <u>2,650.00</u>         |
| Total Office Rent       | <u>2,789.89</u>         |
| Total OPERATIONS        | <u>2,841.66</u>         |
| Total Expense           | <u>2,841.66</u>         |
| Net Ordinary Income     | 65,047.96               |
| Other Income/Expense    |                         |
| Other Expense           |                         |
| Bank Service Charge     | <u>10.00</u>            |
| Total Other Expense     | <u>10.00</u>            |
| Net Other Income        | <u>-10.00</u>           |
| Net Income              | <u><u>65,037.96</u></u> |

**Casper Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
July 2022 through February 2023

| DDA-Budget                         | TOTAL             |                 |                  |                  |                  |                  |                  |                  |                   |                   | Budget             | \$ Over Budget  | % of Budget |  |
|------------------------------------|-------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|--------------------|-----------------|-------------|--|
|                                    | Jul 22            | Aug 22          | Sep 22           | Oct 22           | Nov 22           | Dec 22           | Jan 23           | Feb 23           | Jul '22 - Feb 23  |                   |                    |                 |             |  |
| <b>Ordinary Income/Expense</b>     |                   |                 |                  |                  |                  |                  |                  |                  |                   |                   |                    |                 |             |  |
| <b>Income</b>                      |                   |                 |                  |                  |                  |                  |                  |                  |                   |                   |                    |                 |             |  |
| Donation - Adopt A Planter         | 0.00              | 2,000.00        | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 2,000.00          | 2,000.00          | 0.00               | 100.0%          |             |  |
| ACCT. INTEREST                     | 2.06              | 12.67           | 16.36            | 17.08            | 16.53            | 20.18            | 20.63            | 25.35            | 130.86            | 25.00             | 105.86             | 523.44%         |             |  |
| ASSESSMENTS                        | 2,366.97          | 1,354.47        | 0.00             | 0.00             | 44,644.36        | 41,135.60        | 0.00             | 67,864.27        | 157,365.67        | 150,000.00        | 7,365.67           | 104.91%         |             |  |
| <b>Total Income</b>                | <b>2,369.03</b>   | <b>3,367.14</b> | <b>16.36</b>     | <b>17.08</b>     | <b>44,660.89</b> | <b>41,155.78</b> | <b>20.63</b>     | <b>67,889.62</b> | <b>159,496.53</b> | <b>152,025.00</b> | <b>7,471.53</b>    | <b>104.92%</b>  |             |  |
| <b>Expense</b>                     |                   |                 |                  |                  |                  |                  |                  |                  |                   |                   |                    |                 |             |  |
| <b>ADMINISTRATIVE</b>              |                   |                 |                  |                  |                  |                  |                  |                  |                   |                   |                    |                 |             |  |
| Payroll Expense                    | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 75,000.00         | -75,000.00         | 0.0%            |             |  |
| Payroll Allocation to DSS          | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 0.00              | 0.00               | 0.0%            |             |  |
| Payroll Bonuses                    | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 10,000.00         | -10,000.00         | 0.0%            |             |  |
| Social Security                    | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 7,500.00          | -7,500.00          | 0.0%            |             |  |
| Cell Phone Reimbursement           | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 900.00            | -900.00            | 0.0%            |             |  |
| <b>Total ADMINISTRATIVE</b>        | <b>0.00</b>       | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>       | <b>93,400.00</b>  | <b>-93,400.00</b>  | <b>0.0%</b>     |             |  |
| <b>MARKETING-COMMUNICATIONS</b>    |                   |                 |                  |                  |                  |                  |                  |                  |                   |                   |                    |                 |             |  |
| Media Expenditures                 | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 4,000.00          | -4,000.00          | 0.0%            |             |  |
| Other Projects                     | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 1,000.00          | -1,000.00          | 0.0%            |             |  |
| PR - Director                      | 0.00              | 0.00            | 66.78            | 133.20           | 0.00             | 0.00             | 128.00           | 0.00             | 327.98            | 1,500.00          | -1,172.02          | 21.87%          |             |  |
| Recognition Awards                 | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 500.00            | -500.00            | 0.0%            |             |  |
| Sponsorships/PR                    | 0.00              | 0.00            | 0.00             | 0.00             | 5,000.00         | 0.00             | 0.00             | 0.00             | 5,000.00          | 6,000.00          | -1,000.00          | 83.33%          |             |  |
| Strategic Plan                     | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 1,500.00          | -1,500.00          | 0.0%            |             |  |
| <b>MARKETING-COMMUNICATIONS</b>    | <b>68.24</b>      | <b>74.84</b>    | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>143.08</b>     | <b>0.00</b>       | <b>143.08</b>      | <b>100.0%</b>   |             |  |
| <b>Total MARKETING-COMMUNICATI</b> | <b>68.24</b>      | <b>74.84</b>    | <b>66.78</b>     | <b>133.20</b>    | <b>5,000.00</b>  | <b>0.00</b>      | <b>128.00</b>    | <b>0.00</b>      | <b>5,471.06</b>   | <b>14,500.00</b>  | <b>-9,028.94</b>   | <b>37.73%</b>   |             |  |
| <b>OPERATIONS</b>                  |                   |                 |                  |                  |                  |                  |                  |                  |                   |                   |                    |                 |             |  |
| Employee Development               | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 1,500.00          | -1,500.00          | 0.0%            |             |  |
| Repairs/Maintenance                | 201.50            | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 188.91           | 0.00             | 390.41            | 0.00              | 390.41             | 100.0%          |             |  |
| Board Mtg. Expense                 | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 500.00            | -500.00            | 0.0%            |             |  |
| Conference Registration            | 0.00              | 0.00            | 0.00             | 195.00           | 0.00             | 0.00             | 0.00             | 0.00             | 195.00            | 1,500.00          | -1,305.00          | 13.0%           |             |  |
| Copier Maintenance Plan            | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 2,500.00          | -2,500.00          | 0.0%            |             |  |
| Dues/Subscriptions                 | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 134.98           | 0.00             | 134.98            | 1,600.00          | -1,465.02          | 8.44%           |             |  |
| Planters                           | 15,453.51         | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 15,453.51         | 20,000.00         | -4,546.49          | 77.27%          |             |  |
| Graffiti                           | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 500.00            | -500.00            | 0.0%            |             |  |
| Insurance/Bonding                  | 2,033.00          | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 2,033.00          | 3,000.00          | -967.00            | 67.77%          |             |  |
| Office Automation                  | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 1,000.00          | -1,000.00          | 0.0%            |             |  |
| Music Service                      | 110.00            | 55.00           | 55.00            | 55.00            | 55.00            | 385.00           | 0.00             | 0.00             | 715.00            | 660.00            | 55.00              | 108.33%         |             |  |
| Office Equipment                   | 159.91            | 0.00            | 0.00             | 0.00             | 258.75           | 0.00             | 49.76            | 51.77            | 520.19            | 1,500.00          | -979.81            | 34.68%          |             |  |
| Office Rent                        |                   |                 |                  |                  |                  |                  |                  |                  |                   |                   |                    |                 |             |  |
| Utilities                          | 139.89            | 139.89          | 139.89           | 139.89           | 139.89           | 139.89           | 139.89           | 139.89           | 1,119.12          | 0.00              | 1,119.12           | 100.0%          |             |  |
| Office Rent - Other                | 2,650.00          | 2,650.00        | 2,650.00         | 2,650.00         | 2,650.00         | 2,650.00         | 2,650.00         | 2,650.00         | 21,200.00         | 31,800.00         | -10,600.00         | 66.67%          |             |  |
| <b>Total Office Rent</b>           | <b>2,789.89</b>   | <b>2,789.89</b> | <b>2,789.89</b>  | <b>2,789.89</b>  | <b>2,789.89</b>  | <b>2,789.89</b>  | <b>2,789.89</b>  | <b>2,789.89</b>  | <b>22,319.12</b>  | <b>31,800.00</b>  | <b>-9,480.88</b>   | <b>70.19%</b>   |             |  |
| Office Supplies                    | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 1,500.00          | -1,500.00          | 0.0%            |             |  |
| Pigeon Control                     | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 4,000.00          | -4,000.00          | 0.0%            |             |  |
| Postage                            | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 200.00            | -200.00            | 0.0%            |             |  |
| Travel                             | 116.33            | 0.00            | 0.00             | 63.18            | 0.00             | 0.00             | 621.43           | 0.00             | 800.94            | 2,500.00          | -1,699.06          | 32.04%          |             |  |
| <b>Total OPERATIONS</b>            | <b>20,864.14</b>  | <b>2,844.89</b> | <b>2,844.89</b>  | <b>3,103.07</b>  | <b>3,103.64</b>  | <b>3,174.89</b>  | <b>3,784.97</b>  | <b>2,841.66</b>  | <b>42,562.15</b>  | <b>74,260.00</b>  | <b>-31,697.85</b>  | <b>57.32%</b>   |             |  |
| <b>Total Expense</b>               | <b>20,932.38</b>  | <b>2,919.73</b> | <b>2,911.67</b>  | <b>3,236.27</b>  | <b>8,103.64</b>  | <b>3,174.89</b>  | <b>3,912.97</b>  | <b>2,841.66</b>  | <b>48,033.21</b>  | <b>182,160.00</b> | <b>-134,126.79</b> | <b>26.37%</b>   |             |  |
| <b>Net Ordinary Income</b>         | <b>-18,563.35</b> | <b>447.41</b>   | <b>-2,895.31</b> | <b>-3,219.19</b> | <b>36,557.25</b> | <b>37,980.89</b> | <b>-3,892.34</b> | <b>65,047.96</b> | <b>111,463.32</b> | <b>-30,135.00</b> | <b>141,598.32</b>  | <b>-369.88%</b> |             |  |
| <b>Other Income/Expense</b>        |                   |                 |                  |                  |                  |                  |                  |                  |                   |                   |                    |                 |             |  |
| <b>Other Income</b>                |                   |                 |                  |                  |                  |                  |                  |                  |                   |                   |                    |                 |             |  |
| DSS Fund Transfer                  | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 0.00              | 0.00               | 0.0%            |             |  |
| <b>Total Other Income</b>          | <b>0.00</b>       | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>        | <b>0.0%</b>     |             |  |
| <b>Other Expense</b>               |                   |                 |                  |                  |                  |                  |                  |                  |                   |                   |                    |                 |             |  |
| Bank Service Charge                | 0.00              | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 10.00            | 10.00             | 0.00              | 10.00              | 100.0%          |             |  |
| <b>Total Other Expense</b>         | <b>0.00</b>       | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>10.00</b>     | <b>10.00</b>      | <b>0.00</b>       | <b>10.00</b>       | <b>100.0%</b>   |             |  |
| <b>Net Other Income</b>            | <b>0.00</b>       | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>-10.00</b>    | <b>-10.00</b>     | <b>0.00</b>       | <b>-10.00</b>      | <b>100.0%</b>   |             |  |
| <b>Net Ordinary Income</b>         | <b>-18,563.35</b> | <b>447.41</b>   | <b>-2,895.31</b> | <b>-3,219.19</b> | <b>36,557.25</b> | <b>37,980.89</b> | <b>-3,892.34</b> | <b>65,037.96</b> | <b>111,453.32</b> | <b>-30,135.00</b> | <b>141,588.32</b>  | <b>-369.85%</b> |             |  |

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
 February 2023

DDA-Transactions

| Type            | Date       | Num  | Name                      | Memo                | Clr | Amount           | Balance          |
|-----------------|------------|------|---------------------------|---------------------|-----|------------------|------------------|
| <b>CHECKING</b> |            |      |                           |                     |     |                  |                  |
| Deposit         | 02/03/2023 |      |                           | Deposit             | √   | 42,256.60        | 42,256.60        |
| Bill Pmt -Check | 02/06/2023 | 6177 | Walsh Property Management | Feb 15, 2023        | √   | -2,650.00        | 39,606.60        |
| Bill Pmt -Check | 02/13/2023 | 6178 | Charter Communications    | #8313 30031 0976435 | √   | -139.89          | 39,466.71        |
| Bill Pmt -Check | 02/13/2023 | 6179 | FIB - MASTERCARD          | #1405               | √   | -10.00           | 39,456.71        |
| Bill Pmt -Check | 02/13/2023 | 6180 | Ricoh USA, Inc            | #5066670155         | √   | -51.77           | 39,404.94        |
| Deposit         | 02/13/2023 |      |                           | Deposit             | √   | 25,607.67        | 65,012.61        |
| Deposit         | 02/28/2023 |      |                           | Interest            | √   | 10.94            | 65,023.55        |
| Total CHECKING  |            |      |                           |                     |     | 65,023.55        | 65,023.55        |
| <b>NOW Acct</b> |            |      |                           |                     |     |                  |                  |
| Deposit         | 02/28/2023 |      |                           | Interest            | √   | 14.41            | 14.41            |
| Total NOW Acct  |            |      |                           |                     |     | 14.41            | 14.41            |
| <b>TOTAL</b>    |            |      |                           |                     |     | <b>65,037.96</b> | <b>65,037.96</b> |

| Type            | Date       | Num  | Name                      | Memo       | Clr | Amount           | Balance          |
|-----------------|------------|------|---------------------------|------------|-----|------------------|------------------|
| <b>CHECKING</b> |            |      |                           |            |     |                  |                  |
| Bill Pmt -Check | 03/06/2023 | 6181 | Walsh Property Management | March 2023 |     | -2,650.00        | -2,650.00        |
| Total CHECKING  |            |      |                           |            |     | -2,650.00        | -2,650.00        |
| <b>TOTAL</b>    |            |      |                           |            |     | <b>-2,650.00</b> | <b>-2,650.00</b> |

Downtown Development Authority  
**Balance Sheet**

As of February 28, 2023

Feb 28, 23

DSS-Balance

**ASSETS**

Current Assets

Checking/Savings

Plaza Checking 161,692.06

Special Events 33,752.92

Total Checking/Savings 195,444.98

Accounts Receivable

Accounts Receivable 1,427.50

Total Accounts Receivable 1,427.50

Other Current Assets

Payroll Asset -47,500.00

Total Other Current Assets -47,500.00

Total Current Assets 149,372.48

**TOTAL ASSETS 149,372.48**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 1,296.18

Total Other Current Liabilities 1,296.18

Total Current Liabilities 1,296.18

Total Liabilities 1,296.18

Equity

Unrestricted Net Assets 236,651.83

Net Income -88,575.53

Total Equity 148,076.30

**TOTAL LIABILITIES & EQUITY 149,372.48**

Downtown Development Authority  
**Profit & Loss**

February 2023

Feb 23

DSS\_P&L

Ordinary Income/Expense

Income

ACCT. INTEREST 13.52

Investments

Endowment 32,348.00

Total Investments 32,348.00

Other Types of Income

Miscellaneous Revenue 200.00

Total Other Types of Income 200.00

Program Income

Friends of Station 45.00

Support the Station 1,000.00

Vendor Fees 450.00

Total Program Income 1,495.00

Total Income 34,056.52

Gross Profit 34,056.52

Expense

Facilities and Equipment

Building Repairs/Maint 851.19

Rent, Parking, Utilities

DSS 127.97

Rent, Parking, Utilities - Other 1,497.25

Total Rent, Parking, Utilities 1,625.22

Total Facilities and Equipment 2,476.41

Marketing

Fundraising Expense 281.37

Total Marketing 281.37

Operations

Bank Fees 10.00

Books, Subscriptions, Reference 420.83

Event Expense

Bands 9,000.00

Event Supplies 242.59

Total Event Expense 9,242.59

Office Automation 10.99

Overnight Security 2,300.00

Service Charge 43.29

Supplies 313.13

Total Operations 12,340.83

Payroll Expenses 15,089.99

Total Expense 30,188.60

Net Ordinary Income 3,867.92

Net Income 3,867.92

**Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July 2022 through February 2023**

| DSS_Budget                            |           |           |           |          |          |            |          |           |                  | TOTAL      |                |             |
|---------------------------------------|-----------|-----------|-----------|----------|----------|------------|----------|-----------|------------------|------------|----------------|-------------|
|                                       | Jul 22    | Aug 22    | Sep 22    | Oct 22   | Nov 22   | Dec 22     | Jan 23   | Feb 23    | Jul '22 - Feb 23 | Budget     | \$ Over Budget | % of Budget |
| <b>Ordinary Income/Expense</b>        |           |           |           |          |          |            |          |           |                  |            |                |             |
| <b>Income</b>                         |           |           |           |          |          |            |          |           |                  |            |                |             |
| ACCT. INTEREST                        | 2.38      | 15.65     | 16.86     | 15.69    | 12.97    | 10.60      | 17.56    | 13.52     | 105.23           | 0.00       | 105.23         | 100.0%      |
| <b>Direct Public Support</b>          |           |           |           |          |          |            |          |           |                  |            |                |             |
| Operational Grants                    | 0.00      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 0.00             | 120,000.00 | -120,000.00    | 0.0%        |
| Direct Public Support - Other         | 0.00      | 0.00      | 0.00      | 3,500.00 | 0.00     | 0.00       | 0.00     | 0.00      | 3,500.00         |            |                |             |
| <b>Total Direct Public Support</b>    | 0.00      | 0.00      | 0.00      | 3,500.00 | 0.00     | 0.00       | 0.00     | 0.00      | 3,500.00         | 120,000.00 | -116,500.00    | 2.92%       |
| <b>Investments</b>                    |           |           |           |          |          |            |          |           |                  |            |                |             |
| Endowment                             | 0.00      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 32,348.00 | 32,348.00        | 32,000.00  | 348.00         | 101.09%     |
| <b>Total Investments</b>              | 0.00      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 32,348.00 | 32,348.00        | 32,000.00  | 348.00         | 101.09%     |
| <b>Other Types of Income</b>          |           |           |           |          |          |            |          |           |                  |            |                |             |
| Miscellaneous Revenue                 | 200.00    | 200.00    | 200.00    | 200.00   | 230.00   | 200.00     | 200.00   | 200.00    | 1,630.00         | 0.00       | 1,630.00       | 100.0%      |
| Other Types of Income - Other         | 0.00      | 499.63    | 0.00      | 0.00     | 0.00     | 0.00       | 95.76    | 0.00      | 595.39           | 25,000.00  | -24,404.61     | 2.38%       |
| <b>Total Other Types of Income</b>    | 200.00    | 699.63    | 200.00    | 200.00   | 230.00   | 200.00     | 295.76   | 200.00    | 2,225.39         | 25,000.00  | -22,774.61     | 8.9%        |
| <b>Program Income</b>                 |           |           |           |          |          |            |          |           |                  |            |                |             |
| Beverage Sales                        | 5,228.76  | 21,761.24 | 2,204.29  | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 29,194.29        | 40,000.00  | -10,805.71     | 72.99%      |
| Disney Raffle                         | 0.00      | 103.00    | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 103.00           |            |                |             |
| Event Sponsorship                     | 32,652.50 | 9,000.00  | 30,000.00 | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 71,652.50        | 125,000.00 | -53,347.50     | 57.32%      |
| Facility Rental                       | 8,825.00  | 6,180.00  | 993.64    | 0.00     | 0.00     | 0.00       | 5,690.00 | 0.00      | 21,688.64        | 35,000.00  | -13,311.36     | 61.97%      |
| <b>Friends of Station</b>             |           |           |           |          |          |            |          |           |                  |            |                |             |
| Treediton                             | 0.00      | 0.00      | 0.00      | 164.20   | 3,244.60 | 0.00       | 0.00     | 0.00      | 3,408.80         | 0.00       | 3,408.80       | 100.0%      |
| Friends of Station - Other            | 45,145.00 | 55.00     | 1,545.00  | 45.00    | 195.00   | 2,365.00   | 2,195.00 | 45.00     | 51,590.00        | 30,000.00  | 21,590.00      | 171.97%     |
| <b>Total Friends of Station</b>       | 45,145.00 | 55.00     | 1,545.00  | 209.20   | 3,439.60 | 2,365.00   | 2,195.00 | 45.00     | 54,998.80        | 30,000.00  | 24,998.80      | 183.33%     |
| Ice Skating Fees                      | 0.00      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 0.00             | 45,000.00  | -45,000.00     | 0.0%        |
| Membership Dues                       | 0.00      | 0.00      | 100.00    | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 100.00           |            |                |             |
| Partners In Progress                  | 1,000.00  | 0.00      | 0.00      | 0.00     | 0.00     | 107,000.00 | 0.00     | 0.00      | 108,000.00       | 115,000.00 | -7,000.00      | 93.91%      |
| <b>Support the Station</b>            |           |           |           |          |          |            |          |           |                  |            |                |             |
| Support the Station - Other           | 1,027.00  | 7,099.00  | 0.00      | 0.00     | 0.00     | 50.00      | 0.00     | 1,000.00  | 9,176.00         | 0.00       | 9,176.00       | 100.0%      |
| <b>Total Support the Station</b>      | 1,027.00  | 7,099.00  | 0.00      | 0.00     | 0.00     | 50.00      | 0.00     | 1,000.00  | 9,176.00         | 0.00       | 9,176.00       | 100.0%      |
| Vendor Fees                           | 834.86    | 3,857.71  | 0.00      | 169.12   | 452.42   | 201.48     | 87.30    | 450.00    | 6,052.89         | 0.00       | 6,052.89       | 100.0%      |
| Program Income - Other                | 0.00      | 3,618.00  | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 3,618.00         | 0.00       | 3,618.00       | 100.0%      |
| <b>Total Program Income</b>           | 94,713.12 | 51,673.95 | 34,842.93 | 378.32   | 3,892.02 | 109,616.48 | 7,972.30 | 1,495.00  | 304,584.12       | 390,000.00 | -85,415.88     | 78.1%       |
| <b>Total Income</b>                   | 94,915.50 | 52,389.23 | 35,059.79 | 4,094.01 | 4,134.99 | 109,827.08 | 8,285.62 | 34,056.52 | 342,762.74       | 567,000.00 | -224,237.26    | 60.45%      |
| <b>Gross Profit</b>                   | 94,915.50 | 52,389.23 | 35,059.79 | 4,094.01 | 4,134.99 | 109,827.08 | 8,285.62 | 34,056.52 | 342,762.74       | 567,000.00 | -224,237.26    | 60.45%      |
| <b>Expense</b>                        |           |           |           |          |          |            |          |           |                  |            |                |             |
| <b>Contract Services</b>              |           |           |           |          |          |            |          |           |                  |            |                |             |
| Accounting Fees                       | 0.00      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 0.00             | 7,500.00   | -7,500.00      | 0.0%        |
| Contract Services - Other             | 1,500.00  | 1,550.00  | 1,550.00  | 750.00   | 0.00     | 150.00     | 750.00   | 0.00      | 6,250.00         | 0.00       | 6,250.00       | 100.0%      |
| <b>Total Contract Services</b>        | 1,500.00  | 1,550.00  | 1,550.00  | 750.00   | 0.00     | 150.00     | 750.00   | 0.00      | 6,250.00         | 7,500.00   | -1,250.00      | 83.33%      |
| <b>Facilities and Equipment</b>       |           |           |           |          |          |            |          |           |                  |            |                |             |
| Building Repairs/Maint                | 13,686.78 | 12,390.14 | 14,441.54 | 1,108.89 | 538.50   | 1,833.33   | 1,228.00 | 851.19    | 46,078.37        | 0.00       | 46,078.37      | 100.0%      |
| Chiller Rental                        | 0.00      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 0.00             | 40,000.00  | -40,000.00     | 0.0%        |
| Equip Rental and Maintenance          | 0.00      | 162.03    | 900.13    | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 1,062.16         | 0.00       | 1,062.16       | 100.0%      |
| FF&E                                  | 836.37    | 0.00      | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 836.37           | 30,000.00  | -29,163.63     | 2.79%       |
| Landscaping, Repairs/Maint.           | 914.33    | 0.00      | 729.95    | 0.00     | 81.00    | 0.00       | 90.26    | 0.00      | 1,815.54         | 40,000.00  | -38,184.46     | 4.54%       |
| Liability Insurance                   | 0.00      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 0.00             | 20,000.00  | -20,000.00     | 0.0%        |
| <b>Rent, Parking, Utilities</b>       |           |           |           |          |          |            |          |           |                  |            |                |             |
| DSS                                   | 127.97    | 127.97    | 127.97    | 127.97   | 127.97   | 127.97     | 127.97   | 127.97    | 1,023.76         | 0.00       | 1,023.76       | 100.0%      |
| Rent, Parking, Utilities - Othe       | 2,702.78  | 1,887.24  | 3,140.46  | 860.92   | 1,561.39 | 601.11     | 1,131.14 | 1,497.25  | 13,382.29        | 34,000.00  | -20,617.71     | 39.36%      |
| <b>Total Rent, Parking, Utilities</b> | 2,830.75  | 2,015.21  | 3,268.43  | 988.89   | 1,689.36 | 729.08     | 1,259.11 | 1,625.22  | 14,406.05        | 34,000.00  | -19,593.95     | 42.37%      |
| Storage - Rental                      | 0.00      | 0.00      | 0.00      | 250.00   | 0.00     | 0.00       | 0.00     | 0.00      | 250.00           | 7,000.00   | -6,750.00      | 3.57%       |
| Facilities and Equipment - Othe       | 85.00     | 0.00      | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 85.00            | 0.00       | 85.00          | 100.0%      |
| <b>Total Facilities and Equipment</b> | 18,353.23 | 14,567.38 | 19,340.05 | 2,347.78 | 2,308.86 | 2,562.41   | 2,577.37 | 2,476.41  | 64,533.49        | 171,000.00 | -106,466.51    | 37.74%      |
| <b>Marketing</b>                      |           |           |           |          |          |            |          |           |                  |            |                |             |
| Advertising/Media                     | 2,124.90  | 752.22    | 182.88    | 8,130.90 | 500.00   | 0.00       | 588.00   | 0.00      | 12,278.90        | 8,000.00   | 4,278.90       | 153.49%     |
| Fundraising Expense                   | 1,957.72  | 253.93    | 224.89    | 224.89   | 224.89   | 4,759.63   | 0.00     | 281.37    | 7,927.32         | 3,500.00   | 4,427.32       | 226.5%      |
| Website                               | 0.00      | 71.88     | 60.51     | 300.00   | 0.00     | 0.00       | 0.00     | 0.00      | 432.39           | 1,000.00   | -567.61        | 43.24%      |
| Marketing - Other                     | 116.67    | 72.71     | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 189.38           | 0.00       | 189.38         | 100.0%      |
| <b>Total Marketing</b>                | 4,199.29  | 1,150.74  | 468.28    | 8,655.79 | 724.89   | 4,759.63   | 588.00   | 281.37    | 20,827.99        | 12,500.00  | 8,327.99       | 166.62%     |
| <b>Operations</b>                     |           |           |           |          |          |            |          |           |                  |            |                |             |
| Bank Fees                             | 0.00      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 10.00     | 10.00            | 0.00       | 10.00          | 100.0%      |
| Books, Subscriptions, Referenc        | 222.61    | 560.33    | 9.99      | 10.99    | 0.00     | 0.00       | 1,224.08 | 420.83    | 2,448.83         | 0.00       | 2,448.83       | 100.0%      |
| Equip/Supplies                        | 0.00      | 0.00      | 0.00      | 0.00     | 97.80    | 0.00       | 0.00     | 0.00      | 97.80            | 0.00       | 97.80          | 100.0%      |
| <b>Event Expense</b>                  |           |           |           |          |          |            |          |           |                  |            |                |             |
| A/V                                   | 9,300.00  | 10,925.00 | 6,000.00  | 4,625.00 | 0.00     | 200.00     | 0.00     | 0.00      | 31,050.00        | 20,000.00  | 11,050.00      | 155.25%     |
| Bands                                 | 17,850.00 | 16,867.42 | 250.00    | 700.00   | 650.00   | 3,300.00   | 0.00     | 9,000.00  | 48,617.42        | 0.00       | 48,617.42      | 100.0%      |
| Entertainment/Rentals                 | 4,100.00  | 4,500.00  | 700.00    | 0.00     | 179.99   | 16,344.00  | 0.00     | 0.00      | 25,823.99        | 75,000.00  | -49,176.01     | 34.43%      |
| Event Supplies                        | 1,764.30  | 3,052.37  | 1,896.70  | 154.40   | 618.99   | 0.00       | 6,388.91 | 242.59    | 14,118.26        | 30,000.00  | -15,881.74     | 47.06%      |
| Insurance                             | 6,816.00  | 6,132.72  | 0.00      | 0.00     | 0.00     | 0.00       | 0.00     | 0.00      | 12,948.72        | 0.00       | 12,948.72      | 100.0%      |



**Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July 2022 through February 2023**

| DSS_Budget                       |                   |                   |                   |                   |                   |                  |                   |                  |                   | TOTAL             |                    |                |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|------------------|-------------------|-------------------|--------------------|----------------|
|                                  | Jul 22            | Aug 22            | Sep 22            | Oct 22            | Nov 22            | Dec 22           | Jan 23            | Feb 23           | Jul '22 - Feb 23  | Budget            | \$ Over Budget     | % of Budget    |
| Security                         | 2,400.00          | 3,968.50          | 1,225.00          | 0.00              | 0.00              | 0.00             | 0.00              | 0.00             | 7,593.50          | 10,000.00         | -2,406.50          | 75.94%         |
| Event Expense - Other            | 5,720.28          | 12,144.39         | 2,238.48          | 4,329.50          | 0.00              | 0.00             | 0.00              | 0.00             | 24,432.65         | 0.00              | 24,432.65          | 100.0%         |
| <b>Total Event Expense</b>       | <b>47,950.58</b>  | <b>57,590.40</b>  | <b>12,310.18</b>  | <b>9,808.90</b>   | <b>1,448.98</b>   | <b>19,844.00</b> | <b>6,388.91</b>   | <b>9,242.59</b>  | <b>164,584.54</b> | <b>145,000.00</b> | <b>19,584.54</b>   | <b>113.51%</b> |
| Office Automation                | 0.00              | 0.00              | 10.99             | 0.00              | 0.00              | 0.00             | 0.00              | 10.99            | 21.98             | 5,000.00          | -4,978.02          | 0.44%          |
| Overnight Security               | 2,300.00          | 2,875.00          | 2,875.00          | 2,300.00          | 2,875.00          | 1,725.00         | 2,300.00          | 2,300.00         | 19,550.00         | 21,000.00         | -1,450.00          | 93.1%          |
| Postage, Mailing Service         | 0.00              | 60.00             | 0.00              | 0.00              | 0.00              | 0.00             | 0.00              | 0.00             | 60.00             | 1,000.00          | -940.00            | 6.0%           |
| Printing and Copying             | 308.00            | 0.00              | 0.00              | 0.00              | 0.00              | 0.00             | 0.00              | 0.00             | 308.00            |                   |                    |                |
| Service Charge                   | 385.02            | 60.63             | 292.32            | 22.79             | 24.45             | 268.82           | 83.55             | 43.29            | 1,180.87          | 0.00              | 1,180.87           | 100.0%         |
| Software/Subscriptions           | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              | 0.00             | 0.00              | 0.00             | 0.00              | 6,000.00          | -6,000.00          | 0.0%           |
| Supplies                         | 1,147.49          | 1,352.31          | 269.86            | 59.88             | 19.20             | 0.00             | 0.00              | 313.13           | 3,161.87          | 0.00              | 3,161.87           | 100.0%         |
| TIPS Training                    | 0.00              | 75.00             | 0.00              | 0.00              | 0.00              | 0.00             | 0.00              | 0.00             | 75.00             | 0.00              | 75.00              | 100.0%         |
| <b>Total Operations</b>          | <b>52,313.70</b>  | <b>62,573.67</b>  | <b>15,768.34</b>  | <b>12,202.56</b>  | <b>4,465.43</b>   | <b>21,837.82</b> | <b>9,996.54</b>   | <b>12,340.83</b> | <b>191,498.89</b> | <b>178,000.00</b> | <b>13,498.89</b>   | <b>107.58%</b> |
| <b>Payroll Expenses</b>          |                   |                   |                   |                   |                   |                  |                   |                  |                   |                   |                    |                |
| Incentives                       | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              | 0.00             | 0.00              | 0.00             | 0.00              | 5,500.00          | -5,500.00          | 0.0%           |
| Payroll Liabilities              | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              | 0.00             | 0.00              | 0.00             | 0.00              | 18,500.00         | -18,500.00         | 0.0%           |
| Payroll Expenses - Other         | 25,374.06         | 22,488.60         | 18,765.76         | 15,593.55         | 14,792.89         | 16,030.13        | 19,843.41         | 15,089.99        | 147,978.39        | 206,000.00        | -58,021.61         | 71.83%         |
| <b>Total Payroll Expenses</b>    | <b>25,374.06</b>  | <b>22,488.60</b>  | <b>18,765.76</b>  | <b>15,593.55</b>  | <b>14,792.89</b>  | <b>16,030.13</b> | <b>19,843.41</b>  | <b>15,089.99</b> | <b>147,978.39</b> | <b>230,000.00</b> | <b>-82,021.61</b>  | <b>64.34%</b>  |
| <b>Travel and Meetings</b>       |                   |                   |                   |                   |                   |                  |                   |                  |                   |                   |                    |                |
| Conference, Convention, Meeti    | 0.00              | 0.00              | 0.00              | 150.00            | 0.00              | 0.00             | 0.00              | 0.00             | 150.00            |                   |                    |                |
| Travel                           | 0.00              | 0.00              | 0.00              | 99.51             | 0.00              | 0.00             | 0.00              | 0.00             | 99.51             |                   |                    |                |
| <b>Total Travel and Meetings</b> | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>249.51</b>     | <b>0.00</b>       | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>      | <b>249.51</b>     | <b>0.00</b>       | <b>249.51</b>      | <b>100.0%</b>  |
| <b>Total Expense</b>             | <b>101,740.28</b> | <b>102,330.39</b> | <b>55,892.43</b>  | <b>39,799.19</b>  | <b>22,292.07</b>  | <b>45,339.99</b> | <b>33,755.32</b>  | <b>30,188.60</b> | <b>431,338.27</b> | <b>599,000.00</b> | <b>-167,661.73</b> | <b>72.01%</b>  |
| <b>Net Ordinary Income</b>       | <b>-6,824.78</b>  | <b>-49,941.16</b> | <b>-20,832.64</b> | <b>-35,705.18</b> | <b>-18,157.08</b> | <b>64,487.09</b> | <b>-25,469.70</b> | <b>3,867.92</b>  | <b>-88,575.53</b> | <b>-32,000.00</b> | <b>-56,575.53</b>  | <b>276.8%</b>  |
| <b>Net Income</b>                | <b>-6,824.78</b>  | <b>-49,941.16</b> | <b>-20,832.64</b> | <b>-35,705.18</b> | <b>-18,157.08</b> | <b>64,487.09</b> | <b>-25,469.70</b> | <b>3,867.92</b>  | <b>-88,575.53</b> | <b>-32,000.00</b> | <b>-56,575.53</b>  | <b>276.8%</b>  |

## Downtown Development Authority Transaction Detail by Account February 2023

DSS-Transactions

| Type                  | Date       | Num  | Name                            | Memo                 | Clr | Amount          | Balance         |
|-----------------------|------------|------|---------------------------------|----------------------|-----|-----------------|-----------------|
| <b>Plaza Checking</b> |            |      |                                 |                      |     |                 |                 |
| Bill Pmt -Check       | 02/01/2023 |      | Rivers Edge Storage             | rent                 | √   | -300.00         | -300.00         |
| Bill Pmt -Check       | 02/02/2023 | 2736 | Jake Maurer Band                | Casper, WY deposit   | √   | -9,000.00       | -9,300.00       |
| Bill Pmt -Check       | 02/06/2023 | 2737 | City of Casper - Water Services | #740736              | √   | -208.00         | -9,508.00       |
| Bill Pmt -Check       | 02/06/2023 | 2738 | MCF LLC                         |                      | √   | -450.00         | -9,958.00       |
| Bill Pmt -Check       | 02/06/2023 | 2739 | Rocky Mountain Power            | #04279137-002 8      | √   | -488.27         | -10,446.27      |
| Bill Pmt -Check       | 02/06/2023 | 2740 | Secure Gunz LLC                 | #735; 734; 732; 730  | √   | -2,300.00       | -12,746.27      |
| Bill Pmt -Check       | 02/06/2023 | 2741 | City of Casper - Water Services | #745052              | √   | -41.93          | -12,788.20      |
| Bill Pmt -Check       | 02/06/2023 | 2742 | City of Casper - Water Services | #745049              | √   | -9.05           | -12,797.25      |
| Liability Check       | 02/07/2023 |      | United States Treasury          | 83-0286881           | √   | -1,582.40       | -14,379.65      |
| Bill Pmt -Check       | 02/09/2023 | 2743 | Charter Communications          | #8313 30 031 1113376 | √   | -127.97         | -14,507.62      |
| Bill Pmt -Check       | 02/09/2023 | 2744 | Dewitt Water Systems & Services | #82354               | √   | -19.20          | -14,526.82      |
| Bill Pmt -Check       | 02/09/2023 | 2745 | Mastercard                      | #9839                | √   | -601.12         | -15,127.94      |
| Bill Pmt -Check       | 02/13/2023 | 2746 | AAA Landscaping                 | #26187               |     | -100.00         | -15,227.94      |
| Bill Pmt -Check       | 02/13/2023 | 2747 | Mastercard                      | #9471                | √   | -1,409.78       | -16,637.72      |
| Deposit               | 02/13/2023 |      |                                 | Deposit              | √   | 1,450.00        | -15,187.72      |
| Paycheck              | 02/15/2023 |      | Breya Price                     |                      | √   | -1,484.12       | -16,671.84      |
| Paycheck              | 02/15/2023 |      | Brooke C Montgomery             |                      | √   | -1,830.95       | -18,502.79      |
| Paycheck              | 02/15/2023 |      | Kevin T Hawley                  |                      | √   | -2,633.56       | -21,136.35      |
| Deposit               | 02/15/2023 |      |                                 | Deposit              | √   | 20.00           | -21,116.35      |
| Deposit               | 02/20/2023 |      |                                 | Deposit              | √   | 25.00           | -21,091.35      |
| Liability Check       | 02/24/2023 |      | United States Treasury          | 83-0286881           |     | -1,582.36       | -22,673.71      |
| Deposit               | 02/24/2023 |      |                                 | Deposit              | √   | 34,948.00       | 12,274.29       |
| Paycheck              | 02/28/2023 |      | Breya Price                     |                      | √   | -1,484.13       | 10,790.16       |
| Paycheck              | 02/28/2023 |      | Brooke C Montgomery             |                      | √   | -1,830.95       | 8,959.21        |
| Paycheck              | 02/28/2023 |      | Kevin T Hawley                  |                      | √   | -2,633.57       | 6,325.64        |
| Check                 | 02/28/2023 |      |                                 | Service Charge       | √   | -43.29          | 6,282.35        |
| Deposit               | 02/28/2023 |      |                                 | Interest             | √   | 12.81           | 6,295.16        |
| Total Plaza Checking  |            |      |                                 |                      |     | 6,295.16        | 6,295.16        |
| <b>TOTAL</b>          |            |      |                                 |                      |     | <b>6,295.16</b> | <b>6,295.16</b> |

| Type                  | Date       | Num  | Name                 | Memo            | Clr | Amount           | Balance          |
|-----------------------|------------|------|----------------------|-----------------|-----|------------------|------------------|
| <b>Plaza Checking</b> |            |      |                      |                 |     |                  |                  |
| Deposit               | 03/05/2023 |      |                      | Deposit         |     | 325.00           | 325.00           |
| Check                 | 03/06/2023 |      | Black Hills Energy   | #online payment |     | -228.41          | 96.59            |
| Check                 | 03/06/2023 |      | Rocky Mountain Power | #online payment |     | -442.67          | -346.08          |
| Bill Pmt -Check       | 03/06/2023 | 2748 | Alliance Electric    | #12033          |     | -620.00          | -966.08          |
| Bill Pmt -Check       | 03/06/2023 | 2749 | Secure Gunz LLC      | 736;737;740;741 |     | -2,300.00        | -3,266.08        |
| Total Plaza Checking  |            |      |                      |                 |     | -3,266.08        | -3,266.08        |
| <b>TOTAL</b>          |            |      |                      |                 |     | <b>-3,266.08</b> | <b>-3,266.08</b> |

## **Parks & Recreation Advisory Board Minutes of Thursday, February 9, 2023**

**Meeting Called to Order:**      **Date:**      February 9, 2023  
**Time:**                              4:30 pm  
**By:**                                     Amy Crawford  
**Location:**                          Casper Family Aquatic Center Conference Room

**I. Board Members Present:** Amy Crawford, Doug Hall, Ian Walker, Jason Magnuson, Kristen Galles, Randy Hein  
**Council Liaison:**                      Lisa Engebretson  
**Staff Present:**                         Zulima Lopez, Phil Moya, Edwin Luers, Paul Zowada  
**Guests:**                                  Victoria Brown, Kalen Hill, Hillary Shirley

### **Approval of Minutes:**

**Minutes Date:**                      December 10, 2022  
**Motion By:**                         Randy Hein  
**Second:**                                Kristen Galles  
**Board:**                                  Approved by all

**Minutes Date:**                      January 12, 2023  
**Motion By:**                         Kristen Galles  
**Second:**                                Ian Walker  
**Board:**                                  Approved by all with change to add Doug Hall to the list of Board Members Present

### **II. User Groups**

#### **Casper Youth Baseball** – Victoria Brown

Our club uses Tani Field at Washington Park.

We had 450-700 kids from 4-18 years of age.

We operate Monday – Thursday, April through July.

We provide the game of baseball to the community. We have no expansion plans as of today as we only expand when the community expands.

Concerns: Lights at Washington Park and backstops at Field of Dreams.

#### **Casper Crush & Casper Baseball Club** – Kalen Hill

Our club uses Crossroads 4, Mike Lansing, Mike Sedar, and occasionally Tani Field.

13 teams between Crush and Legion

Improvements: Would like a video scoreboard. We met with Visit Casper about potential funding help. This would help draw more, better, and longer tournaments. It would make our field stand out in Wyoming.

We will host the 2024 AA State Tournament.

Would like to host more high school-level tournaments.

Would like to expand to more 4-day tournaments instead of just weekend tournaments. Bring in more revenue to the city.

Would like to make the in-field turf so we can start practicing earlier in the year. We currently start practice 2 weeks behind Cheyenne and a full month behind Gillette. Bids vary from \$160K to \$245K.

We have started a next-level program to help fund these improvements. We have around \$80K saved so far.

We do provide scholarships for kids if needed. Not used very often.

Big issue with finding Umpires for the varsity level teams. Only have 2-3 umps that are qualified at that level.

#### **Casper Softball Association** – Hillary Shirley

Our club uses 13th and Sycamore fields.

We are a relatively young travel organization. This is our 5<sup>th</sup> year. Aspire to be like the Casper Crush.

We have grown exponentially but we are limited by our coaches and places to practice.

Spring – we have 70 signed up so far.

Fall – we had 32 girls.

Concerns:

1. We are concerned because of our limited space, we have become an exclusive organization. We let those who participated the year before register first and then only have limited space for new girls each year at the higher levels.
2. Another concern is fundraising. High school girls are not allowed to do any fundraising from early March to the end of May.
3. Not enough practice time and space. Need a space with 4500 square feet for indoor practice.
4. Also, it is very expensive to lease indoor areas for practice. Would like to be able to practice year-round.

We are currently in the hole for this year due to uniform issues.

We are renting a space in Sunset for \$2,250 per month.

The more we can improve the high school fast-pitch program the more it will benefit the younger, rec/travel league.

Hope to get more scholarships for the girls.

Wants: A taller fence on the back of the field. Then we can have games there.

Next year we are running the 8U girls through the Rec Center. We just cannot handle a travel 8U team when we have 2-10Us and 2-12Us.

#### **Aquatic Center** – Edwin Luers

All outdoor pools went to a uniform schedule last summer; with open swim from 1-5 pm. In summer 2023 the pools will have open swim from 1 – 6 PM. Lost a little participation and revenue with the change, but made up for it in reduced employee costs.

All swimming lessons were held at Mike Sedar.

YMCA opened a new pool this year. That took some passes away. We expect it to take about 3 years to build back up to pre-YMCA pool pass numbers.

The gutter system capital improvement bid came in \$200K over budget.

Do have 3 new pumps approved for 2023 at Washington, Kreiner, and Aquatic Center. This way if a pump goes down it's a 4-hour downtime instead of weeks.

Requested the roof repair of the Aquatic Center for FY24. The decking is bad and the vapor barrier was not installed all the way to the walls. The Aquatic Center is 17 years old. Rust is inevitable. But, with a proper vapor barrier the decking should last 50 years. Also, the old HVAC system had no dehumidifier which caused a lot of rust to build. Water entered the interior of the slide and has rusted it from the inside out.

Looking into raising food prices for the next year.

### **III. Capital Budgets**

Each division has created its capital requests for FY24 and the next 5 years. Want to be more strategic in our plan. We only have residual 1-Cent 16 left for capital for FY24. The 1-Cent 17 won't be available until FY25.

**ACTION:** Zulima to send a report to the Board of the Council Capital Request for Parks & Recreation.

The Staff encourages each leaseholder and user group to apply to City Council for the non-profit funding of 1-Cent 17. There will be about \$2.6 million available in that fund. You will be competing against social service non-profits as well for that money.

The City estimates about \$64.5 million to be available through 1-Cent 17. That money has already been allocated and cannot be changed. If more than that comes in, there will be further discussions about that.

#### IV. Other Business

Public: None

#### Staff:

1. Applied for the LWCF Grant in the amount of ~\$1 million. The State is recommending we get ~\$570k. Our team met on February 8<sup>th</sup> to change the budget to fit the \$570k. The new plan will be to hold off on the construction of new tennis courts as Highland Park tennis courts should be completed this summer. We will instead do 2 Pickleball courts and 2 tennis courts.
2. The Natrona County Joint Powers Board has awarded the City \$100K to go toward a Parks Master Plan. That is about half of the total cost of a comprehensive regional parks master plan. Zulima is reaching out to other stakeholders – Natrona County, Mills, Evansville, etc. to see if they would be willing to help fund the master plan. This would be a regional study of all assets and needs throughout the entire area. All entities have stated they are willing to discuss it. Looking to provide complimentary instead of competing facilities.

#### Board:

1. **ACTION:** Randy to find out from the City Attorney if we can lease parks for 10 years.
2. New Board Member Recommendation: Amy and Zulima did interviews and they recommend Susan Redding to join the Board.

#### **Approval of Susan Redding Recommendation**

**Motion By:** Ian Walker

**Second:** Doug Hall

**Board:** Approved by all

**ACTION:** Zulima to contact Susan and take the recommendation to Council on March 7<sup>th</sup> for their approval.

**ACTION:** Zulima and JJ to send a letter to the other 3 applicants.

3. Chair and Vice Chair Election: Tabled until next month when we have a full Board
4. Liaison Assignments: Tabled until next month when we have a full Board.  
**ACTION:** JJ to send the current Liaison Assignments to the Board.  
It was noted that we need better communication between the user groups/area, the liaison, and the City staff members. Liaisons should be invited to all pre- and post-season walkthroughs with the user group and city staff member.

The next scheduled meeting will be **Thursday, March 9, 2023, at 4:30 pm at the Casper Family Aquatic Center Conference Room & via Microsoft Teams.**

**Meeting Adjourned:** The meeting was adjourned at 6:10 pm.