

INFORMATION PACKET

Friday, March 24, 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 28, 2023 No meeting

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Meeting Canceled			

March 30, 2023 Councilmembers Absent:

Special Council Meeting: 1:00 p.m.	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
BLM Resolution				N	

April 4, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
PRE-MEETING STARTS AT 5:15PM					
Pre-Meeting: Teams No Audio Sign in (5 Min)					
Pre-Meeting: Chinook Trail LAD (20 min)					
Pre-Meeting: Hogadon Lodge Repair (10 min)					
Pre-Meeting: WAM Voting Delegate (5 min)					
Approval of 3/7 Minutes					C
Approval of 3/7 Executive Session Minutes					C
Approval of 3/21 Minutes					C
Approval of 3/21 Executive Session Minutes					C
Est Public Hearing: Resolution Authorizing a Real Estate Purchase Agreement Between Natrona County, Wyoming and the City of Casper, Wyoming Regarding the City's Sale of 8 Acres, More or Less, of Property Located at the Northeast Corner of East 12th Street and Conwell Street.	C				
Establish the date for a public hearing to consider an Ordinance approving a zone change of Lot 1, Majestic Mountain Addition	C				
Establish the date for a public hearing to consider an Ordinance approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition	C				
Establish the date for a public hearing to consider an Ordinance approving a plate and zone change for the proposed Lukasiewicz Subdivision	C				
Public Hearing: Liquor Code Amendments		N			
Consideration of a resolution approving a site plan, and the associated site plan agreement, for the construction/development of the WYO Sports Ranch					
Approving the Senior Center Lease				C	
Exec Session: Personnel					

The Grid

A working draft of Council Meeting Agendas

April 11, 2023 Councilmembers Absent: Cathey

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
MEETING STARTS AT 4PM			
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up: Grid Addendum Item Status		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		5:55	10 min
Council Around the Table		6:05	20 min
Approximate Ending Time:			6:25

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
Public Hearing: Resolution Authorizing a Real Estate Purchase Agreement Between Natrona County, Wyoming and the City of Casper, Wyoming Regarding the City's Sale of 8 Acres, More or Less, of Property Located at the Northeast Corner of East 12th Street and Conwell Street.		N			
Public Hearing to consider an Ordinance approving a zone change of Lot 1, Majestic Mountain Addition		N			
Public hearing to consider an Ordinance approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition		N			
Public hearing to consider an Ordinance approving a plate and zone change for the proposed Lukasiewicz Subdivision		N			
2nd Reading Ordinance: Liquor Code Amendments			N		
Parking Garage Lease				C	
Executive Session: Personnel					

April 25, 2023 Councilmembers Absent: Cathey

Work Session Meeting Agenda Items	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	

The Grid

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April 25, 2023 (continued) Councilmembers Absent: Cathey

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

May 2, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Corporate Sponsorship & Naming Rights Agreement					
Pre-Meeting: Snow Plowing					
Approval of 4/25 Minutes					C
3rd Reading Ordinance: Liquor Code Amendments			N		

May 9, 2023 Councilmembers Absent:

Work Session Meeting Agenda Items	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		4:35	40 min
Tentative Budget to Council		5:15	5 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

May 16, 2023 Councilmembers Absent:

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

The Grid

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May 22, 2023 Councilmembers Absent:

Tentative: Special Budget Work Session	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:

Work Session Meeting Agenda Items	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:

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

June 6, 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: Summary Proposed Budget to Council					
Approval of 5/16 Minutes					C
Est. PH - Adopt FY24 Budget	C				

June 13, 2023 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Rec Enterprise Business Plans	Direction Requested	4:35	90 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Code Enforcement - Municipal Code?			
Class and Compensation Study Follow-up			May
Opioid Funding Discussion			May
Livability/Marketing Follow-up			
Special Event Permitting Process			
Banner Health and Fire Agreement			Spring 2023
Fly Casper Alliance			
Poplar and CY Intersection Lane Extension Public Input Update			
Municipal Court Proceedings Overview			

Staff Items:

CBC Public Safety Design			July
City Inspectors Authority/Oversight of Licensed Contractors			
Speed Limit Ordinance Review			
Unpaid Utility Ordinance Amendment			
Part 2 Ford Wyoming Center			
Judge's Quarterly Update	June 6 September 5 December 5	15 minutes	Rekurs Quarterly
Ford Wyoming Center Subsidy			
Second Sheet of Ice Financing			Spring 2023
Agreement for Pickleball Resurfacing			
Parks Master Plans MOU's			

Potential Topics-- Council Thumbs to be Added:

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Future Regular Council Meeting Items:

PH & Adoption of FY24 Budget	6/20/2023		
Executive Session: Personnel	9/19/2023		

Retreat Items:

Economic Development and City Building Strategy



Memo to: Liz Becher; Community Development Director

From: Dan Elston, City Building Official

Craig Collins, AICP, City Planner

Subject: February - Commercial Development Report

Date: 03/12/2023

Permitting Update:

For the month of February, 1 building permit for new single-family home construction was issued. This brings the total building permits for new single-family residences in the calendar year to 1 with a value of construction of \$170,000.00. The Building Division issued 21 Building, 41 Electrical, 39 Mechanical and 46 Plumbing permits with a value of construction of \$6,005,529.97 with a permit revenue of \$51,591.78. The permit for the Discount Tire store, which will be located West of Red Lobster on E 2nd St, was issued with a valuation of \$3,100,00.00.

Calendar year: January 1st through February 28th

Permit total = 370 permits issued for a value of \$8,332,376.68 with a revenue of \$77,413.42.

Fiscal Year: July 1st through February 28th

Permit total = 2,311 permits issued for a value of \$51,253,905.57 with a revenue of \$478,300.87.

February Inspection Update:

The Building Division completed 141 building, 119 electrical, 122 plumbing/mechanical inspections, plus 0 plan reviews.

Commercial Construction Update:

Below is a breakdown of the 11 major commercial projects that are in progress:

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

- LDS Temple (3011 Independence Dr.) Interior connections and finish are in process. Stone veneer is arriving and stocked on-site.
- Liberty Square Apartment Complex, 60 units (1100 S. Beverly) Bld. B, roofing/exterior siding in process, M/E/P in process Bld. B Tower 5, Bld. A, Building B Tower 3, and

COMMUNITY DEVELOPMENT DEPARTMENT

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Community Center, interior trim is in process. Building B Tower 4 drywall is in process. Anticipated completion for this project is April/May of 2023.

- Wal-Mart East Interior Remodel (4400 E. 2nd St.) Fire pump and sprinkler piping in process.
- Casport Mint, Helical Piers only (170 Star Lane) Interior structural steel and framing in process, M.E.P. rough-ins are in process for Phase 1, this project has been divided into 7 phases. 2nd machine is installed and in the set-up process. Phase II to begin shortly.
- La Cocina Restaurant (4110 Centennial Hills) Framing in process
- Alma Business Bld. (260 W. 1st. St, Old Bakery) Final finish in process
- Nolan Phase II (225 S. David St. Condominiums) Framing in process.
- Jump Craze (SE Wyoming BLVD) Site work in process.
- Harbor Freight Expansion (Sunrise Mall) Final finish is in process.
- Discount Tire (4990 E. 2nd St.) Building permit has been issued to Caspar Building Systems and site work is in process.
- Johnstone Supply (3100 E. Yellowstone) Drywall is complete and final finishes are underway.

Projects Completed:

- A T.C.O. was issued to Alder Park apartments located at 3300 Patriot Way.

Approved projects not started:

- Blackmore Market Place Shops (5081 E. 2nd St.)
- Wyoming Food for Thought (Old North Casper School)

New Projects Submitted for Approval:

- Core/Shell Building (Next to Marshals, Newport Rd.)


Anticipated Projects:

- WYO Sports Ranch (former Power2Play, near Events Center) 133,000 sq. ft. indoor sports facility
- Fairfield by Marriot (West D St)

RISK WINS

The City of Casper has a [Risk Wins!](#) program! Risk Wins! is a program where employees could win a breakfast or lunch by telling Risk Management about something they or their workgroup have done to reduce the risk of incidents or injuries.

Risk Management selects a winner from the monthly entries at random, at the end of the quarter, the best entry submitted during the quarter will win a workgroup meal and a trophy to display for the quarter!



Risk Wins! 4th Quarter Winners!

The Baler Building team developed and implemented engineering controls that protect customers from a fall hazard at the Baler Building. They assessed the risk, and it wasn't adequately controlled, so they used chain and signs to barricade the fall hazard and temporarily close certain unattended bays controlling exposure to the hazard. **NICE USE OF THE HIERARCHY OF CONTROLS!**

SUBMIT YOUR ENTRIES TO WIN FOR YOUR TEAM!



Contractors Licensing and Appeals Board Meeting Minutes from: March 16, 2023

MEMBERS PRESENT:

Scott Warren
Steven Walkin
Jeremiah Holtus
Jak Hollinger
Travis Briggs
Sean Lijewski

MEMBERS ABSENT:

Ian Alvstad

CITY COUNCIL:

Lisa Engebretsen (Absent)

CITY STAFF PRESENT:

Dan Elston
Justin Scott
Shawn Barrett
Deeann Miller

CALL MEETING TO ORDER:

Scott Warren called the meeting to order at 4:03 PM.

Monthly Report Update:

Justin Scott presented the February Building report. (Attached)

Below is a breakdown of the 11 major commercial projects that are in progress:

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- Liberty Square Apartment Complex, 60 units (1100 S. Beverly) Bld. B, roofing/exterior siding in process, M/E/P in process Bld. B Tower 5, Bld. A, Building B Tower 3, and Community Center, interior trim is in process. Building B Tower 4 drywall is in process. Anticipated completion for this project is April/May of 2023.

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- Wal-Mart East Interior Remodel (4400 E. 2nd St.) Fire pump and sprinkler piping in process.
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- La Cocina Restaurant (4110 Centennial Hills) Framing in process
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- Johnstone Supply (3100 E. Yellowstone) Drywall is complete and final finishes are underway.

PROJECTS COMPLETED:

- A T.C.O. was issued to Alder Park apartments located at 3300 Patriot Way.

NEW BUSINESS:

Justin Scott will be acting Board Secretary until further notice starting March 16, 2023.

LICENSE APPLICATIONS:

General Contractors:

Dan Adams – Adams Company, Class III General Contractors – *Approved to test*

Mechanical Applications:

Corby Shields – Mechanical Master – *ICC testing submitted, license approved, no test Needed*

Plumbing Applications:

Trevor Wicks – Journeyman Plumber – *Approved to test*

Weston Poste – Journeyman Plumber – *Approved to test*

COMPLAINTS:

There were no complaints that were presented to the Board for review.

[Type here]



UNSAFE STRUCTURES ORDINANCE:

There were no unsafe structure complaints that were presented to the Board for review.

ADJOURN:

The meeting was adjourned at 4:25 PM.

Respectfully Submitted,

Justin Scott, Secretary

[Type here]



CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING

Friday, February 17, 2023, 3:30 p.m.

City Hall, Downstairs Meeting Room, and Microsoft Teams Online

MINUTES

The meeting began at 3:30 p.m. with the attendance of Councilor Pacheco, Councilor Pollock, City of Casper staff member, Heidi Rood, City of Casper Human Resources Manager, Nicole Carlson, Natrona County Commissioner Steve Freel, and the following committee members: Alex Petrino, David Esposito, Gage Williams, Hollie Brogan.

Absent: Brooke Ostrander, Darrell Wagner, Vickie Skates, Christy Jourgensen, Kate Allen, Kelly Stiefvater, Riley Jourgensen, Skylar Cooper, Casper Police Liaisons Sergeant Stedillie and Sergeant Broneck, and Vickie Skates, Natrona County School District Representative

Approve January 20, 2022, Meeting Minutes

Move to the next meeting, no quorum.

Non-Discrimination Ordinance – Countywide – Natrona County Commissioner Steve Freel recommended seeking this initiative with surrounding communities within the county prior to pursuing it countywide. Commissioner Freel also suggested providing him with additional education to provide to the current commissioners. Councilor Pollock suggested reaching out to Advance Casper and Justin Nelson of the LGBTQ Chamber of Commerce. David volunteered to reach out to Mills.

City of Casper HR Partnership – The Advisory Committee requested Nicole Carlson to review City policies, dress code, and application to ensure language is gender neutral. The recommendation to include pronouns and preferred names to be added to the application was also discussed. Nicole will review these policies and possibilities and report back to the group.

Casper Pride 2023 Planning – “Community”

(Previous meeting notes)- Gage said the theme this year is “Community”. He will purchase \$150 for the table for the LGBTQ Advisory Committee. The committee discussed an opportunity for anyone who can contribute. Gage will send a VENMO out to the group for anyone who would like to help. A discussion regarding having the following items at the table: an informational pamphlet describing the Ordinance (in plain English), a Banner with the City’s logo, and something fun to do and/or SWAG. Councilor Pacheco will confirm with the City Manager if having the City logo on a banner will be approved. Hollie and Brooke volunteered to work the table the day of the event. A sub-committee will form as the event gets closer.

Trans-Gender Name Changes

Kate’s update via email: I met with Riley and Christy to hear about their experience (I assume/hope they can give that update if they want to!) and also met with Elliott Hinkle and a California lawyer who does this sort of thing across the country. Elliott is putting together a panel



on the “legal stuff” for trans day of visibility and the California lawyer and I will be on it. I’ve been learning a lot about this in hopes of being a useful resource for our trans community in the near future.

The meeting was adjourned at 4:25 p.m.

Next Meeting Date

March 17, 2023, **3:30** p.m.

DRAFT