

**INFORMATION PACKET**  
**Wednesday, September 14, 2022**



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**AGENCIES, BOARDS AND COMMITTEES DOCUMENTS & INFORMATION**

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We are CASPER

Communication   Accountability   Stewardship   Professionalism   Efficiency   Responsiveness

## The Grid

A working draft of Council Meeting Agendas

### September 20, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
<b>Pre-Meeting to Start at 5:00PM</b>					
Pre-Meeting: Wind Turbine Art Installation Follow-up					
Pre-Meeting: Capital Roll Over					
Pre-Meeting: Fire Pension A Promissory Note					
Pre-Meeting: Casper St. Speed Discussion					
Pre-Meeting: Patterson-Zonta					
Approval of 9/6 Minutes					C
Approval of 9/16- 1st Executive Session Minutes					C
Approval of 9/16- 2nd Executive Session Minutes					C
Establish October 4, 2022 as the Public Hearing Date for a New Restaurant Liquor License No. 48 for Blues Gypsy, LLC, d/b/a the Bluebird at the Cheese Barrel, Located at 544 South Center.					C
Public Hearing: Consideration of an Annexation of 2.0-Acres described as Tract 8, Dowler No. 2 Subdivision (3025 Paradise Drive), Establishing the Zoning of Said Parcel as C-2 (General Business), and Rezoning 8.2-acres Described as the Paradise Acres Addition (3041 Paradise Drive) as C-2 (General Business)		N			
Public Hearing: North Platte River Park No. 2 Subdivision		N			
2nd Reading: Correcting a Scrivener's Error in the Legal Description of Ordinance No. 34-19 Pertaining to the Mistaken Inclusion, Via Annexation, of the West Half of Lots 26 & 27, South Garden Creek Acres No. 2 Addition in the Casper Municipal Limits.			N		
Authorizing an Agreement with Mountain West Technologies, Inc. for the Provision of Fiber Optic Services, Plus an Authorization to Encumber Supplemental Equipment Funding.				C	
Authorizing a Professional Services Contract with Desert Mountain Corporation for the Purchase of 3,000 Tons of Category 2, Solid Anti-Icer/Deicer, as Part of the Streets Ice Slicer Procurement.				C	
Authorizing Amendment #2 to the Professional Services Contract with State Line No. 7 Architects (SL#7), for the City Hall Renovations and Addition (Project SAFE).				C	
Authorizing a Cooperative Agreement with the Wyoming Department of Transportation for Street Enhancements Related to the Poplar Street Improvements - CY Avenue to Collins Drive.				C	
Authorizing the Execution of an Access Permit with the Wyoming Department of Transportation for Access Widening an Access Approach at 935 West Yellowstone Highway				C	
Authorizing a Revocable License Agreement with 6H Group, LLC, dba Noland Feed, for Maintenance of a Loading Dock within City Right-of-Way				C	
Authorizing a Donation Agreement between the American Legion George W. Vroman Post 2 and the City of Casper Located at Patterson-Zonta Park for Wyoming's Fallen Memorial.				C	
Authorizing an Agreement with JTL Group, Inc., dba Knife River, for the 2022 Platte River Trails Replacements				C	

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### September 20, 2022 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing an Agreement with Automation & Electronics, Inc., for the Leachate Forcemain Extension and Controls				C	
Approving a Resolution to Formalize the Fire A Pension Obligation Through a Promissory Note Between the City of Casper and the State of Wyoming				C	
Amending the City of Casper Statement of Investment Policy.				C	
Authorizing the Community Development Block Grant Agreement in the Amount of \$500K Between the City of Casper and the Wyoming Community Development Authority to Assist in the Funding of the Renovations for the Willard Envision Center with the Casper Housing Authority.				C	
Authorizing the Community Development Block Grant - COVID Funds Agreement in the Amount of \$750K Between the City of Casper and the Wyoming Community Development Authority to Assist in the Funding for the Wyoming Food for Thought Grocery Store at the Site of the Former North Casper School.				C	
Authorizing the Re-appointment of Bill Thompson to the City of Casper Investment Advisory Committee.					C
Authorizing the Purchase of One (1) John Deer 310SL Backhoe Loader and Grapple Bucket for Use by the Parks Division of the Parks, Recreation, and Public Facilities Department.					C
Authorizing the Purchase of One (1) New Wide Area Mower for Use by the Parks Division of the Parks, Recreation, and Public Facilities Department.					C
Appointment of Travis Van Hecke to the Casper Planning and Zoning Commission.					C
Exec Session: Land, Litigation & Personnel					

### September 27, 2022 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
Credit Card Fees	Direction Requested	5:05	20 min
Fort Caspar Subsidy	Direction Requested	5:25	30 min
Alarm Ordinance Updates	Direction Requested	5:55	45 min
Amendment A	Information Only	6:40	20 min
Agenda Review		7:00	20 min
Legislative Review		7:20	20 min
Council Around the Table		7:40	20 min
Approximate Ending Time:			8:00

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### October 4, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Lifejacket Program Update					
Pre-Meeting: Monthly Financial Reports					
Approval of 9/20 Minutes					C
Approval of 9/20 Exec Session Minutes					
EPH Alarm Licenses Ordinance					C
Public Hearing: Restaurant Liquor Licenes - Bluebird		N			
2nd Reading: Consideration of an Annexation of 2.0-Acres described as Tract 8, Dowler No. 2 Subdivision (3025 Paradise Drive), Establishing the Zoning of Said Parcel as C-2 (General Business), and Rezoning 8.2-acres Described as the Paradise Acres Addition (3041 Paradise Drive) as C-2 (General Business)			N		
2nd Reading: North Platte River Park No. 2 Subdivision			N		
3rd Reading: Correcting a Scrivener's Error in the Legal Description of Ordinance No. 34-19 Pertaining to the Mistaken Inclusion, Via Annexation, of the West Half of Lots 26 & 27, South Garden Creek Acres No. 2 Addition in the Casper Municipal Limits.			N		
Emergency Response Vehicle				N	
A resolution authorizing a Professional Services Contract for transit services with Natrona County for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Evansville, a Wyoming municipality, for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Bar Nunn, a Wyoming municipality, for Fiscal Year 2023.				C	
Lease for Indoor Sports Complex with WYO Complex				C	

### October 11, 2022 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
Non-Discrimination Ordinance	Move Forward for Approval	4:35	60 min
Ice Arena Subsidy & Expansion	Direction Requested	5:35	45 min
Contractor License Category Updates	Direction Requested	6:50	45 min
Shipping Container Ordinance	Direction Requested	7:35	45 min
Demolition Safety Barriers	Direction Requested	8:20	30 min
Agenda Review		8:50	20 min
Legislative Review		9:10	20 min
Council Around the Table		9:30	20 min
Approximate Ending Time:			9:50

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### October 18, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 10/4 Minutes					C
Public Hearing: Alarm Licenses Ordinance		N			
3rd Reading: North Platte River Park No. 2 Subdivision			N		

### October 25, 2022 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
Aquatics Subsidy	Direction Requested	4:35	45 min
Transit Stops and Signage Update	Information Only	5:20	30 min
Council Goals Update	Information Only	5:50	45 min
Station #1 Design	Direction Requested	6:35	60 min
One Cent Community Projects Process	Direction Requested	7:35	45 min
Agenda Review		8:20	20 min
Legislative Review		8:40	20 min
Council Around the Table		9:00	20 min
Approximate Ending Time:			9:20

### November 1, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 10/18 Minutes					C
EPH Non-Discrimination	C				
Public Hearing: Consideration of a Resolution certifying Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the Annexation of 2.0 Acres described as Tract 8, Dowler No 2 Subdivision complies with W.S. §15-1-402.		N			
3rd Reading: Consideration of an Annexation of 2.0-Acres described as Tract 8, Dowler No. 2 Subdivision (3025 Paradise Drive), Establishing the Zoning of Said Parcel as C-2 (General Business), and Rezoning 8.2-acres Described as the Paradise Acres Addition (3041 Paradise Drive) as C-2 (General Business)			N		
2nd Reading: Alarm Licenses			N		

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### November 8, 2022 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
Drug Court Update		5:05	
Golf Subsidy	Direction Requested	4:35	30 min
Fire Station Safe Zones and Cameras			
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

### November 15, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 11/1 Minutes					C
Public Hearing: Non Discrimination		N			
3rd Reading: Alarm Licenses			N		

### November 22, 2022 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
Recreation/Sports Subsidy	Direction Requested	4:35	30 min
One Way to Two Way Street Conversion	Direction Requested	4:35	30 min
Agenda Review		5:05	20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

### December 6, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 11/15 Minutes					C
2nd Reading: Non-Discrimination Ordinance			N		

**The Grid**

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**December 13, 2022** 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
Ford Wyoming Center Subsidy (tentative)	Direction Requested	4:35	30 min
		5:05	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
			Approximate Ending Time:

**December 20, 2022** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 12/6 Minutes					C
3rd Reading: Non-Discrimination Ordinance			N		

**December 27, 2022** 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
		4:35	
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 in Yards			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Code Enforcement - Municipal Code?			
Class and Compensation Study Follow-up			After January 2023
Parking Garage Lease			Summer 2024
Detox Funding Discussion			
LGBTQ Advisory Committee Update			
Budget Amendment Discussion			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Council Boards and Commissions			

**Staff Items:**

Unsafe Structure Ordinance Follow-up			
City Inspectors Authority/Oversight of Licensed			
Recreation Refunds			
Sign Code Revision			
Speed Limit Ordinance Review			
Part 2 Ford Wyoming Center			
One Cent Community Projects Grant			After November General Election
SRO Contract			
Sponsorships and Naming Rights (Tentative)			
Poplar St. and CY St. Intersection			

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

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**Future Regular Council Meeting Items:**

Resolution on Service Fees Police Response to Alarms			
Changes to the City of Casper Municipal Ordinances, Chapter 8.08, Private Intrusion Alarms.			

**Retreat Items:**

Economic Development and City Building Strategy
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**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**25.02% of Fiscal Year 2023 has Lapsed**

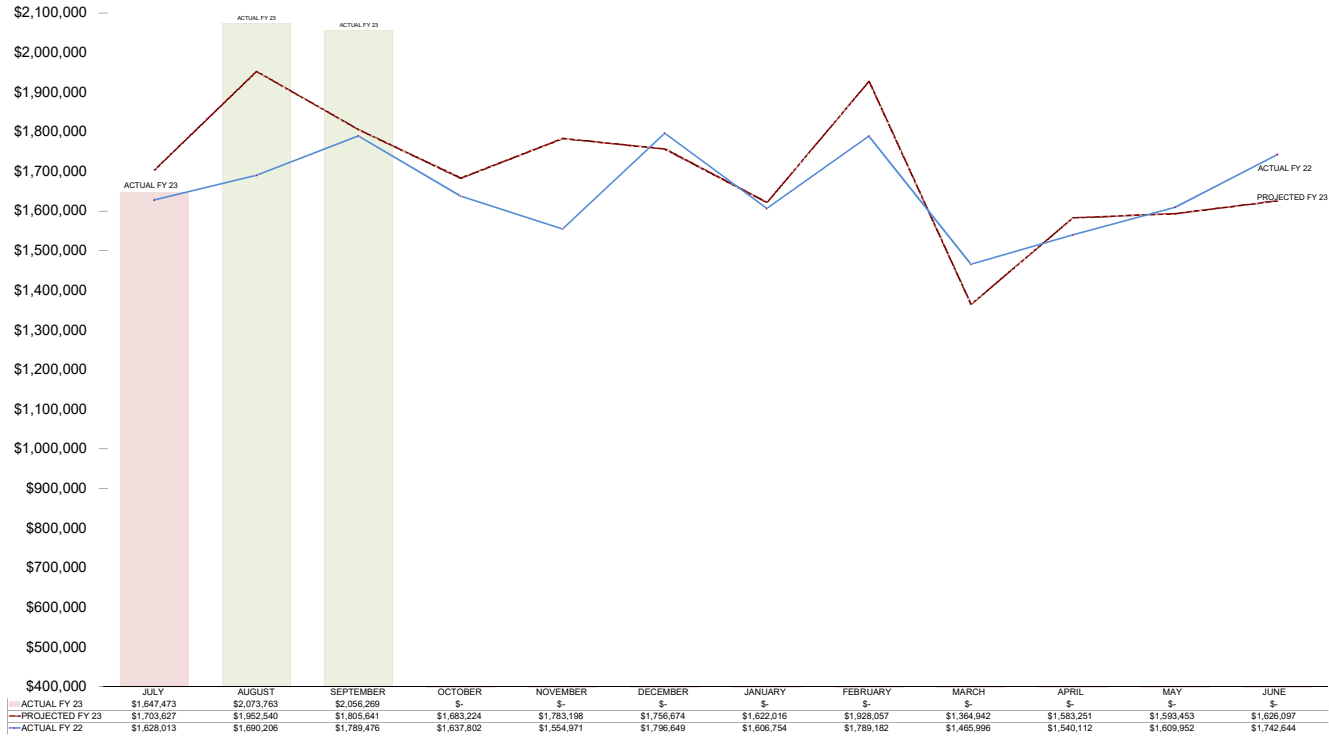
We are currently at 25.02% of the budget year.

General fund is up 1.55% from projected year to date which is 28.32% of the budget.

1%16 is up 1.9% from the projected year to date which is at 28.67% of budget.

<b>State Shared Sales Tax</b>						
	<b>Date Received</b>	<b>Amount Received</b>	<b>Amount Budgeted</b>	<b>Actual-Budget</b>	<b>Percent of 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%	
			1,683,224			
			1,783,198			
			1,756,674			
			1,622,016			
			1,928,057			
			1,364,942			
			1,583,251			
			1,593,453			
			1,626,097			
	<b>Total FY 2023</b>		<b>\$ 5,777,506</b>	<b>\$ 20,402,721</b>	<b>\$ 315,697</b>	
	<b>FY 2023 1%16</b>			<b>Optional 1% Tax</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%	
			1,400,736			
			1,480,055			
			1,451,365			
			1,339,982			
			1,594,814			
			1,134,090			
			1,306,229			
			1,316,355			
			1,341,669			
<b>Total FY 2023</b>			<b>\$ 4,839,195</b>	<b>\$ 16,876,343</b>	<b>\$ 328,149</b>	
<b>Total</b>		<b>\$ 10,616,701</b>	<b>\$ 37,279,064</b>	<b>\$ 643,846</b>		

# Sales Tax FY 2023 Versus Projection and Prior Year



	ACTUAL FY 22	PROJECTED FY 23	ACTUAL FY 23
YTD TOTAL	\$ 5,107,695	\$ 5,461,808	\$ 5,777,506
YTD VARIANCE			\$ 315,697
			<b>% Difference      In Dollars</b>
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH			13.88%      \$250,629
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE			5.78%      \$315,697
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH			14.91%      \$266,793
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE			13.11%      \$669,810



**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT**  
**BOARD OF HEALTH MEETING**

**SEPTEMBER 15, 2022**

Virtual by Zoom or **in person in the ELKHORN Conference Room**

**ZOOM LINK: <https://us02web.zoom.us/j/83576428670>**

**Phone: 1 253 215 8782 Passcode: 835 764 28670**

**5:30 PM**

- I. AGENDA/MINUTES**
  - a. Previous Meeting Minutes/Notes**
    - i. AUGUST meeting minutes\*
  
- II. BUDGET/FINANCIAL**
  - a. FINANCIALS**
    - i. JUNE Financials\*
    - ii. JULY Financials\*
    - iii. AUGUST Financials\*
    - iv. PROPOSED BUDGET REVISION FY23\*
  
- III. BOARD**
  - a. Next Meeting Date**
    - i. **Proposed Meeting Date OCTOBER 20TH, 2022\***
  
- IV. HEALTH OFFICER**
  - i. Health Officer Report
  
- V. DIVISION REPORTS**
  - a. ADMINISTRATION-Anna**
    - i. COVID-19/MONKEYPOX UPDATE**
    - ii. General Administration**
      - 1. Reporting grid-updated, please review
      - 2. Strategic Planning for Board-MAPP Update OCT 13 & 14
      - 3. Building update
      - 4. Job announcements

- a. COVID Nurse-Wyoming Community Foundation
  - b. DP Nurse
  - c. HIV Case manager/Cardiac
- b. COMMUNICABLE DISEASE-Emma**
  - i. Expedition
  - ii. WyAETC
    - 1. University of Washington-AETC\*
  - iii. HIV Case Management
- c. COMMUNITY PREVENTION-Hailey**
  - i. Community Prevention
    - 1. Contract Casper Pride\*
    - 2. Contract Boys and Girls Club\*
  - ii. WCRS
  - iii. WYCC
- d. ENVIRONMENTAL HEALTH-Ruth**
  - 1. Contract Wyoming Dept of Health Lead\*
- e. NURSING PROGRAMS**
  - i. DISEASE PREVENTION CLINIC-Kendall
  - ii. ADULT HEALTH PROGRAM-Mary Ann
  - iii. MATERNAL CHILD HEALTH PROGRAM- Tonya
- f. PUBLIC HEALTH PREPAREDNESS- Tammy**
- g. City/County Liaison**
- h. Board Member Reports**
- i. Adjourn**

**CASPER-NATRONA COUNTY HEALTH DEPARTMENT**

Statement of Operations - Actual vs. Budget

For the Two Months Ending August 31, 2022

	August				YTD				Annual
	Actual	Budget	Variance	Prior Year Actual	Actual	Budget	Variance	Prior Year Actual	Budget
<b>Revenue:</b>									
TAX REVENUE (COUNTY)	111666.74	55754.82	55911.92	111666.66	111666.74	111509.64	157.10	111666.66	669058.00
TAX REVENUE (CASPER)	95828.86	50000.00	45828.86	95833.34	95828.86	100000.00	(4171.14)	95833.34	600000.00
TAX REVENUE (MILLS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1% REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRANT REVENUE	192143.36	186764.86	5378.50	288748.05	347764.92	373529.72	(25764.80)	402372.11	2241178.50
GENERATED REVENUE	108196.66	50991.67	57204.99	131896.16	166504.88	101983.34	64521.54	271900.79	611900.00
STATE NURSING REVENUE	0.00	38602.75	(38602.75)	0.00	0.00	77205.50	(77205.50)	0.00	463233.00
INTEREST AND INVESTMENT INCOME	(1671.87)	666.67	(2338.54)	781.96	(1195.68)	1333.34	(2529.02)	1202.06	8000.00
BUDGETED FROM RESERVED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>506163.75</b>	<b>382780.77</b>	<b>123382.98</b>	<b>628926.17</b>	<b>720569.72</b>	<b>765561.54</b>	<b>(44991.82)</b>	<b>882974.96</b>	<b>4593369.50</b>
<b>Expenditures:</b>									
OUTSTANDING PURCHASE ORDERS	6501.81	0.00	(6501.81)	6722.70	17620.75	0.00	(17620.75)	27109.80	0.00
REGULAR SALARIES	165350.78	195432.45	30081.67	158334.38	327519.35	390864.90	63345.55	319178.33	2345189.20
BENEFITS-EMPLOYMENT TAXES	14889.72	20754.46	5864.74	14445.81	29741.25	41508.92	11767.67	29717.90	249053.09
BENEFITS-WY RETIREMENT	30207.23	35316.68	5109.45	26599.38	59884.14	70633.36	10749.22	55003.22	423799.51
BENEFITS-MEDICAL INSURANCE	43256.42	52393.41	9136.99	32965.72	86665.90	104786.82	18120.92	65114.70	628720.89
CONTRACT LABOR	11185.17	11817.87	632.70	11211.54	16585.17	23635.74	7050.57	19156.65	141814.09
OUTSIDE TESTING SITES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HEALTH OFFICER	0.00	2466.67	2466.67	4933.26	0.00	4933.34	4933.34	4933.26	29600.00
ADVERTISING	0.00	908.33	908.33	0.00	0.00	1816.66	1816.66	0.00	10900.00
AUTO EXPENSES	608.82	1494.18	885.36	74.99	795.04	2988.36	2193.32	545.39	17930.00
ED PUBLIC	2216.62	4978.17	2761.55	1349.96	2216.62	9956.34	7739.72	1349.96	59738.01
ED EMPLOYEE CONFERENCE/TUITION	1379.47	3714.30	2334.83	1956.78	2154.57	7428.60	5274.03	2324.23	44571.70
EMPLOYEE MEDICAL TESTING	11.50	41.24	29.74	10.00	146.50	82.48	(64.02)	10.00	495.00
EQUIPMENT MAINTENANCE	0.00	713.74	713.74	0.00	246.20	1427.48	1181.28	0.00	8565.00
EQUIPMENT PURCHASE	886.24	2612.50	1726.26	126029.36	2041.24	5225.00	3183.76	126029.36	31350.00
EQUIP COPY EXPENSE	1978.45	1691.65	(286.80)	20.06	2882.55	3383.30	500.75	2291.80	20300.00
INSURANCE	0.00	1666.67	1666.67	0.00	0.00	3333.34	3333.34	0.00	20000.00
LICENSE/PROFICIENCY	0.00	20.83	20.83	0.00	0.00	41.66	41.66	0.00	250.00
MARKETING	20206.38	8284.75	(11921.63)	14382.50	25346.36	16569.50	(8776.86)	24018.94	99416.96
MEETING EXPENSE	857.17	1750.13	892.96	445.28	1957.17	3500.26	1543.09	445.28	21001.59
MILEAGE	430.64	485.40	54.76	0.00	430.64	970.80	540.16	0.00	5825.00
MISC EXPENSE	(3472.00)	199.98	3671.98	(74.58)	(3444.25)	399.96	3844.21	0.42	2400.00
PERIODICAL/BOOKS	0.00	136.26	136.26	0.00	0.00	272.52	272.52	0.00	1635.00
PRINTING EXPENSE	0.00	8.33	8.33	0.00	0.00	16.66	16.66	0.00	100.00
POSTAGE	676.97	843.75	166.78	954.65	1332.10	1687.50	355.40	1278.68	10125.00
RENT EXPENSE	2609.47	1208.33	(1401.14)	1659.58	5218.94	2416.66	(2802.28)	1869.58	14500.00
REIMBURSEMENT	19377.49	6306.20	(13071.29)	1733.16	22064.59	12612.40	(9452.19)	4095.77	75674.47
RETURNED CHECKS AND BAD DEBTS	13.45	6.25	(7.20)	37.75	30.05	12.50	(17.55)	39.75	75.00
SOFTWARE	1785.80	4008.33	2222.53	897.20	2771.40	8016.66	5245.26	18794.24	48100.00
SUPPLIES	36934.47	16484.52	(20449.95)	34499.75	55439.06	32969.04	(22470.02)	40642.65	197814.00
TELEPHONE	3873.24	3429.18	(444.06)	5779.17	6221.95	6858.36	636.41	6230.28	41150.00
TESTS	3503.83	2375.01	(1128.82)	3467.39	6564.99	4750.02	(1814.97)	6341.64	28500.00
UTILITIES	2240.45	1583.33	(657.12)	1870.16	4270.27	3166.66	(1103.61)	3694.62	19000.00
NON GRANT EXPENSE	88.50	0.00	(88.50)	3475.61	4510.95	0.00	(4510.95)	3750.90	0.00
<b>Total Expenditures</b>	<b>367598.09</b>	<b>383132.90</b>	<b>15534.81</b>	<b>453781.56</b>	<b>681213.50</b>	<b>766265.80</b>	<b>85052.30</b>	<b>763967.35</b>	<b>4597593.51</b>
<b>Revenue Over(Under) Expenditures</b>	<b>138565.66</b>	<b>(352.13)</b>	<b>138917.79</b>	<b>175144.61</b>	<b>39356.22</b>	<b>(704.26)</b>	<b>40060.48</b>	<b>119007.61</b>	<b>(4224.01)</b>



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, September 14, 2022  
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>July 2022 Board Minutes   | T. Schenk            |
| V.    | Financials (DDA & David Street Station)<br>A) August 2022 <b>Reports</b><br>B) September 2022 <b>Payments</b><br>C) Motion to Approve Financials | N.Grooms<br>N.Grooms |
| VI.   | Director's Report  | K.Hawley             |
| VII.  | Committee Reports  |                      |
| VIII. | Executive Session (if needed)  |                      |
| VIX.  | Action Items   |                      |
| X.    | Adjourn  |                      |

**Next Meeting October 12, 2022**

**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**

**August 10, 2022**

**11:30 a.m.**

**I. Call Meeting to Order**

**Present:** Tim Schenk, Tony Hager, Shawn Houck, Nicholas Grooms, Greg Dixon, Deb Clark, Kerstin Ellis, Kyle Gamroth, Will Reese

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

**Guests:** Brendan LaChance, Craig Collins

**Excused:** Critter Murray, Ryan McIntyre

**II. Public Comments:**

**III. City Report:**

- Kyle Gamroth
  - Update from Bird Scooters, 100 scooters last year in Casper, 200 scooters this year in Casper. There have been 18,000 rides since the program started, higher averages than nationwide. Plans to expand next year, open to public comments.
- Craig Collins
  - October 1<sup>st</sup> completion date for Industrial Avenue construction.
  - OYD committee working with Keep Casper Beautiful for utility wraps on Midwest Avenue.

**IV. Approval of July Board Meeting Minutes**

*Motion, Second, Passed (Nicholas Grooms, Deb Clark) (All Approved)*

**V. Financials – Nicholas Grooms**

- Financials show July activity and into August.
- We have been in contact with the new auditor for the city to start working on our portion of submitting documentation for the audit.

**Approval of July DDA & DSS Financial Reports**

*Motion, Second, Passed (Kyle Gamroth, Shawn Houck) (All Approved)*

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

- David Street Station is having a great summer, we have been driving up attendance at events by focusing on quality over quantity.
- We will be adjusting our staffing team once Jackie leaves ends of August.
- We've had to do maintenance on the facility as it is 5 years old now, so there have been costs associated with that.
- We are currently trying to sell Disney Giveaway tickets for a fundraiser, actively trying to reach our goal.
- Outdoor recreation grant, cultural trust fund – currently looking into both for funding opportunities.

**VII. Committee Reports –**

- A.) Executive Committee** – Tim Schenk
- B.) MARCOM Committee** – Shawn Houck
- C.) David Street Station** – Jackie Landess
- D.) Finance Committee** – Nick Grooms
- E.) Infrastructure** – Tim Schenk
- F.) Governance** – Will Reese

**Comments: NA**

**Motion to adjourn at approximately 12:50 PM**

*Motion, Second, Passed (Kyle Gamroth, Shawn Houck) (All Approved)*

**Action Items:**

Approved by:

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

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



# Casper Downtown Development Authority

## Balance Sheet

As of August 31, 2022

DDA- Balance Aug 31, 22

### ASSETS

#### Current Assets

##### Checking/Savings

CHECKING 28,298.83

NOW Acct 187,818.17

Total Checking/Savings 216,117.00

Total Current Assets 216,117.00

**TOTAL ASSETS 216,117.00**

### 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 -18,115.94

Total Equity 215,536.53

**TOTAL LIABILITIES & EQUITY 216,117.00**

# Casper Downtown Development Authority

## Profit & Loss

August 2022

	DDA-P&L	<u>Aug 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Donation - Adopt A Planter		2,000.00
ACCT. INTEREST		12.67
ASSESSMENTS		<u>1,354.47</u>
<b>Total Income</b>		<u>3,367.14</u>
<b>Expense</b>		
<b>MARKETING-COMMUNICATIONS</b>		74.84
<b>OPERATIONS</b>		
Music Service		55.00
Office Rent		
Utilities		139.89
Office Rent - Other		<u>2,650.00</u>
<b>Total Office Rent</b>		<u>2,789.89</u>
<b>Total OPERATIONS</b>		<u>2,844.89</u>
<b>Total Expense</b>		<u>2,919.73</u>
<b>Net Ordinary Income</b>		<u>447.41</u>
<b>Net Income</b>		<u><u>447.41</u></u>

Casper Downtown Development Authority

Profit & Loss

July through August 2022

	DDA-YTD	<u>Jul - Aug 22</u>
Ordinary Income/Expense		
Income		
Donation - Adopt A Planter		2,000.00
ACCT. INTEREST		14.73
ASSESSMENTS		<u>3,721.44</u>
Total Income		5,736.17
Expense		
MARKETING-COMMUNICATIONS		143.08
OPERATIONS		
Repairs/Maintenance		201.50
Planters		15,453.51
Insurance/Bonding		2,033.00
Music Service		165.00
Office Equipment		159.91
Office Rent		
Utilities		279.78
Office Rent - Other		<u>5,300.00</u>
Total Office Rent		5,579.78
Travel		<u>116.33</u>
Total OPERATIONS		<u>23,709.03</u>
Total Expense		<u>23,852.11</u>
Net Ordinary Income		<u>-18,115.94</u>
Net Income		<u><u>-18,115.94</u></u>

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
 August 2022

DDA-Aug Transactions

	Type	Date	Num	Name	Memo	Amount	Balance	
<b>CHECKING</b>								
	Bill Pmt -Check	08/05/2022	6152	CAV - Front Range	Monthly Music Fee	-55.00	-55.00	
	Bill Pmt -Check	08/05/2022	6153	Charter Communications	Internet/Phone	-139.89	-194.89	
	Bill Pmt -Check	08/05/2022	6154	Walsh Property Management	August Rent	-2,650.00	-2,844.89	
	Bill Pmt -Check	08/08/2022	6155	Casper Star-Tribune	Notice of Public hearing for budget	-74.84	-2,919.73	
	Deposit	08/19/2022			Deposit	2,000.00	-919.73	
	Deposit	08/31/2022			Interest	0.32	-919.41	
	Deposit	08/31/2022			Deposit	1,354.47	435.06	
	Total CHECKING						435.06	435.06
<b>NOW Acct</b>								
	Deposit	08/31/2022			Interest	12.35	12.35	
	Total NOW Acct						12.35	12.35
<b>TOTAL</b>							<u><u>447.41</u></u>	<u><u>447.41</u></u>

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
 September 2022

DDA-Sept Trans

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>CHECKING</b>						
Bill Pmt -Check	09/12/2022	6156	CAV - Front Range		-55.00	-55.00
Bill Pmt -Check	09/12/2022	6157	Charter Communications	#0976435090122	-139.89	-194.89
Bill Pmt -Check	09/12/2022	6158	FIB - MASTERCARD	#1405	-66.78	-261.67
Bill Pmt -Check	09/12/2022	6159	Walsh Property Management	#21	-2,650.00	-2,911.67
Deposit	09/30/2022			Interest	0.92	-2,910.75
Total CHECKING					<u>-2,910.75</u>	<u>-2,910.75</u>
<b>TOTAL</b>					<u><b>-2,910.75</b></u>	<u><b>-2,910.75</b></u>

Downtown Development Authority

Balance Sheet

As of August 31, 2022

DSS- Balance  
Aug 31, 22

ASSETS

Current Assets

Checking/Savings

Plaza Checking 190,252.87

Special Events 33,748.00

Total Checking/Savings 224,000.87

Accounts Receivable

Accounts Receivable 4,527.50

Total Accounts Receivable 4,527.50

Other Current Assets

Payroll Asset -47,500.00

Total Other Current Assets -47,500.00

Total Current Assets 181,028.37

TOTAL ASSETS 181,028.37

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 1,142.48

Total Other Current Liabilities 1,142.48

Total Current Liabilities 1,142.48

Total Liabilities 1,142.48

Equity

Unrestricted Net Assets 236,651.83

Net Income -56,765.94

Total Equity 179,885.89

TOTAL LIABILITIES & EQUITY 181,028.37

**Downtown Development Authority**  
**Profit & Loss**  
August 2022

	DSS-P&L	<u>Aug 22</u>
Ordinary Income/Expense		
Income		
ACCT. INTEREST		15.65
Other Types of Income		
Miscellaneous Revenue		200.00
Other Types of Income - Other		<u>499.63</u>
Total Other Types of Income		699.63
Program Income		
Beverage Sales		21,761.24
Disney Raffle		103.00
Event Sponsorship		9,000.00
Facility Rental		6,180.00
Friends of Station		55.00
Support the Station		7,099.00
Vendor Fees		3,857.71
Program Income - Other		<u>3,618.00</u>
Total Program Income		<u>51,673.95</u>
Total Income		<u>52,389.23</u>
Gross Profit		52,389.23
Expense		
Contract Services		1,550.00
Facilities and Equipment		
Building Repairs/Maint		12,390.14
Equip Rental and Maintenance		162.03
Rent, Parking, Utilities		
DSS		127.97
Rent, Parking, Utilities - Other		<u>1,887.24</u>
Total Rent, Parking, Utilities		<u>2,015.21</u>
Total Facilities and Equipment		14,567.38
Marketing		
Advertising/Media		752.22
Fundraising Expense		253.93
Website		71.88
Marketing - Other		<u>72.71</u>
Total Marketing		1,150.74
Operations		
Books, Subscriptions, Reference		560.33
Event Expense		
A/V		10,925.00
Bands		16,867.42
Entertainment/Rentals		4,500.00
Event Supplies		3,052.37
Insurance		6,132.72
Security		3,968.50
Event Expense - Other		<u>12,144.39</u>
Total Event Expense		57,590.40
Overnight Security		2,875.00
Postage, Mailing Service		60.00
Service Charge		60.63
Supplies		1,352.31
TIPS Training		<u>75.00</u>
Total Operations		62,573.67
Payroll Expenses		<u>22,488.60</u>
Total Expense		<u>102,330.39</u>
Net Ordinary Income		<u>-49,941.16</u>
Net Income		<u><u>-49,941.16</u></u>

**Downtown Development Authority**

**Profit & Loss**

July through August 2022

	DSS-YTD	<u>Jul - Aug 22</u>
Ordinary Income/Expense		
Income		
ACCT. INTEREST		18.03
Other Types of Income		
Miscellaneous Revenue		400.00
Other Types of Income - Other		499.63
Total Other Types of Income		<u>899.63</u>
Program Income		
Beverage Sales		26,990.00
Disney Raffle		103.00
Event Sponsorship		41,652.50
Facility Rental		15,005.00
Friends of Station		45,200.00
Partners In Progress		1,000.00
Support the Station		8,126.00
Vendor Fees		4,692.57
Program Income - Other		3,618.00
Total Program Income		<u>146,387.07</u>
Total Income		<u>147,304.73</u>
Gross Profit		147,304.73
Expense		
Contract Services		3,050.00
Facilities and Equipment		
Building Repairs/Maint		26,076.92
Equip Rental and Maintenance		162.03
FF&E		836.37
Landscaping, Repairs/Maint.		914.33
Rent, Parking, Utilities		
DSS		255.94
Rent, Parking, Utilities - Other		4,590.02
Total Rent, Parking, Utilities		<u>4,845.96</u>
Facilities and Equipment - Other		85.00
Total Facilities and Equipment		<u>32,920.61</u>
Marketing		
Advertising/Media		2,877.12
Fundraising Expense		2,211.65
Website		71.88
Marketing - Other		189.38
Total Marketing		<u>5,350.03</u>
Operations		
Books, Subscriptions, Reference		782.94
Event Expense		
A/V		20,225.00
Bands		34,717.42
Entertainment/Rentals		8,600.00
Event Supplies		4,816.67
Insurance		12,948.72
Security		6,368.50



**Downtown Development Authority**

**Profit & Loss**

**July through August 2022**

	DSS-YTD	Jul - Aug 22
Event Expense - Other		<u>17,864.67</u>
Total Event Expense		105,540.98
Overnight Security		5,175.00
Postage, Mailing Service		60.00
Printing and Copying		308.00
Service Charge		445.65
Supplies		2,499.80
TIPS Training		<u>75.00</u>
Total Operations		114,887.37
Payroll Expenses		<u>47,862.66</u>
Total Expense		<u>204,070.67</u>
Net Ordinary Income		<u>-56,765.94</u>
Net Income		<u><u>-56,765.94</u></u>

**Downtown Development Authority  
Transaction Detail by Account  
August 2022**

DSS - August Transactions

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Plaza Checking</b>							
Deposit	08/01/2022			Deposit	Support the Station	103.00	103.00
Bill Pmt -Check	08/01/2022		Rivers Edge Storage		Accounts Payable	-300.00	-197.00
Liability Check	08/02/2022		United States Treasury	83-0286881	-SPLIT-	-355.62	-552.62
Liability Check	08/02/2022		United States Treasury	83-0286881	-SPLIT-	-1,940.48	-2,493.10
Bill Pmt -Check	08/02/2022	2627	The Cincinnati Insurance Company	Special Events and Liquor Liability Policy	Accounts Payable	-6,132.72	-8,625.82
Deposit	08/02/2022			Deposit	-SPLIT-	1,560.00	-7,065.82
Deposit	08/02/2022			Deposit	Vendor Fees	57.96	-7,007.86
Deposit	08/02/2022			Deposit	Vendor Fees	115.32	-6,892.54
Deposit	08/02/2022			Deposit	Support the Station	103.00	-6,789.54
Deposit	08/03/2022			Deposit	-SPLIT-	1,339.00	-5,450.54
Deposit	08/04/2022			Deposit	-SPLIT-	2,244.30	-3,206.24
Deposit	08/04/2022			Deposit	-SPLIT-	618.00	-2,588.24
Deposit	08/05/2022			Deposit	-SPLIT-	671.08	-1,917.16
Bill Pmt -Check	08/05/2022	2628	Airbound	Inflatable Midway Games & Sport Games	Accounts Payable	-715.00	-2,632.16
Bill Pmt -Check	08/05/2022	2629	Alliance Electric	Replace damaged step lights	Accounts Payable	-4,030.69	-6,662.85
Bill Pmt -Check	08/05/2022	2630	Brent Phillips	Sound for July 2022	Accounts Payable	-7,250.00	-13,912.85
Bill Pmt -Check	08/05/2022	2631	Charter Communications	Invoice #1113376073122	Accounts Payable	-127.97	-14,040.82
Bill Pmt -Check	08/05/2022	2632	CK Mechanical		Accounts Payable	-1,195.27	-15,236.09
Bill Pmt -Check	08/05/2022	2633	Cowdin Cleaning	July Cleaning 2022	Accounts Payable	-1,550.00	-16,786.09
Bill Pmt -Check	08/05/2022	2634	Graham Good & the Painters	Concert August 19th - Open for Patti	Accounts Payable	-2,000.00	-18,786.09
Bill Pmt -Check	08/05/2022	2635	Hawkins Inc	Chemicals	Accounts Payable	-917.81	-19,703.90
Bill Pmt -Check	08/05/2022	2636	Indian Ice	BrewFest Ice	Accounts Payable	-315.00	-20,018.90
Bill Pmt -Check	08/05/2022	2637	Kistler Tent & Awning	Tent out at Hat 6 for June	Accounts Payable	-1,865.00	-21,883.90
Bill Pmt -Check	08/05/2022	2638	Mastercard	BM	Accounts Payable	-314.60	-22,198.50
Bill Pmt -Check	08/05/2022	2639	Rocky Mountain Power		Accounts Payable	-920.11	-23,118.61
Bill Pmt -Check	08/05/2022	2640	Sarah Carper	Farmers Markets August 23rd	Accounts Payable	-300.00	-23,418.61
Bill Pmt -Check	08/05/2022	2641	Secure Gunz LLC		Accounts Payable	-3,881.25	-27,299.86
Bill Pmt -Check	08/05/2022	2642	Steven James Phillips	7/22/22-8/4/22 Handyman	Accounts Payable	-1,767.50	-29,067.36
Bill Pmt -Check	08/05/2022	2643	The Lyric	Zamboni Storage	Accounts Payable	-300.00	-29,367.36
Bill Pmt -Check	08/05/2022	2644	The Patti Fiasco	August 19th Hilltop Concert	Accounts Payable	-3,000.00	-32,367.36
Bill Pmt -Check	08/05/2022	2645	Mastercard	JL	Accounts Payable	-1,273.30	-33,640.66
Deposit	08/05/2022			Deposit	Support the Station	100.00	-33,540.66
Deposit	08/07/2022			Deposit	Vendor Fees	28.83	-33,511.83
Deposit	08/07/2022			Deposit	-SPLIT-	206.00	-33,305.83
Bill Pmt -Check	08/08/2022	2646	Black Hills Energy		Accounts Payable	-67.13	-33,372.96
Bill Pmt -Check	08/08/2022	2647	Secure Gunz LLC		Accounts Payable	-975.00	-34,347.96
Bill Pmt -Check	08/08/2022	2648	The Orr's Hope Foundation	Donation	Accounts Payable	-1,500.00	-35,847.96
Deposit	08/08/2022			Deposit	Disney Raffle	103.00	-35,744.96
Liability Check	08/09/2022		United States Treasury	83-0286881	-SPLIT-	-226.80	-35,971.76
Liability Check	08/09/2022		United States Treasury	83-0286881	-SPLIT-	-1,940.48	-37,912.24
Bill Pmt -Check	08/09/2022	2649	Mastercard		Accounts Payable	-3,355.49	-41,267.73
Deposit	08/09/2022			Deposit	Vendor Fees	57.66	-41,210.07
Deposit	08/09/2022			Deposit	-SPLIT-	412.00	-40,798.07
Deposit	08/10/2022			Deposit	-SPLIT-	209.00	-40,589.07
Deposit	08/11/2022			Deposit	Support the Station	103.00	-40,486.07
Deposit	08/11/2022			Deposit	-SPLIT-	412.00	-40,074.07
Deposit	08/11/2022			Deposit	-SPLIT-	206.00	-39,868.07
Paycheck	08/12/2022		Eli R Realing		-SPLIT-	-35.71	-39,903.78
Paycheck	08/12/2022		Angelica M Parmely		-SPLIT-	-69.81	-39,973.59
Paycheck	08/12/2022		Chloe Nelson		-SPLIT-	-229.40	-40,202.99
Paycheck	08/12/2022		John F Lubner		-SPLIT-	-604.53	-40,807.52
Paycheck	08/12/2022		Kade R Taheri		-SPLIT-	-239.65	-41,047.17
Deposit	08/14/2022			Deposit	Support the Station	103.00	-40,944.17
Paycheck	08/15/2022		Breya Price		-SPLIT-	-1,378.69	-42,322.86
Paycheck	08/15/2022		Brooke C Montgomery		-SPLIT-	-1,618.08	-43,940.94
Paycheck	08/15/2022		Jaclyn A Landess		-SPLIT-	-1,898.92	-45,839.86
Paycheck	08/15/2022		Kevin T Hawley		-SPLIT-	-2,623.57	-48,463.43

**Downtown Development Authority  
Transaction Detail by Account  
August 2022**

Type	Date	Num	Name	Memo	Split	Amount	Balance
Deposit	08/15/2022			Deposit	-SPLIT-	15,650.00	-32,813.43
Deposit	08/15/2022			Deposit	-SPLIT-	20.00	-32,793.43
Deposit	08/17/2022			Deposit	Vendor Fees	173.28	-32,620.15
Deposit	08/18/2022			Deposit	-SPLIT-	309.00	-32,311.15
Deposit	08/19/2022			Deposit	-SPLIT-	625.00	-31,686.15
Deposit	08/20/2022			Deposit	-SPLIT-	128.00	-31,558.15
Deposit	08/21/2022			Deposit	Beverage Sales	1,516.76	-30,041.39
Deposit	08/21/2022			Deposit	Beverage Sales	5,532.94	-24,508.45
Deposit	08/21/2022			Deposit	Beverage Sales	26.12	-24,482.33
Deposit	08/22/2022			Deposit	Support the Station	103.00	-24,379.33
Liability Check	08/24/2022		United States Treasury	83-0286881	-SPLIT-	-1,940.48	-26,319.81
Bill Pmt -Check	08/24/2022	2650	Steven James Phillips	Handyman 8/6-/19	Accounts Payable	-2,415.00	-28,734.81
Deposit	08/24/2022			Deposit	-SPLIT-	412.00	-28,322.81
Deposit	08/25/2022			Deposit	-SPLIT-	511.83	-27,810.98
Deposit	08/25/2022			Deposit	-SPLIT-	1,027.00	-26,783.98
Paycheck	08/26/2022		Angelica M Parmely		-SPLIT-	-258.77	-27,042.75
Paycheck	08/26/2022		John F Lubner		-SPLIT-	-434.97	-27,477.72
Paycheck	08/26/2022		Kade R Taheri		-SPLIT-	-385.72	-27,863.44
Paycheck	08/26/2022		Chloe Nelson		-SPLIT-	-624.97	-28,488.41
Paycheck	08/26/2022		Eli R Realing		-SPLIT-	-86.34	-28,574.75
Liability Check	08/29/2022		United States Treasury	83-0286881	-SPLIT-	-352.66	-28,927.41
Deposit	08/29/2022			Deposit	-SPLIT-	1,849.00	-27,078.41
Deposit	08/30/2022			Deposit	-SPLIT-	1,600.00	-25,478.41
Paycheck	08/31/2022		Breya Price		-SPLIT-	-1,378.69	-26,857.10
Paycheck	08/31/2022		Brooke C Montgomery		-SPLIT-	-1,618.09	-28,475.19
Paycheck	08/31/2022		Jaclyn A Landess		-SPLIT-	-1,898.91	-30,374.10
Paycheck	08/31/2022		Kevin T Hawley		-SPLIT-	-2,623.57	-32,997.67
General Journal	08/31/2022	1		Dept/Payments made out of DSS for 5150	Special Events	-15,000.00	-47,997.67
Bill Pmt -Check	08/31/2022		Rivers Edge Storage		Accounts Payable	-300.00	-48,297.67
Check	08/31/2022			Service Charge	Service Charge	-60.63	-48,358.30
Deposit	08/31/2022			Interest	ACCT. INTEREST	14.74	-48,343.56
Total Plaza Checking						-48,343.56	-48,343.56
<b>TOTAL</b>						<b>-48,343.56</b>	<b>-48,343.56</b>

## Downtown Development Authority Transaction Detail by Account September 2022

DSS - September Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Liability Check	09/06/2022		United States Treasury	83-0286881	-613.76	-613.76
Liability Check	09/06/2022		United States Treasury	83-0286881	-1,573.28	-2,187.04
Bill Pmt -Check	09/07/2022	2651	Steven James Phillips	#11	-5,477.50	-7,664.54
Paycheck	09/08/2022		Jaclyn A Landess		-1,898.93	-9,563.47
Paycheck	09/09/2022		Angelica M Parmely		-195.31	-9,758.78
Paycheck	09/09/2022		Chloe Nelson		-218.86	-9,977.64
Paycheck	09/09/2022		Eli R Realing		-62.65	-10,040.29
Paycheck	09/09/2022		John F Lubner		-465.67	-10,505.96
Paycheck	09/09/2022		Kade R Taheri		-138.53	-10,644.49
Bill Pmt -Check	09/12/2022	2652	Airbound	DSS FallFest train	-2,015.00	-12,659.49
Bill Pmt -Check	09/12/2022	2653	Alliance Electric	#11732	-463.28	-13,122.77
Bill Pmt -Check	09/12/2022	2654	AMBI Mail & Marketing	#22-08-539	-79.50	-13,202.27
Bill Pmt -Check	09/12/2022	2655	Brent Phillips	#2220	-6,000.00	-19,202.27
Bill Pmt -Check	09/12/2022	2656	Charter Communications	#8313 30 031 1113376	-127.97	-19,330.24
Bill Pmt -Check	09/12/2022	2657	City of Casper - Water Services	#653567	-107.56	-19,437.80
Bill Pmt -Check	09/12/2022	2658	Cowdin Cleaning	9.1.22	-1,550.00	-20,987.80
Bill Pmt -Check	09/12/2022	2659	GW Mechanical	SV-7532	-795.00	-21,782.80
Bill Pmt -Check	09/12/2022	2660	Hawkins Inc	#6275905	-269.86	-22,052.66
Bill Pmt -Check	09/12/2022	2661	Kody Pivik	#115	-300.00	-22,352.66
Bill Pmt -Check	09/12/2022	2662	Los Angelitas Unidas Y Los Rayos del Sol	FiestaWYO	-250.00	-22,602.66
Bill Pmt -Check	09/12/2022	2663	Mastercard	#9839	-207.74	-22,810.40
Bill Pmt -Check	09/12/2022	2664	Neste Event Marketing, LLC	Doleac - casper	-700.00	-23,510.40
Bill Pmt -Check	09/12/2022	2665	Quality Brands of Casper	#5700253	-905.00	-24,415.40
Bill Pmt -Check	09/12/2022	2666	Rocky Mountain Power	#04279137-002 8	-1,751.84	-26,167.24
Bill Pmt -Check	09/12/2022	2667	Secure Gunz LLC		-4,100.00	-30,267.24
Bill Pmt -Check	09/12/2022	2668	The Lyric	#21	-250.00	-30,517.24
Bill Pmt -Check	09/12/2022	2669	City of Casper - Water Services	#649132	-416.00	-30,933.24
Bill Pmt -Check	09/12/2022	2670	Mastercard	#9471	-969.19	-31,902.43
Bill Pmt -Check	09/12/2022	2671	City of Casper - Water Services	#653570	-615.06	-32,517.49
Bill Pmt -Check	09/12/2022	2672	Mastercard	#7031	-1,346.35	-33,863.84
Paycheck	09/15/2022		Breya Price		-1,378.68	-35,242.52
Paycheck	09/15/2022		Brooke C Montgomery		-1,820.95	-37,063.47
Paycheck	09/15/2022		Kevin T Hawley		-2,623.56	-39,687.03
Total Plaza Checking					<u>-39,687.03</u>	<u>-39,687.03</u>
<b>TOTAL</b>					<b><u>-39,687.03</u></b>	<b><u>-39,687.03</u></b>

# AGENDA

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## LGBTQ ADVISORY COMMITTEE

Friday, September 19, 2022 - 3:30 p.m. – 4:30 p.m.

**City Hall - 200 N. David St. - Downstairs Meeting Room**

*\*Enter from the west side of the building*

OR

Join virtually: [Click here to join the meeting](#)

Phone: 307-314-2685

Conference ID: 151 375 276#

1. Approve June 15, 2022, Meeting Minutes
2. New Business
  - Vote for Committee Chair - All
  - Homework from Mayor Discussion - All
    - Research other advisory committees to see what other cities have done and the type of work they manage.
  - Expectations for New Members – Christy, Gage, Jill, and Riley
3. Ongoing Business
  - Non-Discrimination Ordinance – Council Work Session October 11<sup>th</sup>
  - Casper Cares Program – Update from Sub-Committee (Kody, Gage, Shannon)
  - Visit Casper Partnership Discussion – Jill/Darrell
4. Other Business
5. Adjourn

Next Meeting: October 21, 2022 3:30 p.m.



## **CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING**

Friday, August 19, 2022, 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 City Attorney, John Henley, Councilmember Amber Pollock, City of Casper staff member, Heidi Rood, Natrona County School District Representative Marie Puryear and the following committee members: Athne Machdane, Christy Jourgensen, Darrell Wagner, Gage Williams, Jill Felbeck-Jones, Kate Allen, and Riley Jourgensen

Absent: Mayor Pacheco, Sergeant Tony Stedillie, Grace Niemitalo, Kody Allen-Sambrano, Shannon O'Quinn, and Natrona County School District Representative Dirk Andrews

#### **Proposed Non-Discrimination Ordinance**

City Attorney John Henley presented an overview of the Non-Discrimination Ordinance for discussion. Kate Allen provided feedback recommendations to the document for the City Attorney's consideration.

John will review the redlined document from Kate to determine an updated document for consideration. Kate will follow up with the City Attorney on those changes for a final document to present to the Police Chief prior to the document going to a work session.

#### **Approve June 15, 2022, Meeting Minutes**

Motion to approve June 15, 2022, minutes made by Kate Allen seconded by Darrell Wagner with no objections.

#### **Application Review**

The committee would like to make offers to five of the six applicants. Prior to making the offers, a sub-committee (Christy, Jill, Gage, and Riley) will prepare draft recommendations for the expectations of new members to discuss at the next meeting.

#### **Casper Cares Program**

Gage sent a recommendation to the sub-committee to consider and has not received a response. Postpone discussion for next meeting.



### **Meeting Frequency**

The committee would like to continue meetings on the third Friday of each month at 3:30 p.m. and if Mayor and/or Council representation is unavailable they would like the meeting to be cancelled.

### **LGBTQ Advisory Committee's Function – Clarification from Mayor Pacheco**

From the July Meeting: Mayor Pacheco clarified that the Council's initial intent with the advisory committee function is to act as an advisory to the Council and the Mayor about LGBTQ-related issues in the community. He also wants to make sure the committee is working with other groups such as PFLAG and Casper Pride to avoid duplicated efforts.

Mayor would like quarterly updates from this committee to the City Council at a work session to report the issues that are identified. Perhaps monthly meetings with the committee are no longer necessary and should be reconsidered. Sub-committees could continue to meet outside of regular Advisory Committee meetings.

Homework from Mayor Pacheco: Research other advisory committees to see what other Cities have done and the type of work they manage. Postponing discussion for next meeting with Mayor present.

Gage motioned to adjourn the meeting at 5:05 p.m., motion was seconded by Kate with no objections.

### **Next Meeting Date**

September 16<sup>th</sup> 2022, 3:30 p.m.

## **Leisure Services Advisory Board (LSAB)**

### **Minutes of Thursday, April 14, 2022**

**Meeting Called to Order:**           **Date:** April 14, 2022  
**Time:** 4:35 pm  
**By:** Amy Crawford  
**Location:** Casper Aquatic Center Conference Room & via Microsoft Teams

- I. **Board Members Present:** Amy Crawford, Olivia Cole, Doug Follick, Jim DeGolia  
**Council Liaison:** Not in Attendance  
**Staff Present:** Zulima Lopez (Director Parks, Rec & Public Facilities), Randy Norvelle (Parks Manager), Phil Moya (Recreation Manager)  
**Guests:** None
- II. **Approval of Minutes:**  
**Minutes Date:** March 10, 2022  
**Motion By:** Doug Follick  
**Second:** Olivia Cole  
**Board:** Approved by Jim DeGolia and Amy Crawford
- III. **User Groups**
- A. Fort Casper Museum Association**  
Pre-Covid times, things were not looking great for the Museum. They were looking at possibly closing. Happy with the way things are going now. Communication between the City and the Association has improved tremendously.  
Were able to do most of our events last year. We are kicking it up this year with even bigger events.  
Next month we have a psychic medium featured on the Travel Channel coming to the museum free of charge. Bringing the lecture series back.  
Volunteers are coming back. With more events, we need more help.  
Concerns listed in the report are the condition of the Fort Buildings. Going to be writing up a State of America's Treasure Grant to get some work done on the buildings.  
Association is the financial agent for the expansion project. Just received the plans. Ready to start the public fundraising. Already have about \$400K in the bank for the project.  
Still working on the truck restoration project, 1930s Dodge.  
Capital planning has \$3M worth of projects broken out over several years.  
Ghost Tours is going to be a joint partnership between the Museum and the Association going forward.  
Changing up the way it is done to increase participation.
- B. Fort Casper Museum**  
3 full-time employees + 2 part-time employees. Have 1 full-time vacancy and 1 part-time vacancy. Down to a skeleton crew.  
78% of visitors were from out-of-state, 6% were from other towns in Wyoming, and 16% were from Casper. Overseas visitors have dropped dramatically due to Covid.  
Did over 1000 local students, 243 from out-of-town.  
Volunteers guide the tours.  
Fees match what state historic sites are. The trend is going toward free.  
Have 3 capital projects that will be finished before the end of the fiscal year.  
Full-color sign to be installed, upgrade AV equipment, and install more cabinets for displays.  
Museum expansion plans are in. Raised \$451K in pledges or donations so far. Launching a website describing the expansion and a place for donations. Target is \$1.5M for construction. Another \$300k in exhibit design.



Working with traveling exhibits.

Partnered with the VFW with previous exhibits. Will do the same with future exhibits.

Will be doing Candlelight in person and virtually if everything goes well.

Always looking for volunteers.

**ACTION:** Get business information for Fort Casper Museum. Such as ROI, data on how no fee would impact the residents of Casper and the Museum itself, etc.

#### IV. Parks Repurposing

Demographic data from the 2020 census is unfortunately not helpful for this project. Unfortunately, there is no "block data" to use to help with demographics per city block.

1. CY Islands: CY Islands will be a journey with public art displays, etc. Have contact with the Director of Special Projects with WYDOT. Zulima will be working with her to see how much coordination will be needed with the state. WYDOT has gotten guidance that any art in the islands would need to be not distracting to drivers. So, it is doable. Boulders are not a very good option as they do get hit and then moved into the roadway.
2. Green Meadows Park (1600 W. 39<sup>th</sup> St., down the street from Sunrise Mall):
  - a) Small Dog Park: 3,000 square feet, fenced, with dog turf, no irrigation other than a spigot to water the dogs or rinse them off. The cost would be around \$50,000.
  - b) Turn a large portion to native, keeping an area around the trail and the playground turf.

#### V. Other Business

1. *Public:* None

2. *Staff:*

- a) Name change from Leisure Services Advisory Board: Need to change Resolution 94-35.

- b) Resolution Changes

Terms: Right now there are 4 vacancies which make it hard to fill all at once.

Modify language in Section 2 of the Resolution to be able to stagger terms so we don't have the issue we have now with 4 vacancies at the same time or terms expiring at the same time.

Take out the section where it says, "...and shall hold office until their successors are appointed and qualified."

- c) Policies and Procedures Changes:

Change all references to Leisure Services Advisory Board to Parks, Recreation, & Public Facilities.

Change all references to Leisure Service Facilities to just Parks and Recreation Facilities.

Casper Event Center will not be considered a facility to report on.

Meetings will be at user facilities as scheduled by the Board.

Section II G: Add Parks, Recreation, & Public Facilities Director.

Zulima to put together a list of all the User Groups and Facilities to provide to the Board.

Recommend that the Board be liaisons to city-operated facilities and then just hear reports on city-owned facilities that have user groups running them.

Section IX C: Change wording from "Adopt" to "Review" and "4- year capital plan" to "2-5 year capital plan".

**ACTION:** Zulima to update the Resolution and send it to the Board for review.

**ACTION:** Zulima to update/modify the Policies and Procedures and send them to the Board for review.

**ACTION:** Zulima to provide a list of all of the facilities we own and the user groups for your information.

3. *Board:*

- a) New Board Members: Approve three (3) people to request Council to make the formal appointment of: Kristen Galles, Ian Walker, and Randy Hein to the Board

**Motion By:** Doug Follick

**Second:** Olivia Cole

**Board:** Approved by Jim DeGolia and Amy Crawford

**ACTION:** JJ to send an email asking for the other members (Doug Hall and Jason Magnuson) to vote on the motion.

- b) Liaison Assignments: Olivia Cole would like to be the liaison for Golf Course. Re-do the assignments in May when new Board Members are active.

**ACTION:** JJ to send out most current liaison assignments, members, and terms.

4. *Tracking Progress of Maintenance Requests*

**ACTION:** Board to review the Maintenance Request document provided for the next meeting.

The next scheduled meeting will be **Thursday, May 12, 2022, at 4:30 pm both in person at Hogadon and via Microsoft Teams.**

**Meeting Adjourned:** The meeting was adjourned at 6:28 pm.

## **Leisure Services Advisory Board (LSAB)**

### **Minutes of Thursday, May 12, 2022**

**Meeting Called to Order:**       **Date:** May 12, 2022  
**Time:** 4:35 pm  
**By:** Amy Crawford  
**Location:** Hogadon Lodge & via Microsoft Teams

- I. **Board Members Present:** Amy Crawford, Jason Magnuson, Doug Follick, Jim DeGolia  
**Council Liaison:** Lisa Engebretson  
**Staff Present:** Zulima Lopez (Director Parks, Rec & Public Facilities), Randy Norvelle (Parks Manager), Chris Smith (Hogadon Superintendent), Ryan Butler (P&R Worker IV), Kristen Hazelton (P&W Worker II)  
**Guests:** None
- II. **Approval of Minutes:** Unable to do, no quorum present  
**Minutes Date:** April 14, 2022  
**Motion By:** N/A  
**Second:** N/A  
**Board:** N/A

### III. **User Groups**

#### A. **Mountain Sports Rentals**

It was a great season. Late start, but once it opened it was great.  
Walk-in rental customers up 26%. Raised prices and increase in numbers.  
Ski school up 20%. Price did not change, just had more ski school participation.  
No change in concession and equipment sales.  
All together up 20%.  
Staffing issues remain.  
Opening day is a game-changer. Anything and everything we can do to open earlier in December is huge financially. When we opened 13 days earlier in 2020, we made another \$9k in revenue.  
Covid was good for us since we didn't restrict times, parking, etc. People took notice of Hogadon.  
Night skiing was well-attended on those nights.  
Interesting, during the week it is usually 70% skiers and 30% snowboarders. Night skiing was 70% snowboarders and 30% skiers.

#### B. **Hogadon Basin Snowsports School**

Learn to ski/snowboard lessons, down 60 lessons from last year.  
Hogadon Minors program (age 5 and under, 4-week, multi-day package) down 5 participants from last year.  
Hogadon Explorers (ages 6-8, 8-week program) up 5 participants from last year.  
Elementary Ski PE Program (5<sup>th</sup> grade) up 307 lessons from last year.  
    Amazing considering we are limited on days and mornings only.  
Up \$12k this year over last year.  
Expenses were consistent, year over year.  
This is our first year showing a profit.  
Good year even with the late start.  
There are other schools that would like to use Hogadon, but we just don't have the room for them.

#### C. **Casper Mountain Racers**

All very thankful for all the support we get from everyone. We had an outstanding year.

Trying to continue growing the program. Biggest challenge is staffing. Want to be able to pay more full-time employees to help keep people in the program. Currently at a maximum coach to athlete ratio. Working with GIS to put on the map which area is closed due to races or training. Also, working on posting on social media when races or training in progress.

#### D. **Casper Mountain Ski Patrol**

Overall, everything went really well this winter.

Similar number of accidents from previous year.

Possibility of getting injured is 0.6% at Hogadon. Could be due to Ski Patrol on the hill, and/or quality of grooming and maintenance of the hills, and/or culture of family-friendly makes it less rogue.

63 total injuries this year (60 last year). We were open 2 more days this year.

Snowfall was 180.5 inches in 2020/2021. We had 161 total inches for this year 2021/2022.

Skiers total that attended this year was 10,413. 433 fewer skiers than last year.

Last year we did not have a reservation system during Covid, which helped raise our numbers.

Most common injury this year was head injury, with right knee injury right behind.

67% of the injuries happened to people with a helmet on.

56% of injuries occurred between Noon and 4 pm. 18% in the morning, the rest in the evening.

Thought we might see more injuries with night skiing, but it didn't turn out that way.

33 males and 30 females were injured. Youngest was 6 years old and the oldest was 51 years old.

Saw some significant injuries. Had 6 patients taken away by ambulance. Although 2 of those were more of a taxi service as they were minors and the parents found it easier to not have to drive up the hill to get their child.

Ski patrol does hear a lot of compliments about the area and very few complaints.

Recruitment is always an issue for us. Weekdays are always a challenge due to most of them have full-time jobs outside of Patrol. Always stretched on weekdays. Night skiing added another coverage issue. None of us expected it to be the success it was. Friday nights were the most difficult to get coverage.

Would like to see better signage at the building. Hard for people to find the patrol building.

The parking lot in front of the patrol building gets to be quite a mess in the spring. Would be nice to have concrete or pavement extended over to the patrol building.

Small concrete pads on side entrances are sliding away from the building.

I've seen continued improvement with our relationship with the area and the city.

Best recruitment is riding the chairlift with the public. Try to get to as many ski-related events as possible.

Looking to up our in-season training. Possible make training more visible to see if that helps recruit people.

We are in the same boat as all the user groups in recruitment. We are open to any ideas.

National ski patrol requires that they be members of National Ski Patrol which requires dues to them and to the division we are in. They have to take an outdoor emergency care class. We have tried to do fundraising to help cover those costs. Retention is almost as big of an issue as recruiting. We lose 30% of our candidates within 2 years of joining patrol. So, don't always want to help with those costs. It's the upfront costs that are high. Once on Patrol annual dues are about \$100 plus clothing. Compensation from Hogadon compensates for any personal outlay.

We are lucky to have a volunteer Ski Patrol. Most areas have full professional ski patrol that are fully EMT trained.

#### E. **Hogadon**

The season started on November 13, 2021, with the ribbon-cutting for the lights.

For the last 3 seasons, we opened up for night sales of season passes. First-year we did \$17k, next \$20K, this year we did almost \$31k sales for season passes.

Try to start snowmaking any time after October 1<sup>st</sup>. This year we didn't even start until the 2<sup>nd</sup> week in December. Temperatures were marginal. This is the 2<sup>nd</sup> longest year to make snow. We made snow well into

February. Usually done by the first or second week in January. We didn't even get a chance to do extra things like in past years.

We opened officially on December 23, 2021. Almost 3 weeks later than the past 3 years.

Average skier Saturdays was 381 people. Our biggest Saturday was 836 people. We used to think a big day was 300 people, and that would be a powder day. We are seeing a regular day of 500 - 800 people.

Night skiing paid off by keeping it to Friday and Saturday nights only. Friday night's average was 107 skiers, biggest was 241 people. Saturday night's average was 141, the biggest night was 175. So, with daytime numbers, we were hitting almost 1,000 people on a weekend. That is great usage of the facility. Up a lot from the previous years.

We did \$562,136.42 in revenue. Expenses were \$792,005. Cost recovery is at 71%.

Night skiing generated almost \$36k in revenues this year. Night skiing was very popular. Casper Mountain Racers and High Schools came on Wednesday and Thursday nights to train exclusively. They got the hill and lights to themselves. Helped their programs out. Both did much better at their events this year due to more quality training.

87 skier days. Did stay open for 1 extra week.

We are going to meet 3 times per year with our user groups to keep the communication flowing.

Winter Carnival was a bust this year. Looking to move events to earlier in the season. Also, realizing that people don't have equipment they can trash for the dummy downhill. So, we are going to work with the user groups to get used equipment that we can give to the participants in the dummy downhill event.

The terrain park has been moved 9 times in the years I've been here. Getting good ideas to get the terrain park going and expand it. Develop a park that is worthy of the people that want it. The best spot for the terrain park is where the beginners learn to ski, but since Hogadon is mostly advanced terrain, we cannot take this area away from them.

Looking for ideas on promoting season pass sales.

Building hiking/biking trails. Almost to 3.5 miles. Should finish the loop this year. Looking to map the trail out with GIS.

Working on hard-written policies for wind/weather closures, uphill skiing, patrol, reckless skier, and drones, etc.

Uphill skiing is only allowed after hours and when closed. Looking to make that a full-time offering when opened.

237 people participated in a survey this winter.

Friends of Hogadon raised just shy of \$100k. Going to buy us some terrain park features.

Looking to add to the merchandise skiers can buy.

Spectra handles all events at Hogadon in the summer. There is a concert happening this summer.

This summer we are working on cutting down all the tall shrubs. Limited employees to make that happen.

Would love to see more snow farming to open up some backcountry terrain. Would like to replace the chair lift at some point in time.

Hogadon will be at the ski swap next October to help promote the season passes.

Also, planning on rolling out the new GIS mapping in the fall as well.

#### IV. Parks Repurposing

Want to take off the table the idea of adding Pickleball courts and basketball courts. The amount of money and water saved will never cover the cost of adding these courts.

**ACTION:** Set up a working meeting with new members to discuss parks repurposing.

We are looking at opportunities to convert areas to more natural vegetation to promote wildlife, bird watching, and insect population.

Update: Tuesday we attended the City Council work session and gave an update on 4 responsibilities they had given us to reduce the cost of watering in the parks. One was the parks repurposing, which you are helping us with. Another was the irrigation control system to be more efficient with our watering using remote controls, moisture sensors, and flow meters. This is a \$610,000 project that has been proposed and conceptually approved by Council. Should see an ROI of 5-7 years. The third is converting areas to raw water irrigation through water

wells. Have identified some areas where existing water wells are that we could connect city buildings to and save irrigation costs at those facilities. Identified boulevard areas along Bryan Stock Trail and parkland in North Casper. Would be more expensive because we have to drill the wells. But the likelihood that they would produce enough water to use for irrigation is quite high. ROI for this would be about 5 years. Council was supportive of that. The last discussion is that Parks pays the same rate that all other customers pay for watering our parks. Hoping Council will consider creating a commercial rate or letting us purchase water at the wholesale rate.

**Harden Park** (on Sun drive across from Albertsons)

Only ¼ of a mile to Eastdale Park which is much bigger.

Uses about 368,000 gallons of water, about \$1,500 in water cost per year. It is a Bureau of Reclamation Park from 1976. We were required to keep it as a park for 25 years. We are beyond that. This park has a small playground, 4 trees, a shelter, a picnic table, and a bbq. It is a low-use park. Our suggestion would be to sell it for development.

**Freedom Park** (by Cottonwood Elementary)

Only a swing set at Freedom Park. The park is almost a full city block. This park does get used by youth football. .79 acres, and uses 436,000 gallons of water per year. Costs around \$1800 annually for water. It is a Bureau of Reclamation Park from 1968. Our suggestion would be to sell the park to a builder and let them develop the area. There are many other parks close to this one that are used more.

**W. 13<sup>th</sup> St. and W. Collins Dr.**

.87 acres. 569,000 gallons of water, \$2,400 per year for water.

**V. Other Business**

1. *Public:* None

2. *Staff:*

- a) Moving the model of the USS Wyoming Battleship from FWC to the National Museum of Military Vehicles close to DuBois. The 110-year-old model is at risk at the FWC during big shows. Rick Young at the museum has been helping us. Council does support this move. It will get a lot more visibility there than at the FWC.

3. *Board:*

- a) Board Rules

This is on the docket for Tuesday's City Council meeting.

Approval of Governing Documents for City Council Approval

**Motion By:** Doug Follick

**Second:** Jason Magnuson

**Board:** 3 Aye, 0 Nay.

**Action:** Reach out individually to the other 2 members for their vote.

- b) Liaison Assignments

Tabled until new members on Board

- c) User Group Form

Not at this meeting

- d) Calendar setup

Not at this meeting

4. *Tracking Progress of Maintenance Requests*

Tabled until next meeting.

**Meeting Adjourned:** The meeting was adjourned at 6:20 pm.