

INFORMATION PACKET

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Friday, April 26, 2019



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

May 7, 2019 Councilmembers Absent: Lutz					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Pre-Meeting - Town of Evansville Request					
Pre-Meeting - LifeSteps Campus Change Order					
Mobile Vendor Parking Ordinance. Public Hearing/1st Reading		N			
International Fire Code Ordinance. Public Hearing/1st Reading		N			
New Resort Liquor License No. 7 Highend Hotel Group of America, LLC d/b/a Ramada Plaza Riverside Hotel & Convention Center Casper, Located at 300 West F Street.		N			
Approving the Vacation of a Portion of South Elm Street, Between West Collins and West 8th Street. 2nd Reading			N		
Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). 2nd Reading			N		
Authorizing a Professional Services Agreement with Dynamic Controls Inc., in an Amount not to Exceed \$158,313.00 for the Procurement and Installation of a Replacement Rooftop Heating and Cooling Unit at 135 South Ash Street.				C	
Authorizing Amendment No. 1 to the Contract for Professional Services with CH2M Hill in the amount of \$30,031, for the Sam H. Hobbs Wastewater Treatment Plant Secondary Treatment Rehabilitation Phase I Project.				C	
Authorizing a Funding Agreement in the Amount of \$301,710 with the Central Wyoming Regional Water System Joint Powers Board (RWS) for Construction Services for the RWS and City of Casper PLC/SCADA Upgrades Project.				C	
Authorizing an Agreement with the Central Wyoming Regional Water System Joint Powers Board, in the Amount of \$64,296.67 for the 2019 Roof Replacement Project for the City of Casper and the Central Wyoming Regional Water System.				C	
Authorizing a Contract for Professional Services with Wenck Associates, Inc., in the Amount of \$75,000, for Updating the 10-Year Casper Solid Waste Division Business Plan Project.				C	
Authorizing an Agreement with Ramshorn Construction, Inc., in the Amount of \$934,086, for the 2019 13 th Street Improvements Project.				C	

Authorizing an Agreement with RDO Equipment Co., in the amount of \$168,700, for the Casper Regional Landfill GPS Equipment Project.				C	
Authorizing Change Order No. 4 with Western States Fire Protection in the Amount of \$18,531, and a Time Extension of Seventy-Five Days, for the Life Steps Campus Building "F" Fire Suppression and Campus Fire Alarm System Replacement Project.				C	
Authorizing an Agreement with Ramshorn Construction, Inc., in the Amount of \$685,091.25, for the Bryan Stock Trail and Metro Road Improvements Project.				C	
Authorizing an Agreement with Treto Construction, Inc., in the Amount of \$932,250, for the North Beverly Street Improvements Project.				C	
Authorizing Amendment No. 1 to the Grant Agreement with the Wyoming Water Development Commission for a Time Extension of 365 days for the East Casper Zone III Water System Improvements Project.				C	
Authorizing a Procurement Agreement with S.P. Kinney Engineer, Inc., in the amount of \$35,150, for an Automatic Self-Cleaning Strainer for use at the Sam H. Hobbs Wastewater Treatment Plant. (tentative)				C	
Approving the City of Casper's Contract for Professional Services with XXXX, a Firm Based in XXX, Wyoming, for Trail, Bicycle, and Pedestrian Summer Safety Campaigns, in an Amount not to Exceed \$20,000.				C	
Establishing Annexation Policy for Providing City Services to Outside Property				C	
Update Hazard Mitigation Plan				C	
Authorizing the Appointment of Lisa R. Herr to the Leisure Services Advisory Board.					C
Reject Beverly Street Property Bid					C
Executive Session - Personnel					

May 14, 2019 Councilmembers Absent: Lutz				
Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time	
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
Council Meeting Follow-up		5 min	4:30	
Municipal Court Update (Judge Lund)	Information Only	10 min	4:35	
Draft Budget Distribution	Information Only	10 min	4:45	
Wage and Compensation Discussion	Direction Requested	60 min	4:55	
CATC (John Jones)	Direction Requested	20 min	5:55	
Annual Audit	Information Only	30 min	6:15	
Plains RFP (Part One)	Direction Requested	15 min	6:45	
Agenda Setting		20 min	7:00	
Legislative Review		10 min	7:20	
Council Around the Table		10 min	7:30	
Approximate Ending Time:				7:40

May 20, 2019 Councilmembers Absent:
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Special Work Session	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review			
			Approximate Ending Time:

May 21, 2019 Councilmembers Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
	C = Item is on Consent N = Item is not on Consent				
Approving the Vacation of a Portion of South Elm Street, Between West Collins and West 8th Street. 3rd Reading			N		
Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). 3rd Reading & annexation compliance			N		
Mobile Vendor Parking Ordinance. 2nd Reading			N		
International Fire Code Ordinance. 2nd Reading			N		
Executive Session - Personnel					

May 22, 2019 Councilmembers Absent:			
Special Work Session	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review			
			Approximate Ending Time:

May 28, 2019 Councilmembers Absent: Powell			
Work Session Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Trail Project Options 1%#16	Direction Requested	20 min	4:35
Small Trailer Parking	Move Forward for Approval	10 min	4:55
Camping Ordinance	Move Forward for Approval	10 min	5:05
Annual Audit	Information Only	30 min	5:15
Council Resolution Regarding Tow Fees	Direction Requested	15 min	5:45
Reallocation of County-Wide Consensus	Direction Requested	20 min	6:00
Plains RFP (Part Two)	Direction Requested	30 min	6:20
Agenda Setting		10 min	6:50
Legislative Review		10 min	7:00
Council Around the Table		10 min	7:10
			Approximate Ending Time: 7:20

June 4, 2019 Councilmembers Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Establish June 18, 2019 as the Public Hearing Date for Consideration of the Fiscal Year 2020 Budget.	C				
Mobile Vendor Parking Ordinance. 3rd Reading			N		
International Fire Code Ordinance. 3rd Reading			N		

June 11, 2019 Councilmembers Absent:			
Work Session Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Agenda Setting		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
			Approximate Ending Time:

June 18, 2019 Councilmembers Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Consideration of the Fiscal Year 2020 Budget.		N			

June 25, 2019		Councilmembers Absent:	
Work Session Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Agenda Setting		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
			Approximate Ending Time:

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

MEETING PROCEEDINGS

March 19, 2019

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, March 19, 2019 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Secretary Waters, Treasurer Bertoglio and Board Members Bogart, Freel, Huber, and Powell. Board Member Walsh was absent.

City of Casper – Freel, Huber, Powell, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Scott Baxter

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Bogart

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C

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

1. In Announcements, Mr. Martin stated that Mr. James Bogart is in attendance and has the proxy for Vice-Chairman Keffer.

2. Chairman King asked for a motion to approve the minutes from the February 19, 2019 meeting. A motion was made by Secretary Waters and seconded by Board Member Huber to approve the minutes from the February 19, 2019 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that one additional voucher was added to the listing; voucher 8001 for WWC Engineering in the amount of \$106.50 for the Westwinds Road Project. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the March 2019 vouchers. A motion was made by Secretary Waters and seconded by Treasurer Bertoglio to approve the March 2019 voucher list to include voucher numbers 7993 through 8001 in the amount of \$492,181.88. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for February 2019 was 147.8 MG, which is 4 MG less than the five year average of 152.1 MG. Mr. Martin stated that year to date production is 2.31 BG which is just under the five year average of 2.56 BG.

Mr. Martin asked the Board to reference page 1 of the February 2019 Financial Report. Mr. Martin stated that Total Reservations are \$6.311 M, down from \$7.134 M one year ago. Mr. Martin stated that this decrease was expected due to the Emergency Power and Alternate Backwash Tank projects that were under construction over the last year. Mr. Martin stated that Undesignated Reserves are \$1.44 M.

Mr. Martin asked the Board to reference page 2 of the Financial Report. Mr. Martin stated that year to date Water Sales are \$4,528,603, which is an increase of \$252,260 over last year due to the rate increase.

Mr. Martin stated that the Total Operating Expenses are \$2,152,786, which is a 6.01% increase over last year. Mr. Martin stated that these expenses include the additional WTP Operator, the increased Interdepartmental Charges, and additional chemical purchases due to the Surface Water Plant being in operation longer this past summer season.

Chairman King asked for a motion to approve the February 2019 Financial Report as presented. A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the February 2019 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that the Raw Water Pump was scheduled to be installed, and a well pump was scheduled to be removed last week, but the storm set everything back by two weeks. Mr. Schroeder stated that the Raw Water Pump will be installed before the Surface Water Plant is started.

Mr. Schroeder stated that the Distribution Staff has been working on a link seal that was leaking on one of the Clear Wells. Mr. Schroeder stated that the Clear Wells were inspected and cleaned recently, and when they were filled with water one of them was leaking.

Mr. Schroeder stated that the Source Water Protection Plan has been completed and is awaiting signatures of the Managers and Steering Committee that assisted in compiling the plan.

Board Member Powell arrived at 11:37 a.m.

Mr. Schroeder stated that Caisson #3 is out of service right now, so Caisson #1 is being used as the test well for aerobic spores for the Wellfield Management Plan. Mr. Schroeder stated that things have been going fairly well on the testing. Mr. Schroeder stated that there has not been any high readings on Caisson #1. Mr. Schroeder stated that April and May are the runoff season, and just about every year there some sample results that are over what EPA says is too much and it creates havoc for staff. Mr. Schroeder stated that he doesn't expect this year to be any different with the runoff.

Board Member Huber asked if the runoff surface water gets into the wells. Mr. Schroeder stated that the wells are classified as Ground Water Under the Direct Influence of Surface Water. Mr. Schroeder stated that the wells are basically surface water. Mr. Schroeder stated that the wells are 30 to 40 feet deep, and the sand is a natural filter.

Board Member Huber asked if the runoff water is in the river. Mr. Schroeder stated that was correct. Mr. Schroeder stated that the river stage goes up and the water gets muddy. Mr. Schroeder stated that this causes problems with the aerobic spores testing.

Treasurer Bertoglio stated that EPA wants aerobic spores used as the surrogate for cryptosporidium, which we don't have. Treasurer Bertoglio stated that the spore data is useless because what blooms on the surface is not what blooms in the wells. Mr. Schroeder stated that was correct. Mr. Schroeder stated that cryptosporidium was discovered in the river in 2016, which placed the system in the BIN2 classification, which is why we are moving forward with Ultraviolet Disinfection (UV).

Treasurer Bertoglio asked if anyone has challenged the EPA on their decision to mandate UV by asking for a risk assessment or cost benefit analysis as provided by the 1995 Amendments to the Safe Drinking Water Act. Mr. Schroeder stated that a conference with EPA was attended by Mr. Martin and himself, along with HDR. Mr. Schroeder stated that EPA wouldn't even hardly talk to them about anything except moving forward with UV. Treasurer Bertoglio stated that EPA didn't follow the law. Mr. Martin stated that staff proposed doing a study and EPA stated that a study could be done, but they would not look at the data. Mr. Martin stated that staff felt lucky that EPA mandated a UV system instead of a filtration system, which would cost considerably more.

Mr. Schroeder stated that he can guarantee that the water is safe. Treasurer Bertoglio

stated that the water has been safe since the WTP was built. Treasurer Bertoglio stated that the reason he brings this up is because there is a different administration that doesn't put up with this type of thing. Treasurer Bertoglio stated that he wonders if an appeal letter sent to the new head of EPA would do any good.

Mr. Schroeder stated that when the RWS answered the BIN2 classification to EPA, a written response was required and a caveat was included in the response that we did not agree with the classification based on one sample during a two-year sample period that identified cryptosporidium during a runoff period and storm. Mr. Schroeder stated that EPA didn't care.

Board Member Powell stated that this is a question worth asking as this is a large amount to spend.

Treasurer Bertoglio stated that he is curious if other states, where their DEQ has primacy, are being forced to do this; if not, that means their regulators are not enforcing what the EPA is enforcing on us.

Mr. Martin stated that once you fall into the BIN2 classification that is it. Mr. Schroeder stated that there is an opportunity to get out of the BIN2 classification, but by that time UV construction will be well under way.

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

Mr. Conner stated that staff is continuing to service fire hydrants in the RWS system.

Mr. Conner stated that the diaphragm kits for the control valves at Pioneer Booster were received and the control valves have been rebuilt.

Mr. Conner stated that chlorine residuals out in the system are in good shape.

Mr. Conner stated that staff is continuing to work on GIS by entering waterlines and valves and updating information.

Chairman King asked how the new Airport Elevated Tank is running. Mr. Conner stated that things are really good with the tank, and it is running fine.

6. There was no Public Comment.
7. There was no Old Business.
 - a. There was no Other Old Business.
9. In New Business:
 - a. Mr. Martin stated that the RWS is required to have an annual financial audit completed. Mr. Martin stated that Skogen, Cometto & Associates P.C. have been

successfully completing the annual audit for the Board for the last 16 years. Mr. Martin stated that they have presented their Audit Engagement Agreement for the FY2019 and FY2020 audits for the Board in the amount of \$30,000 per year. Mr. Martin stated that they will complete the audit, present their findings to the Board, and send the report to the State Department of Audit.

Chairman King asked for a motion to approve the Audit Engagement Agreement. A motion was made by Secretary Waters and seconded by Board Member Powell to approve the Audit Engagement Agreement with Skogen, Cometto & Associates P.C. for FY2019 and FY2020 in the amount of \$60,000; \$30,000 per year.

Treasurer Bertoglio asked if any other bids for audit services were received. Mr. Martin stated there were not as Skogen, Cometto & Associates has always done such a good job for the Board. Treasurer Bertoglio agreed that they do great job on the audit, but the pricing seems to keep going up. Ms. Brown stated that their price has not increased in the last four years. Treasurer Bertoglio stated that he thought their price was \$18,000 just before he left the Board a few years ago. Ms. Brown stated that she believed their price was approximately \$25,000 when Treasurer Bertoglio left the Board, and the price increase was due to the Single Audit that was required because of the State loans used for projects.

Motion put and carried.

- b. Mr. Martin stated that the WTP has two 7,000-gallon liquid oxygen systems used for the on-site generation of ozone.

Mr. Martin stated that the two liquid oxygen systems each include heating assemblies designed to prevent excessive icing on valves and piping. Mr. Martin stated that the heating systems are approximately 20 years old and are no longer reliable, and parts to perform repairs are no longer readily available.

Mr. Martin stated that one heater will be replaced this budget year with the second unit planned for replacement in FY2020.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the professional services agreement with Rocky Mountain Air Solutions for the replacement of one liquid oxygen system heater assembly in the amount of \$49,745.78. Motion put and carried.

- c. Mr. Martin stated that Mr. Scott Baxter, with the City of Casper Engineering Department, is in attendance to discuss the Wardwell Tank Repairs Project.

Mr. Baxter stated that one bid for the Wardwell Tank Repairs Project was received on March 7th. Mr. Baxter stated that there were two or three other companies interested in the project, but they did not submit a bid.

Mr. Baxter stated that as background information for the new Board Members, the Wardwell Zone IIIB Water Storage Tank roof peeled up, there are issues with the cathodic protection system, and the tank leaks at the seams.

Mr. Baxter stated that Great Plains Structures, LLC submitted a bid of \$458,000 for the repairs. Mr. Baxter stated that HDR Engineering has reviewed the bid and recommended awarding the project with a contingency amount of \$42,000, for a total project amount of \$500,000.

Mr. Chapin asked where Great Plains Structures, LLC is based. Mr. Baxter stated that they are based in Minnesota.

Chairman King asked if only one bid was received. Mr. Baxter stated that only one bid was received for this project. Mr. Baxter stated that a company from Colorado was interested, as well as one other company, but neither company submitted a bid for the project.

Mr. Baxter stated that Great Plains Structures has been interested in this project for the last two years. Mr. Baxter stated that some of the people associated with Great Plains Structures were from EAI, the original builders of the tank.

Board Member Bogart asked if a whole new roof would be installed, or if the old roof will just be repaired. Mr. Baxter stated that a whole new roof will be installed.

Board Member Huber asked if the bid price seemed reasonable. Mr. Baxter stated that the project consultant, HDR Engineering, estimated the project would cost \$643,000, so it is well within the price range.

A motion was made by Board Member Bogart, and seconded by Board Member Huber to award the Wardwell Zone IIIB Tank Repairs Project to Great Plains Structures, LLC in the amount of \$458,000 with a contingency amount of \$42,000, for a total project amount of \$500,000. Motion put and carried.

- d. Mr. Martin asked the Board to reference the snowpack map shown on the screen. Mr. Martin stated that for the Board's information, the Lower North Platte area is at 111%; the Upper North Platte area is at 120%; and the Sweetwater area is at 107%. Mr. Martin stated that he received a letter from the Bureau of Reclamation and they do not anticipate placing a call on the river for April.
- e. Mr. Martin asked the Board to reference the proposed FY20 Capital Improvements Projects shown on the screen. Mr. Martin reviewed each of the following proposed projects with the Board:

Security Improvements - \$35,000 – Includes replacement of Raw Water and Ozone Building double doors. This amount was increased.

Well Rehabilitation - \$100,000 – Rehabilitate two wells in FY20

Plant Landscaping - \$20,000 – Landscape around new tank and generator site

Roof Replacements - \$80,000 – Raw Water Building, Pioneer and Airport Booster Stations

Misc. Recoating Projects - \$20,000 – Recoat miscellaneous piping and buildings by priority

Annual Equipment Replacement Allocation - \$75,000 – Unanticipated equipment failures replacement

Groundwater Well Turbidimeters - \$30,000 – On-going project to replace failing turbidimeters.

Well Pump Replacements - \$45,000 – Spare Well Pumps

Magnetic Water Meter Replacements - \$50,000 – On-going project to replace failing mag meters. Chairman King asked how many mag meters can be replaced for \$30,000. Mr. Martin stated that it depends on the size of the mag meter, as a large mag meter costs approximately \$30,000.

Raw Water Switch Gear and VFD's - \$200,000 – Replace electrical switch gear and add VFD's. Mr. Martin stated that this was budgeted in the FY19 budget, but was not done due to the Exposed Waterline Project.

High Service Pump VFD Replacement - \$100,000 – Replace one High Service Pump VFD. Mr. Martin stated that the VFD's are over 20 years old.

Technologies - \$6,000 – Computer replacements

Filter Monorail Hoist Safety System - \$147,000 – Hoist safety system to be used when entering filters for maintenance. Mr. Martin stated that the filters are considered a confined space and OSHA is requiring the hoist system.

48" Well Water Ozone Pipe Restraint - \$16,000 – Install pipe restraints on the 48" well water pipe in the Ozone Building

Actiflo Hydrocyclone Improvements - \$56,000 – Refurbish Actiflo Hydrocyclones

Ozone Heat Rejection and Cooling Water Pumps - \$33,000 – Replace one each heat rejection and cooling water pump. Mr. Martin stated that there are three of each type of pump, and one of each type of pump will be replaced each year.

WTP Admin Area Carpet Replacement - \$22,000 – Replace carpet in WTP Building Administration area

LOX System Heater Replacement - \$50,000 – Replace second heater on the Liquid Oxygen System

HVAC System Pumps and Valves - \$50,000 – Replace failing pumps and valves on HVAC System

Actiflo Gate Actuators - \$8,000 – Replace manual gate operators with automatic actuators

Ground Water Well VFD's - \$31,000 – Install VFD's on 5 wells – multi-year project included in the Facilities Plan

Filter Particle Counters - \$30,000 – Replace 6 Gravity Filter Particle Counters to aid in optimizing performance

Filter Level Indicators - \$15,000 – Replace 6 Gravity Filter Level Indicators to aid in optimizing performance

GW Hydrogen Peroxide Pumps and VFD's - \$10,000 – Replace failed pumps and install VFD's

Shop Tools - \$10,000 – Tool and equipment purchase for WTP Maintenance Staff. Mr. Martin stated that with the addition of a Maintenance person, and with the specialized equipment at the WTP, additional tools are necessary.

Mr. Martin stated that the proposed FY2020 Capital Budget is \$1,239,000.

Mr. Martin asked the Board to reference the project list from the Facilities Plan that was shown on the screen. Mr. Martin stated that Priority 1 and 2 projects are shown. Mr. Martin stated that the green highlighted projects have been completed, and the yellow highlighted projects are budgeted. Mr. Martin stated that as the Board can see, staff is making their way through the list of projects.

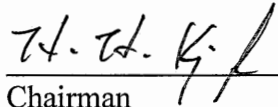
- f. Ms. Brown explained to the Board that the annual banking letters are the annual financial disclosure required by the State and must be signed by Board Members during open session.

The annual banking letters were signed by the Board Members in attendance at the meeting on this date during open session and are incorporated as part of these minutes.

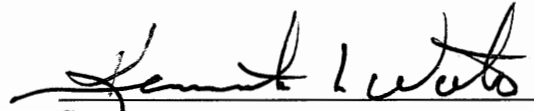
- g. There was no Other New Business.

10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on April 16, 2019.

A motion was made by Secretary Waters and seconded by Board Member Bogart to adjourn the meeting at 12:12 p.m. Motion put and carried.



Chairman



Secretary

The Casper City Council on March 19th, approved to co-fund a temporary group sales position for the CNFR. Na County Travel and Tourism is managing the administration of this position and will provide the current sales info to you on the 15th of each month. The information will be included in the Info Packets titled, "CNFR Current Tic

Customer

Number	Seatblocks	Item	Item PL	Item PT	Item Qty	Item Balance
3944	100:104:16:11,12	CNFR519	2	GREN	2	\$50.00
199253	100:117:15:1,8 100:117:16:1,6	CNFR519	2	GREN	14	\$0.00
132202	100:105:15:5,12 100:105:16:8,12	CNFR519	2	GREN	13	\$0.00
					29	\$50.00

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cket Sales."

Item
Payment
\$0.00
\$350.00
\$325.00
\$675.00

**CASPER PUBLIC UTILITIES ADVISORY BOARD
CITY OF CASPER**

**MEETING PROCEEDINGS
November 28, 2018
7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, November 28, 2018 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present: President Michael Bell
 Vice President Jim Jones
 Secretary John Lawson
 Member Bruce English
 Member Richard Jay

Absent: Council Liaison Laird

Staff Present: Public Services Director, Andrew Beamer
 Public Utilities Manager, Bruce Martin
 CPU Administrative Technician, Janette Brown

Others:

The regular meeting was called to order at 7:00 a.m. by President Bell.

1. President Bell asked for a motion to approve the August 22, 2018 minutes. A motion was made by Board Member Jay and seconded by Secretary Lawson to approve the August 22, 2018 minutes. Motion passed.

2. Mr. Martin asked the Board to reference the October 2018 Statistical Report in their agenda packets. Mr. Martin stated that the Total Gallons Purchased in October is 191.7 MG; the five year average is 210 MG. Mr. Martin stated that 177.5 MG were purchased one year ago.

Mr. Martin stated that there were eight new services added in October, compared to six new services one year ago.

Mr. Martin stated that there were no water main breaks in October; there have been three water main breaks this fiscal year.

Mr. Martin stated that there were three service line breaks in October compared to two one year ago.

Mr. Martin stated that there were no sewer stoppages in October, which was the same one year ago.

Mr. Martin stated that the total number of accounts is up slightly from the prior year.

President Bell asked if the service line breaks were in Paradise Valley. Mr. Martin stated that most of the service line breaks were in Paradise Valley. Board Member English asked what is causing the service line breaks. President Bell stated that most of the service lines in Paradise Valley are poly butyl lines, but he is not sure if the cold makes them brittle or what is happening.

3. Mr. Martin asked the Board to reference the Outside-City Water Service Contract with John E. and Karen L. Woods, 7418 Highway 220.

Mr. Martin stated that this parcel of land is located on Highway 220 near the Webb Creek area. Mr. Martin stated that this property is not contiguous, but the owners will be required to sign a Commitment to Annex. Mr. Martin stated that the owners are in the process of getting an easement for their water service line.

Board Member English asked if there will be just the one water service to the property. Mr. Martin stated that was correct.

Vice President Jones asked if the owners split the property, would they be able to serve water to the other portion of the property. Mr. Martin stated that they would not be able to serve water to the other portion of the property unless this contract is modified.

Vice President Jones asked if the description of the property was based off the property deed. Mr. Martin stated that it was. Vice President Jones stated that there seemed to be some anomalies in the description and recommended either attaching the property deed as part of Exhibit "A", or referencing the deed in the contract.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Outside-City Water Service Contract with John E. and Karen L. Woods. Motion passed.

4. Mr. Martin asked the Board to reference the Outside-City Sewer Service Contract with Mark W. and Susan E. Kerns, 5700 South Poplar Street. Mr. Martin stated that this property is on the west side of South Poplar Street and approximately one-half mile south of Wyoming Blvd. Mr. Martin stated that this property is contiguous to the City and the owners will be expected to file a Petition to Annex concurrent with this agreement. Mr. Martin stated that this property receives water through a previous agreement.

Mr. Martin stated that the owners are not enthused about annexing so there will be a meeting next week with the Kerns, the City Planner, City Attorney's Office, Mr. Beamer, and himself to discuss the annexation. Mr. Martin stated that if the Kerns choose to annex, sewer service will be available.

Board Member Jay asked if their neighbors annexed to the City. Mr. Martin stated that they have not.

Board Member English asked if this is a gravity main. Mr. Beamer stated that they will have to install a personal lift station to get their sewage from their home to the gravity main.

Board Member English asked if the City Attorney's Office is good with the Board approving this agreement. Mr. Martin stated that the City Attorney's Office is fine with the Board approving the contract contingent upon how the meeting goes next week.

A motion was made by Board Member English and seconded by Board Member Jay to approve the Outside-City Sewer Service Contract with Mark W. and Susan E. Kerns.

Secretary Lawson asked if the motion should include that approval is contingent upon annexation.

The motion was amended by Board Member English and seconded by Board Member Jay to approve the Outside-City Sewer Service Contract with Mark W. and Susan E. Kerns contingent upon annexation of the property. Motion passed.

5. Mr. Martin asked the Board to reference the Customer Service Fees Update in the agenda packet. Mr. Martin stated that earlier in the year the Board discussed updates to the System Investment Fees. Mr. Martin stated that these Customer Service Fees are for physical taps made to the water and sewer mains. Mr. Martin stated that these fees have not been updated since 1986.

Mr. Martin stated that the updated fees are based on actual employee time and equipment, and type of pipe to recover actual costs. Mr. Martin stated that contractors/customers will have to provide all materials for physical taps.

Mr. Martin stated that currently, contractors are charged \$694 for water line abandonments. Mr. Martin stated that staff did these abandonments because contractors did not have the equipment to do the abandonment; now pretty much all the contractors have the appropriate equipment. Mr. Martin stated that the updated fee is based on the contractor providing the materials and doing the work; staff would just witness the work to make sure it is done correctly.

Mr. Martin stated that water meter charges are also increasing. Mr. Martin stated that meters over 2-inches in size will be charged out separately based on pricing from the meter supplier.

Mr. Martin stated that all these fees are currently being subsidized by the rate payers; with updated fees, the whole cost will be paid by the contractor/customer requesting the service.

Mr. Martin stated that these updated fees will go to the Council Work Session on December 11th, and should go for formal consideration at the December 18th Regular Council meeting.

President Bell asked what the current physical tap fees are. Mr. Martin showed the Board a comparison between the existing fees and the proposed fees.

Board Member Jay asked if it would make sense that the fees increase on an index. Mr. Martin stated that since contractors will be providing all materials, equipment and employee costs don't increase as much. Mr. Beamer stated that Council is hesitant to have automatic increases. Mr. Martin stated that staff will be reviewing fees and updating them every five years.

Mr. Martin requested the Board conceptually approve the updated Customer Service Fees.

A motion was made by Vice President Jones and seconded by Secretary Lawson to conceptually approve the updated Customer Service Fees.

Vice President Jones asked that the fees be rounded to the nearest dollar instead of having dollars and cents. Mr. Martin stated that the change would be made before going to the Council Work Session.

Motion passed.

6. In Project Updates:

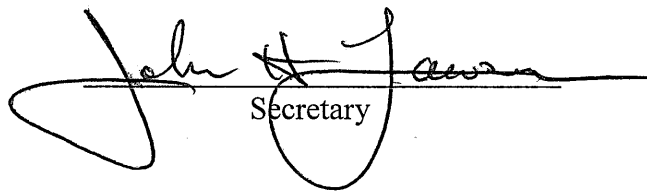
- a. East Casper Zone III Water Supply Project – Under Construction – mostly completed. Coating on interior of tank failed and must be redone. Vice President Jones asked if liquidated damages will be assessed. Mr. Beamer stated that is possible; the interior is a punch list item.
- b. WWTP Emergency Power Project – Under Construction – ITC Electrical Technologies is the contractor, with 71 Construction as a sub. Dirt work was started and the building should be here in the spring. There were issues with the submittals and liquidated damages may be assessed on this project.
- c. West Casper Zone II Water Supply Project – Under Design by WLC – waiting on title opinion
- d. CY Booster Station Replacement – Under Design by CEPI – 90% review of plans soon
- e. WWTP Boiler Project – Under Design by HDR – 90% review completed, ready to submit to DEQ
- f. WWTP MCC Replacement Project – Under Design by CH2M – Air handling units had to be added to design. Bid will be moved to next fiscal year in order to rebudget funding for the project.
- g. Ten Million Gallon Reservoir Renovations – Assigned to a City Engineer – Securing WWDC and SRF funding – Inspection showed worse conditions than anticipated – getting second opinion to decide if a new structure is needed.

- h. Midwest Avenue Reconstruction – Elm to David – Awarded to Treto Construction – start electrical this fall. President Bell asked if this was just a resurface of the street. Mr. Beamer stated that this project is a total reconstruction of the street.
- i. 2018 Arterials and Collectors – Under Construction – Knife River – working on 15th and Durbin now.
- j. McKinley Street Underpass – Completed
- k. 3rd Street Improvements – Beverly to Conwell – Under Construction – punch list items
- l. 2018 Beverly Street Improvements – 4th to 12th Street – Under Construction – asphalt repairs needed. Mr. Beamer stated that the contractor will have to mill and overlay to correct defects in the paving.
- m. Begonia Lift Station – Under Construction – Treto Construction – work started last week
- n. WWTP Riverwest Lift Station Generator Replacement – Awarded to Modern Electric – work should start soon.
- o. WWTP HVAC Replacement – Operations Building Complete – Dewatering Building Bids Rejected – looking at other options – corrosive environment – stainless steel was specified.
- p. WWTP Digester #3 Cleaning – Completed – inspection was done at the same time – everything looked good

7. In Other Business:

- a. Board Member English stated that the Platte River Trails Pathways has funding from the upcoming 1%#16 to extend the pathway from Robertson Road to Paradise Valley. Mr. Beamer stated that the City owns property in the pathway alignment and an easement will be needed.

A motion was made by Vice President Jones and seconded by Board Member Jay to adjourn the meeting at 8:00 a.m. Motion passed.


Secretary

CONTRACT FOR PROFESSIONAL SERVICES

between the
CITY OF CASPER
and

CASPER CHILDREN'S CHORALE

THIS CONTRACT is made and entered into this 23rd day of April, 2019, by and between the City of Casper, Wyoming, a Municipal Corporation, hereinafter referred to as "City," and Casper Children's Chorale, hereinafter referred to as "Contractor."

WHEREAS, City is authorized to contract with private entities to advertise the resources of Casper, Wyoming, pursuant to Wyoming State Statutes 15-1-111; and,

WHEREAS, City desires to engage Contractor to render certain professional services.

NOW, THEREFORE, in consideration of the covenants and conditions set forth herein to be performed, and subject to the reservations described herein, the parties agree as follows:

1. OBLIGATIONS OF CONTRACTOR:

Contractor will represent, promote, and advertise the resources of the City.

2. PROVISION OF SERVICES:

Contractor hereby agrees to provide the following services to the Casper community:

- ◆ Host the 40th Annual Mother's Day Concert.

3. PAYMENT:

A. In consideration of this Contract, City agrees to pay, in cash funds, up to a total amount of Three Hundred Three Dollars and Ninety-Five Cents (\$303.95). Payment shall be made upon submission of an original signed City voucher (Exhibit C) and receipts invoicing expenses for services rendered during the period for which payment is requested.

4. EFFECTIVE DATE/TERMINATION:

This Contract shall be considered effective as of December, 1 2018, and shall continue until June 30, 2019, at which time this Contract shall terminate.

5. REPORTS AND ACCOUNTING:

Contractor agrees that it will prepare and submit the Community Promotions FY2019 Final Report (Exhibit B) to City within thirty (30) days of the conclusion of the event funded under this Contract. Contractor understands that if this final report is not submitted to the City at the time of next year's application, future funding will not be provided.

6. INSURANCE:

Contractor shall procure comprehensive general liability insurance in an amount not less than \$500,000 per occurrence. Said insurance shall be underwritten by an insurance company authorized to do business within the State of Wyoming, and shall be in a form acceptable to the City.

7. INDEMNIFICATION:

Contractor shall indemnify and hold harmless City against any and all damages to property, or injuries to or death of any person(s), and shall defend, indemnify and hold City harmless in proceedings of any nature or kind, including Workers' Compensation claims of or by anyone whomsoever, in any way resulting from, or arising out of, the operations in connection herewith.

8. PAYMENT OF DEBTS:

Contractor agrees to promptly pay, as they become due, all claims, debts and charges, which it may incur as a result of the program(s) herein contained, and shall hold and save the City harmless from any such claims and debts.

9. WYOMING GOVERNMENTAL CLAIMS ACT:

The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the City specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation



Fleur D. Tremel



J. Carter Napier
City Manager

CASPER CHILDREN'S CHORALE



Signed



Printed Name



Title



FY 2019 Community Promotions Final Report

Please file this form within **30 days** of the conclusion of your event. Submit this form along with any bills for reimbursement to the City Manager's Office, 200 N. David, Casper, WY 82601. **Failure to complete and send in this form could result in a denial of payment for in-kind, facilities, AND cash funding, as well as a disqualification from any future funding grants.**

Organization: _____ Program/ Event: _____

Contact Person: _____ Phone Number: _____ Date: _____

Email Address: _____

1. Mission

Please state the agency's mission/vision:

2. Written Account of your Event

Please attach a written account of your event. Was the event successful? Did it go off as expected? Were there any problems? **Please limit your written account to one (1) page of written material.**

3. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from community promotions funding and whether it was for cash, in-kind, facilities, or any combination of the three.**

4. Program Significance

- a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
- b. What impact did the program have on the specified target population and community?
- c. Have there been significant trends over the past months regarding your target population?

5. Results

- a. Please describe the outcomes/outputs
- b. Please describe the method of measurement
- c. Please describe the performance results

6. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the event
- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
- d. How could the event have worked better?
- e. How will you address this?

7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people attended and/or participated in your event.

- a. **Please fill out the information in one of the three boxes below.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.
- b. Please provide information as to number of participant/spectators who are from Casper and those that are from outside of Casper, as well as what method you used to count.

Attendance and Participation

Please fill out one of these three sections as instructed on the opposite side of this page.

<i>I can Accurately Count the number of people who attended my event because:</i>	
<input type="checkbox"/> We sold tickets	
<input type="checkbox"/> We took a turnstile count or counted people as they came in	
<input type="checkbox"/> We conducted an organized head count	
<input type="checkbox"/> All participants were registered	
<input type="checkbox"/> We used sign-in sheets	
<input type="checkbox"/> <i>We used another method that was pre-approved by the City Manager's Office</i>	
Number who Actively Participated:	<input type="text"/>
Number who attended as Spectators:	<input type="text"/>

<i>I can only make a Rough Estimate of the number of people who attended my event.</i>	
Number who Actively Participated:	<input type="text"/>
Number who attended as Spectators:	<input type="text"/>

<i>I can make an Educated Guess at the number of people who attended my event because:</i>	
<input type="checkbox"/> We counted cars	
<input type="checkbox"/> We filled a certain amount of space <i>For example: "We filled fifteen rows of 20 seats each" or "We filled two 20 x30 foot rooms with people"</i>	
<input type="checkbox"/> <i>We used another method that was pre-approved by the City Manager's Office</i>	
Number who Actively Participated:	<input type="text"/>
Number who attended as Spectators:	<input type="text"/>

What's the difference between a participant and a spectator?

A **participant** is someone who is actively involved in the activity; a **Spectator** is someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator! For example:

If your event was....	Then your count of <u>Participants</u> would include...	And your count of <u>Spectators</u> would include...
.... a Baseball Tournament	<i>Players, coaches, volunteers, and other people who helped out with the tournament</i>	<i>The people who were sitting in the bleachers.</i>
.... a Bake Sale fundraiser	<i>People who cooked, set up tables, handed out flyers, etc.</i>	<i>The people who came to shop at the bake sale, even if they didn't buy anything</i>
... a class for teens about alcohol abuse	<i>The teachers, the people who organized and hosted the event</i>	<i>The students who attended the class.</i>
.... a soup kitchen that gave food to the homeless	<i>People who worked in the kitchen, advertised the program, etc.</i>	<i>The people who received the food.</i>

ADDITIONAL NOTES (IF NEEDED): _____

Exhibit C

Return To:

City of Casper, Wyoming 200 North David Street Casper, Wyoming 82601 (307) 235-8215

VENDOR NO:
 DATED:
 DEPARTMENT:

VENDOR:
 Name:
 Address:
 Address Line 2:
 City, State, Zip Code:

Please Note:
 THE CITY IS TAX EXEMPT. DO NOT
 INCLUDE STATE OR LOCAL TAXES
 ON YOUR BILL.
 ALL PRICES ARE F.O.B. CASPER
 UNLESS OTHERWISE STATED

DATE	INVOICE	QTY	DESCRIPTION
------	---------	-----	-------------

				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			TOTAL TO PAY	\$0.00

I CERTIFY, UNDER PENALTY OF PERJURY, THAT
 THIS VOUCHER AND THE ITEMS INCLUDED
 THEREIN FOR PAYMENT ARE CORRECT AND
 JUST IN EVERY RESPECT.

_____ Signature

_____ Date

This MUST be completed before payment can be made; vouchers MUST Be fully itemized, SIGNED, and RETURNED for all purchases and Services. This form was last modified on November 13, 2006.

ACCOUNT NO.	AMOUNT	ACCOUNT NO.
-------------	--------	-------------

	Grand Total	\$0.00

_____ Department Head
_____ City Manager
_____ Mayor/Vice Mayor

Notice to Vendor: PLEASE SIGN AND RETURN ORIGINAL

Casper College

125 College Drive
Casper, Wyoming 82601
caspercollege.edu
800-442-2963

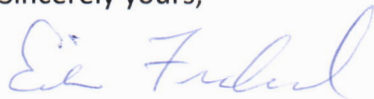
20 April 2019

Charlie Powell, Mayor
City of Casper
200 N. David St.
Casper, WY 82601

Dear Mayor Powell,

On behalf of the department, I would like to invite you to attend Holocaust Remembrance Day in the Third Floor of the Union/University Building (the TBird Nest) at Casper College on Thursday May 2 starting at 11am. Dr. Tanis Lovercheck-Saunders will be presiding over this solemn occasion. The focus for the Holocaust Remembrance Day this year will be a compilation of moving and poignant stories from individual victims and perpetrators from this time period. The stories are the result of research and hard work by Casper College students in the World War II class this semester. I hope that you will be able to attend this event, which is free and open to the public. I hope that you will encourage other city council members and others to attend as well.

Sincerely yours,



Erich Frankland
Chair and Faculty, Department of Political Science, History, and International Studies
Casper College
125 College Drive
Casper, WY 82601
Tel: 307-268-2490
E-mail: efrankland@caspercollege.edu



From: Justin Schilling [mailto:jschilling@wyomuni.org]

Sent: Friday, April 19, 2019 12:31 PM

To: Renee Jordan-Smith <rjordansmith@casperwy.gov>

Subject: Word from WAM - Region 4 and 5 Meetings Next Week, Budget Prep Handbook, WAM Summer Convention info and registration, Trivia!



Wyoming
Association of
Municipalities
Building Strong Communities

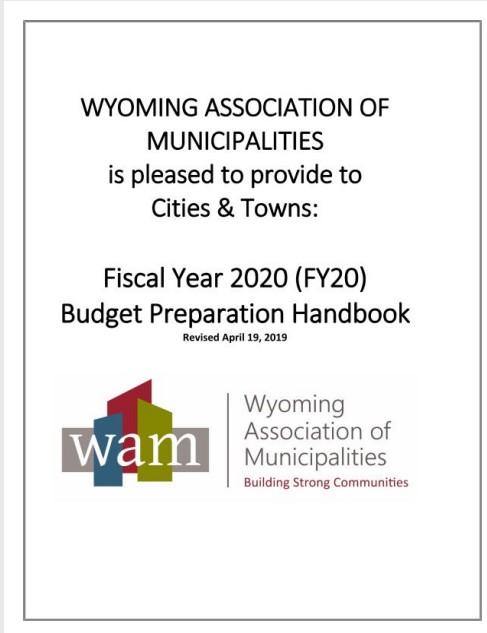
Word from WAM!

A Weekly Message

**WAM Municipal Budget Prep Handbook
Now Available**

Handbook Offers Budget Guidance to Municipalities

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



Regions 1, 3 and 6 Choose Regional Leadership

New Directors and Leadership Will Begin Their Terms July 1st

Regions 1, 3 and 6 held elections as part of their recent WAM Regional Meetings, choosing new directors and committee representatives.

In Region 1, Mayor George Siglin of Lingle was re-elected as the at-large representative. Mayor Kelly Krakow of Albin was nominated to continue representing the region on both the Legislative Leadership Committee, as well as the WAM Executive Committee.

In Region 3, Council Member Landon Greer of Cody was re-elected as the city representative, while Council Member Ernie Beckley from Ten Sleep will join the WAM Board for the first time as the region's town representative. Mayor Matt Hall of Cody was nominated to continue his work on the Legislative Leadership Committee, while Mayor John Wetzel from Powell will remain as Region 3's representative on the WAM Executive Committee.

In Region 6, Mayor Pete Rust of Green River was re-elected as the region's city representative, while Mayor John Zieger of Saratoga was chosen as the new town representative. Zieger will also join the Legislative Leadership Committee, while Rust retained his seat on the WAM Executive Committee.

Regions 4 and 5!!! We're Headed Your Way Next Week! See You There

Region 4 Meets
Wednesday at Riverton
City Hall 816 N. Federal
Blvd., Riverton, WY

Region 5 Meets Thursday
at the South Lincoln
Training and Events
Center, Extended Training
Room, 215 WY-233,
Kemmerer, WY

Training starts at 3 p.m.
Dinner provided at 5 p.m.
with the WAM Region
meeting to follow directly.



City of Laramie Chosen to Host 2020 WAM Summer Convention

WAM Board
Accepts
Laramie's Bid to
Host Convention

Laramie
WYOMING

The Board of Directors of the Wyoming Association of Municipalities (WAM) voted Thursday to accept the City of Laramie's bid to host the 2020 WAM Summer Convention. Planning and organizational meetings will begin shortly after this year's WAM Summer Convention in Sheridan, June 12-14th.

State Emergency Insect Management Grant Process Moving Forward

Attached is a [spreadsheet](#) with the grant applications I received for the 2019 Wyoming Emergency Insect Management funding that were received, or postmarked by April 1st.

If you do not see your application listed, please contact me at 307-777-6585 to discuss further.

The committee will have approximately \$365,000 more in grant requests than available funding. Therefore the committee will need to make cuts to applications accordingly.

As a reminder, the committee meeting will be held on Tuesday April 23rd, 2019 to consider the grant proposals and general committee business. The meeting will begin at 10:00 am in the Wyoming Department of Agriculture Weights and Measures Lab conference room located at 6607 Campstool Road, Cheyenne, Wyoming. More information may be obtained by contacting the Department of Agriculture at 307-777-6585.

Slade Franklin
Weed and Pest Coordinator
Wyoming Department of Agriculture
slade.franklin@wyo.gov
307-777-6585 (Work)



2019 WAM Summer Convention Registration Now Open!!



Join Us June 12-14
in Beautiful
Sheridan

Please make plans to join us, and a few hundred of your municipal peers, at the 2019 WAM Summer Convention, June 12-14, 2019 in Sheridan. We think we've prepared a great event for you, filled with fantastic training opportunities, interesting cultural experiences, and

as always, the chance to socialize and network with elected leaders and municipal staff members from all over Wyoming. Room blocks are open now, **but will fill up fast** as



The Brinton Museum, home to this year's Welcome Reception

several other events are happening around Sheridan that week, [so please do not delay](#) in making your room reservations!

Online Registration [is here](#).

Printable Agenda [is here](#).

Convention Host Hotel Information [is here](#).

A Plethora of Wyoming Business Council Grant Opportunities



Vertical Garden in Downtown Laramie

Grants available for vertical gardens to provide fresh, local food to cities

When chefs at Altitude Chophouse and Brewery in Laramie need some greens or produce for menu items, there's a good chance it's harvested from a garden growing on one of the restaurant's exterior walls, just steps from where their customers sit. [Continue reading...](#)

Business Council offers energy efficiency grants

The Wyoming Business Council's State Energy Office will have competitive federal grant funds available for Wyoming local governments, public schools and small businesses seeking to improve their buildings while reducing utility costs. The money will be split between four programs. [Continue reading...](#)

WAM Spring Regional Meeting Schedule



SAVE THE DATE! Ensure Your Community is Represented, Plan to Attend Your Region Meeting in April

It's hard to believe, but Spring is upon us, and that means it's time for WAM Spring Regional Meetings. This is an important set of meetings, as all six regions have Regional Director Elections to hold, so be sure your municipality's voice is heard. In addition, former WAM Executive Director Rick Kaysen will give a full review and recap of the legislative session and discuss the interim topics that will be debated this committee season. New WAM Executive Director J. David Fraser will also be along for his first round of regional meetings, and looks forward to introducing himself to as many of you as possible.

The afternoon will start though with an informational session on how Wyoming 2-1-1 can help people in your community given by Wyoming 2-1-1 Executive Director Sabrina Lane, as well as a talk on the current state and future of 911 systems by Laramie County Combined Communications Center Director Glenn Crumpton.

Educational sessions will begin at 3 p.m., dinner will be served at 5 p.m. and all WAM Regional Meetings will run from 5-7 p.m. RSVP's are not required, but are appreciated so we can have an approximate head count for catering purposes.

[RSVP for Spring Region Meeting](#)

Regional Meeting Schedule:

Region 2: Gillette, Saturday April 27, 8-11 a.m. Gillette City Hall, 201 E. Fifth Street

Region 4: Riverton, Wednesday April 24th, 3-7 p.m. Riverton City Hall, Council Chambers, 816 N. Federal Blvd.

Region 5: Kemmerer, Thursday April 25th, 3-7 p.m. South Lincoln Training and Events Center, Extended Training Room, 215 WY-233

Any questions, please call WAM Member Services Manager Justin Schilling at 307-275-8380.

Weekly WAM Wyo-centric Trivia!

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

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

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

Question: The first airplane flight over Wyoming occurred in 1911 when Denver-based pilot George Thompson appeared at what Wyoming city's Fourth of July celebration?

[Click to Answer](#)

Congratulations to last week's winner Cheryl Schneider, Clerk/Treasurer of the Town of Moorcroft. She knew that it was indeed University of Wyoming graduate Dr. Jerry Buss who went on to own the Los Angeles Lakers of the National Basketball Association. Your gift card is on its way, and thanks to all for playing!



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cities and towns

tel: 307.632.0398 | fax: 307.632.1942 | www.wyomuni.org

WAM RESOLUTION NO. 19-01

**A RESOLUTION OF THE WYOMING ASSOCIATION OF MUNICIPALITIES RELATING
TO THE 64th ANNUAL CONVENTION IN SHERIDAN, WYOMING, JUNE 2019**

WHEREAS, the 2019 Annual Convention of the Wyoming Association of Municipalities (WAM) on June 12-14, in Sheridan, Wyoming has proven to be an outstanding session focusing on the education of elected officials and municipal staff members and enhancing the tools available to them in order to provide the best service to their communities; and

WHEREAS, the success of this Convention is due in large measure to the generous contribution of time, effort and resources on the part of the staff and elected officials from the City of Sheridann, Town of Clearmont, Town of Ranchester, and the Town of Dayton and sponsors who hosted, planned, and arranged logistics and activities of the 2019 WAM Annual Convention.

NOW, THEREFORE, BE IT RESOLVED by the Wyoming Association of Municipalities on this 13th day of June 2019 in Sheridan, Wyoming that the Association gratefully extends its appreciation to every person and organization in Sheridan and with the City of Sheridan who devoted time, effort and resources in the planning, arranging, providing and presenting of the programs and activities of the 64th Annual WAM Convention.

WAM Resolution No. 19-02

**A RESOLUTION TO CREATE UTILITY AND OTHER MUNICIPAL SERVICES LIEN AUTHORITY
FOR MUNICIPALITIES AND JOINT POWERS BOARDS**

WHEREAS, municipalities in Wyoming have become aware of problems relating to the ability of the municipalities and joint powers boards to collect past due utility and other municipal service bills; and

WHEREAS, the current law of the State of Wyoming allows irrigation districts, water and other improvement districts to create liens under the right circumstances or have statutorily been granted automatic and perpetual liens under certain circumstances; and

WHEREAS, there is nothing similar to the creation of a lien found in zoning regulations or any other powers granted to a municipality or joint powers board in current state laws of the State of Wyoming;

NOW, THEREFORE, BE IT RESOLVED that the Town of Ranchester supports such legislation as may be necessary to provide authority to a municipality or joint powers board to create a lien arising from past due bills for public utilities and other municipal services necessary to correct hazardous conditions.

PASSED, APPROVED AND ADOPTED THIS 19th day of March, 2019.

Peter B. Clark
Mayor

WAM RESOLUTION NO. 19-03

A RESOLUTION SUPPORTING PILT (PAYMENT IN LIEU OF TAXES) FOR STATE-OWNED PROPERTIES

WHEREAS, cities and towns receive most of their revenue to provide basic governmental services such as police and fire protection from sales tax and property tax; and,

WHEREAS, all state-owned properties are tax exempt and therefore not required to pay property tax or sales tax; and,

WHEREAS, in multiple communities across Wyoming, state agencies own and operate considerable property that require basic city services; and,

WHEREAS, Payment in Lieu of Taxes (PILT) to local municipalities is a federal and nationwide practice which replaces lost revenue and allows municipalities to serve all their residents and property owners with basic services;

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF LARAMIE, WYOMING, HEREBY RESOLVES: Section 1. That WAM should present legislation during the 2020 Wyoming legislative session establishing a PILT program for state owned properties.

PASSED AND APPROVED THIS 2nd day of April 2019.

Joe Shumway
Mayor and President of the Laramie City Council

Attest:

Nancy Bartholomew, City Clerk

WAM RESOLUTION NO. 19-04

A RESOLUTION SUPPORTING LOCAL AIR SERVICE AS ESSENTIAL TO WYOMING'S PROSPERITY

WHEREAS, local air service that provides connections to major cities is a critical component of a thriving economy; and,

WHEREAS, Wyoming's rural nature makes traditional private air service very difficult to sustain; and,

WHEREAS, during the 2019 Legislative Session, a bill was passed which provides money to aid airports across Wyoming in sustaining their air service, but essentially excludes Essential Air Service airports; and,

WHEREAS, the continued funding of air enhancement programs, including providing funding for EAS airports is critical to the future of Wyoming cities and towns;

NOW THEREFORE, BE IT RESOLVED that the City Council of Laramie, Wyoming, hereby Resolves: Section 1: That WAM should work during the 2020 Legislative Session to continue funding for Wyoming airports and develop air enhancement opportunities for EAS eligible airports.

PASSED AND APPROVED THIS 2nd day of April 2019.

Joe Shumway
Mayor and President of the Laramie City Council

Attest:

Nancy Bartholomew, City Clerk

WAM RESOLUTION NO. 19-05

A RESOLUTION SUPPORTING STATE WIDE ANTI-DISCRIMINATION LEGISLATION

WHEREAS, diversity is necessary for any thriving city or town; and,

WHEREAS, discrimination still occurs on the basis of race, color, religion, national origin, sex, pregnancy, gender identity, age, sexual orientation family status, veteran status, disability and marital status; and,

WHEREAS, there are no state statutes protecting against discrimination based on sexual orientation and gender identity; and,

WHEREAS, a commitment to diversity and the creation of a community welcoming to all which will enhance our local economies, encourage a positive forward-thinking environment that will help attract and retain businesses; and,

NOW THEREFORE, BE IT RESOLVED that the City of Laramie, Wyoming, Hereby Resolves:
Section 1: That WAM should encourage and support state wide anti-discrimination legislation, prohibiting discrimination based on perceived sexual orientation or gender identity in housing, employment and public accommodations.

PASSED AND APPROVED THIS 2nd day of April 2019.

Joe Shumway
Mayor and President of the Laramie City Council

Attest:

Nancy Bartholomew, City Clerk

WAM RESOLUTION NO. 19-06

A RESOLUTION SUPPORTING GREATER FINANCIAL INDEPENDENCE AND AUTHORITY FOR WYOMING CITIES AND TOWNS

WHEREAS, Wyoming's ninety-nine (99) cities and towns are responsible to provide basic and essential services like safe streets, police protection and fire suppression for sixty-nine percent (69%) of all Wyoming residents who reside in those communities; and,

WHEREAS, the State of Wyoming does not grant local taxation authority to municipal governing bodies sufficient to empower these elected officials to provide consistent services required by city and town residents; and,

WHEREAS, numerous reports at the national, state and local level substantiate that Wyoming municipalities have the *least* local fiscal authority and the absolute *lowest* local revenue generating capacity of any of the 50 States; and,

WHEREAS, the taxation system established by States directly affects the overall economic vitality of the State and can either drive, or suppress, economic prosperity; and,

WHEREAS, because municipalities are not allowed local taxation authority, State government has directly appropriated funding to cities and towns but, this historical practice is not sustainable for Wyoming's long-term future.

WHEREAS, to ensure a sustainable financial future with economic prosperity generated locally and throughout Wyoming for both current and future generations of Wyomingites, Wyoming must consider implementing the *Principles of High-Quality State Revenue Systems* as they pertain to State-to-local government relationships and recommended by the National Conference of State Legislatures, among other national and state agencies.

NOW THEREFORE, BE IT RESOLVED that the City Council of Laramie, Wyoming, Hereby Resolves: Section 1. To incorporate the foregoing recitals and make them part of this resolution by reference, and; Section 2. To request that the State of Wyoming empower municipalities to raise sufficient revenues to meet the needs of residents by granting to their governing bodies all of the three key elements of local taxation authority including

- a) authority to directly levy taxes,
- b) control of the local rate of taxation, and
- c) authority to allocate local tax revenue to municipal purposes and services.

PASSED, APPROVED, AND SUBMITTED this 2nd day of April 2019.

Joe Shumway
Mayor and President of City Council of Laramie

Attest: Nancy Bartholomew, City Clerk

WAM RESOLUTION NO. 19-07

A RESOLUTION SUPPORTING MUNICIPAL STORM WATER ENTERPRISE FUNDS

WHEREAS, the majority of Wyoming residents live in cities and towns and rely upon their municipal governments for essential surface water drainage and utility infrastructure that keeps the public safe and protects both public and private properties from damage from storm water run-off; and,

WHEREAS, Wyoming statutes do not authorize cities to create storm water enterprise funds for operation of storm water drainage systems and, consequently, there are millions of dollars of unmet financing needs for surface water drainage within the City of Laramie.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF LARAMIE, WYOMING, HEREBY RESOLVES: Section 1. To incorporate the foregoing recitals and make them part of this resolution by reference, and; **Section 2.** To request that the State of Wyoming authorize cities and towns to establish and operate surface water drainage systems as public utility services and make available by statute similar financing options as are provided for potable water and sanitary sewer utilities; and, **Section 3.** To request the State of Wyoming allow municipal governing bodies to establish user fees to support financial operations of surface water drainage systems.

PASSED, APPROVED, AND RESPECTFULLY SUBMITTED this 2nd day of April 2019.

Joe Shumway
Mayor and President of the Laramie City Council

Attest:

Nancy Bartholomew, City Clerk

WAM RESOLUTION NO. 19-08

A RESOLUTION PRESENTED TO THE WYOMING ASSOCIATION OF MUNICIPALITIES SUPPORTING A REVISION TO THE WYOMING STATE STATUTES PROVIDING THE OPTION FOR MUNICIPALITIES TO PARTICIPATE IN THE STATE OF WYOMING INSURANCE PROGRAMS.

WHEREAS, in order for municipal governments in the State of Wyoming to be competitive, municipal employers strive to offer their employees the best health insurance options; and

WHEREAS, cities and towns commonly pay a percentage of health insurance premiums as a benefit to the employee; and

WHEREAS, Wyoming State Statutes 9-3-201 through 9-3-218 currently allow employees of the State of Wyoming, its political subdivision, and school districts to obtain group health insurance; and

WHEREAS, the governing body of the City of Riverton recognizes the potential value of the health insurance programs offered by the State of Wyoming as provided to other political subdivisions and school districts;

NOW, THEREFORE, BE IT RESOLVED that the City of Riverton does hereby request the Wyoming Association of Municipalities support changes to Title 9, Article 2 of Wyoming State Statutes to include the option for municipalities to elect insurances as otherwise provided to other entities included in Article 2 of Title 9 for health, dental, vision, life, accident, and/or hospitalization through the State's health insurance program.

PASSED, APPROVED, AND ADOPTED THIS 16th day of April 2019.

CITY OF RIVERTON

By: _____
Richard P. Gard, Mayor

ATTEST:

Kristin S. Watson, City Clerk/Human Resource Director