

**INFORMATION PACKET**

**Friday, April 14, 2023**



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

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

## The Grid

A working draft of Council Meeting Agendas

April 18, 2023 Councilmembers Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
<b>Pre-meeting Starts at 5pm</b>					
Pre-Meeting: Judge's Quarterly Update					
Pre-Meeting: City of Casper Website					
Pre-Meeting: Project Safe Bid Update					
Approval of 3/21 Executive Session Minutes					C
Approval of 3/30 Special Meeting Minutes (published April 7)					C
Bright Spot: National Donate Life Month					
Establish Public Hearing for Transfer of Ownership for Retail Liquor License No. 37 from Charger Holdings, LLC d/b/a Charger Holdings, LLC, Located at 355 West Yellowstone to Bull Horn Brewing, LLC d/b/a Bull Horn Brewing, Located at 355 West Yellowstone Hwy.	C				
Public Hearing: Resolution Authorizing a Real Estate Purchase Agreement Between Natrona County, Wyoming and the City of Casper, Wyoming Regarding the City's Sale of 8 Acres, More or Less, of Property Located at the Northeast Corner of East 12th Street and Conwell Street.		N			
Public Hearing date and 1st Reading to create Local Assessment District 159 – Westridge Improvements.		N			
Public Hearing to consider an Ordinance approving a zone change of Lot 1, Majestic Mountain Addition		N			
Public hearing to consider an Ordinance approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition		N			
Public hearing to consider an Ordinance approving a plate and zone change for the proposed Lukasiewicz Subdivision		N			
2nd Reading Ordinance: An Ordinance Updating and Amending Chapter 5.08 of the Casper Municipal Code, Including Section 5.08.150 and 5.08.390.			N		
Consideration of a resolution approving a site plan, and the associated site plan agreement, for the construction/development of the WYO Sports Ranch				C	
Western Gateway Corridor Enhancement Study: Phase 1 Contract Extension				C	
Mills Platte River Trail Connectivity Study				C	
Resolution accepting a Deed of Gift from Rocking K Properties, LLC, for a 1,978 square foot parcel of land				C	
NAPA IBS Contract				C	
Authorizing First Amendment to Employment Agreement with James Carter Napier.				C	
Authorize the Approval of Contracts for the Abatement of Weeds and Litter.				C	
Accepting a Grant from the Wyoming Game and Fish, in the Amount of \$30,000, for Repair of the Bryan Stock Trail Boat Ramp.				C	
Authorizing the Mayor to Sign a Letter of Support for the Wyoming Food For Thought's Grant Application to the Rocky Mountain Power Blue Sky Program.				C	
Authorizing Amendment No. to the Memorandum of Understanding for Community Recreation Facilities Between the City of Casper, Wyoming and Natrona County School District.				C	

<b>April 18, 2023 Councilmembers Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Authorizing a Rental Agreement with Spuds Baseball Club LLC for Use of the Mike Lansing Baseball Stadium.				C	
Authorizing a Rental Agreement with Casper Baseball Club for Use of Mike Lansing Baseball Stadium.				C	
Authorizing Change Order No. 2 with Modern Electric Co. for the Solid Waste CRL Electrical Service Upgrades, Project No. 21-013.				C	
Authorizing Amendment No. 2 to the Contract for Professional Services with Holland and Hart, LLP for Providing Legal Services.				C	
Authorizing Creation of Local Assessment District No. 160 - Chinook Trail Improvements.				C	
Authorizing a Procurement Agreement with Dana Kepner Company of Wyoming, Inc., for the 2023 Casper Public Utilities Materials Procurement.				C	
Authorizing a Procurement Agreement with Ferguson Enterprises, LLC, dba Ferguson Waterworks, for the 2023 Casper Public Utilities Materials Procurement.				C	
Authorizing a Contract Between the City of Casper and Ayres Associates for the North Platte River Park No. 2 Simple Master Plan.				C	
Rescinding Resolution 22-119 a Resolution Authorizing a Professional Services Contract for Transit Services with the city of Mills, a Wyoming Municipality, for FY23.				C	
Authorizing a Contract for Transportation Services between the City of Casper and the City of Mills for FY23 Transit Services.				C	
Authorizing a Contract for Transportation Services between the City of Casper and the Town of Bar Nunn for FY23 Transit Services.				C	
Authorizing the Purchase of One (1) New Turf Utility Vehicle for Use by the Casper Municipal Golf Course.					C
Authorize the Purchase of One (1) New Heavy-Duty Crew Cab Chassis 4x4 Truck with Dump Body and Accessories for Use by the Solid Waste Division of the Public Services Department.					C
Authorize the Purchase of Bauer Unicis 4s Breathing Air Compressor in the Amount of \$81,097.00 for Casper Fire-EMS.					C
Authorize the Purchase of Custom Service Body from Hiway Products in the Amount of \$52,196.61 for Casper Fire-EMS.					C
Authorize the Purchase of 10 Scott Hazmat SCBAs Masks and 26 Bottles in the Amount \$ 88,850.00 for Casper Fire-EMS.					C
Executive Session: Personnel & Land					

<b>April 25, 2023 Councilmembers Absent: Cathey</b>			
<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
One Cent Applicant Interviews (Tentative)		4:35	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

<b>May 2, 2023 Councilmembers Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
	Pre-Meeting: Corporate Sponsorship & Naming Rights Agreement				
Pre-Meeting: Snow Plowing					
Proclamation National Tennis Month					
Approval of 4/4 Regular Meeting Minutes					C
Approval of 4/4 Executive Session Minutes					C
Approval of 4/18 Regular Meeting Minutes					C
Approval of 4/18 Executive Session Minutes					C
Public Hearing for Transfer of Ownership for Retail Liquor License No. 37 from Charger Holdings, LLC d/b/a Charger Holdings, LLC, Located at 355 West Yellowstone to Bull Horn Brewing, LLC d/b/a Bull Horn Brewing, Located at 355 West Yellowstone Hwy.		N			
2nd Reading to create Local Assessment District 159 – Westridge Improvements.			N		
2nd Reading Ordinance: Approving a zone change of Lot 1, Majestic Mountain Addition			N		
2nd Reading Ordinance: Approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition			N		
2nd Reading Ordinance: Approving a plat and zone change for the proposed Lukasiewicz Subdivision			N		
3rd Reading Ordinance: An Ordinance Updating and Amending Chapter 5.08 of the Casper Municipal Code, Including Section 5.08.150 and 5.08.390.			N		
Approving the Senior Center Lease				C	
Authorizing a Contract for Transportation Services between the City of Casper and the Town of Evansville for FY23 Transit Services.				C	
Authorizing a Contract for Transportation Services between the City of Casper and Natrona County for FY23 Transit Services				C	

<b>May 9, 2023 Councilmembers Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
	Recommendations = Information Only, Move Forward for Approval, Direction Requested		
Meeting Follow-up		4:30	5 min
Ordinance Regarding Feeding Turkeys	Direction Requested	4:35	40 min
Tentative Budget to Council	Information Only	5:15	5 min
Classification and Compensation Study Follow up	Information Only	5:20	20 min
Low Income Home Water Assistance Program	Move Forward for Approval	5:40	10 min
Agenda Review		5:50	20 min
Legislative Review		6:10	20 min
Council Around the Table		6:30	20 min
Approximate Ending Time:			6:50

<b>May 16, 2023 Councilmembers Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Solid Waste Residential Passes					
Approval of 5/2 Minutes					C
3rd Reading to create Local Assessment District 159 – Westridge Improvements.			N		
3rd Reading Ordinance: Approving a zone change of Lot 1, Majestic Mountain Addition			N		
3rd Reading Ordinance: Approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition			N		
3rd Reading Ordinance: Approving a plate and zone change for the proposed Lukasiewicz Subdivision			N		
Low Income Home Water Assistance Program (tentative)				C	

<b>May 23, 2023 Councilmembers Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Budget Review	Direction Requested	4:30	4 hrs
Approximate Ending Time:			8:30

<b>May 24, 2023 Councilmembers Absent:</b>			
<b>Tentative: Special Budget Work Session</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Budget Review	Direction Requested	4:30	
Second Sheet of Ice Discussion			
Approximate Ending Time:			

<b>June 6, 2023 Councilmembers Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Judge's Quarterly Update					
Pre-Meeting: Summary Proposed Budget to Council					
Approval of 5/16 Minutes					C
Est. PH - Adopt FY24 Budget	C				
Establishing June 20th as the public hearing date for consideration of Fiscal Year 2023 Budget Amendment #3	C				

<b>June 13, 2023 Councilmembers Absent:</b>			
<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
Rec Enterprise Business Plans	Direction Requested	4:35	90 min
Fiscal Year 2023 Budget Amendment #3	Move Forward for Approval	6:05	20 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
			Approximate Ending Time:

<b>June 20, 2023 Councilmembers Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Approval of 6/6 Minutes					C
Public Hearing - Adopt FY24 Budget		N			
Public Hearing - Budget Amendment #3		N			

<b>June 27, 2023 Councilmembers Absent:</b>			
<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
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
			Approximate Ending Time:

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Code Enforcement - Municipal Code?			
Opioid Funding Discussion			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Banner Health and Fire Agreement			13-Jun-23
Poplar and CY Intersection Lane Extension Public Input Update			
Municipal Court Proceedings Overview			
MRG Request - Part 2			May
Camping Ordinance & SOP Follow-up			
Homeless Coalition Presentation		40 min	

### Staff Items:

CBC Public Safety Design			July
City Inspectors Authority/Oversight of Licensed Contractors			
Speed Limit Ordinance Review			
Unpaid Utility Ordinance Amendment			
Part 2 Ford Wyoming Center			
Judge's Quarterly Update	June 6 September 5 December 5	15 minutes	Recurs Quarterly
Ford Wyoming Center Subsidy			
Parks Master Plans MOU's			

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

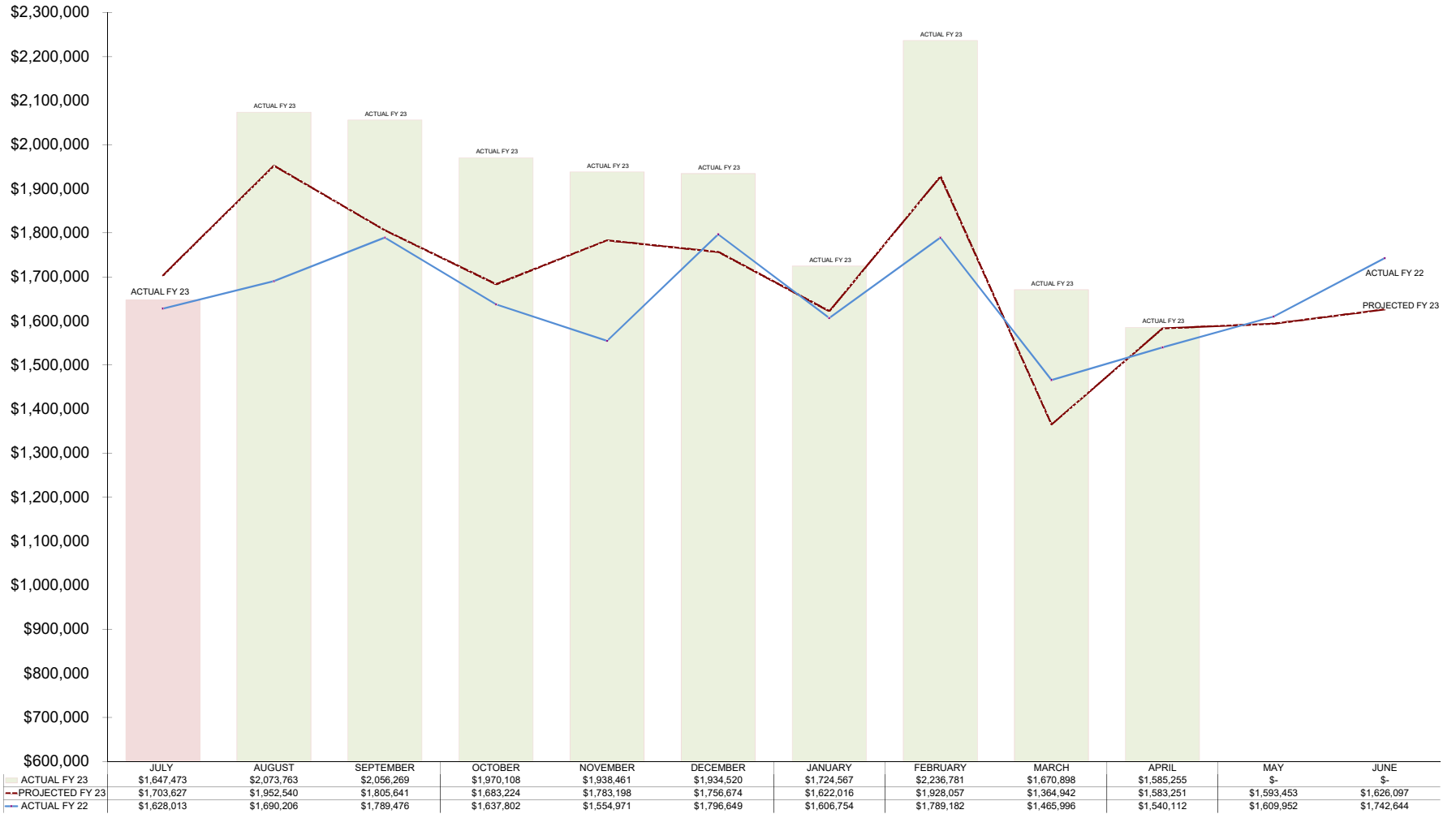
#### Future Regular Council Meeting Items:

Executive Session: Personnel	9/19/2023		
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### Retreat Items:

Economic Development and City Building Strategy
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# Sales Tax FY 2023 Versus Projection and Prior Year



	<u>ACTUAL FY 22</u>	<u>PROJECTED FY 23</u>	<u>ACTUAL FY 23</u>
YTD TOTAL	\$ 16,499,161	\$ 17,183,172	\$ 18,838,096
YTD VARIANCE			\$ 1,654,924
		<b>% Difference</b>	<b>In Dollars</b>
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH		0.13%	\$2,004
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE		9.63%	\$1,654,924
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH		2.93%	\$45,143
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE		14.18%	\$2,338,934



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

Below is the Optional Sales Tax report for FY23. We are currently at 83.40% if the budget year.  
 General Fund is up 8.11% of the projected year to date which is 92.33% of Budget.  
 1%17 is up 9.28% from projected year to date which is at 93.50% of budget.

<b>State Shared Sales Tax</b>					
	<b>Date</b>	<b>Amount</b>	<b>Amount</b>	<b>Percent of</b>	
	<b>Received</b>	<b>Received</b>	<b>Budgeted</b>	<b>Actual-Budget</b>	
				<b>Annual Budget</b>	
<b>FY 2023 General Fund</b>	7/7/2022	\$ 1,647,473	\$ 1,703,627	\$ (56,154)	8.07%
	8/4/2022	2,073,763	1,952,540	121,223	18.24%
	9/8/2022	2,056,269	1,805,641	250,629	28.32%
	10/6/2022	1,970,108	1,683,224	286,884	37.97%
	11/8/2022	1,938,461	1,783,198	155,263	47.47%
	12/6/2022	1,934,520	1,756,674	177,846	56.96%
	1/9/2023	1,724,567	1,622,016	102,551	65.41%
	2/6/2023	2,236,781	1,928,057	308,724	76.37%
	3/6/2023	1,670,898	1,364,942	305,956	84.56%
	4/10/2023	1,585,255	1,583,251	2,004	92.33%
			1,593,453		
		1,626,097			
<b>Total FY 2023</b>		<b>\$ 18,838,096</b>	<b>\$ 20,402,721</b>	<b>\$ 1,654,924</b>	
<b>Optional 1% Tax</b>					
<b>FY 2023 1%16--1%17 as of 3/1/23</b>	7/7/2022	\$ 1,379,329	\$ 1,404,112	(24,783)	8.17%
	8/4/2022	1,734,317	1,611,691	122,626	18.45%
	9/8/2022	1,725,549	1,495,244	230,305	28.67%
	10/6/2022	1,655,049	1,400,736	254,312	38.48%
	11/8/2022	1,629,011	1,480,055	148,956	48.13%
	12/6/2022	1,616,348	1,451,365	164,982	57.71%
	1/9/2023	1,442,838	1,339,982	102,856	66.26%
	2/6/2023	1,869,735	1,594,814	274,921	77.34%
	3/6/2023	1,397,790	1,134,090	263,700	85.62%
	4/10/2023	1,328,935	1,306,229	22,706	93.50%
			1,316,355		
		1,341,669			
<b>Total FY 2023</b>		<b>\$ 15,778,901</b>	<b>\$ 16,876,343</b>	<b>\$ 1,560,582</b>	
<b>Total</b>		<b>\$ 34,616,997</b>	<b>\$ 37,279,064</b>	<b>\$ 3,215,506</b>	



Memo to: Liz Becher; Community Development Director

From: Dan Elston, City Building Official  
Craig Collins, AICP, City Planner

Subject: March - Commercial Development Report

Date: 04/3/2023

Permitting Update:

For the month of March, 2 building permits for new single-family home construction were issued. This brings the total building permits for new single-family residences in the calendar year to 3 with a value of construction of \$890,000.00. The Building Division issued 50 Building, 71 Electrical, 40 Mechanical and 60 Plumbing permits with a value of construction of \$6,828,097.24, and with a permit revenue of \$66,733.11. The permit for the 307 Chiropractic clinic with mercantile space, which will be located at 5980 Enterprise Drive by Menards, was issued with a valuation of \$1,600,00.00.

Calendar year: January 1<sup>st</sup> through March 31<sup>st</sup>

Permit total = 591 permits issued for a value of \$15,160,473.92, and with a revenue of \$144,146.53.

Fiscal Year: July 1<sup>st</sup> through March 31<sup>st</sup>

Permit total = 2,532 permits issued for a value of \$58,082,002.81, and with a revenue of \$545,033.98.

March Inspection Update:

The Building Division completed 159 building, 175 electrical, 175 plumbing/mechanical inspections, plus 2 plan reviews.

Commercial Construction Update:

Below is a breakdown of the 12 major commercial projects that are in progress:

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

- LDS Temple (3011 Independence Dr.) Interior connections and finish are in process. Stone veneer is being installed and the steeple structure is being framed.

**COMMUNITY DEVELOPMENT DEPARTMENT**

200 North David Street | Casper, WY 82601-1862 | Phone: (307) 235-8241 | [www.casperwy.gov](http://www.casperwy.gov)



- Liberty Square Apartment Complex, 60 units (1100 S. Beverly St), Bld. A is complete and waiting on the electrical service gear to energize the building. Building B Towers 1-3, and the Community Center, interior finishes are in process. The anticipated completion for this project is the end of April/May of 2023 for Building A and the Community Center and the middle to end of June of 2023 for Building B. The availability of the electrical service equipment is the reason that this project is being held up.
- Wal-Mart East Interior Remodel (4400 E. 2<sup>nd</sup> St.) Fire pump and sprinkler piping in process.
- Casport Mint, (170 Star Lane) Interior structural steel and framing in process, M.E.P. rough-ins are in process for Phase 1, mezzanine office areas are in trim phases, this project has been divided into 7 phases. The 2<sup>nd</sup> machine is installed and operational. Phase II is to begin shortly.
- La Cocina Restaurant (4110 Centennial Hills) Framing is complete and M/E/P's are in process.
- Alma Business Bld. (260 W. 1<sup>st</sup> St, Old Bakery) Final finishes are in process.
- Nolan Phase II (225 S. David St. Condominiums) Framing is nearly complete and the M/E/P's are in process.
- Jump Craze (SE Wyoming Blvd near E 21<sup>st</sup> St) Site work is in process.
- Harbor Freight Expansion (Sunrise Mall) Final finishes are in process.
- Discount Tire (4990 E. 2<sup>nd</sup> St near the Residence Inn) Site work is in process.
- Johnstone Supply (3100 E. Yellowstone) Sprinkler system is being installed and the final finishes are nearing completion.
- 307 Chiropractic (5980 Enterprise Dr near Menards) Site work is in process.

#### Projects Completed:

- No new projects were completed this month.

#### Approved projects not started:

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

#### New Projects Submitted for Approval:

- Core/Shell Building (Next to Marshals, Newport Rd.)
- Fairfield by Marriot (West D St)
- City Hall Project SAFE

#### Anticipated Projects:

- WYO Sports Ranch (near the Events Center) 133,000 sq. ft. indoor sports facility.

#### **COMMUNITY DEVELOPMENT DEPARTMENT**

200 North David Street | Casper, WY 82601-1862 | Phone: (307) 235-8241 | [www.casperwy.gov](http://www.casperwy.gov)



Demolition Projects:

- YMCA – Old YMCA is in the process of being demolished. The site will be paved for additional parking and the East existing gym is to remain.

Information on April 3, 2023 snowstorm gathered for Casper Star Tribune  
4/13/23

**Snowstorm and Large Snow Year Impacts to Streets & Traffic Division**

- As of March 11, the city is \$30,000 over budget for overtime and \$80,000 over budget for fuel.
- The cost of contractors to assist in putting snow into windrows in residential areas is approximately \$30,000. Contractors generally worked Wednesday, April 5<sup>th</sup>, through Friday, April 7<sup>th</sup>, 7a.m. to 7p.m. for a total of 1020 hours. Mother nature helped before the contractors could get to all the residential streets.
- City of Casper crews handle plowing state roads within Casper's city limits (like CY) with the exception of I-25 and Wyoming Blvd. between County Club and Mountain Rd
- Snow removal costs for the most recent years (does not include fuel):

	<u>2021</u> <u>1/6 through</u> <u>12/28</u>	<u>2022</u> <u>1/4/ through 12/21</u>	<u>2023</u> <u>1/1 through 4/10</u>
Labor	\$ 130,905.56	\$ 140,457.10	\$ 172,162.67
Equipment	\$ 487,152.37	\$ 554,491.46	\$ 553,916.60
Ice Slicer	\$ 289,698.17	\$ 331,020.53	\$ 184,434.96
<b>Total</b>	<b>\$ 907,756.10</b>	<b>1, 025,969.09</b>	<b>\$910,514.23</b>

- Large snow years contribute to large amounts of potholes. From 12/21/22 to 4/11/23, Streets & Traffic Division temporarily filled potholes with 37.45 tons of bulk cold mix asphalt, 6,250 pounds of HP concrete patch, and 4,400 pounds of UPM asphalt patch.
- Streets & Traffic Division began permanent patching (with hot mix) April 13. Streets has a goal to fill all potholes reported through the 311 app within 72 hours.

## Snowstorm and Large Snow Year Impacts to Solid Waste Division

Data for solid waste impacts is still being gathered. However, in a press release the week of April 3, the city reported trash truck damage as one of the reasons for suspending garbage collection service. Here is the inventory of the damage:

Broken items: One set of chains on each of six trucks broke ( $\$300 \times 6 = \$1,800$ )

Three chain tensioners ( $\$40 \times 3 = \$120$ )

Two coolant lines. ( $\$2 \times 200 = \$400$ )

One heavy duty tow rope =  $\$900$

Total cost of repairs at this time =  $\$3,220$

One block into the Tuesday route, there were six side load trash trucks, three loaders, and three plow pickups all stuck at one time. Overtime and increased fuel costs were incurred for other solid waste crews to assist getting trucks unstruck. On a normal day in winter, 80 tons of trash is collected from the Tuesday route, and it takes about eight hours to complete the route. After five hours on the route, crews had only removed 24 tons, with the majority of the weight being water weight from the snow on top of the cans. Drifting snow and further accumulation made conditions worse.

What is significant about the damage is that it was operationally evident that the operation was on the verge of getting into far worse situations that would cause major damage to the trucks and private property in the alleys. It was also a safety hazard for employees. The decision was made to suspend service for the rest of the week.

The damage mentioned above is common with snow depth over 2.5 feet in streets and alley; however, it is not common for 2.5 feet of snow to fall in one day. In order for trash trucks to move from one alley to the next, windrows in the street between alleys have to be broken. A normal windrow is around 2 feet tall and 3 feet wide. This storm, they were 4 to 6 feet tall and five feet wide. Overnight they froze into ice chunks that could not be broken by driving a trash truck through them. We had to use loaders to break and remove each crossing. Trucks that were stuck were in alleys in many cases.

Delayed garbage collection means garbage volumes increase per day and more trucks & employees are needed to operate. If more trucks are not available, employees must work longer hours and that increases overtime. All cost data for impacts to solid waste from the snowstorm is not yet available.



## AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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



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

### AMOCO REUSE AGREEMENT JOINT POWERS BOARD

#### MEETING MINUTES

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

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

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

Absences: John Lee

Others Present: Matt Reams, Jerry Gonzales of Hope Construction & Investment (HCI) and Executive Director Renee Hahn.

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

#### **1. Welcome New County Representative**

Mr. Hurless welcomed Mr. Freel, the new County Representative to our meeting.

#### **2. Minutes from February 8th 2023 Regular Meeting, Special Meeting February 16<sup>th</sup> & 21<sup>th</sup>**

A motion was made by Mr. Madsen and seconded by Mr. Lane to approve all the Minutes presented of the February 8, 2023 Regular Meeting, February 16, 2023 Special Meeting, and the February 21, 2023 Special Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

#### **3. Approval of March 8, 2023 Treasurer's Report**

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

A motion was made by Ms. Pollock and seconded by Ms. Freye to approve the Treasurer's Report of March 8, 2023, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Madsen explained and summarized the investments.

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

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

Mr. Madsen updated the Board on the depositories for ARAJPB.

#### **4. Committee Reports**

- **Three Crowns**

Mr. Reams shared that the construction began on March 1<sup>st</sup>. He introduced the General Contractor Jerry Gonzales to update the Board of the progress of the project. Among other things, Mr. Gonzales stated that the City of Casper is reviewing the need for an outdoor sprinkler system for the deck. “It seems unnecessary for an exterior deck in the winter climates.” Ms. Pollock said she and the staff are aware of this ask and are currently reviewing it. Mr. Gonzales will be updating the Board on this situation next month.

Mr. Reams shared that both the architect and interior designer will be at Three Crowns on March 22<sup>nd</sup> to finalize interior furniture and fixtures.

Mr. Reams updated the Board that the course plans to open on April 1<sup>st</sup>. In addition, he highlighted the process of controlling the goose population which is an extreme problem at Three Crowns. The evolution involved meeting with US Fish and Wildlife, Wyoming Fish and Game. It was stated that a multi-faceted procedure was in place which includes utilizing dogs, feed bait, goose fencing, nest abatement, and oiling of the eggs. This practice is used at the Municipal Course in Casper as well as many other facilities. Currently the City of Casper is also shooting pigeons downtown Casper in the early mornings to help limit the population. The Board understood and agreed with the process and thanked Mr. Reams for all his efforts.

- Mr. Gonzales exited the meeting at 6:36 pm.

- **PRC**

Ms. Hahn had no report.

- **ARAJPB Development**

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

She shared that the Jacobs Engineering Contract was sent to ARAJPB. Ms. Hahn sent a copy of their rate card in advance of the meeting to the Board. The contract amounts would only be billed if Jacobs Engineering is engaged by ARAJPB.

A motion was made by Mr. Madsen and seconded by Mr. Lane to approve the Board to sign contract with Jacobs Engineering. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report.

Additionally, Ms. Hahn highlighted the report on lot interest in both the SCH and PRC.

The Risk Assessment Report is currently in WDEQ procession and is expected to be completed the third week in March.

- **Architectural Review**

Ms. Freye had no report.

- **Executive Committee**

Mr. Hurless shared that conversation evolved around the upcoming budget. All future meetings were reviewed.



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

City Representative Pollock had no report other than what she shared earlier in the meeting about reviewing the Three Crowns outdoor sprinkler system.

County Representative Freel shared that he will be reaching out to Ms. Hahn for questions to bring himself up to speed.

**6. Other**

No report.

**7. Future Meetings/Agenda**

- Three Crowns Management Committee - March 16<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- ARAJPB Regular Meeting April 12<sup>th</sup>, at 6:00 pm at 2435 King Blvd., Big Horn Conference Room.
- Three Crowns Management Committee – April 20<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

**Office Closures:**

April 17<sup>th</sup> - Good Friday Day

May 22 – 26<sup>th</sup> - Renee’s vacation

May 29<sup>th</sup> – Memorial Day

**8. Public Comment**

There was no public comment.

**9. Good of the Order**

No Report.

**10. Adjournment**

There being no further action by the Board, a motion was made by Mr. Madsen and seconded by Mr. DeGolia to adjourn the meeting at 6:46 p.m. The motion carried with all members in attendance voting aye.

4-12-23  
Date

4.12.23  
Date

Larry Madsen  
Board Officer

[Signature]  
Presiding Officer

**From:** Lee, John L <John.L.Lee@charter.com>  
**Sent:** Thursday, April 13, 2023 10:33 AM  
**To:** Lee, John L <John.L.Lee@charter.com>  
**Subject:** Charter Communications - Upcoming Changes

Dear Franchise Official:

We value our customers and are committed to providing them with the latest products and technology, and we work hard to keep prices as low as possible. Effective May 16, 2023, the price for unreturned residential embedded multimedia terminal adapters (D3 and newer models, wired and wireless) will reduce by \$1.00 per month.

We remain committed to providing excellent communications and entertainment services in your community. If you have any questions about this change, please feel free to contact me at (720) 482-6086 or via email at [John.L.Lee@Charter.com](mailto:John.L.Lee@Charter.com)

Sincerely,  
John Lee



John Lee | Senior Manager, Government Affairs

6399 S. Fiddler's Green Circle 2nd Floor | Greenwood Village, Colorado 80111

O: 720 482-6086

C: 303 949-6671

E: [John.L.Lee@Charter.com](mailto:John.L.Lee@Charter.com)