

# WORK SESSION AGENDA

**Casper City Council**  
**City Hall, Council Meeting Room**  
**Tuesday, May 10, 2022 at 4:30 p.m.**



<b>Work Session Meeting Agenda</b>		Recommendation	Beginning Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Council Meeting Follow-up		4:30	5 min
2.	Draft Budget Delivery	Information Only	4:35	5 min
3.	USS Wyoming	Direction Requested	4:40	20 min
4.	Parks Watering Discussion	Direction Requested	5:00	30 min
5.	Coates Road LAD	Direction Requested	5:30	40 min
6.	Open Container Area	Direction Requested	6:10	20 min
7.	Agenda Review		6:30	20 min
8.	Legislative Review		6:50	20 min
9.	Council Around the Table		7:10	20 min
Approximate End Time:				7:30

*\*Please silence cell phones during the meeting\**

May 5, 2022

MEMO TO: J. Carter Napier, City Manager *77 for JCN*  
FROM: Jill Johnson, Financial Services Director *JJ*  
SUBJECT: City of Casper Fiscal Year 2023 Budget

**Meeting Type & Date**

Council Work Session  
May 10, 2022

**Action type**

Information Only

**Summary**

In accordance with Wyoming State Statute 16-4-104, on or before May 15, the budget officer shall prepare a requested budget for each fund and file the requested budget with the governing body. Financial Services has prepared a summary of the FY2023 Budget to satisfy these requirements.

The summary includes the overall revenues and expenditures of each fund for the upcoming fiscal year. The general fund includes a summary of the revenues and expenditures as well as a summary by cost center. All other funds include general revenues and expenses to display the net outcome.

This summary, which will be delivered electronically on Tuesday, May 10, 2022, is intended to meet the statute mentioned above. Financial Services will provide a more detailed budget document for use in the budget discussions taking place the week of May 31, 2022.

**Financial Considerations**

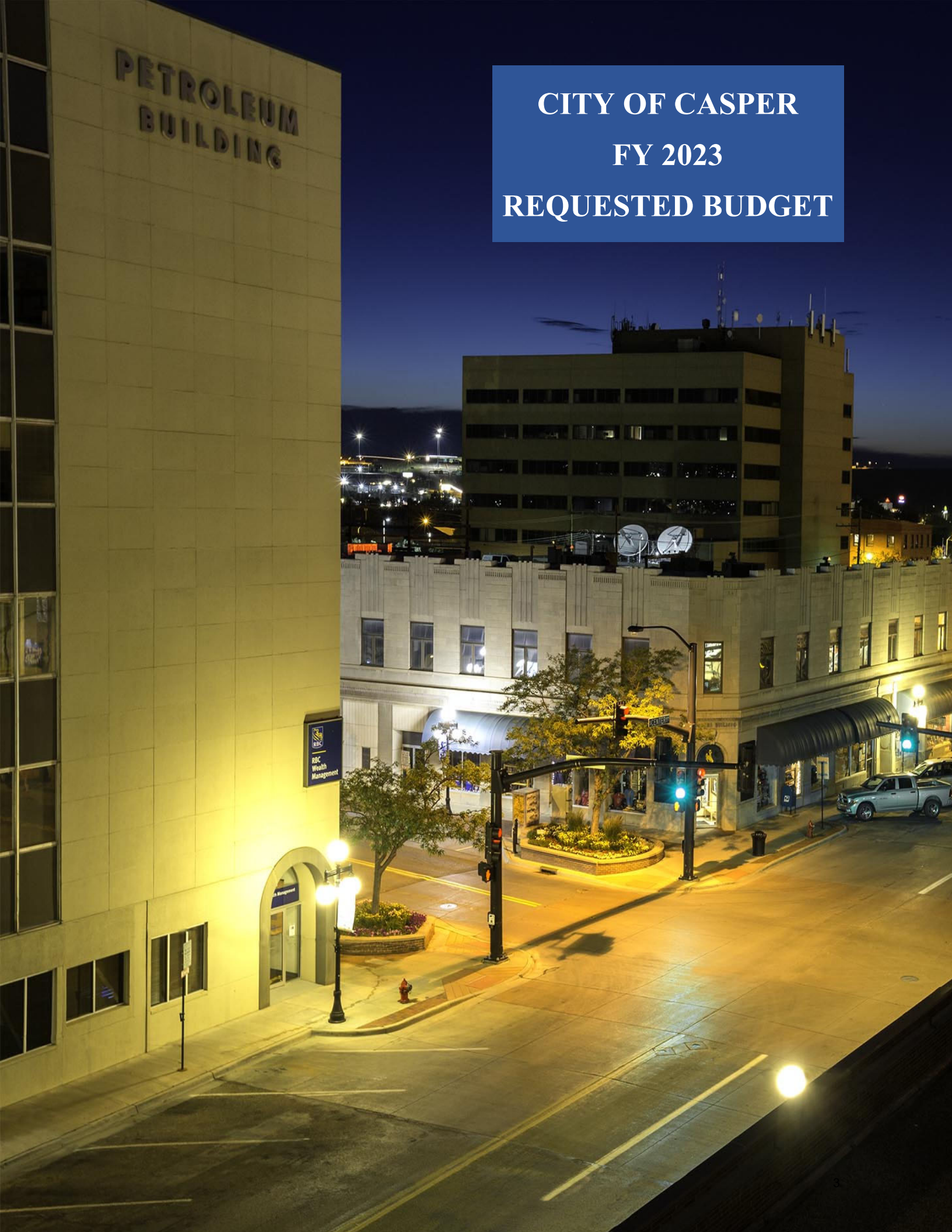
None.

**Oversight/Project Responsibility**

Jill Johnson, Financial Services Director

PETROLEUM  
BUILDING

CITY OF CASPER  
FY 2023  
REQUESTED BUDGET



**FISCAL YEAR  
2023**

**GENERAL  
FUND  
EXPENDITURE  
SUMMARY**

<i>General Fund Budget Request - by Work Group</i>	<i>Expense Budget</i>
General Fund Revenue	\$75,960
General Fund Transfers Out	\$4,860,836
City Council	\$300,603
City Manager	\$968,506
City Clerk	\$460,149
Social Community Services	\$1,329,400
Municipal Court	\$776,459
City Attorney	\$734,721
Human Resources	\$819,106
City Hall	\$425,472
Marathon Building	\$19,110
Miller St. Dormitory	\$43,883
City Center Building	\$77,917
Ash Street Building	\$29,522
Casper BC	\$79,672
Information Services	\$1,982,722
Finance	\$853,855
Customer Service	\$846,512
Engineering	\$890,375
Streets	\$3,449,733
Traffic Control	\$795,000
Community Development	\$1,474,391
Police Administration	\$15,832,537
Police Career Services	\$430,000
Police Investigations	\$42,000
Fire-EMS Administration	\$9,576,433
Fire-EMS Operations	\$671,196
Fire-EMS Training	\$132,750
Fire-EMS Prevent & Inspect	\$46,900
Parks - Athletic Maint.	\$435,093
Parks - Parks Maint.	\$1,869,107
Parks - Urban Forestry	\$21,234
Parks - Special Areas	\$139,700
Cemetery	\$501,192
Ft. Caspar Museum	\$499,724
<i>General Fund Total</i>	<i>\$51,491,770</i>

**FISCAL YEAR  
2023**

**CITYWIDE  
FUND  
SUMMARY**

<i>Fund</i>	<i>Revenue</i>	<i>Expense</i>	<i>Net Decrease (Increase)</i>
General Fund	(\$51,491,770)	\$51,491,770	\$0
Opportunities Fund	(\$99,132)	\$1,189,512	\$1,090,380
Perpetual Care Fund	(\$357,166)	\$330,736	(\$26,430)
Local Assessment District Fund	(\$108,788)	\$124,912	\$16,124
Metro Animal Fund	(\$1,476,303)	\$1,647,955	\$171,652
River Fund	(\$6,977,762)	\$6,873,510	(\$104,252)
CARES Act Funding	\$0	\$0	\$0
Weed & Pest Fund	(\$802,897)	\$725,615	(\$77,282)
CDBG Program Fund	\$0	\$0	\$0
Special Fire Assistance Fund	(\$310,911)	\$310,911	\$0
Revolving Land Fund	(\$1,730,849)	\$690,150	(\$1,040,699)
Police Grants Fund	(\$222,509)	\$222,509	\$0
Public Transit Fund	(\$3,258,798)	\$3,258,798	\$0
Metropolitan Planning	(\$1,439,416)	\$1,439,416	\$0
Public Safety Communications	(\$2,933,431)	\$2,824,562	(\$108,869)
Redevelopment Loan Fund	(\$63,157)	\$63,157	\$0
Capital Projects Fund	(\$23,296,987)	\$26,721,025	\$3,424,038
Water Distribution Fund	(\$15,285,221)	\$17,994,218	\$2,708,997
Water Treatment Plant Ops Fund	(\$3,830,789)	\$3,830,789	\$0
Sewer Fund	(\$6,942,876)	\$8,044,584	\$1,101,708
Wastewater Treatment Plant	(\$6,993,641)	\$7,438,806	\$445,165
Refuse Collection Fund	(\$10,056,082)	\$9,720,097	(\$335,985)
Balefill Fund	(\$10,663,985)	\$8,161,755	(\$2,502,230)
Aquatics Fund	(\$1,224,376)	\$1,224,376	\$0
Golf Course Fund	(\$958,000)	\$1,070,907	\$112,907
Ice Arena Fund	(\$595,453)	\$595,453	\$0
Recreation Center Fund	(\$1,217,324)	\$1,217,324	\$0
Hogadon Fund	(\$1,015,949)	\$1,015,949	\$0
Ford Wyoming Center Fund	(\$992,219)	\$992,219	\$0
Parking Fund	(\$16,977)	\$48,729	\$31,752
Fleet Maintenance Fund	(\$3,417,927)	\$3,417,927	\$0
Buildings and Structures Fund	(\$1,541,399)	\$1,541,399	\$0
Health Insurance Fund	(\$25,576)	\$417,324	\$391,748
Property Insurance Fund	(\$2,612,012)	\$2,244,711	(\$367,301)
<i>Total</i>	(\$161,959,682)	\$166,891,105	\$4,931,423

**FISCAL YEAR  
2023**

**CITYWIDE  
FUNDS BY  
CHARACTER  
CODE**



**General Fund**

<i>Revenue</i>	<i>Budget Request</i>
Local Taxes	(\$4,673,007)
Licences and Permits	(\$5,966,000)
Intergovernmental	(\$33,823,285)
Goods and Svcs Rev	(\$4,391,160)
Fines and Forfeits	(\$1,285,000)
Misc Revenue	(\$1,335,508)
Utility Revenue	\$0
Other Sources	(\$17,810)
Application of Cash	\$0
<i>Total Revenue</i>	(\$51,491,770)
<i>Expense</i>	
Personnel Services	\$33,139,760
Materials & Supplies	\$3,771,694
Contractual Services	\$5,188,226
Capital Outlay	\$0
Debt Service	\$0
Transfers Out	\$4,860,836
Other Costs	\$3,503,717
Utility Expense	\$1,027,537
Tax Expense	\$0
<i>Total Expense</i>	\$51,491,770
<i>General Fund Net Decrease (Increase)</i>	<b>\$0</b>

**Opportunities Fund**

<i>Revenue</i>	<i>Budget Request</i>
Misc Revenue	(\$63,269)
Other Sources	(\$35,863)
<i>Total Revenue</i>	(\$99,132)
<i>Expense</i>	
Contractual Services	\$4,512
Transfers Out	\$1,185,000
<i>Total Expense</i>	\$1,189,512
<i>Opportunities Fund Net Decrease (Increase)</i>	<b>\$1,090,380</b>

**Perpetual Care Fund**

<i>Revenue</i>	<i>Budget Request</i>
Misc Revenue	(\$315,922)
Other Sources	(\$41,244)
<i>Total Revenue</i>	(\$357,166)
<i>Expense</i>	
Contractual Services	\$22,014
Capital Outlay	\$0
Transfers Out	\$308,722
<i>Total Expense</i>	\$330,736
<i>Perpetual Care Fund Net Decrease (Increase)</i>	<b>(\$26,430)</b>

**Local Assessment District Fund**

<i>Revenue</i>	<i>Budget Request</i>
Misc Revenue	(\$108,788)
<i>Total Revenue</i>	(\$108,788)
<i>Expense</i>	
Contractual Services	\$6,538
Transfers Out	\$118,374
<i>Total Expense</i>	\$124,912
<i>Local Assessment District Fund Net Decrease (Increase)</i>	<b>\$16,124</b>

**Metro Animal Fund**

<i>Revenue</i>	<i>Budget Request</i>
Licences and Permits	(\$5,000)
Intergovernmental	(\$224,012)
Goods and Svcs Rev	(\$31,000)
Misc Revenue	(\$26,510)
Other Sources	(\$1,189,781)
<i>Total Revenue</i>	(\$1,476,303)
<i>Expense</i>	
Personnel Services	\$959,535
Materials & Supplies	\$171,278
Contractual Services	\$111,157
Capital Outlay	\$216,267
Transfers Out	\$117,157
Other Costs	\$56,061
Utility Expense	\$16,500
<i>Total Expense</i>	\$1,647,955
<i>Metro Animal Fund Net Decrease (Increase)</i>	<b>\$171,652</b>

**River Fund**

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	(\$4,413,000)
Misc Revenue	(\$1,185,000)
Other Sources	(\$1,379,762)
<i>Total Revenue</i>	(\$6,977,762)
<i>Expense</i>	
Personnel Services	\$10,000
Materials & Supplies	\$14,660
Contractual Services	\$8,000
Capital Outlay	\$6,840,000
Transfers Out	\$0
Other Costs	\$850
<i>Total Expense</i>	\$6,873,510
<i>River Fund Net Decrease (Increase)</i>	<b>(\$104,252)</b>

## CARES Act Funding

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	\$0
Misc Revenue	\$0
Other Sources	\$0
<i>Total Revenue</i>	\$0
<i>Expense</i>	
Personnel Services	\$0
Contractual Services	\$0
Capital Outlay	\$0
Transfers Out	\$0
<i>Total Expense</i>	\$0
<i>CARES Act Funding Net Decrease (Increase)</i>	<b>\$0</b>

## Weed & Pest Fund

<i>Revenue</i>	<i>Budget Request</i>
Local Taxes	(\$800,000)
Misc Revenue	(\$2,897)
Other Sources	\$0
<i>Total Revenue</i>	(\$802,897)
<i>Expense</i>	
Personnel Services	\$303,560
Materials & Supplies	\$87,616
Contractual Services	\$112,886
Capital Outlay	\$207,000
Transfers Out	\$0
Other Costs	\$14,253
Utility Expense	\$300
<i>Total Expense</i>	\$725,615
<i>Weed &amp; Pest Fund Net Decrease (Increase)</i>	<b>(\$77,282)</b>

**CDBG Program Fund**

<i>Revenue</i>	<i>Budget Request</i>
Other Sources	\$0
<i>Total Revenue</i>	\$0
<i>Expense</i>	
Capital Outlay	\$0
<i>Total Expense</i>	\$0
<i>CDBG Program Fund Net Decrease (Increase)</i>	<b>\$0</b>

**Special Fire Assistance Fund**

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	(\$200,926)
Misc Revenue	(\$109,985)
<i>Total Revenue</i>	(\$310,911)
<i>Expense</i>	
Personnel Services	\$59,985
Materials & Supplies	\$50,000
Capital Outlay	\$200,926
<i>Total Expense</i>	\$310,911
<i>Special Fire Assistance Fund Net Decrease (Increase)</i>	<b>\$0</b>

**Revolving Land Fund**

<i>Revenue</i>	<i>Budget Request</i>
Misc Revenue	(\$5,849)
Other Sources	(\$1,725,000)
<i>Total Revenue</i>	(\$1,730,849)
<i>Expense</i>	
Contractual Services	\$45,150
Capital Outlay	\$645,000
Transfers Out	\$0
<i>Total Expense</i>	\$690,150
<i>Revolving Land Fund Net Decrease (Increase)</i>	<b>(\$1,040,699)</b>

**Police Grants Fund**

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	(\$207,416)
Misc Revenue	\$0
Other Sources	(\$15,093)
<i>Total Revenue</i>	(\$222,509)
<i>Expense</i>	
Personnel Services	\$177,209
Materials & Supplies	\$6,700
Contractual Services	\$37,000
Capital Outlay	\$0
Other Costs	\$1,600
<i>Total Expense</i>	\$222,509
<i>Police Grants Fund Net Decrease (Increase)</i>	<b>\$0</b>

**Public Transit Fund**

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	(\$2,559,461)
Goods and Svcs Rev	(\$90,000)
Misc Revenue	(\$150,852)
Other Sources	(\$458,485)
<i>Total Revenue</i>	(\$3,258,798)
<i>Expense</i>	
Personnel Services	\$1,828,159
Materials & Supplies	\$237,647
Contractual Services	\$307,833
Capital Outlay	\$766,191
Other Costs	\$101,368
Utility Expense	\$17,600
<i>Total Expense</i>	\$3,258,798
<i>Public Transit Fund Net Decrease (Increase)</i>	<b>\$0</b>

## Metropolitan Planning

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	(\$1,347,090)
Misc Revenue	(\$24,642)
Other Sources	(\$67,684)
<i>Total Revenue</i>	(\$1,439,416)
<i>Expense</i>	
Personnel Services	\$370,017
Materials & Supplies	\$8,000
Contractual Services	\$2,000
Capital Outlay	\$1,046,399
Transfers Out	\$0
Other Costs	\$13,000
<i>Total Expense</i>	\$1,439,416
<i>Metropolitan Planning Net Decrease (Increase)</i>	<b>\$0</b>

## Public Safety Communications

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	(\$602,030)
Goods and Svcs Rev	(\$178,332)
Misc Revenue	(\$750,000)
Other Sources	(\$1,403,069)
<i>Total Revenue</i>	(\$2,933,431)
<i>Expense</i>	
Personnel Services	\$1,837,358
Materials & Supplies	\$47,074
Contractual Services	\$634,175
Capital Outlay	\$70,474
Other Costs	\$85,481
Utility Expense	\$150,000
<i>Total Expense</i>	\$2,824,562
<i>Public Safety Communications Net Decrease (Increase)</i>	<b>(\$108,869)</b>

## Redevelopment Loan Fund

<i>Revenue</i>	<i>Budget Request</i>
Other Sources	(\$63,157)
<i>Total Revenue</i>	(\$63,157)
<i>Expense</i>	
Debt Service	\$63,157
<i>Total Expense</i>	\$63,157
<i>Redevelopment Loan Fund Net Decrease (Increase)</i>	<b>\$0</b>

## Capital Projects Fund

<i>Revenue</i>	<i>Budget Request</i>
Local Taxes	(\$16,876,343)
Intergovernmental	(\$4,037,000)
Misc Revenue	(\$949,770)
Other Sources	(\$1,433,874)
<i>Total Revenue</i>	(\$23,296,987)
<i>Expense</i>	
Contractual Services	\$1,020,068
Capital Outlay	\$19,907,710
Transfers Out	\$5,793,247
Other Costs	\$0
<i>Total Expense</i>	\$26,721,025
<i>Capital Projects Fund Net Decrease (Increase)</i>	<b>\$3,424,038</b>



## Water Distribution Fund

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	\$0
Goods and Svcs Rev	(\$12,050,925)
Misc Revenue	(\$197,296)
Utility Revenue	(\$537,000)
Other Sources	(\$2,500,000)
<i>Total Revenue</i>	(\$15,285,221)
<i>Expense</i>	
Personnel Services	\$2,702,963
Materials & Supplies	\$8,437,251
Contractual Services	\$1,424,238
Capital Outlay	\$4,533,500
Debt Service	\$755,222
Transfers Out	\$0
Other Costs	\$113,544
Utility Expense	\$27,500
<i>Total Expense</i>	\$17,994,218
<i>Water Distribution Fund Net Decrease (Increase)</i>	<b>\$2,708,997</b>

## Water Treatment Plant Ops Fund

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	(\$3,830,789)
Other Sources	\$0
<i>Total Revenue</i>	(\$3,830,789)
<i>Expense</i>	
Personnel Services	\$1,162,883
Materials & Supplies	\$2,174,000
Contractual Services	\$387,575
Transfers Out	\$0
Other Costs	\$43,731
Utility Expense	\$62,600
<i>Total Expense</i>	\$3,830,789
<i>Water Treatment Plant Ops Fund Net Decrease (Increase)</i>	<b>\$0</b>

## Sewer Fund

<i>Revenue</i>	<i>Budget Request</i>
Goods and Svcs Rev	(\$6,338,034)
Misc Revenue	(\$64,842)
Utility Revenue	(\$40,000)
Other Sources	(\$500,000)
<i>Total Revenue</i>	(\$6,942,876)
<i>Expense</i>	
Personnel Services	\$951,820
Materials & Supplies	\$100,400
Contractual Services	\$405,657
Capital Outlay	\$1,150,000
Transfers Out	\$0
Other Costs	\$69,206
Utility Expense	\$5,367,501
<i>Total Expense</i>	\$8,044,584
<i>Sewer Fund Net Decrease (Increase)</i>	<b>\$1,101,708</b>

## Wastewater Treatment Plant

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	(\$6,277,805)
Misc Revenue	(\$85,836)
Utility Revenue	(\$630,000)
Other Sources	\$0
<i>Total Revenue</i>	(\$6,993,641)
<i>Expense</i>	
Personnel Services	\$1,688,237
Materials & Supplies	\$1,128,500
Contractual Services	\$718,369
Capital Outlay	\$2,702,000
Debt Service	\$1,060,898
Transfers Out	\$0
Other Costs	\$62,802
Utility Expense	\$78,000
<i>Total Expense</i>	\$7,438,806
<i>Wastewater Treatment Plant Net Decrease (Increase)</i>	<b>\$445,165</b>

## Refuse Collection Fund

<i>Revenue</i>	<i>Budget Request</i>
Misc Revenue	(\$19,482)
Utility Revenue	(\$10,036,600)
Other Sources	\$0
<i>Total Revenue</i>	(\$10,056,082)
<i>Expense</i>	
Personnel Services	\$2,587,250
Materials & Supplies	\$506,048
Contractual Services	\$4,155,406
Capital Outlay	\$2,321,200
Transfers Out	\$25,000
Other Costs	\$122,193
Utility Expense	\$3,000
<i>Total Expense</i>	\$9,720,097
<i>Refuse Collection Fund Net Decrease (Increase)</i>	<b>(\$335,985)</b>

## Balefill Fund

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	(\$2,462,469)
Goods and Svcs Rev	(\$225,600)
Misc Revenue	(\$127,216)
Utility Revenue	(\$7,848,700)
Other Sources	\$0
<i>Total Revenue</i>	(\$10,663,985)
<i>Expense</i>	
Personnel Services	\$2,372,009
Materials & Supplies	\$1,196,434
Contractual Services	\$2,029,896
Capital Outlay	\$1,880,520
Debt Service	\$482,347
Transfers Out	\$30,000
Other Costs	\$147,999
Utility Expense	\$22,550
Tax Expense	\$0
<i>Total Expense</i>	\$8,161,755
<i>Balefill Fund Net Decrease (Increase)</i>	<b>(\$2,502,230)</b>

## Aquatics Fund

<i>Revenue</i>	<i>Budget Request</i>
Goods and Svcs Rev	(\$573,562)
Misc Revenue	(\$62,200)
Other Sources	(\$588,614)
<i>Total Revenue</i>	(\$1,224,376)
<i>Expense</i>	
Personnel Services	\$711,067
Materials & Supplies	\$251,899
Contractual Services	\$170,030
Capital Outlay	\$0
Other Costs	\$60,714
Utility Expense	\$30,666
Tax Expense	\$0
<i>Total Expense</i>	\$1,224,376
<i>Aquatics Fund Net Decrease (Increase)</i>	<b>\$0</b>

## Golf Course Fund

<i>Revenue</i>	<i>Budget Request</i>
Goods and Svcs Rev	(\$689,000)
Misc Revenue	(\$269,000)
Other Sources	\$0
<i>Total Revenue</i>	(\$958,000)
<i>Expense</i>	
Personnel Services	\$527,391
Materials & Supplies	\$152,408
Contractual Services	\$238,989
Capital Outlay	\$26,000
Transfers Out	\$88,000
Other Costs	\$25,319
Utility Expense	\$12,800
<i>Total Expense</i>	\$1,070,907
<i>Golf Course Fund Net Decrease (Increase)</i>	<b>\$112,907</b>

**Ice Arena Fund**

<i>Revenue</i>	<i>Budget Request</i>
Goods and Svcs Rev	(\$328,325)
Misc Revenue	(\$28,000)
Other Sources	(\$239,128)
<i>Total Revenue</i>	(\$595,453)
<i>Expense</i>	
Personnel Services	\$315,271
Materials & Supplies	\$137,981
Contractual Services	\$93,977
Capital Outlay	\$0
Other Costs	\$31,624
Utility Expense	\$16,600
Tax Expense	\$0
<i>Total Expense</i>	\$595,453
<i>Ice Arena Fund Net Decrease (Increase)</i>	<b>\$0</b>

**Recreation Center Fund**

<i>Revenue</i>	<i>Budget Request</i>
Goods and Svcs Rev	(\$397,200)
Misc Revenue	(\$55,500)
Other Sources	(\$764,624)
<i>Total Revenue</i>	(\$1,217,324)
<i>Expense</i>	
Personnel Services	\$854,973
Materials & Supplies	\$117,195
Contractual Services	\$155,760
Capital Outlay	\$0
Other Costs	\$65,696
Utility Expense	\$23,700
Tax Expense	\$0
<i>Total Expense</i>	\$1,217,324
<i>Recreation Center Fund Net Decrease (Increase)</i>	<b>\$0</b>

## Hogadon Fund

<i>Revenue</i>	<i>Budget Request</i>
Goods and Svcs Rev	(\$609,500)
Misc Revenue	(\$39,000)
Other Sources	(\$367,449)
<i>Total Revenue</i>	(\$1,015,949)
<i>Expense</i>	
Personnel Services	\$521,326
Materials & Supplies	\$231,428
Contractual Services	\$187,831
Capital Outlay	\$0
Other Costs	\$72,364
Utility Expense	\$3,000
<i>Total Expense</i>	\$1,015,949
<i>Hogadon Fund Net Decrease (Increase)</i>	<b>\$0</b>

## Ford Wyoming Center Fund

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	\$0
Misc Revenue	(\$15,870)
Other Sources	(\$976,349)
<i>Total Revenue</i>	(\$992,219)
<i>Expense</i>	
Materials & Supplies	\$9,456
Contractual Services	\$900,000
Capital Outlay	\$0
Other Costs	\$82,763
<i>Total Expense</i>	\$992,219
<i>Ford Wyoming Center Fund Net Decrease (Increase)</i>	<b>\$0</b>

## Parking Fund

<i>Revenue</i>	<i>Budget Request</i>
Goods and Svcs Rev	(\$1,500)
Misc Revenue	(\$15,477)
<i>Total Revenue</i>	(\$16,977)
<i>Expense</i>	
Contractual Services	\$46,066
Capital Outlay	\$0
Transfers Out	\$0
Other Costs	\$2,663
<i>Total Expense</i>	\$48,729
<i>Parking Fund Net Decrease (Increase)</i>	<b>\$31,752</b>

## Fleet Maintenance Fund

<i>Revenue</i>	<i>Budget Request</i>
Goods and Svcs Rev	(\$2,445,927)
Misc Revenue	(\$972,000)
Other Sources	\$0
<i>Total Revenue</i>	(\$3,417,927)
<i>Expense</i>	
Personnel Services	\$969,340
Materials & Supplies	\$1,825,001
Contractual Services	\$570,811
Capital Outlay	\$0
Other Costs	\$31,475
Utility Expense	\$21,300
<i>Total Expense</i>	\$3,417,927
<i>Fleet Maintenance Fund Net Decrease (Increase)</i>	<b>\$0</b>

## Buildings and Structures Fund

<i>Revenue</i>	<i>Budget Request</i>
Goods and Svcs Rev	(\$1,536,459)
Other Sources	(\$4,940)
<i>Total Revenue</i>	(\$1,541,399)
<i>Expense</i>	
Personnel Services	\$1,066,110
Materials & Supplies	\$277,793
Contractual Services	\$150,856
Capital Outlay	\$0
Depreciation / Amort	\$0
Transfers Out	\$3,750
Other Costs	\$38,694
Utility Expense	\$4,196
<i>Total Expense</i>	\$1,541,399
<i>Buildings and Structures Fund Net Decrease (Increase)</i>	<b>\$0</b>

## Health Insurance Fund

<i>Revenue</i>	<i>Budget Request</i>
Misc Revenue	(\$25,576)
Other Sources	\$0
<i>Total Revenue</i>	(\$25,576)
<i>Expense</i>	
Personnel Services	\$33,500
Materials & Supplies	\$6,700
Contractual Services	\$361,824
Capital Outlay	\$0
Other Costs	\$15,300
Health Fund Misc	\$0
<i>Total Expense</i>	\$417,324
<i>Health Insurance Fund Net Decrease (Increase)</i>	<b>\$391,748</b>



## Property Insurance Fund

<i>Revenue</i>	<i>Budget Request</i>
Intergovernmental	(\$10,000)
Goods and Svcs Rev	(\$2,433,512)
Misc Revenue	(\$168,500)
Other Sources	\$0
<i>Total Revenue</i>	(\$2,612,012)
<hr/>	
<i>Expense</i>	
Personnel Services	\$347,976
Materials & Supplies	\$195,000
Contractual Services	\$107,966
Capital Outlay	\$100,000
Transfers Out	\$5,000
Other Costs	\$1,486,619
Utility Expense	\$2,150
<i>Total Expense</i>	\$2,244,711
<i>Property Insurance Fund Net</i>	
<i>Decrease (Increase)</i>	<b>(\$367,301)</b>

April 29, 2022

MEMO TO: J. Carter Napier, City Manager *77 for JCN*

FROM: Zulima Lopez, Parks, Recreation, & Public Facilities Director *ZL*  
Phil Moya, Recreation Manager  
Rick Young, Recreation Supervisor - Fort Caspar Museum

SUBJECT: USS Wyoming Model Relocation

**Meeting Type & Date**

Work Session  
May 10, 2022

**Action type**

Direction Requested

**Summary**

The USS Wyoming is an historic Navy battleship that was an active member of the Navy's fleet from 1912 to 1947. The battleship served as a leader within the Atlantic fleet until 1931 when it was demilitarized under the terms of the 1930 London Treaty. From 1931 to 1947, the ship served as a training ship, participating in amphibious landing exercises and providing gunnery training to thousands of sailors. The training provided vital skills and experience that was undoubtedly leveraged during the second World War (Source: Naval History and Heritage Command).

In the late 1990's, members of the Wyoming Council of the Navy League of the United States, led by Robert Stanley "Stan" Lowe, engaged in the process to solicit the United States Navy to bring the shipbuilders' model of the USS Wyoming to Casper. The request was ultimately successful, and the model was moved to its namesake state. The Casper Events Center was identified as the perfect location to ensure that visitors from all over the state and beyond would have the opportunity to see and appreciate the shipbuilders' model during events and activities at the facility. The model has been on loan from the Navy to the City of Casper and located at the event center since 1998.

Fast-forward nearly a quarter century, and the reality of the model's relationship to visitors at the event center has changed. The 11-foot model takes up a significant amount of concourse space, putting it in constant danger of damage from crowds moving through the building during large events. Immobile, the model is often walled off by drapes during large events, to protect it from mishandling. Few actually get to see it. Considering the crowded and overexcited environment at the Ford Wyoming Center during events, and the historic and irreplaceable nature of the model, both City and OVG (Spectra) staff agree that it should be relocated to a museum. City staff started researching this possibility in late 2021 and ultimately came to an exciting solution for all involved – moving the USS Wyoming to the National Museum of Military Vehicles (NMMV) near Dubois, Wyoming. The 140,000 square foot museum houses almost 500 fully restored military vehicles,

artillery pieces, naval vessels, and aircraft dating from 1897 to the present. Recognized as one of the 10 best new attractions in the United States in 2020 in a national competition conducted by USA Today, the museum draws local, national, and international visitors. Moreover, City staff has been told the NMMV plans to build an exhibit room devoted entirely to the USS Wyoming, providing one more reason to believe this is the perfect place for the model. The museum and the Navy are excited for the potential partnership, and paperwork has been initiated for the transfer.

During research intended to help staff verify those who brought the model to Casper would be supportive of the move, it was discovered that in January 2013, primary contributor to the move, Robert “Stan” Lowe wrote a letter to Casper City Manager, John Patterson, requesting assurances that the USS Wyoming would never be moved from the Casper Events Center. Mr. Lowe cited the desire to keep the model at a location where it would continue to be appreciated by countless Wyoming residents of all ages. City Manager Patterson acknowledged Mr. Lowe’s request, responding with a letter that stated that the model “will always have a home at the Casper Events Center”. However, in 2013, when Mr. Lowe petitioned the City Manager for a permanent location at the Casper Events Center, few could have envisioned that in 2020, a 100 Million Dollar National Museum of Military Vehicles would open its doors in our state.

Sadly, Mr. Lowe passed away in 2015, and many of the organizations who supported bringing the USS Wyoming to Casper no longer exist. In his letter to the City Manager, Mr. Lowe references the Wyoming Council of the Navy League of the United States, the American Wars Commemorative Association, and the Casper Chamber of Commerce’s Military Affairs Committee. To the best of our knowledge, all of these organizations have disbanded. The American Legion Post 2 and the Veterans of Foreign War (VFW) Post 9439 are active and have expressed support for the relocation. In fact, members of the American Legion Post 2 provided a letter of support stating a belief that Mr. Lowe would have been proud to see the model on display at the NMMV. We respect and want to honor Mr. Lowe’s wishes to share the model with Wyoming residents from around the state. We believe a relocation to the National Museum of Military Vehicles is the best tribute that can be offered to him and with respect to the Navy and the USS Wyoming.

### **Financial Considerations**

If approved, the move is estimated to cost \$3,650, including insured loading and unloading, and mileage to and from the Ford Wyoming Center to the National Museum of Military Vehicles near Dubois. The City hopes to share this cost with the NMMV, with any City cost being paid for out of the Ford Wyoming Center Fund.

### **Oversight/Project Responsibility**

Zulima Lopez, Parks, Recreation, & Public Facilities Director

Phil Moya, Recreation Manager

Rick Young, Recreation Supervisor - Fort Caspar Museum

### **Attachments**

2013 Letter from R. Stan Lowe to City Manager John Patterson

2013 Letter from City Manager John Patterson to R. Stan Lowe

American Legion Post 2 Letter of Support



OFFICE OF THE CITY MANAGER

# CITY OF CASPER

200 NORTH DAVID STREET  
CASPER, WYOMING 82601-1815  
PHONE (307) 235-8224  
FAX: (307) 235-8313  
www.cityofcasperwy.com

January 8, 2013

R. Stanley Lowe, President  
Wyoming Council  
Navy League of the United States  
97 Primrose Street  
Casper, Wyoming 82604

Dear Mr. Lowe,

Thank you for your most thoughtful letter relating to the battleship USS WYOMING (BB32). I appreciate knowing the history behind the effort to locate it at the Casper Events Center, as it was something that occurred before I arrived in Casper.

I am not sure of the origin of the “rumblings” you refer to in your letter, but you, your council members and the people associated with the American Wars Commemorative Association and the Military Affairs Committee can rest assured that the City of Casper will not be relocating the USS WYOMING to any venue other than the Casper Events Center. It is a venue, as you point out, that allows for the display of a piece of history that can be shared by many, including our young people, from around the State of Wyoming.

A copy of this letter, along with your letter, will be placed in the City’s permanent records system for reference in future years. In that way, it will ensure that the USS Wyoming 11-foot model will always have a home at the Casper Events Center.

Again, thank you for your letter. Please let me know if I may be of further assistance.

Sincerely,

John C. Patterson  
City Manager

cc: D. Follick, Leisure Services Director  
B. Dovala, Casper Events Center Manager  
City of Casper Records Repository



NAVY LEAGUE OF THE UNITED STATES  
*Serving the Sea Services since 1902*

Office of the Council President  
Wyoming Council, Navy League of US  
97 Primrose Street  
Casper, WY 82604-4018

Tel (307) 265-1585  
Fax (307) 265-1585  
e-mail: rolowe@tribcsp.com

3 January 2013

Mr. John C. Patterson, Casper City Manager  
Casper City Hall  
200 North David Street  
Casper, WY 82601

Good Morning, Mr. Patterson,

Several years ago during the first years after the Wyoming Council of the Navy League of the United States was chartered, the members decided to solicit the United States Navy through Wyoming's Congressional Delegation to obtain a transfer to Casper of the shipbuilders' model of the famous retired battleship USS WYOMING (BB 32).

Casper native John McDaniel, a Wyoming Council member and retired Navy officer (he now lives in Jackson), made a search and found the shipbuilders' 11-foot model was located in the Naval Reserve Headquarters at La Crosse, Wisconsin.

Our council thought it would be a great project to bring the shipbuilders' model of WYOMING to its namesake state and transfer the council's rights to the City of Casper so it could be displayed in the Casper Events Center. Our reasoning was that Casper's central location routinely attracts people from all over the state, and many of them attend entertainment or meeting functions in the Casper Events Center. Moreover, every year Wyoming school children also come to Casper for school-related functions in the Casper Events Center. Therefore, having the battleship model on display there with a video relating its famous history would be informative and inspire our state's youth to have even greater pride in their home state, and they would gain educational benefits as well.

I should advise you that the American Wars Commemorative Association headed by David McNulty, its president, which is associated with the Wyoming Veterans Memorial Museum, and the Casper Chamber of Commerce's Military Affairs Committee have been excellent supporters of this project. The Wyoming Council is most grateful for their interest and support.

After the model was in place, the council hired a Wyoming firm to develop a video of WYOMING's story. Also, it had a cabinetmaker build the cabinet, which houses the DVD machine and monitor that repeatedly play the video telling that story.

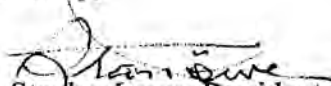
Wyoming Council's members have taken great pride in all of these accomplishments, and we most certainly recognize that the City has lots of money invested in this shipbuilders' model project too for which we are most appreciative.

Our council's dream has been more than fulfilled. It is always a pleasure to watch young people, and adults, during state-wide school events and other functions study that model and listen to the interesting story our video tells. It isn't every state that can brag of being the namesake for a battleship, a class of ship that is fast fading into the shadows of history, which when it was commissioned in 1912 was the largest battleship in the world by 8,000 tons. Understandably, it was the flagship of the U. S. Navy's entire Atlantic Fleet. Also, it participated with the British Navy during World War I against the Germans. Even though the 1930 Treaty of London – one of our government's worst blunders because Japan never complied with it – stripped it of powerful armament, which rendered it unable to defend itself in open sea warfare with fully armed enemy ships, WYOMING nonetheless continued to have a vital role. For example, during WWII it trained Navy ships' gunners as it sailed up and down within the Chesapeake Bay firing more shells than any other ship.

In recent years, there have been rumblings that the shipbuilders' model and DVD cabinet might some day be removed to another location in Casper or perhaps even some other place in the state. This has troubled the council's members and people associated with the American Wars Commemorative Association and the Military Affairs Committee as well. We feel the positioning of the ship's model at the Casper Events Center is a natural, and indisputably it is certainly a never ending attraction there.

Some of us are beginning to get up in years and won't be around much longer to do what might become necessary to keep it where it is. For example, I will soon be 90 years old, and there are other members in the Navy League's Wyoming Council that are advancing in age too. For that reason, we respectfully request that appropriate steps be taken by the City of Casper to assure that WYOMING's 11-foot model will remain at the Casper Events Center so that the purposes for which it was brought to Casper – where, we strongly feel, it belongs – will continue to be respected.

Cordially,



R. Stanley Lowe, President, Wyoming Council,  
Navy League of the United States

cc: Executive Committee  
David McNulty, Pres. AWCA  
Roberta Mundell, Exec. Dir. Cspr. Chamb.



The American Legion Post 2  
P.O. Box 2268  
Casper, WY 82602  
888 - 445 - 2268  
[Casperlegion@juno.com](mailto:Casperlegion@juno.com)  
[www.casperlegion.wordpress.com](http://www.casperlegion.wordpress.com)

To: The Old Fort Caspar Museum  
C/O Museum Director Richard Young  
4001 Fort Caspar Rd, Casper, WY 82604  
Subject: Permanent move of the ship USS Wyoming Model

To Whom It May Concern;

The members of The American Legion Post 2 have received a request from the Caspar Museum to approve the permanent move of the detailed model of the US Navy ship USS Wyoming from the Casper Events Center in Casper, WY to the Wyoming Military Museum in Dubois, WY.

Bringing the model of the USS Wyoming to Casper was a personal project of Honorary Past Legion Department Commander and George W. Vroman Post 2 Past Post Commander Robert Stanley "Stan" Lowe who worked with the VFW, the City of Casper and the US Navy to move the model to Casper.

As a proud World War 2 Merchant Marine Stan was always finding ways to promote the Great State of Wyoming and the City of Casper.

I believe that Stan would be very proud to have the model on display in the Military Museum where so many Wyomingites and visitors to the museum will be able to see it in all its glory.

The American Legion George W. Vroman Post 2 members wish to thank the Caspar Museum for finding such a perfect place as a permanent home for the USS Wyoming model.

Sincerely

Members of Post 2  
Post Commander

*Larry Seems*

*Dean Welch,*

Post Adjutant  
Past Post Commander  
Past District Commander  
307-258-9120  
[casperlegion@juno.com](mailto:casperlegion@juno.com)





April 28, 2022

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Zulima Lopez, Parks, Recreation, & Public Facilities Director  
Randy Norvelle, Parks Manager

SUBJECT: Parks Watering

**Meeting Type & Date**

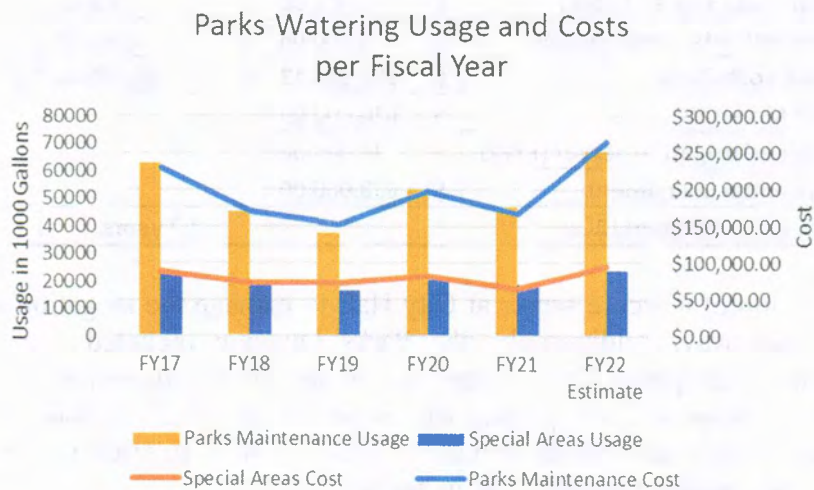
Work Session  
May 10, 2022

**Action type**

Direction Requested

**Summary**

The City of Casper has 120 acres of irrigated parkland and 81 locations of irrigated special areas that include flower planters, tree planters, medians, and other beautification areas. These areas are in addition to our Municipal Golf Course, Highland Cemetery, and athletic fields. On average, the City of Casper spent approximately \$260,000 per year for the last five fiscal years to irrigate only parks and special areas. The budget for FY22 was increased to \$365,000, however, based on what City turf experts felt was necessary to improve the health and appearance of the irrigated areas compared to previous years. Projections for FY22 are estimated at approximately \$360,000 based on actuals to date and estimated usage for May and June (weather dependent).



As reported to Council at the work session on November 10, 2021, several watering reduction strategies have been deployed by the Parks Division for some time, including fixing water billing



mistakes and flow monitoring in a few locations to detect leaks so repairs could be made more expeditiously. At the same meeting, staff proposed four additional strategies to reduce watering costs, not only for Parks, but in other areas as well. The City Council requested that each of the four strategies be explored further. Updates are provided below for Council’s information. We welcome additional feedback or direction that Council has.

1. **Irrigation Controls:** The City has 145 separate irrigation systems for parks, special areas, athletics, cemetery, and numerous City facilities. Forty-five (45) systems are on antiquated or cellular controllers that are ineffective and expensive to maintain cell service for. All other areas require manual shutoff and restart at the irrigation location. Manual irrigation control is typically performed three times per year, and is extremely resource intensive. Moreover, these manual systems are not sophisticated enough to send notifications to staff for irregularities or shut off when not performing correctly or after precipitation. This leads to water waste from leaks and from irrigating during or soon after rain.

Since our discussion in November 2021, Parks staff has done more research on installing a new city-wide broad-spectrum radio irrigation controller system with soil moisture sensors and flow meters. The costs and benefits of an irrigation control conversion project have been vetted, with promising results. In a pilot project for the City of Casper, a reduction in water consumption of 19% was realized. However, the manufacturer of the system touts an average 30% savings by implementing controllers, moisture sensors, and flow monitoring. The chart below shows the potential savings and return on investment for this project.

Expenses	FY23 Estimated Costs	Annual Savings 19% Decrease (City Pilot Project)	Annual Savings 30% Decrease (Manufacturer)
Irrigation Water	\$ 375,000.00	\$ 71,250.00	\$ 112,500.00
Cell Service - 16 Controllers	\$ 3,725.00	\$ 3,725.00	\$ 3,725.00
Startup Costs 3/year (Labor)	\$ 3,100.06	\$ 3,100.06	\$ 3,100.06
Shutdown Costs 3/year (Labor)	\$ 3,100.06	\$ 3,100.06	\$ 3,100.06
<b>Annual Costs Total</b>	<b>\$ 384,925.12</b>	<b>\$ 81,175.12</b>	<b>\$ 122,425.12</b>
Project Materials	\$ 610,000.00		
Networked Irrigation Server (FY22)	\$ 18,000.00		
<b>Total Capital Investment</b>	<b>\$ 628,000.00</b>		
<b>Return on Investment (ROI)</b>		<b>7.7 years</b>	<b>5.1 years</b>

The installation of a secure server at City Hall to manage the irrigation control system is currently underway. Additionally, the Parks Division included a capital request for \$610,000 in the proposed FY23 budget to procure all the equipment needed to complete the project. If approved, the project will begin in July 2022, in four phases as outlined below, with an estimated completion in the fall of 2024. In an effort to reduce project costs, Parks staff will perform installations in house.

- Phase I (1.5 months) - Install 17 base station controllers at city facilities that have an existing City network connection. These controllers will communicate by radio to other

controllers in close proximity to these facilities. These controllers will be connected directly to the server at City Hall.

- Phase II (6 months) - Install substation controllers at the systems within radio range of the base stations. Staff will prioritize large turf areas first, followed by special areas.
  - Phase III (2 months) - Install soil moisture sensors at each park, again focusing on larger turf areas first. Depending on timing and assistance from the supplier, it may be possible to install these as the controllers go in during Phases I and II, providing timelier savings.
  - Phase IV (18 months) - Install flow meters on all of the systems. The flow meters need to be installed on the underground mainline and need to have wire ran back to the controller location at each facility. These flow meters will allow accurate reporting of water usage and flow detection problems, aiding staff in the detection of leaks and other deficiencies.
2. Raw Well Water Irrigation: Currently, several athletic fields, the Municipal Golf Course, Fort Caspar, Paradise Valley, and Wells Parks are irrigated through raw well water. Converting additional irrigation systems to raw well water irrigation has been explored further. Locations that have the highest probability for success and impact are the Bryan Stock Trail (BST) boulevard, Riverview Park, the Casper Central Service Facility, and the Water Distribution Garage. Parks staff believes there is opportunity for savings through conversion projects, with returns on investments of five years or less, as outline below.

<b>Proposed Raw Water Irrigation Location</b>	<b>Investment</b>	<b>Annual Savings</b>	<b>Return on Investment (ROI)</b>
BST Boulevard	\$ 2,000	\$ 2,413	0.8 years
Riverview Park	\$ 42,526	\$ 9,012	4.7 years
<b>Parks (GF) Total</b>	<b>\$ 44,526</b>	<b>\$11,425</b>	<b>3.9 years</b>
Central Service Facility	\$ 2,000	\$ 3,530	0.6 years
Water Distribution	\$ 3,000	\$ 2,793	1.1 years
<b>Non-GF Total</b>	<b>\$ 5,000</b>	<b>\$ 6,323</b>	<b>0.8 years</b>

3. Alternative Water Rates: The Parks Division currently pays for water to irrigate public parks at the retail rate that is paid by residential and commercial users. Alternative water rates could be applied for park watering to reduce the irrigation cost to the general fund. Staff has conducted research on how other cities in the region manage park watering as well as the potential impacts of reduced rates. The most recent water rate resolution was adopted on December 21, 2021; this resolution established wholesale and retail rates through 2023. Staff recommends introducing information to Council for consideration as an interim rate setting topic in late 2022.
4. Reduce Irrigated Parkland and Special Areas: Many irrigated areas offer little value to citizens in the community due to their size, seclusion, or close proximity to other more



popular parks. Some of these areas could be relinquished to adjacent property owners or converted to special-use or natural vegetation parks with non-irrigated features and/or drought resistant natural vegetation. City staff identified two opportunities to convert City parks. First, Parks would like to install an arboretum in a large portion of Huber Park, directly behind Pineview Elementary School. An arboretum is a place where trees and shrubs are cultivated for recreational and education purposes, or a botanical garden devoted to trees. The arboretum would feature walking paths and signs with information about the various species within the arboretum. Though native trees and shrubs do require irrigation, especially to get established, it is significantly less water intensive than turf. Second, staff would like to utilize the north side of Fairdale Park as a City tree nursery. Small tree farm container trees would be planted at this location to grow larger for relocation to parks and other City properties throughout the City. The Fairdale Park location is ideal in terms of space and grade for equipment access. The Fairdale nursery could also double as an educational resource. Though eventually most trees would be removed for relocation and replaced with smaller trees, it would create an opportunity to educate citizens and students on proper tree care, as well as planting and transplanting procedures.

In addition to the ideas above, staff solicited feedback from the Leisure Services Advisory Board (LSAB) on options to convert irrigated parkland or special areas to less water-intensive recreational spaces. Parks staff identified 6 locations that could be considered for repurposing. The areas that were selected have large turf areas that require significant irrigation, are low-use areas and/or are close to other high-use parks, or have few amenities. The LSAB was asked to evaluate the parks and suggest alternatives to turf that require minimal irrigation and are not maintenance intensive. They were also asked to consider parking and amenities that are accessible to all citizens. LSAB provided a list of ideas to staff at their February meeting. Parks staff has begun researching and evaluating the various ideas to determine costs, feasibility, and community support, and will continue to do so for the next several months. This will include neighborhood surveys where appropriate. Compiled data regarding City ideas and LSAB ideas will be provided to the Board, who will determine which recommendations they wish to take to City Council for consideration in the FY24 budget.

### **Financial Considerations**

The costs to convert existing irrigation systems to raw well water irrigation will be paid for from Miscellaneous Irrigation Improvement dollars allocated to Parks from One Cent #16. A one-time request for \$610,000 from the City's Opportunity Fund for the irrigation controls project was requested in the FY23 capital budget. Park conversions recommendations will be brought forward for consideration as part of the FY24 budget.

### **Oversight/Project Responsibility**

Zulima Lopez, Parks, Recreation, and Public Facilities Director  
Randy Norvelle, Parks Manager

### **Attachments**

None

April 22, 2022

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Andrew Beamer, P.E., Public Services Director *AB*  
Alex Sveda, P.E., City Engineer  
Scott Baxter, P.E., Associate Engineer  
SUBJECT: Coates Road LAD Assessment

Meeting Type & Date:

May 10, 2022  
Council Work Session

Action Type:

Direction Requested

Summary:

Historically a county road, Coates Road was annexed into the City in the late 1970's, and remained a gravel road through 2020. A resident of Coates Road, citing excessive dust, traffic and high speeds, approached the City in July 2020 requesting that the portion of Coates Road inside city limits be paved. As Coates Road maintains a rural feel, the resident was not interested in bringing the entire street section up to city standards, to include curbwalk and street lights, but that only the street surface be black-topped to reduce the dust and kicked-up gravel.

The cost to pave the approximately 1300-ft of roadway was estimated at \$200,000. As the County had historically maintained this section of roadway, the resident suggested that this cost be split three-ways - between the City, County, and adjacent residents. The resident presented a formal petition from the adjacent property owners along with a response map (attached), showing overwhelming support for the project and the three-way cost sharing proposal. This cost arrangement was agreed to by both the County Commissioners and City Council.

A typical LAD method for assessing street improvement costs against adjacent property owners is based off street frontage. In the case of Coates Road, seven residents have zero street frontage, and access their lots via access easements. As such, they would have had zero assessment. An assessment based off acreage and per lot were both considered, with the assessment based off acreage selected. City Staff sent out notices to the residents (attached), inviting them to a neighborhood meeting. The invite stated that 'The procedure for creating a LAD, along with the ability for property owners to object, will be discussed, **as will the proposed method of assessment.**' This meeting was held November 9<sup>th</sup>, 2020, where an estimated assessment summary was provided (attached). Nine of the eighteen property owners attended the meeting and voiced support for the project (see attached Attendance Roster).

During formation of the LAD, notices were sent out to the property owners via first-class mail, with a copy of the estimated assessment summary, LAD 158 map, and Resolution No. 21-8 (attached). Stated in that correspondence was the revised estimated project cost of \$187,440 and assessed value of \$1,575.83 per acre. In response, Council considered three objections to the

creation of LAD 158; from Seth Coursen, Paul & Suzanne Gulley, and Julia Olsen (attached). Both Ms. Olsen and Mr. Coursen specifically objected to the assessment method. These three property owners represent 11.278-acres of the 39.649-acres being assessed, or 28.4%. Council proceeded with creation of LAD 158 and adopted Ordinance 8-21 (attached) in March 2021.

Staff completed the design of the improvements and Council awarded a construction contract to Treto Construction in May 2021. Construction of the improvements was completed later that summer. Final costs came in at \$145,997.25, \$41,443 under the initial estimate, thereby reducing the per acre assessment cost from \$1,575.83 per acre to \$1,227.41 per acre.

Council is now confirming the assessment for LAD 158 and is acting as the Board of Equalization. Council has the authority to recommend any corrections and/or approve the assessment role as presented. Council has again received objections from Suzanne Gulley and Mr. Coursen objecting to the assessment methodology (attached). Had the assessment been based on a per lot basis rather than a per acre, each lot would have been assessed \$2,703.65, reducing the Gulley's assessment by \$2,342.23 and Mr. Coursen's assessment by \$715.91.

#### Financial Consideration

Any reduction in assessment to the property owners will increase the City's contribution accordingly.

#### Oversight/Project Responsibility

Scott Baxter, P.E., Associate Engineer

Andrew Beamer, P.E., Public Services Director

#### Attachments

Petition

Coates Road Map and Petition Response

Neighborhood Meeting Notification

Estimated Assessment Summary List

Coates Road Neighborhood Meeting Attendance Roster

Coates Road LAD Formation Notices

Objections from Seth Coursen, Paul & Suzanne Gulley, and Julia Olsen

Ordinance No.8-21

Objection from Suzanne Gulley and Seth Coursen

We, the undersigned property owners of Coates Road, do petition the City Council of Casper to form a Local Assessment district for the sole purpose of improving the portion of your road, which lies between CY Avenue and the first cattle guard to the south within the city limits of Casper. We attest that each signature is that of a resident owning property on the specified portion of the road for which we are requesting asphalt pavement.

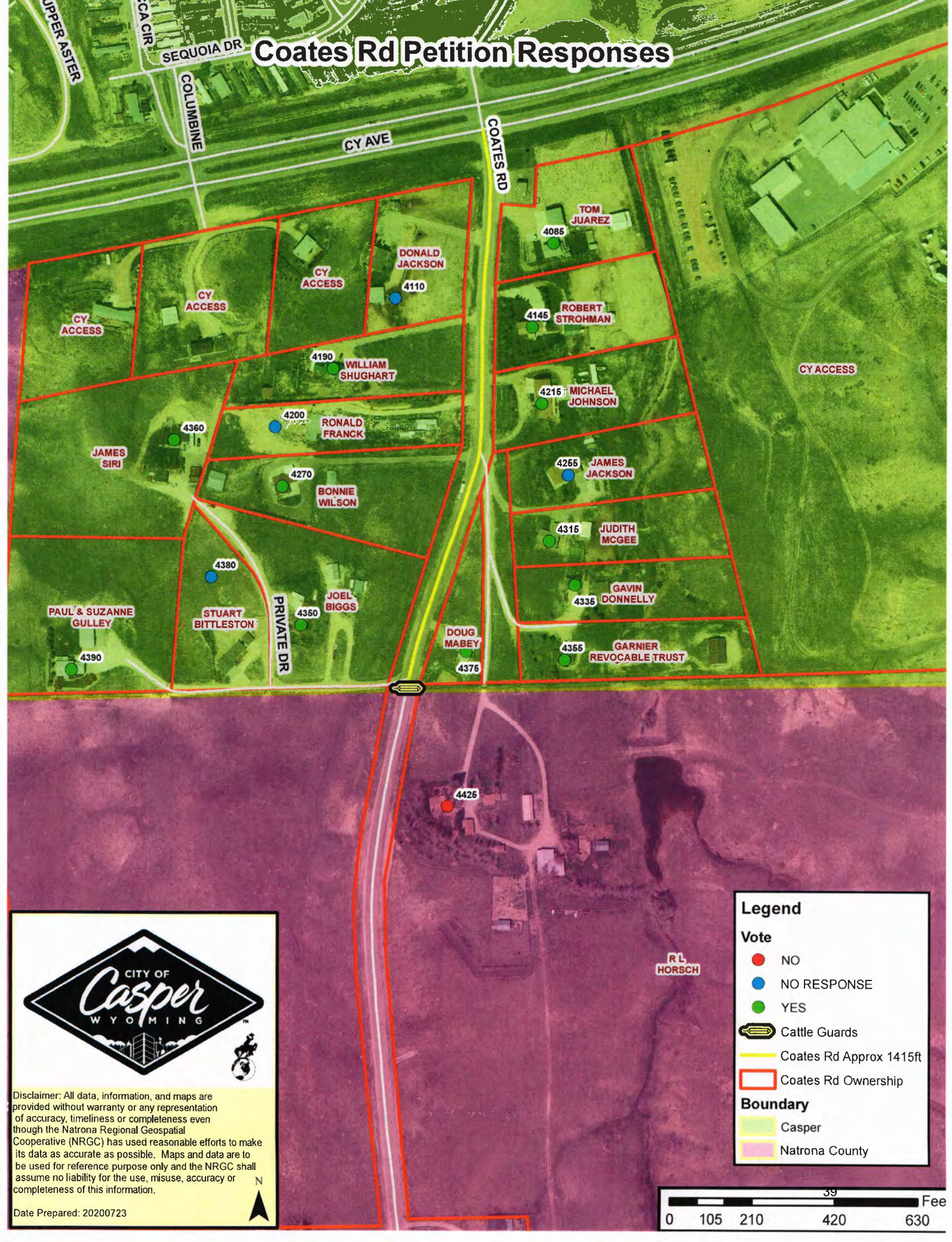
Date: July 1, 2020

Signature	Address	Phone
yes Robert Strickman	4145 Coates Rd	307-258-1060
yes Tom Juarez	4088 Coates Rd	307-4725-266
yes Mike Johnson	4215 Coates Rd	307-262-5230
yes Judith McLee	4315 Coates Rd	605-347-6667
yes Steve + Pamela Wilson	4270 Coates Rd	307-267-3473
yes William R. Shughart	4190 Coates Rd	307-237-4010
yes Paul + Suzanne Gully	4390 Coates Rd	307-577-0790
yes Joel + Ida Biggs	4350 Coates Rd	307-333-5911
yes Gary + Reba Deane	4333 Coates Road	307-333-3100
yes Long Williams + Holly	4375 Coates Rd	307-441-4564
yes Ingrida Kay Jarman	4355 COATES RD	307-334-5752
yes Jan A. De	4360 COATES	307 259 8770
no RL Horner	44125 Coates	307-235-5475

Stuart	BITTISTON	4880	Undecided
Donald	Jackson	4110	Out of town
James B	Jackson	4255	? Doesn't Answer Per
BARRY	FRANK	4200	Rented out



# Coates Rd Petition Responses



Disclaimer: All data, information, and maps are provided without warranty or any representation of accuracy, timeliness or completeness even though the Natrona Regional Geospatial Cooperative (NRGC) has used reasonable efforts to make its data as accurate as possible. Maps and data are to be used for reference purpose only and the NRGC shall assume no liability for the use, misuse, accuracy or completeness of this information.

Date Prepared: 20200723



**Legend**

**Vote**

- NO
- NO RESPONSE
- YES

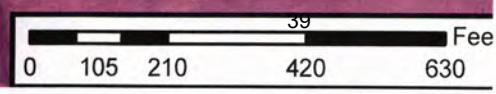
Cattle Guards

Coates Rd Approx 1415ft

Coates Rd Ownership

**Boundary**

- Casper
- Natrona County





**PROPOSED LOCAL ASSESSMENT DISTRICT (LAD) -  
COATES ROAD ASPHALT SURFACING PROJECT**

**NEIGHBORHOOD MEETING**

**Monday, November 9, 2020 @ 6:00 p.m.**

**Boyd Avenue Baptist Church – 1930 Boyd Avenue (east of Smith’s grocery store)**

October 27, 2020

Dear Property Owner:

The City of Casper has received a request to create a Local Assessment District (LAD) to install asphalt surfacing on the existing Coates Road from State Highway 220 (CY Avenue) running south approximately one half mile (1/2 mile). A LAD is a legal process that allows the City to make local improvements and to levy and collect special assessments on the property benefited by the improvements.

On Monday, November 9<sup>th</sup>, at 6:00 p.m., at Boyd Avenue Baptist Church, 1930 Boyd Avenue, the City of Casper will hold an informational meeting concerning the proposed improvements, the anticipated costs, and the proposed assessments. The improvements include reconditioning and compaction of the existing road, installation of four-inch (4”) thick asphalt, and miscellaneous items (such as water valve lid adjustments) to complete the project.

The procedure for creating a LAD, along with the ability for property owners to object, will be discussed, as will the proposed method of assessment and payment. If you have any questions or comments prior to the meeting, please contact me in the City Engineering Office at 235-8341.

Sincerely,

*Scott R. Baxter*

Scott R. Baxter, P.E.  
Associate Engineer  
City of Casper



COATES ROAD LAD  
 ASPHALT SURFACING PROJECT  
 ESTIMATED ASSESSMENT SUMMARY LIST  
 (11/09/2020)

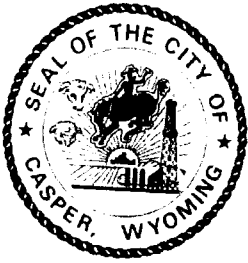
PROPERTY OWNERS	LEGAL DESCRIPTIONS	ESTIMATED ASSESSMENT	PROPORTIONS	ACRES
Paul & Suzanne Gulley 4390 Coates Road Casper, WY 82604	LOT 3	\$6,478.23	10.368%	4.111
Stuart K. Bittleston 4380 Coates Road Casper, WY 82604	LOT 4	\$3,159.53	5.057%	2.005
Joel & Ida Biggs 4350 Coates Road Casper, WY 82604	LOT 5	\$5,572.13	8.918%	3.536
Steven & Bonnie Wilson 4270 Coates Road Casper, WY 82604	LOT 6	\$4,390.26	7.027%	2.786
Robert & Andrea Strohman 4145 Coates Road Casper, WY 82604	LOT 10	\$3,503.07	5.607%	2.223
Michael Johnson 4215 Coates Road Casper, WY 82604	LOT 11	\$3,588.16	5.743%	2.277
James Siri 4360 Coates Road Casper, WY 82604	PART OF LOT 2	\$6,903.70	11.049%	4.381
Donald & Lynn Jackson 4110 Coates Road Casper, WY 82604	PART OF LOT 8	\$3,216.26	5.148%	2.041
Tommy & Cheryl Juarez 4085 Coates Road Casper, WY 82604	PART OF LOT 9	\$3,336.03	5.339%	2.117
James B. Jackson Living Trust 4255 Coates Road Casper, WY 82604	PART OF LOT 12	\$3,146.93	5.037%	1.997
Juanita Garnier 4355 Coates Road Casper, WY 82604	PART OF LOT 14	\$3,151.66	5.044%	2.000
William & Deborah Shughart 4190 Coates Road Casper, WY 82604	PART OF LOTS 2 & 7 (4190)	\$3,151.66	5.044%	2.000
Ronald Franck 4200 Coates Road Casper, WY 82604	PART OF LOTS 2 & 7 (4200)	\$3,151.66	5.044%	2.000
Judith McGee 4315 Coates Road Casper, WY 82604	PART OF LOTS 12 & 13	\$3,146.93	5.037%	1.997
Doug & Marianne Mabey 4375 Coates Road Casper, WY 82604	PART OF LOTS 12, 13 & 14	\$1,265.39	2.025%	0.803
Gavin & Debra Donnelly 4355 Coates Road Casper, WY 82604	PART OF LOTS 13 & 14	\$3,143.78	5.032%	1.995
Richard & Elizabeth Horsch 4425 Coates Road Casper, WY 82604	PART OF LOTS 12, 13 & 14	\$1,883.11	3.014%	1.195
City of Casper 200 N. David St. Casper, WY 82601	PART OF LOT 9	\$291.53	0.467%	0.185
<b>TOTAL ASSESSMENT AMT.</b>		<b>\$62,480.00</b>	<b>100.000%</b>	<b>39.649</b>

COATES ROAD LAD  
 ASPHALT SURFACING PROJECT  
 ATTENDANCE ROSTER  
 (11/9/2020)

PROPERTY OWNERS	ATTENDEES	ADDRESS CORRECTION?	PHONE #
Paul & Suzanne Gulley 4390 Coates Road Casper, WY 82604			
Stuart K. Bittleston 4380 Coates Road Casper, WY 82604	<i>Stuart Bittleston</i>		267-6641
Joel & Ida Biggs 4350 Coates Road Casper, WY 82604	<i>Joel &amp; Ida Biggs</i>		333-5411
<del>Steven &amp; Bonnie Wilson 4270 Coates Road Casper, WY 82604</del>			
Robert & Andrea Strohmman 4145 Coates Road Casper, WY 82604	<i>Andrea Strohmman</i>		234-7607
Michael Johnson 4215 Coates Road Casper, WY 82604	<i>MJW</i>		262-8230
James Siri 4360 Coates Road Casper, WY 82604			
Donald & Lynn Jackson 4110 Coates Road Casper, WY 82604			
Tommy & Cheryl Juarez 4085 Coates Road Casper, WY 82604	<i>Tom Juarez</i>		
James B. Jackson Living Trust 4255 Coates Road Casper, WY 82604			
Juanita Garnier 4355 Coates Road Casper, WY 82604	<i>Juanita Kay Garnier</i>		234-5752
William & Deborah Shughart 4190 Coates Road Casper, WY 82604			
Ronald Franck 4200 Coates Road Casper, WY 82604	<i>Barry</i>		
Judith McGee 4315 Coates Road Casper, WY 82604			
Doug & Marianne Mabey 4375 Coates Road Casper, WY 82604	<i>Doug Marianne Mabey</i>		441-4569
Gavin & Debra Donnelly 4355 Coates Road Casper, WY 82604			
Richard & Elizabeth Horsch 4425 Coates Road Casper, WY 82604	<i>Richard &amp; Elizabeth</i>		
City of Casper 200 N. David St. Casper, WY 82601	<i>Scott Baxter Andrew Beamer</i>		235-8341

Sale  
Seth Cousen

Natrona County sbaxter@casperwy.gov  
 Mike Haggler mhaigler@natronacounty-wy.gov 258-2950<sup>42</sup>



City of Casper  
 Public Services Department  
 Casper, Wyoming  
 82601



January 22, 2021

To: Property Owners and Residents – Coates Road Asphalt Surfacing

Subject: **Public Hearing to Consider the Creation of Local Assessment District 158, Coates Road Asphalt Surfacing Project.**

Dear Property Owner/Resident:

As you probably are aware, the City of Casper is proposing a project to construct asphalt surfacing on Coates Road from State Highway 220 (CY Avenue) running south for approximately one-half mile (1/2 mile). The improvements include reconditioning and compaction of the existing road, installation of four-inch (4”) thick asphalt, and miscellaneous items (such as water valve lid adjustments) to complete the project. A map showing the proposed project area is attached.

A neighborhood meeting was held at Boyd Avenue Baptist Church, 1930 Boyd Avenue, on November 9<sup>th</sup>, 2020, to discuss the proposed improvements, the anticipated costs, and the proposed assessments. The procedure for creating a LAD, along with the ability for property owners to object, was also discussed, as was the proposed method of assessment and payment. In response to the neighborhood meeting, on January 19<sup>th</sup>, 2021, the Casper City Council passed a resolution declaring the intent of the City of Casper to create Local Assessment District No. 158, to authorize the construction of the improvements, and to assess the cost onto the benefitted property owners. A copy of the “NOTICE OF INTENT TO CREATE, CITY OF CASPER, WYOMING, LOCAL ASSESSMENT DISTRICT NO. 158,” in which a full copy of the resolution is enclosed.

All written remonstrances and objections to the proposed improvements must be filed in writing with the City Clerk on or before Friday, the 12<sup>th</sup> day of February, 2021, at the hour of 12:00 o'clock Noon. Casper City Council will now consider an ordinance to formally create Local Assessment District 158, and begin the process to construct the improvements. The City Council will meet in the City Council Chambers, 200 North David Street, in said City on Tuesday, the 16<sup>th</sup> day of February, 2021, at the hour of 6:00 p.m., for the purpose of considering any and all remonstrances and objections to said proposed improvements. This process includes a formal public hearing to allow property owners within the proposed LAD boundary to express their sentiments about the LAD creation. Property owners are invited to the Council Meeting to speak for or against the project, if they so desire. After the public hearing, Council may elect to pass on first reading of three (3) readings, an ordinance creating the LAD. Three readings are necessary to officially adopt an ordinance creating a LAD. Should the LAD formation process proceed uninterrupted, a time period of approximately four (4) weeks will elapse after the first reading until final adoption.

If the LAD creation is successful, the City Engineering Office will complete the design of the planned improvements. With the exception of the installation of curbwalk, city crews will construct the

Fleet Maintenance	Parks	Streets	Public Utilities	Engineering	Solid Waste
1800 E. K Street	1800 E. K Street	1800 E. K Street	200 N. David	200 N. David	290 N. David
307-235-8245	307-235-8281	307-235-8283	307-235-8213	307-235-8341	307-235-8246
Fax-235-8417	Fax-235-8417	Fax-235-8417	Fax-234-0709	Fax-234-0709	Fax-235-7553

remainder of the improvements. The properties will be assessed the full cost for a contractor to install the curbwalk and only the material cost for the remainder of the improvements.

The City Engineering Office is estimating the project cost of Local Assessment District 158 to be \$187,440, but only one-third (1/3) of the total cost will be attributed to the property owners. This results in an estimated assessed value of \$1,575.83 for each acre of land accessed by Coates Road within the City limits. Should actual prices be less than estimated, the actual prices will be used for the property assessments. Wyoming State Statutes provide a limitation of 10 percent (10%) increased price for underestimates.

If you have questions or comments, feel free to contact me at 235-8341.

Sincerely,



Scott R. Baxter, P.E.  
Associate City Engineer

Attachments:

- 1) LAD No. 158 map
- 2) "NOTICE OF INTENT TO CREATE, CITY OF CASPER, WYOMING, LOCAL ASSESSMENT DISTRICT NO. 157"

COATES ROAD LAD  
 ASPHALT SURFACING PROJECT  
 ESTIMATED ASSESSMENT SUMMARY LIST  
 (01/22/2020)

PROPERTY OWNERS	MAILING ADDRESS	PHONE NUMBER	LEGAL DESCRIPTIONS	ESTIMATED ASSESSMENT	PROPORTIONS	ACRES
Paul & Suzanne Gulley 4390 Coates Road Casper, WY 82604	Paul & Suzanne Gulley 4390 Coates Road Casper, WY 82604		LOT 3	\$6,478.23	10.368%	4.111
Stuart K. Bittleston 4380 Coates Road Casper, WY 82604	Stuart K. Bittleston PO Box 2774 Mills, WY 82644		LOT 4	\$3,159.53	5.057%	2.005
Joel & Ida Biggs 4350 Coates Road Casper, WY 82604	Joel & Ida Biggs 4350 Coates Road Casper, WY 82604		LOT 5	\$5,572.13	8.918%	3.536
Seth Coursen 4270 Coates Road Casper, WY 82604	Seth Coursen 4270 Coates Road Casper, WY 82604		LOT 6	\$4,390.26	7.027%	2.786
Robert & Andrea Strohman 4145 Coates Road Casper, WY 82604	Robert & Andrea Strohman 4145 Coates Road Casper, WY 82604		LOT 10	\$3,503.07	5.607%	2.223
Michael Johnson 4215 Coates Road Casper, WY 82604	Michael Johnson 4215 Coates Road Casper, WY 82604		LOT 11	\$3,588.16	5.743%	2.277
James Siri 4360 Coates Road Casper, WY 82604	James Siri 4360 Coates Road Casper, WY 82604		PART OF LOT 2	\$6,903.70	11.049%	4.381
Donald & Lynn Jackson 4110 Coates Road Casper, WY 82604	Donald & Lynn Jackson 4110 Coates Road Casper, WY 82604		PART OF LOT 8	\$3,216.26	5.148%	2.041
Tommy & Cheryl Juarez 4085 Coates Road Casper, WY 82604	Tommy & Cheryl Juarez 4085 Coates Road Casper, WY 82604		PART OF LOT 9	\$3,336.03	5.339%	2.117
James B. Jackson Living Trust 4255 Coates Road Casper, WY 82604	James B. Jackson Living Trust 4255 Coates Road Casper, WY 82604		PART OF LOT 12	\$3,146.93	5.037%	1.997
Juanita Garnier 4355 Coates Road Casper, WY 82604	Juanita Garnier 4355 Coates Road Casper, WY 82604		PART OF LOT 14	\$3,151.66	5.044%	2.000
William & Deborah Shughart 4190 Coates Road Casper, WY 82604	William & Deborah Shughart 4190 Coates Road Casper, WY 82604		PART OF LOTS 2 & 7 (4190)	\$3,151.66	5.044%	2.000
Ronald Franck 4200 Coates Road Casper, WY 82604	Ronald Franck 11200 Lockner Road Casper, WY 82604		PART OF LOTS 2 & 7 (4200)	\$3,151.66	5.044%	2.000
Judith McGee 4315 Coates Road Casper, WY 82604	Judith McGee 4315 Coates Road Casper, WY 82604		PART OF LOTS 12 & 13	\$3,146.93	5.037%	1.997
Doug & Marianne Mabey 4375 Coates Road Casper, WY 82604	Doug & Marianne Mabey 4375 Coates Road Casper, WY 82604		PART OF LOTS 12, 13 & 14	\$1,265.39	2.025%	0.803
Gavin & Debra Donnelly 4355 Coates Road Casper, WY 82604	Gavin & Debra Donnelly 4355 Coates Road Casper, WY 82604		PART OF LOTS 13 & 14	\$3,143.78	5.032%	1.995
Richard & Elizabeth Horsch 4425 Coates Road Casper, WY 82604	Richard & Elizabeth Horsch 4425 Coates Road Casper, WY 82604		PART OF LOTS 12, 13 & 14	\$1,883.11	3.014%	1.195
City of Casper 200 N. David St. Casper, WY 82601	City of Casper 200 N. David St. Casper, WY 82601		PART OF LOT 9	\$291.53	0.467%	0.185
<b>TOTAL ASSESSMENT AMT.</b>				<b>\$62,480.00</b>	<b>100.000%</b>	<b>39.649</b>

RESOLUTION NO. 21-8

A RESOLUTION DECLARING THE INTENT OF THE CITY OF CASPER, WYOMING, TO CREATE A LOCAL ASSESSMENT DISTRICT NO. 158 IN SAID CITY; TO AUTHORIZE THE CONSTRUCTION OF LOCAL IMPROVEMENTS THEREIN; AND TO ASSESS THE COST OR PORTION THEREOF ON THE PROPERTY BENEFITTED THEREBY.

WHEREAS, the City Council of the City of Casper, herein called the "Council" and the "City" respectively, has determined and does hereby determine to establish a local assessment district for the purpose of causing to be constructed therein certain local improvements hereinafter described; and,

WHEREAS, the Council will hold one hearing for the purpose of hearing objections to said improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING:

Section 1. Declaration of Intention to Make Improvements.

The Council does hereby declare its intention to make certain local improvements consisting of asphaltic concrete pavement, and work incidental thereto, on the streets and intersections hereinafter designated and to assess the cost thereof on the property benefitted thereby and included within the proposed local assessment district herein described.

Section 2. Name of District; Combination of Improvements.

The Council has determined and does hereby determine that:

- A. The local assessment district herein described, as such might hereinafter be modified, shall be known as the "City of Casper, Wyoming, Local Assessment District No. 158" (herein called the "District");
- B. More than one improvement shall be combined in the District as the combination of improvements hereafter described is both efficient and economical; and,
- C. As certain improvements are separate and distinct by reason of a substantial difference in character, location, method of assessment, and otherwise, the estimated costs thereof shall be segregated for the levy of assessments and an equitable share of the incidental costs shall be allocated to each improvement. For this purpose, the following improvements are hereby recognized as separate and distinct.
  1. Asphaltic concrete pavement.

Section 3. Location of Paving Improvements.

The City proposes to establish grades for the following named streets, intersections, and parts of streets, within the City between the termini specified, as such are set forth on the official plats of the subdivisions or additions in said City, now on file and of record, as follows:

LOCATION OF ROADWAY PAVING IMPROVEMENTS

<u>STREET</u>	<u>WIDTH</u>	<u>PROPOSED IMPROVEMENT</u>
1. Coates Road	26.0'	Asphaltic Concrete Pavement

The width in feet of said road, hereinabove set forth, is measured from the edge of the blacktop to the edge of the blacktop on each side.

Section 4. Description of Paving Improvements.

The character, kind, and extent of the asphaltic concrete pavement improvements shall be as follows:

- A. All streets as denoted in Section 3 shall include reconditioning of existing sub-base aggregate base course, and installation of a plant mix bituminous base, tack coat, and a plant mix pavement surface course, in accordance with approved City Standards. The work shall include all necessary removal, excavation, filling, grading, and replacement to design elevations and appurtenant work.

Section 5. Boundaries of the District.

It is proposed to create the District, the boundaries of which lie entirely within the City of Casper, as follows:

Skyline Ranches	Lots 2-7, Lot 8 (East Half), Lots 9-14
-----------------	--

Section 7. Determination of Benefits.

The City Council has determined, and does hereby determine, that the method of assessment will result in a distribution of costs among property owners in proportion to the special benefits conferred by the improvements, and that any other method of assessment would result in an inequitable distribution of costs among some owners whose property is benefitted by the improvements.

Section 8. Method of Assessment.

- A. Paving Improvements. Each piece of property with access to the road in or along which the improvements are to be made shall be assessed by the following method:
  - 1. Each property shall be assessed on the basis of its acreage so that the total assessment on each piece of property shall be in proportion to the total accessible acreage of the property to be assessed for the same improvement.

- B. **Assessment Liens.** Notwithstanding any provision to the contrary, the assessment shall be levied and an assessment lien attached on all, or a piece, of benefitted property so as to avoid the imposition of a lien upon a part of the subdivided lot or partial lot under common ownership and use.

**Section 9. Estimated Costs.**

The City of Casper has agreed to design the improvements in-house. The construction of the improvements will be performed by a qualified contractor with the lowest competitive bid. The properties will be assessed the full cost for a contractor to install the asphalt pavement, plus the cost of engineering.

The estimated total costs for the total improvement project (including, but not limited to, all incidental improvements or work) are as follows:

1. The estimated contract price for installation of asphalt pavement is \$ 171,820.
2. The estimated cost for engineering is \$ 15,620.
3. The estimated total cost of the total improvement project is \$ 187,440.
4. The estimated assessable costs for each acre of property are as follows:
  - a. All Improvements \$1,575.83 per acre.
5. The estimated project cost of the Local Assessment District is \$187,440, which includes all improvements.

The City's funding source will be from 1%#16 funds for miscellaneous street improvements.

The City Council shall accept no bids or combination of bids, which shall exceed by more than ten percent (10%) the aforesaid estimate of the contract price unless approved by the property owners, subject to a special assessment.

**Section 10. Maintenance.**

The maintenance of the proposed improvements after their acceptance by the City on said streets, intersections, and parts thereof, shall not be included in the construction contract or contracts, and there shall be no charges for such maintenance included in the assessments for the proposed improvements; provided, however, that nothing herein shall be construed to preclude provision in the contract or contracts relating to the guarantee of improvements thereunder.

**Section 11. Hearing.**

The City Council of said City will meet in the City Council Chambers, 200 North David Street, in



said City on Tuesday, the 16th day of February, 2021, at the hour of 6:00 p.m., for the purpose of considering any and all remonstrances and objections to said proposed improvements. All written remonstrances and objections to said proposed improvements must be filed in writing with the City Clerk on or before Friday, the 12<sup>th</sup> day of February, 2021, at the hour of 12:00 o'clock Noon, a time not more than fifteen (15) days after the publication of the Resolution of Intent to create said District.

Section 12. Notice of Hearing.

The City Clerk shall give at least fifteen (15) days notice to all legal owners of record of the property liable to said assessment for said proposed improvements and to all persons interested, by publishing this resolution in one issue of the Casper Star-Tribune, a newspaper published in the City of Casper and of general circulation therein. In addition to such publication, the City Clerk shall mail a copy of the notice of this Resolution of Intent, postage prepaid, at least fifteen (15) days prior to the hearing, to each legal owner of property within the proposed District and to all persons interested. This Resolution, when published as a notice, shall have the title or caption specified in Section 15-6-202, Wyoming Statutes, 1977, as amended, and shall be in substantially the following form:

NOTICE OF INTENT TO CREATE CITY OF CASPER,  
WYOMING, LOCAL ASSESSMENT DISTRICT NO. 158.

Notice to all persons liable to assessment for the roadway improvements of Coates Road. The governing body of the City of Casper on the 19<sup>th</sup> day of JANUARY, 2021, passed the following resolution of intention.

RESOLUTION

(Set forth at this point in the notice as actually mailed and published  
this resolution in full.)

It is hereby determined that the notice herein provided of such hearing is reasonably calculated to inform the parties of the proceedings concerning the District which may directly and adversely affect their legally protected interests.

Section 13. Repeal.

All resolutions, or bylaws, or parts thereof, in conflict herewith are hereby repealed. This repealer shall not be construed to revive any resolution, order, or bylaw or part thereof, heretofore repealed.

Section 14. Severability.

If any section, paragraph, clause, or provision of this resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this resolution.

PASSED, APPROVED, AND ADOPTED this 19<sup>th</sup> day of Jan., 2021.

APPROVED AS TO FORM:

*Walker Trust*

ATTEST:

*Fleur Tremel*

Fleur Tremel  
City Clerk



CITY OF CASPER, WYOMING  
A Municipal Corporation

*Steven K. Freel*

Steven K. Freel  
Mayor



# PRELIMINARY ASSESSMENTS MAP

THIS DRAWING IS SET UP FOR PRINTING & SCALING ON 11"x17" PAPER SIZE ONLY.

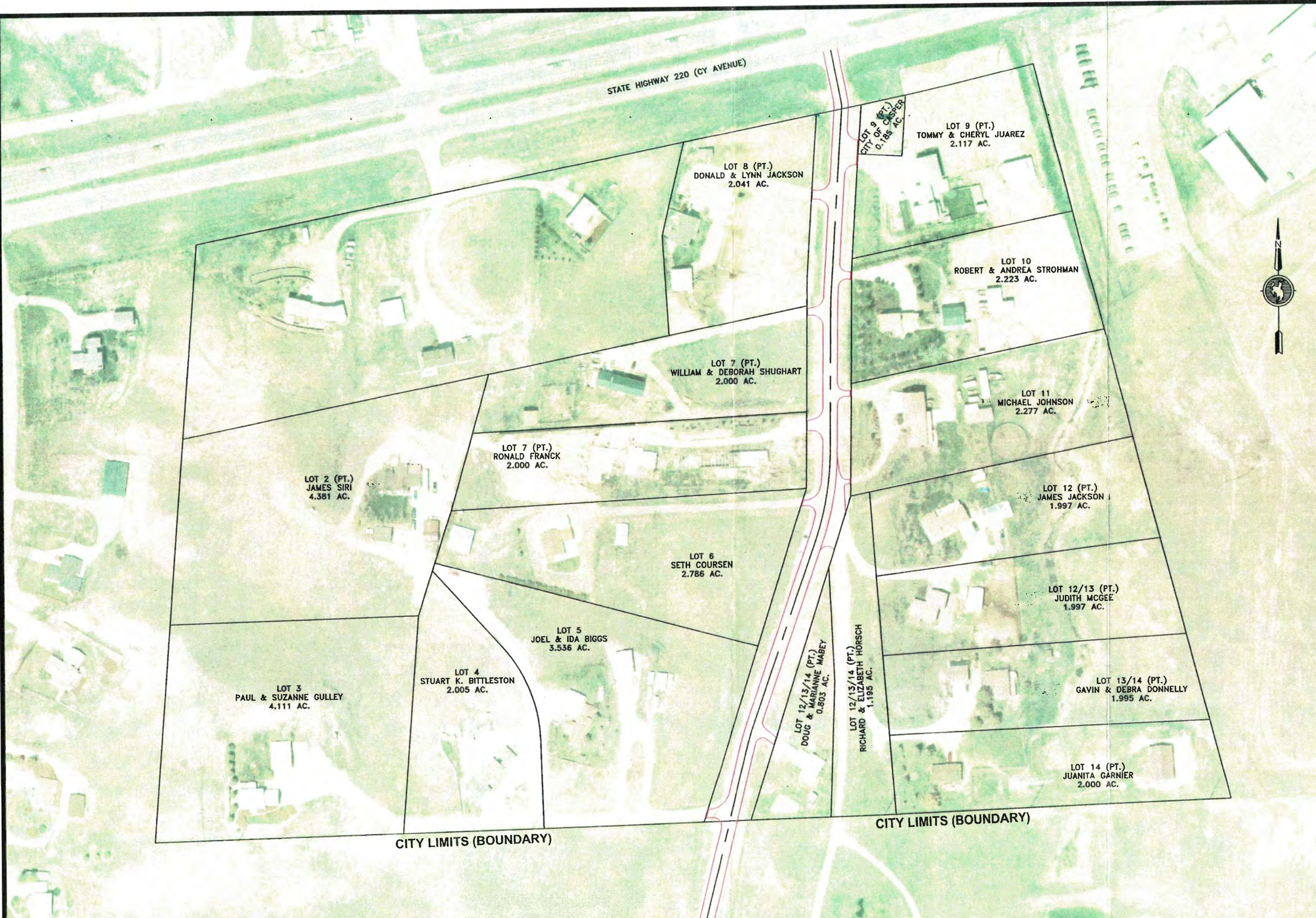
No.	Revision/Issue	Date

CITY OF CASPER ENGINEERING  
200 N. DAVID  
CASPER, WY  
82601

COATES ROAD LOCAL ASSESSMENT DISTRICT NO. 158

CASPER, WY PROJECT NO. 20-037

Date	1/22/21	Sheet	A
Drawn	SRB		
Scale	1"=160'		





# Memo

Attn: Scott R. Baxter

City of Casper

200 N. David St.

Casper, WY 82601

Mr. Scott Baxter,

I am writing you in regards to the Casper City Council Resolution No. 21-8 as presented and passed in the Casper City Council Minutes during their regular session on January 19, 2021. During this resolution the Council passed a motion to declare the City of Casper's intent to create a local assessment district for construction of local improvements and to assess the cost or portion of on the property benefited.

I am a property owner of Lot 6 representing 2.786 acres within the proposed Coates road LAD. This letter is to inform you of my formal objection of the added tax on property owners within the subdivision for the proposed asphalt surfacing projects that would result in an estimated assessment on all property owners of \$62,480 of which \$4,390 represents the portion for property owned by myself.

Please contact me if you for any other inquiries or questions on this objection.

Seth Coursen

4270 Coates Rd.

Casper WY 82604

Cell: 307-251-0317

Email: [seth\\_coursen@yahoo.com](mailto:seth_coursen@yahoo.com)

City Clerk  
200 N. David  
Casper, WY 82601

Gulley  
4390 Coates Road  
Casper, WY 82604

RE: LAD 158

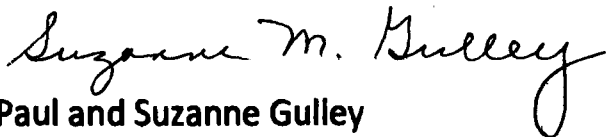
To Whom It May Concern:

This letter is in response to the creation of Local Assessment District 158 and the proposed project to construct asphalt surfacing to Coates Road.

Our position concerning this project is that at this time for this property it is not feasible to be able to participate in this endeavor. The financial burden is too big a strain on an already compromised budget. Our business has been hit extremely hard during this COVID-19 pandemic. For us to take on any additional financial obligation would be devastating and an exercise in self-destruction. We are not interested in any type of loan assistance for the same above stated reasons.

Therefore at this time we are unable to support the LAD 158 project for asphalt surfacing of Coates Road.

Sincerely,



Paul and Suzanne Gulley  
4390 Coates Road  
Casper, WY 82604

Julia Olsen

4360 Coates Rd

Casper, Wyoming 82604

307-259-2116

Julia9624@hotmail.com

February 7th, 2021

To whom it may concern,

My father has recently passed away and my sister and I are now the property owners of 4360 Coates Rd. If my father was here he would without a doubt object to the absolute nonsensical idea that is this paving project. My sister and I are both in agreement that we object to this project as well. We now own all 4.4 acres and charging us \$1575.83 an acre for a road that doesn't fully come to our property is not beneficial to us as property owners. The section of road that would be paved only serves as a right of way to our actual drive way. We still have several hundred feet of dirt road to travel in order to get to our house. How can the city of Casper expect the people who have more acreage to pay the most for a paved road that is only convenient for a slight few? What about the people that only own one acre how is that remotely fair? For the majority of the residents on Coates Rd that half a mile is, like I stated earlier, a right of way to their property. I'm sorry to the neighbors who advocated for this and I understand being frustrated about dirt in your yard but the line of houses on the east side were built lower than the road.

This pavement will only extend half a mile and maybe instead of paving the road the city council should consider spraying the road with something several times a year. The road is already maintained to prevent pot holes and washboards but there are many other cost effective options besides paving. Increasing the moisture content on the road will prevent the dirt from flying around. There are many environmentally friendly spray on products that would be an excellent alternative. Thank you for your time.

Respectfully,



Julia Olsen

ORDINANCE NO.8-21

AN ORDINANCE CREATING CITY OF CASPER, WYOMING, LOCAL ASSESSMENT DISTRICT NO. 158 (HEREINAFTER CALLED THE "DISTRICT"); ORDERING THE CONSTRUCTION OF IMPROVEMENTS THEREIN; DESCRIBING THE SAME, DIRECTING THE PREPARATION OF PLANS AND SPECIFICATIONS THEREFOR; PROVIDING FOR THE PUBLICATION OF NOTICE TO CONTRACTORS; FIXING THE BOUNDARIES OF SAID DISTRICT; RATIFYING ACTION PREVIOUSLY TAKEN; AND, PRESCRIBING DETAILS IN CONNECTION WITH SAID DISTRICT.

WHEREAS, pursuant to Title 15, Chapter 6, Wyoming Statutes, 1977, as amended, on the 19<sup>th</sup> day of January, 2021, the City Council (hereinafter called the "Council") of the City of Casper, Wyoming, (hereinafter called the "City") adopted a resolution declaring the intention of said Council to establish the City of Casper, Wyoming, Local Assessment District No. 158, to authorize the construction of certain local improvements therein, and to assess the cost or portion thereof of the local improvements on the property benefited thereby; and,

WHEREAS, said resolution was duly mailed and published as a notice, affidavits of such mailing and publication being now on file in the Office of the City Clerk; and,

WHEREAS, in response to said notice, no written remonstrances were filed against the proposed improvements; and,

WHEREAS, a public hearing shall be held on the first reading of this ordinance, February 16, 2021.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING:

Section 1. Creation of District.

That there be, and there hereby is created and established within the corporate limits of the City of Casper, Wyoming, a local improvement district for the purpose of making certain local improvements consisting of asphaltic concrete pavement on the roads hereinafter designated, and, to assess the cost thereof (except as hereinafter provided) on the property benefited thereby and included within the Local Assessment District herein described.

Section 2. Name of District.

The Council has determined and does hereby determine that:

- A. The Local Assessment District herein described, as such might hereinafter be modified, shall be known as the "City of Casper, Wyoming, Local Assessment District No. 158";

Section 3. Location of Paving Improvements.

The City proposes to establish grades for the following named streets, intersections, and parts of streets, within the City between the termini specified, as such are set forth on the official plats of the subdivisions or additions in said City, now on file and of record, as follows:

LOCATION OF ROADWAY PAVING IMPROVEMENTS

<u>STREET</u>	<u>WIDTH</u>	<u>PROPOSED IMPROVEMENT</u>
1. Coates Road	26.0'	Asphaltic Concrete Pavement

The width in feet of said road, hereinabove set forth, is measured from the edge of the blacktop to the edge of the blacktop on each side.

Section 4. Description of Paving Improvements.

The character, kind, and extent of the asphaltic concrete pavement improvements shall be as follows:

- A. All streets as denoted in Section 3 shall include installation of a sub-base aggregate base course, a plant mix bituminous base, tack coat, and a plant mix pavement surface course, in accordance with approved City Standards. The work shall include all necessary removal, excavation, filling, grading, and replacement to design elevations and appurtenant work.

Section 5. Boundaries of the District.

It is proposed to create the District, the boundaries of which lie entirely within the City of Casper, as follows:

Skyline Ranches

Lots 2-7, Lot 8 (East Half), Lots 9-14

Section 6. Determination of Benefits.

The City Council has determined, and does hereby determine, that the method of assessment will result in a distribution of costs among property owners in proportion to the special benefits conferred by the improvements, and that any other method of assessment would result in an inequitable distribution of costs among some owners whose property is benefitted by the improvements.

Section 7. Method of Assessment.

- A. Paving Improvements. Each piece of property with access to the road in or along which the improvements are to be made shall be assessed by the following method:
  - 1. Each property shall be assessed on the basis of its acreage so that the total assessment



on each piece of property shall be in proportion to the total accessible acreage of the property to be assessed for the same improvement.

- B. **Assessment Liens.** Notwithstanding any provision to the contrary, the assessment shall be levied and an assessment lien attached on all, or a piece, of benefitted property so as to avoid the imposition of a lien upon a part of the subdivided lot or partial lot under common ownership and use.

#### Section 8. Estimated Costs.

The City of Casper has agreed to design the improvements in-house. The construction of the improvements will be performed by a qualified contractor with the lowest competitive bid. The properties will be assessed the full cost for a contractor to install the asphalt pavement, plus the cost of engineering.

The estimated total costs for the total improvement project (including, but not limited to, all incidental improvements or work) are as follows:

1. The estimated contract price for installation of asphalt pavement is \$ 171,820.
2. The estimated cost for engineering is \$ 15,620.
3. The estimated total cost of the total improvement project is \$ 187,440.
4. The estimated assessable costs for each acre of property are as follows:
  - a. All Improvements \$1,575.83 per acre.
5. The estimated project cost of the Local Assessment District is \$187,440, which includes all improvements.

The City's funding source will be from 1%#16 funds for miscellaneous street improvements.

The City Council shall accept no bids or combination of bids, which shall exceed by more than ten percent (10%) the aforesaid estimate of the contract price unless approved by the property owners, subject to a special assessment.

#### Section 9. Direction to Engineer to Proceed.

The City Engineer is hereby directed and authorized, immediately upon the passage of this Ordinance, to prepare and file with the City Clerk final plans, specifications, and the estimated cost of said improvements, which plans, specifications, and estimated cost shall show in detail the work to be done, the quantities of materials to be handled and the estimated cost of said improvements, which plans, specifications, and estimated cost shall be hereafter approved by the Council, by resolution.

It is hereby determined and ordered, that such improvements shall be made as soon as practical. Immediately after the approval of said plans and specifications, the City Clerk shall call for bids for the making of said improvements, by publishing notice in at least one issue of a newspaper published and of general circulation within the City of Casper, which notice shall be substantially in agreement with the provisions of Wyoming Statutes, 1977, as amended, and this Ordinance.

Section 10. Maintenance of Improvements.

The maintenance of the proposed improvements after their acceptance by the City on said streets, intersections, and parts thereof, shall not be included in the construction contract or contracts, and there shall be no charges for such maintenance included in the assessments for the proposed improvements; provided, however, that nothing herein shall be construed to preclude provision in the contract or contracts relating to the guarantee of improvements thereunder.

Section 11. Ratification.

All action heretofore taken by the City and officers thereof, directed toward the creation of the City of Casper, Wyoming, Local Assessment District No. 158, the improvement of property therein and the levy of assessments therefor, be, and the same hereby is, ratified, approved, and confirmed.

Section 12. Severability.

If any section, paragraph, clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 13. Repealer.

All orders, bylaws, resolutions, and ordinances, or parts thereof, in conflict with this Ordinance are hereby repealed to the extent of such inconsistency.

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Section 14. Authorization of Officers and Employees.

The officers and employees of the City are hereby authorized and directed to take all action necessary and appropriate to effectuate the provisions of this Ordinance.

PASSED on 1st reading the 16<sup>th</sup> day of February, 2021.

PASSED on 2nd reading the 2<sup>nd</sup> day of March, 2021.

March PASSED, APPROVED, AND ADOPTED on 3rd and final reading the 16<sup>th</sup> day of \_\_\_\_\_, 2021.

APPROVED AS TO FORM:

Walter T...

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

Fleur Tremel  
Fleur Tremel  
City Clerk



Steven K. Freel  
Steven K. Freel  
Mayor

Office of the City Clerk  
200 North David Street  
Casper, WY 82601

Suzanne Gulley  
4390 Coates Road  
Casper, WY 82604

Dear Sir:

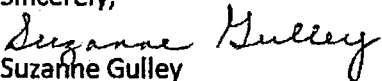
I am contacting you regarding Local Assessment District No. 158; Coates Road Asphalt Surfacing Improvements Project.

I disagree wholeheartedly with the procedure used to come to the amount charged for this project. According to the letter I received the rate was based upon the length of street section along frontage of property and the amount charged was also based on the amount of acreage. I believe this procedure to be not only inequitable but discriminatory.

1. None of my property fronts on Coates Road. I gain entrance from a half city road that begins at my property line. (The city does not maintain this road at all).
2. The amount of acreage I have should not enter into the cost of the road; the amount of acreage has nothing to do with the amount of usage to Coates Road. All property owners along Coates Road have equal access; the same amount of entrance to their property regardless of the amount of acreage they own.
3. It is discriminatory because of the fact that I have more acreage as do 3 other landowners and we are being "punished" because of it. The fact that we have more land does not enter into the amount of usage for the road. Why should our financial burden be more?

I believe the more equitable and non-discriminatory procedure would be to divide the complete amount of the cost of the road equally among all the landowners .

Sincerely,

  
Suzanne Gulley

Office of the City Clerk  
200 North David Street  
Casper WY 82601

Seth Coursen  
4270 Coates Rd.  
Casper WY

Dear Council:

I am writing you in regards to the assessment for LAD 158 – Coates Rd. I am concerned the allocation of the assessment for the LAD 158 is not fair in apportioning the costs of the project in a manner that correlates to those property owners benefited. My concern comes after reading the last meeting and supporting documents regarding the LAD 158. Specifically Mrs. Suzanne Gulley's letter previously written to the Council. This letter made me look closer at the allocation and consider the costs allocated to those benefited. I agree with her assessment that the current allocation disproportionately allocates higher costs to certain property owners who realize the same benefit as all other property owners. During the last Council meeting and first reading of the ordinance it was mentioned the property owners had agreed on this allocation. After discussions I had with Mr. Scott Baxter and Mr. Andrew Beamer with the City's engineering departments I do not believe this to be entirely true. The allocation of the project was present in documents at the onset of the project, however I believe the main focus of meetings was on the decision to go through with the improvements rather than the cost allocation. Myself, and Mrs. Suzanne Gulley are 2 of the 4 landowners that are significantly impacted by the unfair acreage allocation. A third property significantly impacted; the James Siri property (legal description - part of lot 2) included in the cost allocation has since sold during the process of the project being completed. I myself had purchased my property after the initial community meetings. In short, I believe you are hearing from a majority of the larger property owners in terms of acreage and we are either in disagreement with the current allocation or underrepresented in the decision for the allocation.

I have read Wyoming Statute 15-6-404 which directs the methods for allocation allowable under State law for local improvement districts such as these. I believe an even allocation based on access that aligns with the even benefit received by all landowners would have been an allowable and more reasonable allocation under the statute. I do realize that to change the allocation for those landowners originally presented with a lower cost would not be ideal at this point in the process.

Therefore, as an alternate solution, I am asking the Council, at their discretion to consider a discount for myself and if the council should choose for the other property owners who are disproportionately allocated more costs simply due to more acreage. The total costs apportioned based on access amounts to approximately \$2,703.65 allocated per property. Under the acreage method, I am being allocated \$3,419.56. This results in a \$715.91 difference attributed to the disparity caused by the uneven allocation. I am specifically asking the Council to provide a discount for this amount to make the allocation more fair. I am including an exhibit showing this difference in calculation.

Sincerely,



Seth Coursen

ROLL FILING  
Coates Road Local Assessment District No. 158  
Asphalt Surfacing Project  
(03/25/2022 Cisneros Ownership Change)

PROPERTY OWNERS	MAILING ADDRESS	LEGAL DESCRIPTIONS	ASSESSMENT	RATE PER ACRE	ACRES	DIFFERENCE	EVEN-PAY	
Paul & Suzanne Gulley	Paul & Suzanne Gulley							
4390 Coates Road Casper, WY 82604	4390 Coates Road Casper, WY 82604	LOT 3	\$5,045.88	\$1,227.41	4.111	-\$2,342.23	\$2,703.65	BIG LOT - REDUCED COST
Stuart K. Bittleston	Stuart K. Bittleston							
4380 Coates Road Casper, WY 82604	PO Box 2774 Mills, WY 82644	LOT 4	\$2,460.96	\$1,227.41	2.005	\$242.69	\$2,703.65	
Joel & Ida Biggs	Joel & Ida Biggs							
4350 Coates Road Casper, WY 82604	4350 Coates Road Casper, WY 82604	LOT 5	\$4,340.12	\$1,227.41	3.536	-\$1,636.47	\$2,703.65	BIG LOT - REDUCED COST
Seth Coursen	Seth Coursen							
4270 Coates Road Casper, WY 82604	4270 Coates Road Casper, WY 82604	LOT 6	\$3,419.56	\$1,227.41	2.786	-\$715.91	\$2,703.65	BIG LOT - REDUCED COST
Robert & Andrea Strohm	Robert & Andrea Strohman							
4145 Coates Road Casper, WY 82604	4145 Coates Road Casper, WY 82604	LOT 10	\$2,728.53	\$1,227.41	2.223	-\$24.88	\$2,703.65	MINOR
Michael Johnson	Michael Johnson							
4215 Coates Road Casper, WY 82604	4215 Coates Road Casper, WY 82604	LOT 11	\$2,794.81	\$1,227.41	2.277	-\$91.16	\$2,703.65	MINOR
James Siri	Julia Olsen							
4360 Coates Road Casper, WY 82604	1988 S 3200 W Wellsville, UT 84339	PART OF LOT 2	\$5,377.28	\$1,227.41	4.381	-\$2,673.63	\$2,703.65	BIG LOT - REDUCED COST
Donald & Lynn Jackson	Donald & Lynn Jackson							
4110 Coates Road Casper, WY 82604	4110 Coates Road Casper, WY 82604	PART OF LOT 8	\$2,505.14	\$1,227.41	2.041	\$198.51	\$2,703.65	
Tommy & Cheryl Juarez	Tommy & Cheryl Juarez							
4085 Coates Road Casper, WY 82604	4085 Coates Road Casper, WY 82604	PART OF LOT 9	\$2,598.43	\$1,227.41	2.117	\$105.22	\$2,703.65	
James B. Jackson Living Tru	James B. Jackson Living Trust							
4255 Coates Road Casper, WY 82604	4255 Coates Road Casper, WY 82604	PART OF LOT 12	\$2,451.14	\$1,227.41	1.997	\$252.51	\$2,703.65	
Juanita Garnier	Juanita Garnier							
4355 Coates Road Casper, WY 82604	4355 Coates Road Casper, WY 82604	PART OF LOT 14	\$2,454.82	\$1,227.41	2.000	\$248.83	\$2,703.65	
William & Deborah Shugh	William & Deborah Shughart							
4190 Coates Road Casper, WY 82604	4190 Coates Road Casper, WY 82604	PART OF LOTS 2 & 7 (4190)	\$2,454.82	\$1,227.41	2.000	\$248.83	\$2,703.65	
Ronald Franck	Ronald Franck							
4200 Coates Road Casper, WY 82604	11200 Lockner Road Casper, WY 82604	PART OF LOTS 2 & 7 (4200)	\$2,454.82	\$1,227.41	2.000	\$248.83	\$2,703.65	
Judith McGee	Judith McGee							
4315 Coates Road Casper, WY 82604	4315 Coates Road Casper, WY 82604	PART OF LOTS 12 & 13	\$2,451.14	\$1,227.41	1.997	\$252.51	\$2,703.65	
Doug & Marianne Mabey	Doug & Marianne Mabey							
4375 Coates Road Casper, WY 82604	4375 Coates Road Casper, WY 82604	PART OF LOTS 12, 13 & 14	\$985.61	\$1,227.41	0.803	\$1,718.04	\$2,703.65	
Matthew Cisneros	Matthew Cisneros							
4335 Coates Road Casper, WY 82604	4335 Coates Road Casper, WY 82604	PART OF LOTS 13 & 14	\$2,448.68	\$1,227.41	1.995	\$254.97	\$2,703.65	
Richard & Elizabeth Horsch	Richard & Elizabeth Horsch							
4425 Coates Road Casper, WY 82604	4425 Coates Road Casper, WY 82604	PART OF LOTS 12, 13 & 14	\$1,466.75	\$1,227.41	1.195	\$1,236.90	\$2,703.65	
City of Casper	City of Casper							
PART OF LOT 9 SKYLINE RANCHES #1	200 N. David St. Casper, WY 82601	PART OF LOT 9	\$227.26	\$1,227.41	0.185	\$2,476.39	\$2,703.65	
TOTAL ASSESSMENT AMT.			\$48,665.75	100.000%	39.649		\$48,665.75	

May 6, 2022

MEMO TO: J. Carter Napier, City Manager **?? for JCN**  
FROM: Keith McPheeters, Police Chief  
Andrew Beamer, Public Services Director  
Fleur Tremel, City Clerk/Assistant to the City Manager  
SUBJECT: 2022 Summer Downtown Open Container Area

**Meeting Type & Date**

Work Session  
May 10, 2022

**Action type**

Direction Requested

**Recommendation**

That Council review the boundaries, the request to expand the area, and the recommendation from Staff.

**Summary**

At the April work session, Council agreed to expand the boundaries of the open container area to include Black Tooth Brewery inside the approved boundary. As such, it was recommended that the Open Container Boundary be amended to include South David Street, from the intersection of David Street at West Yellowstone and West 2<sup>nd</sup> Street, south on David Street, until the intersection of David Street and West Midwest Avenue. Staff used Council direction for the resolution which will come before Council on May 17, 2022 for formal approval.

However, on May 4, 2022, the Downtown Casper Business Association sent in a request to expand the boundaries. Their request entailed expanding the area to include retail stores and a restaurant to the north, and then going south to Frosty's Bar. The area they requested be included near stores and the restaurant does not have any liquor license holders who would be able to partake in the sales of alcohol which could be sold for off premise consumption, and so Staff would advise that no change to the boundary for this purpose would be necessary. The request to expand to Frosty's would entail a considerable length and would cross Collins Dr. The Collins Dr. and Center St. intersection is a large and regularly frequented intersection. Staff recommends that more consideration is needed.

**Financial Considerations**

It is anticipated that the Casper Police Department will incur more overtime if the area is expanded.

**Oversight/Project Responsibility**

Keith McPheeters, Chief of Police  
Fleur Tremel, City Clerk  
Andrew Beamer, Public Services Director

**Attachments**

None.

# Open Container Map

Consumption of personal alcohol prohibited

Thursday through Saturday 5pm - 10pm

Memorial Day weekend to Labor Day weekend

