

WORK SESSION AGENDA



Casper City Council

The Lyric

Tuesday, October 10, 2023 at 4:30 p.m.

Work Session Meeting Agenda		Recommendation	Beginning Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Meeting Follow-up <ul style="list-style-type: none"> • WAM Resolutions 	Direction Requested	4:30	10 min
2.	988 Stickers Follow-up	Direction Requested	4:40	20 min
3.	Bar & Grill Liquor License Applicants	Direction Requested	5:00	30 min
4.	Business Fire Self-Inspection Program	Direction Requested	5:30	20 min
5.	City Inspectors Authority/Oversight of Licensed Contractors	Direction Requested	5:50	20 min
6.	Utility Billing Ordinance	Direction Requested	6:10	15 min
7.	Agenda Review		6:25	10 min
8.	Legislative Review		6:35	10 min
9.	Council Around the Table		6:45	20 min
Approximate End Time:				7:05

*** Reminder ***

Please silence cell phones during the City Council meeting.

October 4, 2023

MEMO TO: J. Carter Napier, City Manager *?? for JCN*
FROM: Fleur Tremel, City Clerk *??*
Jolene Martinez, Assistant to the City Manager
SUBJECT: Wyoming Association of Municipalities Legislative Agenda 2024

Meeting Type & Date

Work Session
October 10, 2023

Action type

Move Forward For Approval

Recommendation

That Council move the Wyoming Association of Municipalities Legislative Resolutions forward for formal approval, with the real estate transfer tax resolution million-dollar caveat added.

Summary

Casper is an active member of Wyoming Association of Municipalities (WAM) including discussing and voting on the WAM legislative agenda decisions every year at summer convention. The legislative agenda in the form of the approved WAM resolutions are under consideration by Council. Working in unity with cities and towns throughout the state, especially on the legislative agenda, gives local government the strength of voice needed during the legislative session. Influencing and getting legislation passed is the prime way to give cities and towns the ability to chart their own course.

Annually, Council reviews the Wyoming Association of Municipalities' legislative resolutions and authorizes staff advocacy on the WAM legislative topics. The 2024 WAM legislative resolutions are:

- 23-04 Allowing municipalities with small systems and limited populations to subsidize water and sewer systems
- 23-05 Assessing liens and assessments to recover municipal expenses for abating nuisance and dangerous buildings
- 23-06 Allowing a real estate transfer tax
- 23-07 Stimulating action on workforce housing
- 23-09 Amending state statute to set fees for retail liquor licenses at a fair market value
- 23-11 Granting municipalities authority to condemn abandoned property on private real property
- 23-12 Setting records retention policy

On September 12, 2023, City Council was presented with the foregoing WAM resolutions. Jolene Martinez, Assistant to the City Manager, explained the resolutions, and Council asked questions and discussed the resolutions. Council indicated support for the WAM Resolutions to move forward for approval. A few Councilors indicated their concerns with the real estate transfer tax resolution, while other Councilors indicated their support solely for the purpose of providing local municipalities with more options and giving that control to that level as opposed to keeping it at the state level. Councilor Engebretsen asked whether a million-dollar threshold could be added to the resolution. City Manager Napier stated that could be done, and Council indicated their support for the resolutions to move forward for approval with the million-dollar caveat added to the real estate transfer.

At the October 3, 2023 Council Meeting, Council removed the WAM Resolutions from the consent minute action items and postponed the item to the October 17, 2023 meeting. Council indicated that they would like more information on WAM Resolution 23-06-Allowing a real estate transfer tax.

One of the most persistent issues for Wyoming municipalities is the ability to secure revenue. Two reports on municipal finance commissioned by WAM have been completed and provide a strong overview and summary of the revenue barriers facing Wyoming municipalities. Three of the seven resolutions approved at summer convention could provide some local revenue options, should they pass the legislature and should local councils choose to implement any of them: 23-05, 23-06, and 23-09. They may have the ability to lead the way to other local revenue options in the future.

At this time with the real estate transfer tax resolution million-dollar caveat added, Staff is recommending that Council move these resolutions forward for formal approval.

Financial Considerations

No cash outlay from the City will be required, though it will require City staff time.

Oversight/Project Responsibility

Fleur Tremel, City Clerk

Attachments

WAM Resolutions

WAM RESOLUTION NO. 23-04

A RESOLUTION REQUESTING LEGISLATIVE ACTION TO ALLOW MUNICIPALITIES WITH SMALL SYSTEMS AND LIMITED POPULATIONS TO SUBSIDIZE WATER AND SEWER SYSTEM COSTS

WHEREAS, according to W.S. 15-7-407, directs that all water and sewer systems' costs of operation, debt service, and depreciation be covered by customer charges; and

WHEREAS, many communities in Wyoming have a very small customer base from which to collect those charges; and

WHEREAS, regulatory compliance and inflation have increased the costs of maintaining said water and sewer significantly over the years, causing those systems to establish rates which create a substantial financial burden on those systems with few customers available; and

WHEREAS, most cities and towns have funds available that could offset some of the rise in costs of operating those systems, thus providing relief to residents who are being overburdened by high water and sewer rates;

NOW, THEREFORE, BE IT RESOLVED, the Wyoming Association of Municipalities supports legislation to allow exceptions to W.S. 15-7-407, particularly for municipalities with small or very small systems.

Wyoming Association of Municipalities

By: 
WAM President Matt Hall

WAM RESOLUTION NO 23-05

A RESOLUTION ADVOCATING FOR LEGISLATION TO CLARIFY THE LIEN AND ASSESSMENT PROCESS BY WHICH MUNICIPAL EXPENSES FOR ABATING NUISANCES AND DANGEROUS BUILDINGS MAY BE RECOVERED.

WHEREAS, the Wyoming Association of Municipalities (WAM) to support and advocate that the State Legislature enact legislation to clarify the lien process for assessing municipal expenses for abating nuisances and dangerous buildings; and

WHEREAS, Wyoming State Statute §15-1-103 permits cities to abate dangerous buildings; and

WHEREAS, Wyoming Statute §15-1-119 permits Municipalities to adopt any national building code which includes but is not limited to the 1997 Uniform Code for the Abatement of Dangerous Buildings; and

WHEREAS, the 1997 Uniform Code for the Abatement of Dangerous Buildings Section 905.1, provides authority for the legislative body of this jurisdiction to thereupon order that said [costs] shall be made a personal obligation of the property owner or assess said [cost]s against the property involved;

WHEREAS, the 1997 Uniform Code for the Abatement of Dangerous Buildings Section 905.3, provides that the legislative body of this jurisdiction orders that [costs] shall be assessed against the property, it shall confirm the assessment roll, and thereafter said assessment shall constitute a special assessment against and a lien upon the property; and

WHEREAS, many other municipalities across the state are facing another economic downturn and reduction in direct and indirect funding streams, the need to recoup these abatement costs is more vital than ever before; and

WHEREAS, the property is enriched by the removal and abatement of the dangerous conditions and/or dangerous buildings; and

WHEREAS, this abatement shouldn't be wholly funded by public funds without a clear process in place for municipalities to recoup these abatement costs; and

WHEREAS, municipalities are created statutorily and all rights are enabled through legislation and Wyoming State Statutes are silent regarding this special lien assessment relief; and

WHEREAS, Wyoming Statutes do not succinctly provide either a lien procedure or an assessment process on the real property involved thus hindering Municipalities ability to recoup expenses incurred by Municipalities as a result of abating nuisances and dangerous buildings; and

WHEREAS, the WAM forwarded House Bill Number HB0135 (attached hereto and incorporated herein as "Exhibit 1") to the State Legislature for the 2023 Legislative Session but said bill was not brought to the floor.

NOW, THEREFORE, BE IT RESOLVED by the Wyoming Association of Municipalities supports and advocates for Wyoming legislation to clarify the lien and assessment process by which municipal expenses for abating nuisances and dangerous buildings may be recovered.

Wyoming Association of Municipalities

By: 
WAM President Matt Hall

June 9, 2023

WAM RESOLUTION NO. 23-06

**A RESOLUTION SUPPORTING ALLOWANCE OF A
REAL ESTATE TRANSFER TAX**

WHEREAS, many municipalities in Wyoming are struggling to address the operating needs of their communities through existing taxing methods; and

WHEREAS, citizens of municipalities appreciate when additional tax revenues can be used to fund local priorities such as maintenance of infrastructure or workforce housing; and

WHEREAS, citizens of Wyoming value self-sufficiency and resources specific to one area of the state, which could have a huge impact in certain localities, should be able to be levied and utilized to support the government and citizens in that jurisdiction; and

WHEREAS, the state's current tax code does not allow for this flexibility, so Towns, Counties, and the State of Wyoming have missed collections on billions in real estate sales in the last few years; and

WHEREAS, localities levying such taxes could develop diversified revenue streams and allocate location-specific exempt sales prices.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports, and urges the State of Wyoming to support, **more flexibility for localities to levy a real estate transfer tax on properties valued at over a million dollars, if it makes sense within their jurisdictions, to be utilized for community priorities.**

WAM RESOLUTION NO. 23-07

**A RESOLUTION URGING THE WYOMING ASSOCIATION OF MUNICIPALITIES TO
CONTINUE LEADING STATEWIDE EFFORTS FOR ACTION ON WORKFORCE
HOUSING**

WHEREAS, in 2022 The Wyoming Association of Municipalities (WAM) initiated a discussion about our state's housing crisis to collaborate with the legislature and other stakeholders to find solutions for the current housing crisis in Wyoming; and

WHEREAS, WAM surveyed member communities about the current state of housing challenges and heard from forty-eight municipalities the majority of which indicated experiencing housing shortages; and

WHEREAS, 72% of respondents indicated that a lack of available workforce housing was hurting efforts to attract or grow business in their communities; and

WHEREAS, 64% of respondents indicated that it is more difficult to hire and retain Municipal employees because of the lack of workforce housing; and

WHEREAS, 90% of communities stated they would participate if the state chose to invest in housing and a majority shared that municipalities need the state's help on workforce housing.

NOW, THEREFORE, BE IT RESOLVED that WAM supports and will continue to push for statewide review and action on the range of workforce housing challenges Wyoming's communities are facing.

Wyoming Association of Municipalities

BY: 

WAM President Matt Hall

June 9, 2023

WAM RESOLUTION NO. 23-09

**A RESOLUTION TO AMEND STATE STATUTE TO SET FEES
FOR RETAIL LIQUOR LICENSES AT A FAIR MARKET VALUE**

WHEREAS, Retail Liquor Licenses are sold by municipalities for \$1,500, a fee set by the state; and

WHEREAS, it costs less to hold a Retail Liquor License than any other type of Liquor License in the state of Wyoming; and

WHEREAS, charging a fair market value for Retail Liquor Licenses, and establishing a scale that acknowledges the different type of businesses covered by each type of license would provide clarity for local businesses; and

WHEREAS, a sliding fee scale for all Liquor Licenses would also benefit Wyoming's cities and town; and

WHEREAS, the current system is inequitable for local government and different types of businesses.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports legislation to change state statute to develop a system based on fair market value of Retail Liquor Licenses and the establishment of a sliding scale for liquor licenses overall.

Wyoming Association of Municipalities

BY: 
WAM President Matt Hall

June 9, 2023

WAM RESOLUTION NO. 23-11

**A RESOLUTION TO GRANT MUNICIPALITIES THE AUTHORITY TO CONDEMN
ABANDONED PROPERTY ON PRIVATE REAL PROPERTY.**

WHEREAS, municipalities in Wyoming have problems relating to the ability of municipalities to enforce zoning and public health ordinances on abandoned property located on private land, and

WHEREAS, many of the privately owned properties are owned by persons residing out of state and are unresponsive to communication attempts by the municipalities; and

WHEREAS, many of the properties have abandoned structures, mobile homes, or vehicles; and

WHEREAS, whereas many of the abandoned properties act as a nuisance and create a safety hazard to the community; and

WHEREAS, the current law of the State of Wyoming does not specifically allow for the condemnation of abandoned property, on private real property, which is causing a nuisance and poses safety concerns to the public.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF SHOSHONI THAT: The Wyoming Association of Municipalities supports such legislation as may be necessary to provide the authority to a municipality to create a lien, allow for the condemnation and removal abandoned buildings, mobile homes, and/or vehicles posing a nuisance and safety hazard to the community.

Wyoming Association of Municipalities

BY: 
WAM President Matt Hall

WAM RESOLUTION NO. 23-13

A RESOLUTION SETTING RECORDS RETENTION POLICY

WHEREAS, Wyo. Statute Section 9-2-410 (2005), as amended, provides that all public records, including those of the political subdivision, are the property of the state and shall be preserved, stored, transferred, destroyed, or disposed of only in accordance with Wyo. Statute Sections 9-2-405 through 9/2/413, and

WHEREAS, all records are declared to be public property and the handling of such records contrary to the above referenced statutes is prohibited, and

WHEREAS, Wyoming Statute Section 9-2-410 states: "All public records are the property of the state. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed, or disposed of only in accordance with Wyo. Statute Sections 9-2-405 through 9/2/413." These statutes and the Municipal Code provide authority to develop and maintain a records management system that will effectively and efficiently ensure the safety, maintenance, preservation, and disposition of records developed by certain agencies.

WHEREAS, the citizens have a right to expect efficient and cost effective government, and the management of records is necessary for the economic operation. Preservation of records of permanent value is mandatory to provide citizens with information concerning historical and operational data. The establishment of uniform standards and procedures for the maintenance, preservation, microfilming or other disposition.

WHEREAS, the governing body hereby declares its support of the efforts to establish and adopt a records management program for the orderly and efficient retention, retrieval and disposition of records. The creation of a records program will be administered pursuant to legal, fiscal, administrative, and archival requirements and in accordance with state law. The State of Wyoming Records Management Manual shall be adopted as its records management manual, where applicable.

WHEREAS, the records retention program will release space and reduce the need for storage and filing equipment; establish an efficient retrieval operation for both active and inactive municipal records; provide for routine disposition of paperwork; maintain security over municipal records; secure a central records storage facility which can be operated and maintained by records management staff; and ensure compliance with state law.

NOW, THEREFORE BE IT RESOLVED, the Wyoming Association of Municipalities adopts the records retention policy.

Wyoming Association of Municipalities

BY:  _____

WAM President Matt Hall

June 9, 2023

September 21, 2023

MEMO TO: J. Carter Napier, City Manager
FROM: Keth McPheeters, Police Chief *Keth 307*
Shane Chaney, Police Deputy Chief
Scott Hoffman, Police Technologies Manager
SUBJECT: 988 Suicide & Crisis Hotline Stickers Displayed on Police Marked Units

Meeting Type & Date

October 10, 2023 Work Session

Action type

Information

Recommendation

Casper Police Department is willing to display 988 Suicide & Crisis Hotline Stickers on Police Marked Units for a period of two years, at which time the program can be reevaluated for renewal.

Summary

Casper Police Department is willing to display 988 Suicide & Crisis Hotline Stickers on all marked Police units. The Casper Police Department is exploring the placement of the decal, which may include rear driver-side and passenger-side windows or on the rear bumper and these decals shall be no larger than 8”x 8”. The preferred colors and shape would be navy blue or black, square. Casper Police Department is willing to display these stickers for a period of 2 years, at which time the program can be reevaluated for renewal.

Financial Considerations

None

Oversight/Project Responsibility

Shane Chaney, Police Deputy Chief
Scott Hoffman, Police Technologies Manager

Attachments



October 2, 2023

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

FROM: Fleur Tremel, Assistant to the City Manager/City Clerk *??*
Carla Mills-Laatsch, Licensing Specialist *cmg*

SUBJECT: Review Applications received for 3 of the 7 available Bar and Grill Liquor Licenses.

Meeting Type & Date

Work Session
October 10, 2023

Action type

Direction requested

Recommendation

That council review the applications for the available bar and grill liquor licenses and moves forward to a public hearing.

Summary

During the last Legislative Session, the State amended Wyoming State Statutes §12-4-413 regarding Bar and Grill Liquor Licenses. This recent change amended the population formula for Bar and Grill allocations. Under the previous version of the statute, the City of Casper was issued 13 Bar and Grill Liquor Licenses. Under the amended statute, as of July 1, 2023, the city is allowed 19 Bar and Grill Liquor Licenses. This means that as of July 1, there are 6 available licenses. In 2028, the formula will change again and allow for a total of 27 Bar and Grill liquor licenses. In August 2023 Retail liquor license No. 12 transferred their license to include the Fuzzy's Taco Shop, which had a bar and grill liquor license. The bar and grill liquor license was returned to the city. The City of Casper now has 7 bar and grill liquor licenses available.

During the July 18, 2023, pre-meeting council directed staff to start accepting applications for the available bar and grill liquor licenses. The open application period started on August 9th, 2023, and ended on September 29th, 2023. Three applications were received. They are as follows:

Applicant #1: MTB Entertainment Group, LLC (DBA America)

Location: 119 South Center

If awarded a bar and grill liquor license, they plan to do some renovations to add the bar and stools that are required for this license. The estimated time to open is January 2024. It will be a venue for concerts, comedy shows, and wedding receptions. They will also serve food such as hot dogs, pizza, and nachos.

Applicant #2: MTB Entertainment Group, LLC (DBA Rialto)

Location: 100 North Center Street

If awarded a bar and grill liquor license, they plan to do some renovations to add the bar and stools that are required for this license. The estimated time to open is January 2024. It will be a venue for concerts, comedy shows, and wedding receptions. They will also serve food such as hot dogs, pizza, and nachos.

Applicant #3: Old Town Family Fun, LLC (DBA Old Town Family Fun)

Location: 301 West E Street

This is an established business that offers arcade games, board games, mini-golf, laser tag, climbing wall, and event space for parties. If this license is approved they will expand and add a Sip & Play Café that will meet the requirements for a bar and grill liquor license. The estimated time to open the café is December 1, 2023. This establishment also serves food such as pizza, grilled cheese and nachos.

Financial Considerations

Bar and Grill liquor licenses are \$10,500 for the first year and \$3,000 each year after.

Oversight/Project Responsibility

Carla Mills-Laatsch, Licensing Specialist

Attachments

Applications

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:	_____	
Trf from:	_____	
Reviewer:	Initials	Date
Agent:	_____	____/____/____
Mgr.:	_____	____/____/____

To be completed by City/County Clerk

License Fees Annual Fee: \$ _____

Prorated Fee: \$ _____

Transfer Fee: \$ _____

Publishing Fee: \$ _____

Local License #: Bar + Grill

Date filed with clerk: 9 12 2023

Advertising Dates: (2 Weeks) _____ & _____

Hearing Date: _____/_____/_____

Publishing Fee Direct Billed to Applicant:

License Term: 01 1 01 2024 Through 1 1

Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.

Applicant: MTB Entertainment Group, LLC

Trade/Business Name (dba) America

Building to be licensed/Building Address: 119 S Center St.

Number & Street

Casper WY 82601 Natrona

City State Zip County

Local Mailing Address: 550 N Poplar St

Number & Street or P.O. Box

Casper WY 82601

City State Zip

Local Business Telephone Number: (307)259-0716 Fax Number: ()

Business E-Mail Address: windycityhousing@gmail.com

FILING FOR	FILING IN (CHOOSE ONLY ONE)	FILING AS (CHOOSE ONLY ONE)
<input checked="" type="checkbox"/> NEW LICENSE	<input checked="" type="checkbox"/> CITY OF: <u>Casper</u>	<input type="checkbox"/> INDIVIDUAL
<input type="checkbox"/> TRANSFER OF LOCATION	<input type="checkbox"/> COUNTY OF: _____	<input type="checkbox"/> PARTNERSHIP
<input type="checkbox"/> TRANSFER OWNERSHIP	<input type="checkbox"/> ASSIGNMENT LETTER ATTACHED	<input type="checkbox"/> LP/LLP
FORMERLY HELD BY: _____		<input type="checkbox"/> LLC
		<input type="checkbox"/> CORPORATION
		<input checked="" type="checkbox"/> LTD PARTNERSHIP
		<input type="checkbox"/> ORGANIZATION
		<input type="checkbox"/> OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE	<input type="checkbox"/> RESTAURANT LIQUOR LICENSE	<input type="checkbox"/> MICROBREWERY PERMIT
<input type="checkbox"/> ON-PREMISE ONLY (BAR)	<input checked="" type="checkbox"/> BAR AND GRILL LIQUOR LICENSE	<input type="checkbox"/> WINERY PERMIT
<input type="checkbox"/> OFF-PREMISE ONLY (PACKAGE STORE)	<input type="checkbox"/> RESORT LIQUOR LICENSE	<input type="checkbox"/> DISTILLERY SATELLITE PERMIT
<input type="checkbox"/> COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)	LIMITED RETAIL LIQUOR LICENSE (CLUB)	<input type="checkbox"/> WINERY SATELLITE PERMIT
	<input type="checkbox"/> VETERANS CLUB	<input type="checkbox"/> COUNTY MALT BEVERAGE PERMIT
	<input type="checkbox"/> FRATERNAL CLUB	<input type="checkbox"/> SPECIAL MALT BEVERAGE PERMIT
	<input type="checkbox"/> GOLF CLUB	
	<input type="checkbox"/> SOCIAL CLUB	

SPECIAL DESIGNATIONS (CHOOSE ONLY ONE)

GOLF CLUB GUEST RANCH RESORT

To Assist the Liquor Division with scheduling inspections: **OPERATIONAL STATUS**

FULL TIME (e.g. Jan through Dec) (specify months of operation) from Jan to Dec

SEASONAL/PART-TIME DAYS OF WEEK (e.g. Mon through Sat) from Wed to Sun

NON-OPERATIONAL/PARKED HOURS OF OPERATION (e.g. 10a - 2a) from 10:00 to 6:00

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-4

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103(a)(iii)

- (a) **OWN** the licensed building? **Process of Purchasing** YES (own)
- (b) **LEASE** the licensed building? (Lease must be through the term of the liquor license) YES (lease)

If Yes, please submit a copy of the lease and indicate:

- (i) When the lease expires, located on page 1 paragraph 3 of lease.
- (ii) Where the **Sales** provision for alcoholic or malt beverages is located, on page 1 paragraph 5.1 of lease.
(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601(b)

YES NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

- (a) Hold any interest in the license applied for? YES NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? YES NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? YES NO
- (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by this licensing authority? W.S. 12-4-103(b)

YES NO

If "YES", explain: _____

5. BAR AND GRILL LICENSE OR RESTAURANT LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413(a)

YES NO

6. RESORT LICENSE:

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) YES NO N/A
- (b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) YES NO N/A
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) YES NO N/A
- (d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) YES NO N/A
- (e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)
 - 1. If Yes, have you submitted a copy of the food and beverage contract/lease? YES NO N/A

7. MICROBREWERY LICENSE:

- (a) Do you self distribute your products? W.S. 12-2-201(a)
(Requires wholesale malt beverage license with the Liquor Division)

YES NO N/A

8. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? YES NO N/A
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? YES NO N/A

9. LIMITED RETAIL (CLUB) LICENSE:

N/A

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? YES NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? YES NO

10. LIMITED RETAIL (CLUB) LICENSE:

N/A

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

- (a) Do you have more than fifty (50) bona fide members? YES NO
- (b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? YES NO
- (c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? YES NO
 - 1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) YES NO
 - 2. If Yes, have you submitted a copy of the food and beverage contract/lease? YES NO

11. LIMITED RETAIL (CLUB) LICENSE:

N/A

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? YES NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? YES NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? YES NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? YES NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as Recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? YES NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? YES NO
- (g) Have you filed a true copy of your bylaws with this application? YES NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) YES NO

12. If applicant is filing as an Individual, Partnership or Club: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
N/A				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application.)

13. If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, and every officer, and every director must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
John Trost						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Pete Maxwell						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Jake Bigelow						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application)

REQUIRED ATTACHMENTS:

- A statement indicating the financial condition and financial stability of the applicant. W.S. 12-4-102(a)(vi).
- Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a)(iii)/W.S. 12-4-403(b) / W.S. 12-4-301(e). Purchase Contract
- If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer. W.S. 12-4-801(b).

OATH OR VERIFICATION

(Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or TWO (2) Club Officers.) W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

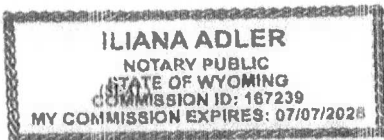
STATE OF WYOMING)
) SS.
COUNTY OF _____)

Signed and sworn to before me on this 22 day of September, 2023 that the facts alleged in the foregoing instrument are true by the following:

1) <u>[Signature]</u> (Signature)	<u>John Trost</u> (Printed Name)	<u>Partner</u> Title
2) <u>[Signature]</u> (Signature)	<u>Pete Maxwell</u> (Printed Name)	<u>Partner</u> Title
3) <u>[Signature]</u> (Signature)	<u>JAKE BIGELOW</u> (Printed Name)	<u>Partner</u> Title
4) _____ (Signature)	_____ (Printed Name)	_____ Title
5) _____ (Signature)	_____ (Printed Name)	_____ Title
6) _____ (Signature)	_____ (Printed Name)	_____ Title

Witness my hand and official seal:

[Signature]
Signature of Notary Public



My commission expires: 7-7-28

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY			
Customer #:	_____		
Trf from:	_____		
Reviewer:	Initials	Date	
Agent:		/	/
Mgr:		/	/

To be completed by City/County Clerk

License Fees: Annual Fee: \$ _____ Prorated Fee: \$ _____ Transfer Fee: \$ _____ Publishing Fee: \$ _____

Publishing Fee Direct Billed to Applicant:

License Term: 12 / 11 / 12023 Through 1 / 1 / _____ Year

Local License #: _____ Date filed with clerk: 9 128 12023 Advertising Dates: (2 Weeks) _____ & _____ Hearing Date: _____ / _____ / _____

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: Old Town Family Fun, LLC

Trade/Business Name (dba): Old Town Family Fun

Building to be licensed/Building Address: 301 West E St
Number & Street

Local Mailing Address: Casper WY 82601 Natrona
City State Zip County
301 West E St
Number & Street or P.O. Box
Casper WY 82601
City State Zip

Local Business Telephone Number: (307) 315-3139 Fax Number: ()

Business E-Mail Address: info@oldtownfamilyfun.com

FILING FOR <input checked="" type="checkbox"/> NEW LICENSE <input type="checkbox"/> TRANSFER OF LOCATION <input type="checkbox"/> TRANSFER OWNERSHIP FORMERLY HELD BY: _____	FILING IN (CHOOSE ONLY ONE) <input checked="" type="checkbox"/> CITY OF: <u>Casper</u> <input type="checkbox"/> COUNTY OF: _____ <input type="checkbox"/> ASSIGNMENT LETTER ATTACHED	FILING AS (CHOOSE ONLY ONE) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LP/LLP <input checked="" type="checkbox"/> LLC <input type="checkbox"/> CORPORATION <input type="checkbox"/> LTD PARTNERSHIP <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> OTHER _____
---	--	--

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE <input type="checkbox"/> ON-PREMISE ONLY (BAR) <input type="checkbox"/> OFF-PREMISE ONLY (PACKAGE STORE) <input type="checkbox"/> COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)	<input type="checkbox"/> RESTAURANT LIQUOR LICENSE <input checked="" type="checkbox"/> BAR AND GRILL LIQUOR LICENSE <input type="checkbox"/> RESORT LIQUOR LICENSE LIMITED RETAIL LIQUOR LICENSE (CLUB) <input type="checkbox"/> VETERANS CLUB <input type="checkbox"/> FRATERNAL CLUB <input type="checkbox"/> GOLF CLUB <input type="checkbox"/> SOCIAL CLUB	<input type="checkbox"/> MICROBREWERY PERMIT <input type="checkbox"/> WINERY PERMIT <input type="checkbox"/> DISTILLERY SATELLITE PERMIT <input type="checkbox"/> WINERY SATELLITE PERMIT <input type="checkbox"/> COUNTY MALT BEVERAGE PERMIT <input type="checkbox"/> SPECIAL MALT BEVERAGE PERMIT
---	--	---

SPECIAL DESIGNATIONS (CHOOSE ONLY ONE)

GOLF CLUB GUEST RANCH RESORT

To Assist the Liquor Division with scheduling inspections: **OPERATIONAL STATUS**

FULL TIME (e.g. Jan through Dec) (specify months of operation) from January to December

SEASONAL/PART-TIME DAYS OF WEEK (e.g. Mon through Sat) from Monday to Sunday

NON-OPERATIONAL/PARKED HOURS OF OPERATION (e.g. 10a - 2a) from 10am to 10pm

**see attached hours for seasonal adjustments*

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 4

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103(a)(iii)

- (a) **OWN** the licensed building? YES (own)
- (b) **LEASE** the licensed building? (Lease must be through the term of the liquor license) YES (lease)

If Yes, please submit a copy of the lease and indicate:

- (i) When the lease expires, located on page 1 paragraph 4 of lease. *original*
- (ii) Where the **Sales** provision for alcoholic or malt beverages is located, on page 2 paragraph 6 of lease. *amendment*
(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601(b) YES NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

- (a) Hold any interest in the license applied for? YES NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? YES NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? YES NO
- (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

4. Does the **applicant** have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103(b) YES NO

If "YES", explain: _____

5. BAR AND GRILL LICENSE OR RESTAURANT LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413(a) YES NO

6. RESORT LICENSE:

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) YES NO
- (b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) YES NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) YES NO
- (d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) YES NO
- (e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)
 - 1. If Yes, have you submitted a copy of the food and beverage contract/lease? YES NO

7. MICROBREWERY LICENSE:

(a) Do you self distribute your products? W.S. 12-2-201(a) YES NO
(Requires wholesale malt beverage license with the Liquor Division)

8. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? YES NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? YES NO

9. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? YES NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? YES NO

10. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

- (a) Do you have more than fifty (50) bona fide members? YES NO
- (b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? YES NO
- (c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? YES NO
 - 1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) YES NO
 - 2. If Yes, have you submitted a copy of the food and beverage contract/lease? YES NO

11. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

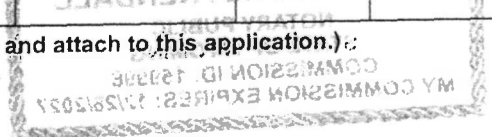
- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? YES NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? YES NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? YES NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? YES NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as Recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? YES NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? YES NO
- (g) Have you filed a true copy of your bylaws with this application? YES NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) YES NO

12. If applicant is filing as an Individual, Partnership or Club: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application.):



(2/22)
13. If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, and every officer, and every director must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years in Corp or LLC	% of Corpora te Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Julian Harvey						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Matthew Harvey						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application)

REQUIRED ATTACHMENTS:

- A statement indicating the financial condition and financial stability of the applicant. W.S. 12-4-102(a)(vi).
- Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a)(iii)/W.S. 12-4-403(b) / W.S. 12-4-301(e).
- If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer. W.S. 12-4-601(b).

OATH OR VERIFICATION

(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

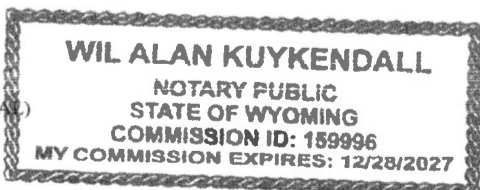
STATE OF WYOMING)
) SS.
 COUNTY OF Natrona)

Signed and sworn to before me on this 28 day of September, 2023 that the facts alleged in the foregoing instrument are true by the following:

- | | | | |
|----|--------------------------------------|---|--------------------------------|
| 1) | <u>Julian Harvey</u>
(Signature) | <u>Julian Harvey</u>
(Printed Name) | <u>owner operator</u>
Title |
| 2) | <u>Matthew Harvey</u>
(Signature) | <u>Matthew Harvey</u>
(Printed Name) | <u>investor owner</u>
Title |
| 3) | _____
(Signature) | _____
(Printed Name) | _____
Title |
| 4) | _____
(Signature) | _____
(Printed Name) | _____
Title |
| 5) | _____
(Signature) | _____
(Printed Name) | _____
Title |
| 6) | _____
(Signature) | _____
(Printed Name) | _____
Title |

Witness my hand and official seal:

[Signature]
 Signature of Notary Public



My commission expires: 12/28/2027

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:	_____	
Trf from:	_____	
Reviewer:	Initials	Date
Agent:	_____	____/____/____
Mgr:	_____	____/____/____

To be completed by City/County Clerk

License Fees: Annual Fee: \$ _____ Prorated Fee: \$ _____ Transfer Fee: \$ _____ Publishing Fee: \$ _____

Local License #: Bar & Grill Date filed with clerk: 9 122 12023 Advertising Dates: (2 Weeks) _____ & _____ Hearing Date: ____/____/____

Publishing Fee Direct Billed to Applicant:

License Term: 01 101 2024 Through ____ 1 ____ 1 ____
Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: MTB Entertainment Group, LLC

Trade/Business Name (dba): RIALTO

Building to be licensed/Building Address: 100 E. 2nd St.
Number & Street

Casper WY 82601 Natrona
City State Zip County

Local Mailing Address: 550 N Poplar St
Number & Street or P.O. Box

Casper WY 82601
City State Zip

Local Business Telephone Number: (307)259-0716 Fax Number: (____) _____

Business E-Mail Address: windycityhousing@gmail.com

FILING FOR	FILING IN (CHOOSE ONLY ONE)	FILING AS (CHOOSE ONLY ONE)
<input checked="" type="checkbox"/> NEW LICENSE	<input checked="" type="checkbox"/> CITY OF: <u>Casper</u>	<input type="checkbox"/> INDIVIDUAL
<input type="checkbox"/> TRANSFER OF LOCATION	<input type="checkbox"/> COUNTY OF: _____	<input type="checkbox"/> PARTNERSHIP
<input type="checkbox"/> TRANSFER OWNERSHIP	<input type="checkbox"/> ASSIGNMENT LETTER ATTACHED	<input type="checkbox"/> LP/LLP
FORMERLY HELD BY: _____		<input type="checkbox"/> LLC
		<input type="checkbox"/> CORPORATION
		<input checked="" type="checkbox"/> LTD PARTNERSHIP
		<input type="checkbox"/> ORGANIZATION
		<input type="checkbox"/> OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE	<input type="checkbox"/> RESTAURANT LIQUOR LICENSE	<input type="checkbox"/> MICROBREWERY PERMIT
<input type="checkbox"/> ON-PREMISE ONLY (BAR)	<input checked="" type="checkbox"/> BAR AND GRILL LIQUOR LICENSE	<input type="checkbox"/> WINERY PERMIT
<input type="checkbox"/> OFF-PREMISE ONLY (PACKAGE STORE)	<input type="checkbox"/> RESORT LIQUOR LICENSE	<input type="checkbox"/> DISTILLERY SATELLITE PERMIT
<input type="checkbox"/> COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)	LIMITED RETAIL LIQUOR LICENSE (CLUB)	<input type="checkbox"/> WINERY SATELLITE PERMIT
	<input type="checkbox"/> VETERANS CLUB	<input type="checkbox"/> COUNTY MALT BEVERAGE PERMIT
	<input type="checkbox"/> FRATERNAL CLUB	<input type="checkbox"/> SPECIAL MALT BEVERAGE PERMIT
	<input type="checkbox"/> GOLF CLUB	
	<input type="checkbox"/> SOCIAL CLUB	

SPECIAL DESIGNATIONS (CHOOSE ONLY ONE)

GOLF CLUB GUEST RANCH RESORT

To Assist the Liquor Division with scheduling inspections: **OPERATIONAL STATUS**

FULL TIME (e.g. Jan through Dec) (specify months of operation) from Jan to Dec

SEASONAL/PART-TIME DAYS OF WEEK (e.g. Mon through Sat) from Wed to Sun

NON-OPERATIONAL/PARKED HOURS OF OPERATION (e.g. 10a - 2a) from 10:00 to 6:00

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-4

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103(a)(iii)

- (a) **OWN** the licensed building? Process of Purchasing YES (own)
- (b) **LEASE** the licensed building? (Lease must be through the term of the liquor license) YES (lease)

If Yes, please submit a copy of the lease and indicate:

- (i) When the lease expires, located on page 1 aragraph 3 of lease
- (ii) Where the **Sales** provision for alcoholic or malt beverages is located, on page 1 paragraph 5.1 of lease
(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601(b)

YES NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

- (a) Hold any interest in the license applied for? YES NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? YES NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? YES NO
- (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by this licensing authority? W.S. 12-4-103(b)

YES NO

If "YES", explain:

5. BAR AND GRILL LICENSE OR RESTAURANT LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413(a)

YES NO

6. RESORT LICENSE:

Does the resort complex.

- (a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) YES NO N/A
- (b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) YES NO N/A
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) YES NO N/A
- (d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) YES NO N/A
- (e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)
 - 1. If Yes, have you submitted a copy of the food and beverage contract/lease? YES NO N/A

7. MICROBREWERY LICENSE:

- (a) Do you self distribute your products? W.S. 12-2-201(a)
(Requires wholesale malt beverage license with the Liquor Division)

YES NO N/A

8. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? YES NO N/A
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? YES NO N/A

9. LIMITED RETAIL (CLUB) LICENSE:

N/A

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? YES NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? YES NO

10. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

N/A

- (a) Do you have more than fifty (50) bona fide members? YES NO
- (b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? YES NO
- (c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? YES NO
 - 1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(9) YES NO
 - 2. If Yes, have you submitted a copy of the food and beverage contract/lease? YES NO

11. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

N/A

- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? YES NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? YES NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? YES NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? YES NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as Recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? YES NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? YES NO
- (g) Have you filed a true copy of your bylaws with this application? YES NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) YES NO

12. If applicant is filing as an Individual, Partnership or Club: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
N/A				YES <input type="checkbox"/> NO <input type="checkbox"/> D	YES <input type="checkbox"/> NO <input type="checkbox"/> D	YES <input type="checkbox"/> NO <input type="checkbox"/> D
				YES <input type="checkbox"/> NO <input type="checkbox"/> D	YES <input type="checkbox"/> NO <input type="checkbox"/> D	YES <input type="checkbox"/> NO <input type="checkbox"/> D
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				YES <input type="checkbox"/> NO <input type="checkbox"/> D	YES <input type="checkbox"/> NO <input type="checkbox"/> D	YES <input type="checkbox"/> NO <input type="checkbox"/> D

(If more information is required, list on a separate piece of paper and attach to this application.)

13. If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, and every officer, and every director must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years In Corp or LLC	% of Corpora te Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
John Trost						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Pete Maxwell						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Jake Bigelow						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application)

REQUIRED ATTACHMENTS

- A statement indicating the financial condition and financial stability of the applicant. W.S. 12-4-102(a)(vi).
- Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a)(iii)/W.S. 12-4-403(b) / W.S. 12-4-301(e). Purchase Contract
- If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer. W.S. 12-4-601(b).


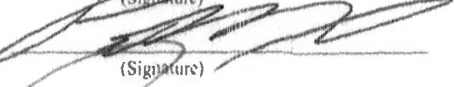
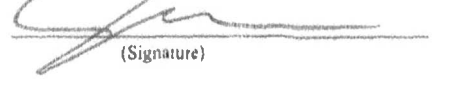
OATH OR VERIFICATION

(Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or TWO (2) Club Officers.) W.S. 12-4-102(b)

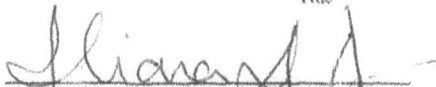
Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

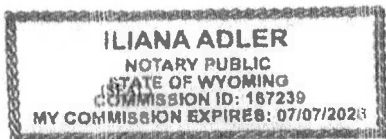
STATE OF WYOMING)
) S.S.
COUNTY OF _____)

Signed and sworn to before me on this 22 day of September, 2023 that the facts alleged in the foregoing instrument are true by the following:

1)	 (Signature)	<u>John Trost</u> (Printed Name)	<u>Partner</u> Title
2)	 (Signature)	<u>Pete Maxwell</u> (Printed Name)	<u>Partner</u> Title
3)	 (Signature)	<u>JAKE BIGELOW</u> (Printed Name)	<u>Partner</u> Title
4)	_____ (Signature)	_____ (Printed Name)	_____ Title
5)	_____ (Signature)	_____ (Printed Name)	_____ Title
6)	_____ (Signature)	_____ (Printed Name)	_____ Title


Witness my hand and official seal:


Signature of Notary Public



My commission expires: 7-7-28

September 20, 2023

MEMO TO: J. Carter Napier, City Manager 
FROM: Jacob Black, Fire Chief
SUBJECT: Creation of an ordinance establishing a Fire Safety Self-Inspection Program

Meeting Type & Date

Council Work Session
October 10, 2023

Action Type

Direction Requested

Recommendation

That Council create an ordinance establishing a Fire Safety Self-Inspection Program (FSIP).

Summary

A proposal for the establishment of an ordinance creating a Fire Safety Self-Inspection Program (FSIP).

- The goal of the FSIP is to ease some burden to the Casper Fire-EMS (CF-EMS) department operations and CRR divisions while still providing adequate fire and life safety for the visitors and citizens of the City of Casper.
- This program would be free to the occupancies/businesses that are selected to participate.
- The FSIP program would provide educational materials to occupancy/business owners and operators that outline fire safety best practices.
- The FSIP program would provide detailed guidelines that describe how to prepare for and how to perform a Fire Safety Self-Inspection.
- General guidelines will be provided on how to address and/or correct common fire code violations.
- The FSIP program will benefit the City of Casper citizens and the CF-EMS Department by providing a reduction in the frequency that Engine Companies and Fire Code Officials must perform fire inspections in lower acuity occupancies, while ensuring those occupancies still receive an adequate number of fire safety inspections.
- CF-EMS will periodically audit participating occupancies to ensure compliance with International Fire Code requirements and good faith participation in the SIP program.
- The FSIP program would be available to approximately 1800 commercial occupancies in the City of Casper. This is approximately 2/3rds of the commercial occupancies in the City.
- The FSIP program is built on the driving tenants of self-disclosure and education, with a non-punitive support system to ensure safe commercial occupancies in the City of Casper.

Financial Considerations

The implementation of a FSIP program would be budget neutral to the City of Casper. Commercial occupancies/businesses determined to be eligible for the self-inspection program but elect not to

participate or are removed from the FSIP program for non-participation would be required to have fire inspections performed by the CF-EMS personnel annually. Occupancies/Businesses requiring inspection by CF-EMS resources on an annual basis will be charged a fee for the initial annual fire inspection and one associated re-inspection, if applicable. The fee schedule would start at \$25 for the initial inspection and associated re-inspection. Any additional re-inspections that are needed would be charged at \$100 per instance.

Oversight/Project Responsibility

Jacob C. J. Black, Fire-EMS Chief

Jack L. Moore, Deputy Fire Chief Community Risk Reduction

Attachments

- Explanatory Document
- Fire Safety Self-Inspection Survey: Top 10 Fire Code Violations

Attachment

Explanatory Document

The Casper Fire-EMS (CF-EMS) Department is the Authority Having Jurisdiction for the City of Casper and is tasked with the implementation and enforcement of the International Fire Code. CF-EMS is obligated to perform fire safety inspections on commercial occupancies located within the incorporated boundaries of the City of Casper. These inspections are done to ensure the safety of the occupants within the structure and the safety of firefighters in the event a fire occurs within the structure. These inspections are usually performed on an annual or biennial basis. Traditionally these inspections were performed by fire inspectors assigned to the Community Risk Reduction Division (CRR) or by on-duty Engine Companies. The combined efforts of the CRR Division and Engine Companies are currently unable to keep up with the demand for fire inspections and the frequency at which they are required to be performed.

Historical practice along with laws, regulations, and the Insurance Services Office (ISO) ratings drive the frequency that certain occupancies are inspected. The City of Casper has a current ISO Class rating of 1, the highest rating possible. The fire prevention category of ISO rating is graded largely on the number and frequency of fire safety inspections being performed in our community. Occupancies such as daycares and respite care facilities are required by regulatory agencies at the State level to have an inspection yearly. Other occupancies with high life safety concerns such as educational facilities and facilities that house hazardous materials are also recommended to have an inspection annually. The business, mercantile, factory, and storage occupancies have traditionally been inspected every two years. Some occupancies are scrutinized by other enforcement agencies that have oversight, such as many of the institutional occupancies or certain State and Federal occupancies. There are some occupancies that may never have been inspected. In the absence of broad business license or registration requirements in the City of Casper, new business occupancies crop up and the FD may not be notified, resulting in that occupancy not getting fire safety inspections.

The CRR division is currently staffed with three full-time employees and the Deputy Chief of CRR. CRR Division personnel have additional specialized training to perform inspections in occupancies that are more technically demanding and complicated. The CRR division is also responsible for fire investigations, public education, new construction inspections, drone operations, youth fire setter intervention, and other CRR related responsibilities. The CRR division staffing level of four personnel is down from the staffing high level watermark of eight personnel in 2015. Due to the volume of calls for service and the rigorous training regimen that the operations personnel experience, the ability of Engine Companies to maintain or return to the frequency of fire inspections that they used to perform, even a few short years ago, has been determined to be infeasible. There are over 3000 occupancies in the City of Casper that need to have fire safety inspections performed on a regular basis for both the safety of the citizens that frequent them and for the safety of the firefighters that may have to respond to them in an emergency.

It is for the reasons above that the Casper Fire-EMS department requests the creation of a city ordinance mandating the development of a voluntary Commercial Fire Safety Self Inspection Program (FSIP). This program would be available to certain occupancies/businesses that have a low to moderate life safety risk. This risk determination is made by the CRR Division. Occupancies that are eligible for the program are determined by the CRR Division. Most of the business, mercantile, factory and storage occupancies in Casper would qualify for the program. These occupancies make up approximately 60 percent of the 3000 plus occupancies that require fire inspections in Casper. Inspection of these 1800 plus occupancies has been performed by Fire Engine companies. An FSIP program would reduce the frequency that fire engine crews would dedicate to fire inspections. Fire Engines currently inspect businesses on an annual or biennial basis. The FSIP program would reduce this frequency to once every third year in an audit role.

Participation in the proposed Fire Safety Self Inspection Program (FSIP) would be free of charge to these occupancies/businesses. Participating occupancies/businesses would perform a self-inspection via a digital format and submit the report to the CF-EMS annually. Self-Disclosure and Education are the foundation that the FSIP Program is built on. Occupancies would identify on the self-inspection form any fire safety deficiencies. Education on how to recognize, prevent and mitigate any deficiencies would be provided. Time frames for implementation of corrective measures would be provided as well. All participating businesses would then be subject to an in-person audit of their self-inspection every third year by a Casper Fire-EMS department fire official or Engine Company. If an audit of self-inspection by CF-EMS generates multiple re-inspections or indicates the filing of a false self-inspection report(s), the occupancy/business could be removed from the FSIP and no longer be eligible for participation. The self-inspection model is used by other Fire Departments to reduce the workload when these agencies do not have the requisite staffing levels needed to maintain adequate fire inspection frequency.

Casper Fire-EMS thanks you for your time and consideration.

Regards,

Deputy Chief Jack L. Moore
Casper Fire-EMS
Community Risk Reduction Division

Fire Safety Self-Inspection Survey: Top 10 Fire Code Violations

Note: This survey is designed to help identify potential fire hazards and compliance issues based on the top 10 common fire code violations. This Self Inspection Survey is tailored to address a multitude of International Fire Code concerns. The survey is organic and will change yearly in order to target a broad range of fire code requirements. By the time the third-year audit of records is performed by Casper Fire-EMS, the commercial occupancy will have inspected for at least sixty different fire code related concerns within their occupancy, as well as have received education about identifying, preventing and mitigating each of those 60 fire safety concerns.

It is the hope, that as an ancillary benefit, these fire safety self-inspection surveys and the information that accompanies them will follow the participants home and have the potential to impact fire safety in the private homes of the participants as well.

Below is an example of one of the fire safety surveys:

Step 1: Obstructed Exits

- Are all exit paths and doors clear of obstructions?
- Is there a clear path to exits without any clutter?

Step 2: Blocked Fire Extinguishers

- Are fire extinguishers accessible and visible?
- Is there a minimum clearance of 3 feet around each extinguisher?

Step 3: Lack of Exit Signs

- Are exit signs illuminated and visible above exit doors?
- Can exit signs be seen from all points along exit routes?

Step 4: Inadequate Emergency Lighting

- Is emergency lighting present along exit paths and direction changes?
- Have emergency lights been tested and are they functional?

Step 5: Improper Storage of Flammable Materials

- Are flammable liquids stored in approved containers and cabinets?
- Are these materials stored away from ignition sources?

Step 6: Blocked Fire Sprinklers

- Is there a clearance of at least 18 inches below sprinkler heads?
- Are materials stacked away from sprinkler deflectors?

Step 7: Blocked Fire Doors and Exits

- Are fire doors unobstructed and able to close fully?
- Are exit doors free from obstructions that might impede escape?

Step 8: Lack of Fire Alarm/Fire Sprinkler System Testing

- Is the fire alarm system and/or fire sprinkler system tested annually and free of deficiencies?
- Have fire drills been conducted to ensure proper responses?

Step 9: Inadequate Electrical Safety

- Are circuits and power strips overloaded?
- Are electrical panels accessible and free from obstructions?

Step 10: Poor Housekeeping Practices

- Are storage areas organized and free from clutter?
- Is trash and combustible material regularly removed?

Users can go through each step, answering “Yes,” “No,” or “Not Applicable” and providing additional notes. This self-assessment tool should help users identify potential fire hazards and compliance issues based on the top 10 common fire code violations.

September 28, 2023

MEMO TO: J. Carter Napier, City Manager *FT for JAN*
FROM: Justin Scott, Chief Building Official *JS*
Liz Becher, Community Development Director *LB*
SUBJECT: Chapter 15.12 – Board of Examiners and Appeals, and Contractor Licensing
Agenda Discussion

Meeting Type & Date:
Work Session Meeting, October 10, 2023

Action Type:
Direction Requested

Recommendation:
That Council, provide approval to move forward and/or direction on the Draft revisions to Chapter 15.12 Board of Appeals, Contractor Licensing, and Violations and Disciplinary Actions.

Summary:
In a previous work session held on October 11, 2022, Council asked that Community Development review the existing licensing and disciplinary section of the Municipal Code and provide additional licensing options to develop a defined workflow through the licensing categories including an additional “handyman” licensing category, simplify the licensing process to eliminate the need to go through a licensing board, and better-define the enforcement path for licensing violations. This process would eliminate the need for the licensing portion of the Board’s responsibilities and direct that responsibility onto the Building Division to verify and approve/deny license applications.

Former Building Official Dan Elston and City Attorney John Henley previously worked on a Draft to Chapter 15.12 which was never finalized. Chief Building Official Justin Scott has worked with City Attorney Eric Nelson to develop a Draft Chapter 15.12 to reflect the direction from that Work Session meeting.

Financial Considerations:
Not applicable.

Oversight/Project Responsibility:
The City of Casper Building Division/Community Development Department is responsible for updating and enforcing all City of Casper building codes.

Attachments:
Draft revisions to Chapter 15.12.
Redline Draft revisions to Chapter 15.12.

Chapter 15.12 BOARD OF APPEALS, CONTRACTOR LICENSING, AND VIOLATIONS AND DISCIPLINARY ACTIONS

15.12.010 Purpose.

The purpose of this chapter is to regulate and control the issuance of building permits within the city to licensed contractors; to provide for the various classifications of contractors; and to require strict adherence to the various codes and ordinances of the city relative to building construction, alteration, and repair.

(Ord. 6-91(part), 1991)

15.12.020 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

1. "Administrative authority" means the city manager or an authorized representative.
2. "Affidavit" means a properly notarized written statement from former employers, governmental entities, or firm representatives which will corroborate the number of years claimed to have been worked at the trade. This statement must describe the work performed and be written on the firm stationery or on an affidavit furnished by the authority having jurisdiction.
3. "Board" means the board of appeals as set forth by this chapter.
4. "Boiler operator, high pressure" means a person entrusted with the operation, care and management of steam boilers not in excess of two hundred fifty psi or water boilers not in excess of three hundred seventy-five psi.
5. "Boiler operator, low pressure" means a person entrusted with the operation, care and management of steam boilers not in excess of fifteen psi gauge pressure or water boilers not in excess of fifty psi.
6. "Building contractor" means a person who builds, constructs, alters, repairs, adds to or demolishes a building or structure for a fixed sum, price, fee, percentage or other compensation, and for which a permit is required.
7. "Commercial building" means a structure intended to be used for the exchange of goods and/or services, office facilities, warehousing or other commercial purpose.
8. "Demolition contractor" means a person who demolishes or removes a building or structure for which a permit is required and receives compensation for such services.
9. "Department" means the city building inspection division.
10. "Electrical contractor" means any person who contracts or offers to contract for another the planning, laying out, supervising and installing, or the making of additions, alterations and repairs in the installation or wiring of apparatus and equipment for electric light, heat and power. Such contractor shall hold a current state electrical contractor's license and be, or employ, a master electrician. Any person who only plans or designs electrical installations need not be classed as an electrical contractor.
11. "Electrical contractor, limited" means a person engaged in the installation of sound systems, burglar alarms, fire alarm systems and other low voltage systems under ninety volts.

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12. "Electrical wiring" means the fixed installation of electrical wires, appliances, fixtures or utilization equipment, used or to be used or to be maintained, on or in any building or property for electric heat, light, power, electric signs, smoke detectors, electric generation plants, electric heaters, fire alarms, burglar alarms, electric bells, electric signal and communication systems, telegraph messenger call systems, lighting fixtures or electrical utilization equipment of any kind or description, and is not intended to include portable appliances, portable fixtures or utilization equipment capable of being readily removed except portable signs, where established practices or the condition of use make it necessary or convenient for it to be detached from its source of current by means of flexible cord and attachment plug.
 13. "Electrician, apprentice" means a person being taught and laboring in the electrical trade as an employee under the supervision and in the presence of a master or journeyman electrician.
 14. "Electrician, journeyman" means a person having at least four years of experience in the electrical wiring industry with technical knowledge to wire, supervise, install and repair electrical apparatus and equipment for light, heat, power and other purposes, in accordance with the National Electrical Code, the city electrical ordinances and holding a current state journeyman's license.
 15. "Electrician, master" means a person having at least eight years practical experience in the electrical wiring industry with technical knowledge to properly plan, lay out and supervise the physical installation and repair of wiring apparatus and equipment for electrical light, heat, power and other purposes in accordance with the National Electrical Code, the city electrical ordinances, and holding a current state master electrician's license.
 16. "Full-time employee" means a person who is employed in an active full-time capacity as his principal employment. A qualifying person shall represent no more than one firm or corporation, and must be available during regular business hours.
 17. "Gasfitter" means a person who labors in the trade of installing gas piping as an employee of a plumbing contractor or gas utility.
 18. "Gas utility contractor" means a gas utility company which is authorized to conduct, carry on, or engage in the business of installation of appliances, except for water heaters and boilers, as defined by the Uniform Mechanical Code, latest edition, and must have a licensed gas utility installer as a full-time employee.
 19. "Gas utility installer" means a person who is employed in the trade of installation of gas appliances, except for water heaters and boilers, as defined by the Uniform Mechanical Code, latest edition.
 20. "License" means the authority granted by the city to a person authorizing that person to perform certain work as provided in this chapter.
 21. "Mechanical apprentice" means a person who labors in the trade of heating, air conditioning, refrigeration ventilation and associated sheet metal as an employee under the supervision and in the presence and instruction of a master or journeyman.
 22. "Mechanical contractor" means a person who may conduct, carry on or engage in the business of heating, air conditioning, ventilation, refrigeration and associated sheet metal work, as identified by the Uniform Mechanical Code, latest edition, and must have a licensed master mechanical as a full-time employee.
 23. "Mechanical journeyman" means a person who labors in the trade of heating, air conditioning, refrigeration ventilation and associated sheet metal work as an employee of a licensed mechanical contractor.
 24. "Mechanical master" means a person skilled in the planning, superintending and practical installation of heating, air conditioning, refrigeration ventilation and associated sheet metal work.

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25. "Mobile home contractor" means a person who may conduct, carry on or engage in the business of connecting, blocking, leveling, skirting and all other aboveground requirements necessary to place a mobile home in authorized mobile home areas.
 26. "Mobile home installer" means a person who labors in the trade of connecting, blocking, leveling, skirting and all other aboveground requirements necessary to place a mobile home in authorized mobile home areas.
 27. "Permit" means the written authority given by the city to build, construct, alter, repair, move, improve, remove, convert or demolish any building or structure or appurtenances thereto in the city as required by the Casper municipal code.
 28. "Person" means an individual, firm, partnership, corporation, company or association.
 29. "Plumber, apprentice" means a person who labors in the trade of plumbing as an employee under the supervision and in the presence of a master plumber or journeyman plumber.
 30. "Plumber, journeyman" means a person who labors in the trade of plumbing as an employee of a licensed plumbing contractor.
 31. "Plumber, master" means a person skilled in the planning, superintending and practical installation of plumbing, and who is familiar with the laws, rules and regulations governing the same.
 32. "Plumbing contractor" means a person who may conduct, carry on or engage in the business of plumbing, together with steam or hot water boiler installations, and must have a master plumber in full-time employment.
 33. "Qualifications" means experience obtained under the supervision of a licensed contractor, education received from a trade school or program, or any combination thereof which can be verified through affidavits or transcripts.
 34. "Qualified person" means a person who qualifies, as provided in this chapter, for a license on behalf of a company, partnership, corporation, or association.
 35. "Residential Building" means a structure intended to be used for human habitation.
 36. "Roofing contractor" means a person who constructs, alters, repairs, or is engaged in the business of installation and repair of roofs for compensation, and for which a permit is required.
 37. "Sewer cleaning contractor" means a person who is authorized to conduct, carry on or engage in the business of cleaning sewer lines, drain lines, sludge pits or sand traps.
 38. "Utility contractor" means a person who may engage in the business of installing and repairing of water and sewer lines and the installation and repair of septic systems, and must have a licensed utility installer in full-time employment.
 39. "Utility installer" means a person who labors in the trade of installing and repairing of water and sewer lines and septic systems from the building out, and is an employee of a licensed utility contractor.
 40. "Water conditioning contractor" means a person who is authorized to conduct, carry on or engage in the business of installation and repair of water piping as a part of a water treatment system.

(Ord. 7-03 § 1, 2003; Ord. 6-91(part), 1991) 15.12.020

15.12.030 License—Required—Contents.

- A. No person shall perform work as a contractor, or be issued a permit to do work within the city for which a permit is required, who has not met the qualifications for licensing and is found to be competent by a City provided examination or an International Code Council equivalent to perform the duties of the trade for which he has applied, and received a license so to act.
- B. A license issued to a partnership, corporation or legally recognized association or company, shall state the name, address and phone number of the qualified person upon whose competency it is issued, and the name and address of the partnership, corporation or legally recognized association or company to whom it is issued.

(Ord. 6-91(part), 1991)

15.12.040 License—Exceptions.

- A. The provisions of this chapter shall not apply to:
 - 1. Steam heating boilers operated at not over fifteen pounds per square inch gauge pressure in private residences or apartments of six or less families or to hot water heating or supply boilers operated at not over fifty pounds per square inch gauge pressure and temperatures not over two hundred fifty degrees Fahrenheit when in private residences or apartments of six or less dwelling units;
 - 2. A person who constructs, alters or repairs their own primary residence for their personal use, and not for resale or rent, without the aid of a building contractor may secure a permit without the necessity of being licensed. A person who alters or repairs their own commercial building, without the aid of a building contractor, may secure a permit without the necessity of being registered; provided, however, that such alterations or repairs shall not exceed ten percent of the building value over a two-year period, as determined by the administrative authority. In making such determination, the administrative authority shall consider and use appropriate guidelines published by national building trade organizations and comparative building values in the immediate area of the building for which a permit is sought;
 - 3. An owner of a residence and its accessory buildings, who makes ordinary repairs which can be considered as routine maintenance of their primary residence and accessory buildings, and which do not involve the structural soundness of the building, shall not be considered to be a building contractor. An application shall be submitted to the Department for approval for work requiring a permit
 - 4. Any person who constructs, repairs or alters a building or structure for which a permit is required, shall be required to become a licensed building contractor as provided herein, except for owner-occupied single-unit residences. An owner-occupied unit shall not be listed for resale for a period of one year after final inspection or work has been completed;
 - 5. Buildings constructed by a school or community college district as part of an industrial arts curriculum under the direct supervision of a qualified industrial arts instructor; provided, however, that the school or community college district shall have the installations inspected as required by law;
 - 6. Licensed electrical contractors employing master or journeyman electricians, or apprentice electricians supervised by a master or journeyman electrician shall install all electrical equipment. This requirement is waived for:
 - a. Installation by person or persons on their own primary residence if the property is not for immediate resale,

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- b. Oilfield operations, railroads, petroleum, refineries, mines and their appurtenant facilities,
 - c. Liquefied petroleum, gas, electric or communication facilities exercising their function as public utilities,
 - d. Cable TV, AM or FM radio stations, television stations and related services;
- B. The above exceptions shall not apply to any person who contracts or subcontracts to or for any primary residence owner.

(Ord. 6-91(part), 1991) 15.12.060

15.12.050 License—Classifications.

- A. Licenses cover only the work and/or services which is/are stated within each license classification. No work outside of the licensed classification shall be performed by any individual who does not possess the proper license covering such work as outlined in this section. Licenses shall be issued to the applicant upon presentation of a valid qualifications and after payment of the licensing fee. The licensee shall be the qualifying party of record for only one contractor/company at a time.
- B. There shall be the following class of licenses, and the holder of each license shall be authorized to do the following:
1. Building Contractor, Class I. To contract for the construction, alteration or repair of any type or size of structure permitted by the city building codes. Such license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee;
 2. Building Contractor, Class IIA. To contract for the construction, alteration or repair of all residential and commercial structures up to twelve thousand square feet of total area within the building footprint. Such license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee
 3. Building Contractor Class IIB. To contract for construction, alteration or repair of residential structures up to and including apartment buildings up to four dwelling units. Such license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee;
 4. Building Contractor, Class III. To contract for the repairing, remodeling or altering of a single-family unit or structure in an amount not to exceed twenty-five percent of the total square footage of the structure when such repair, remodel, or alteration requires a permit as provided by city ordinances. Such license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee
 5. Building Contractor Class IV. To contract for maintenance and repair of residential and commercial buildings consisting of the following:
 - a) Building:
 1. Drywall patch and repair not including the opening up of entire wall sections.
 2. Roofing shingle repair not to exceed 10 percent of the existing roof area.
 3. Window/door removal and replacement that does not require structural alteration to the existing structure.
 4. Deck repair, excluding structural components.

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5. Interior finish work excluded from permit requirements identified in the International Residential Code.
 6. Retaining walls six feet in height or less.
 7. Fences 8 feet in height or less.
 8. Accessory buildings under 200 square feet in floor area.
- b) Plumbing:
1. Repair of p-traps and drain piping contained within the cabinet area of the fixture.
 2. Removal and replacement of toilets and flanges.
 3. Exterior sprinkler systems from the vacuum breaker to throughout the sprinkler system.
 4. Dishwasher installation, removal, and replacement.
- c) Mechanical:
1. Removal of grills, registers, and diffusers that do not require alteration of existing ductwork.
- d) Electrical:
1. Changing of lighting elements within existing fixtures.
 2. Installation of decorative lighting.

Such license shall be issued to the applicant upon the successful completion of a written examination and the payment of the license fee.

6. Demolition Contractor. To contract for the demolition or removal of any structure or building. A demolition contractor license shall be issued upon the payment of the license fee;
7. Electrician's License, Master. The right and privilege to do any electrical wiring that may be required of a master electrician within the city limits and shall be a valid qualification for obtaining a contractor's license upon proper application and payment of fees. A master electrician's license shall be issued to the applicant upon presentation of a valid master electrician's license issued by the State Electrical Licensing Board and upon payment of the licensing fee. A master electrician shall be the master of record for only one contractor at a time;
8. Electrician's License, Journeyman. The right and privilege to do any electrical wiring that may be required of a journeyman electrician within the city limits. A journeyman's electrical license shall be issued to the applicant upon presentation of a valid journeyman electrician's license issued by the State Electrical Licensing Board and upon payment of the licensing fee;
9. Electrician's License, Apprentice. A licensed electrical contractor may employ registered apprentice electricians to assist master or journeyman electricians. Such apprentices shall be registered with the state and the city upon the payment of the licensing fee, and shall work under the immediate supervision of a master or journeyman electrician. No contractor shall have more than two apprentices for each master or journeyman electrician;
10. Electrical Contractor's License. The right and privilege to contract for the installation of any electrical wiring within the city limits. An electrical contractor's license shall be granted upon presentation of a valid electrical contractor's license issued by the State Electrical Licensing Board and upon payment of the licensing fee;

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11. Limited Electrical Contractor's License. The right and privilege to contract for installation of limited electrical wiring within the city limits. Limited electrical wiring is that wiring for which a limited contractor's license shall be obtained as defined in Section 15.28.020 of this title. A limited contractor's license shall be granted upon presentation of a valid limited contractor's license issued by the State Electrical Licensing Board and upon the payment of the licensing fee;
 12. Gasfitter's License. The right and privilege to install gas piping as an employee of a plumbing contractor or gas utility, within the city. A gasfitter's license shall be issued to the applicant upon the successful review by the Department and upon the payment of the licensing fee;
 13. Gas Utility Contractor. The right and privilege to conduct, carry on, or engage in the business of installation and service of gas appliances, except for water heaters and boilers, as defined by the International Mechanical Code and International Fuel Gas Code, latest editions. A license shall be issued to the applicant upon the payment of the license fee and proof of employment of a full-time gas utility installer;
 14. Gas Utility Installer. The right and privilege to do installation of gas appliances, except for water heaters and boilers, as defined by the International Mechanical Code and International Fuel Gas Code, latest editions. The utility installer license shall be issued to the applicant upon the successful completion of a written examination and the payment of the license fee;
 15. High Pressure Boiler Operator's License. The right and privilege to operate steam boilers not in excess of two hundred fifty psi gauge saturated steam pressure or water boilers operating not in excess of three hundred seventy-five psi gauge pressure and four hundred fifty degrees Fahrenheit temperature within the city. A high-pressure boiler operator's license shall be issued to the applicant upon the successful completion of a written examination, the successful review by the Division and the payment of the license fee;
 16. Low Pressure Boiler Operator's License. The right and privilege to operate steam boilers not in excess of fifteen psi gauge pressure or water boilers not in excess of fifty psi gauge pressure and two hundred fifty degrees Fahrenheit temperature within the city. A low-pressure boiler operator's license shall be issued to the applicant upon the successful completion of a written examination, the successful review by the Department and the payment of the license fee;
 17. Mechanical Contractor's License. The right and privilege to conduct, carry on or engage in the business of heating, ventilation, air conditioning, refrigeration and associated sheet metal work and as outlined in the Uniform Mechanical Code, latest edition, within the city. A license shall be issued to the applicant upon the payment of the license fee, and proof of employment of a full-time licensed mechanical master;
 18. Mechanical Master License. The right and privilege to do any heating, venting, air conditioning and refrigeration work that may be required within the city and shall be a valid qualification for obtaining a mechanical contractor's license. Such license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee;
 19. Mechanical Journeyman's License. The right and privilege to do any heating, venting, refrigeration and air conditioning work that may be required of a mechanical journeyman within the city, as an employee of a mechanical contractor. Such license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee;
 20. Mechanical Apprentice License. The right and privilege to work as an apprentice for a mechanical contractor within the city; provided such work time is in the presence and under the instruction of a licensed master or journeyman. An apprentice license shall be issued to the mechanical contractor in

the name of the applicant upon payment of the license fee. Such license shall be valid only for the term of their employment with that contractor. No mechanical contractor shall have more than one apprentice for each city licensed journeyman or master mechanical;

21. Mobile Home Contractor. The right and privilege to install mobile homes and the related exterior work of plumbing connections, blocking, leveling, skirting and all other aboveground requirements. The license will be issued upon proof of full-time employment of a mobile home installer and payment of license fees;
22. Mobile Home Installer. The right and privilege to do plumbing, blocking, leveling and skirting work related to the outside of a mobile home. A mobile home installer's license will be issued upon the successful completion of a written exam and the payment of license fees;
23. Plumbing Contractor's License. The right and privilege to contract for the installation of any plumbing work, including the installation of steam or water boilers, within the city. A plumbing contractor's license shall be granted upon the payment of a license fee;
24. Master Plumber's License. The right and privilege to do any plumbing work that may be required of a master plumber within the city and shall be a valid qualification for obtaining a plumbing contractor's license. A master plumber's license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee;
25. Journeyman Plumber's License. The right and privilege to do any plumbing work that may be required of a journeyman plumber, as the employee of a plumbing contractor within the city. A journeyman plumber's license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee;
26. Apprentice Plumber's License. The right and privilege to work as an apprentice plumber for a plumbing contractor within the city. An apprentice plumber's license shall be issued, in the name of the applicant, to the plumbing contractor with whom they are employed. An apprentice license shall be issued to the plumbing contractor in the name of the applicant upon payment of the license fee. Such license shall be valid only for the term of their employment with that contractor. No plumbing contractor shall have more than one apprentice for each city licensed journeyman or master plumber;
27. Roofing Contractor's License. The right and privilege to repair, alter, and install roofs, roofing material and related decking material. A roofing contractor's license shall be issued upon the successful completion of a written examination and the payment of the license fee;
28. Sanitary Sewer Cleaning Contractor's License. The right and privilege to clean: Sanitary sewers or drain lines; sludge pits and sand traps within the city. A sanitary sewer cleaning contractor's license shall be issued to the applicant upon the payment of a fee;
29. Utility Contractor's License. The right and privilege to repair and install sewer and water lines from the building out. Such license shall be issued to the applicant upon the successful completion of a written examination and the payment of the license fee, and proof of employment of a full-time licensed utility installer;
30. Utility Installer's License. The right and privilege to repair and install sewer and water lines from the building out. Such license shall be issued to the applicant upon the successful completion of a written examination and the payment of the license fee;
31. Water Conditioning Contractor's License. The right and privilege to install water conditioning and softening systems within the city. Such license shall be issued to the applicant upon the payment of the license fee.

B. Each contractor must have and maintain during the effective period of their license:

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1. Telephone service where they may be contacted during normal business hours; and
 2. All motor vehicles owned or leased by a contractor must carry identifying signs showing the contractor's name; and.
 3. Insurance as required by Section 15.12.140.
- C. A licensed contractor shall be responsible for all work included under their permit whether or not such work is done by the contractor or their sub-contractor(s).

(Ord. 7-03 § 2 (part), 2003; Ord. 6-91(part), 1991) 15.12.070

(Ord. No. 5-16, § 1, 4-5-2016)

15.12. 060 License—Application.

- A. All persons required to be licensed by this chapter shall apply for said license upon a form approved by the Department
- B. The application shall measure the applicant's knowledge of the applicable codes, laws and ordinances adopted by the city for the particular license category for which the license is being applied for. The Department shall set the application standards and establish procedures which shall be uniform for each license category.
- C. The determination of eligibility for license or other matters pertaining thereto shall be by the Department. Each applicant shall be required to successfully complete and pass an examination which is derived from the applicable state, national, and municipal code(s) and is approved by the Department. The examination shall test the competency of the applicant in relation to the license category being applied for.
- D. Every person subject to the licensing requirements of this chapter shall make an application for such license prior to submitting for the required permit(s) to construct. The license application must be approved and issued before the permit to construct is approved. No work requiring a permit shall be performed prior to license issuance.

(Ord. 6-91(part), 1991)

15.12.070 License—Experience and examination criteria.

- A. The Department will license without examination, an applicant for a category of license which is not required by Section 15.12.060, or by an applicant who holds a valid license issued by another Wyoming entity which has or had at the time the applicant was licensed, requirements for licensure similar to those of this chapter, and who offers reciprocity with the city. All tests given by the Wyoming Association of Municipalities or an equivalent International Code Council (ICC) contractor certification exam for the applicant's license classification, and proof of a passing score of a minimum of seventy-five percent will be accepted by the Department. Any previous licensure provided will be subject to the Departments background checks with such entity to verify the validity of documentation, competency, and the contractor's work/permit history.
- B. The following is the experience criteria. All examinations require seventy-five percent or more for a passing score. Affidavits as described in Section 15.12.020(2) are required if prior experience is claimed.
 1. No examinations are required for any apprentice classification;
 2. Master Plumber. Applicants for a master plumber's license must have a certificate of completion of apprenticeship training, or the equivalent of four-years of experience in a licensed plumbing shop and five-years of experience as a journeyman or master plumber in a licensed plumbing shop. Each full year

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of experience as a journeyman plumber or master plumber under a recognized licensing authority of a state or other municipality having licensed examinations comparable to that of the city will be accepted in lieu thereof for each year required or experience in this category and shall be documented by affidavits from former employers which must be acceptable to the Department;

3. Journeyman Plumber. Completion of a four-year plumbing apprenticeship training program recognized by the federal government. One year of experience as an apprentice plumber, journeyman plumber or master plumber under a recognized authority of a state or municipality may be substituted for each year of required apprenticeship or experience in this category and shall be documented by affidavits from former employers which must be acceptable to the Department;
 4. Building Contractor. Affidavits showing qualifications to perform work related to the license category being applied for shall be approved by the Department. The required minimum experience in the category of a general contractor's license being applied for is: Class I requires eight years of experience, Class II-A requires six years of experience, Class II-B requires six years of experience, Class III requires four years of experience, and Class IV requires two years of experience. Qualifications shall be under the supervision of a currently licensed contractor or otherwise approved by the Department, and shall contain evidence of competency in all areas of construction that fall under the applied for license category;
 5. Mechanical Master. Applicants for a mechanical master's license must have a certificate of completion of apprenticeship training, or the equivalent of four years' experience in a licensed mechanical shop and five years' experience as a journeyman or master mechanical in a licensed mechanical shop. Each full year of experience as a journeyman or master mechanical under a recognized licensing authority of a state or other municipality having licensed examinations comparable to that of the city will be accepted in lieu thereof for each year required, or experience in this category and shall be documented by affidavits from former employers which must be acceptable to the Department;
 6. Mechanical Journeyman. The completion of a four-year mechanical training program recognized by the federal government, or one years of experience as a mechanical apprentice, mechanical journeyman, or mechanical master under a recognized authority of a state or municipality may be substituted for each year of required apprenticeship, or experience in category and shall be documented by affidavits from former employers which must be acceptable to the Department;
 7. Low Pressure Boiler Operator. Shall have not less than three-months full-time experience in the actual operation of a boiler in this classification as defined by the mechanical code;
 8. High Pressure Boiler Operator. Shall have not less than two-years full-time experience in the actual operation of a boiler and steam driven machinery in this classification as defined by the mechanical code, under the supervision of a person holding a valid license;
 9. Utility Installer. Shall have one-year of experience in the utility contracting trade or with a licensed plumber.
- C. Any person who fails to pass an examination may schedule reexamination up to two subsequent times. Should such person fail to pass the second and subsequent time, the Department shall refuse a 4th or subsequent examination until after the expiration of six months. Such person shall not work in the intervening time in the category for which the application was submitted.

(Ord. 7-03 § 2 (part), 2003; Ord. 6-91(part), 1991)

(Ord. No. 5-16, § 1, 4-5-2016)

15.12.080 License—Payment—Issuance.

The applicant, after the completion of all licensing requirements, shall pay for and upon payment receive the appropriate license within ninety days after notification of approval of the application, and subsequent application approval shall become null and void. Thereafter, a new application shall be required.

(Ord. 6-91(part), 1991)

15.12.090 License—Register.

The Department shall maintain a register reflecting the name of each person who has currently applied for or is licensed by the city for the current calendar year.

(Ord. 7-03 § 2 (part), 2003: Ord. 6-91(part), 1991)

15.12.100 License—Partnerships, corporations and associates, and limited liability companies—Conditions.

- A. A partnership, corporation or association in good standing, or limited liability company (for the purposes of this section, any or all shall be referred to as "firm") may be issued a license required by this chapter upon compliance with the following:
 - 1. The individual applying must be an active owner, partner, officer, member, or full-time salaried employee of the firm;
 - 2. The license, if issued, shall be in the name of the individual and shall show on its face the name of the individual upon whose competency it is issued, and then the name of the firm for whom the individual is doing business or is employed.
- B. A license issued under this section shall be valid only so long as the individual who is named on the license as the qualified person shall remain in or with the firm in the capacity required in subdivision 1 of subsection A of this section. In the event the individual who is named on the license issued to a firm leaves the firm or severs their active participation with said firm without notifying the department within ten days, said individual shall not be entitled to apply for and receive a new license for a period of ninety days.
- C. If the individual qualifying on behalf of the firm ceases to be connected with the firm to which a license has been issued, said firm shall notify the Department in writing within ten days of such cessation; and said firm shall apply to the Department for an extension of time to qualify through another person. Said time extension shall in no case be longer than ninety days. If the firm fails to notify the department within the ten-day period, at the end of such period, its license shall be suspended until such time as a new person in the firm qualifies for a license as required by this chapter, and said license is issued. Any firm may substitute a name of a qualified person on its license so long as it notifies the Department and said person is a member of the firm as required by this chapter. Upon such notice, the Department shall issue a new license with the substituted name.
- D. A new license shall be required for any firm which permanently changes its name or legal status. A new license shall be issued and a fee shall not be charged for the issuance of a new license in the event of such a change; provided that the Department is notified within ten days of the effective date of the change; and provided that the individual upon whose competency the license is issued is a member of the new firm as required in this section and is a qualified person. In the event notice is not provided within ten days, at the end of said period the fee for new licenses shall be charged for the issuance of a license. In addition, if notice

is not given as provided herein, the firm and its employees shall be considered to be operating without a license and shall be in violation of this chapter.

- E. In the event a firm is issued a license, the individual upon whose competency the license is issued shall be responsible to ensure that the firm and its employees comply with the provisions of this chapter. In the event any employee of the firm violates any provision of this chapter, both the employee and the firm shall be deemed to be in violation hereof.

(Ord. 6-91(part), 1991) 15.12.120

15.12.110 License—Renewal.

All licenses shall expire on the last day of each year. Licenses shall be renewed annually with a thirty-day grace period following the renewal date. The department shall have the authority to reissue a license; provided such reissuance shall be accomplished prior of the date of expiration or within the thirty-day grace period. If such license is not renewed prior to that time, the license shall be declared null and void, and a new application shall be filed with the Department. Any work done by any person for which a license is required that is performed after the thirty-day grace period, and prior to obtaining a valid license, shall be a violation of this chapter.

(Ord. 6-91(part), 1991)

15.12.120 License transfers.

There shall be no license transfers of a license held by one person to another person. There is no entitlement to transfer any license issued under the authority of this ordinance to another person, entity, or firm. The dissolution of a business entity which has been licensed terminates the license and no person may thereafter operate under that license.

- A. Licensees wishing to change a name, address, email, or phone number shall apply to the Department indicating such change. Upon approval by the Department, a certificate of insurance shall be submitted with the new name of the company and the city of Casper as a certificate holder prior to the issuance of the new license.
- B. A new license is required for the creation of a new business entity or with transfer of ownership involving a registered person.

15.12.130 Licensee responsibility.

A licensee shall be responsible for work requiring a permit under the provisions of this chapter or other applicable city ordinance without limitation to the items as herein listed, and shall do or cause to be done the following:

- A. To present their license when requested by the administrative authority;
- B. To obtain a permit when the same is required prior to the commencement of work unless work is due to an emergency repair. Emergency repairs shall be permitted as required by this code no later than by the end of the next business day;
- C. To faithfully construct, without substantial departure from or disregard of drawings and specifications, when such drawings and specifications have been filed and approved by the building department and a permit issued for same, unless such changes are approved by the owner, owner's agent, and the Department;

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- D. To complete all work authorized on the permit issued by the Department unless good cause is shown;
 - E. To obtain inspection services when the same are required by city Municipal and adopted Building Codes;
 - F. To pay any fee assessed under the authority of the Municipal or Building Code adopted by the city;
 - G. To build in compliance with all Municipal and adopted codes;
 - H. To warrant the workmanship, structural soundness, and code compliance of the residence or building for a period of one year from the date of the issuance of the final certificate of occupancy of such residence or building by the Department, or in case of a remodeling, one year from the date of the approved final inspection by the Department.
 - I. To be responsible for all work performed by the licensee, licensee's employees, and subcontractors, whether permit is required or not.
 - J. To verify and ensure that all subcontractors and employees are properly licensed for the work which they are performing.
 - K. Report in writing to the Department, within three (3) working days, all events occurring within any construction or demolition project which has caused structural damage to any building, structure, and/or utility
 - L. Pay and all fees for permits, plan checks, special or re-inspections, and penalties assessed under the authority of this ordinance and the adopted Building Codes.
 - M. Comply with every lawful order or notice entered or issued by the Department or administrative authority.

(Ord. 6-91(part), 1991)

15.12.140 License—Insurance requirements.

Every contractor granted a license of any kind under the terms of this chapter shall be required as a condition of receiving and holding said license to maintain, at all times, employer's liability insurance and workman's compensation insurance, if employees are hired by such contractor, and public liability insurance of a minimum limit of not less than two hundred fifty thousand dollars for personal injury or death of one person; five hundred thousand dollars for personal injury or death of all persons arising out of any one incident; property damage insurance with a minimum limit of not less than two hundred fifty thousand dollars for one incident; and shall furnish the city a certificate that such insurance is maintained.

(Ord. 7-03 § 2 (part), 2003: Ord. 6-91(part), 1991)

15.12.150 Probation, suspension or revocation—Conditions.

The administrative authority may suspend or revoke a license when the licensee or an employee of the licensee commits one or more of the following acts or omissions:

- A. Failure to comply with any of the requirements of this ordinance;
- B. Knowingly combining or conspiring with any unlicensed person to evade the provisions of this chapter, by permitting one's license to be used by such person;
- C. Knowingly acting as agent, partner, associate or in any other capacity, with any unlicensed person, to evade the provisions of this chapter;

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- E. Knowingly violating any provision of any city ordinance;
 - D. Hiring or subcontracting to unlicensed subcontractors or persons not legally permitted to be performing the work;
 - E. Occupying a structure prior to obtaining an approved temporary or final certificate of occupancy or an approved final inspection;
 - F. Failure to convert a temporary certificate of occupancy into a certificate of occupancy due to failure of meeting the temporary certificate of occupancy's terms and conditions.
 - G. Obtaining a license or permit by fraud or misrepresentation;
 - H. Non-payment of building permit, plan check, or any other city assessed fees;
 - I. Failure to obtain required permits prior to the commencement of work as required by Municipal and Building Codes;
 - J. Overtly aggressive or threatening behavior towards city officials;
 - K. Performing work not allowed under the licensee's currently held license classification;
 - L. Failure to request inspections required by the Department;
 - M. Working with an expired or suspended license;
 - N. Repetitive misrepresentation of permit valuations.
 - O. Repetitive confirmed complaints involving violations of this ordinance, pertaining to a licensee or licensee's subcontractors, representative(s), or employee(s).
 - P. Having a licensed suspended or revoked in another jurisdiction.

(Ord. 6-91(part), 1991)

15.12.160 Probation, suspension or revocation—Procedure.

Failure to comply with license requirements may result in a suspension or revocation of an issued license and shall be considered when an application is made for a new or reinstatement of a suspended or revoked license. Disciplinary proceedings under this section shall be commenced, first, by filing a written complaint upon a form provided by the Department. Complaints may be filed by any city of Casper resident, licensed contractor, by the Department, or by the administrative authority. All complaints shall be filed within sixty (60) days of the discovery of an alleged violation. Failure to file a complaint within the required time limitation shall result in the dismissal of the complaint.

Complaints shall be filed on a Department provided form, and shall include the following:

1. The name, address, and telephone number of each complainant;
2. The name, address, and telephone number of the licensee/respondent;
3. The location, day, and time that the alleged violation occurred;
4. The persons and/or basis on which the complaint is based;
5. A statement which cites the specific Municipal or adopted Building Code(s) that were violated;
6. The signature of the complainant, verifying to the best of their knowledge, that the information set forth within the complaint is true and correct.

The administrative authority and/or Department will review all complaints received and investigate their validity. If there are legitimate license violations that have occurred then the Department will mail a notice of violation to the licensee/respondent at the business address that is on file with the city by e-mail and/or certified mail. In lieu of an invalid mailing address, the notice of violation shall be given through personal delivery.

Upon validation of a complaint or complaints, and/or when any of the acts or omissions as enumerated in section 15.12.160 are committed by a licensee or their employee(s) or representative(s), and the administrative authority or the Department deems that such license shall be put on probation, suspended or revoked, the procedure shall be as follows:

- A. The administrative authority shall give notice to licensee by e-mail, certified mail, or by personal delivery of the facts or conduct which warrant the probation, suspension, or revocation of the license, and that such probation, suspension, or revocation will be effective immediately if a request for a hearing on such matter is not received as provided in subsection B of this section. If a request is made, the discipline shall be stayed until completion of the appeal;
- B. Upon receipt of the notice, the licensee shall respond to the allegations and may request a hearing before the appeals board. Such request shall be in writing to the administrative authority and city attorney's office within seven (7) business days of receipt of notice. At such hearing, Department shall be represented by the city attorney's office, who shall present evidence of the licensure violation(s) in question. The licensee shall be given an opportunity to show their compliance with the licensure requirements for the retention of the license. The hearing shall be conducted in compliance with the procedures of the Wyoming Administrative Procedure Act. Failure by the licensee to respond to the allegations or request an appeal hearing shall be deemed a waiver of any appeal and the order of probation, suspension, or revocation shall become final;
- C. If a hearing is requested by the licensee, the appeals board shall direct and the administrative authority shall set a time, date, and place for such hearing, and so notify the licensee in writing. Such notice shall include a statement of:
 1. The time, place and nature of the hearing;
 2. The legal authority and jurisdiction under which the hearing is to be held;
 3. The alleged licensure violations involved;
 4. The administrative authority's requested consequence for the violation;
- D. When a hearing is conducted, all interested parties, including their attorney(s), may be in attendance. Upon completion of the hearing the appeals board shall notify the licensee, within five (5) working days, of its findings and ruling in writing by e-mail and/or certified mail;
- E. Decisions of the board may be appealed in accordance with the Wyoming Administrative Procedures Act and Wyoming Rules of Appellate Procedure.

(Ord. 6-91(part), 1991) 15.12.170

15.12.170 Probation, suspension or revocation—Disciplinary progression and timeframe.

If the appeals board upholds the findings and determination of the administrative authority or Department then the minimum probationary, suspension, or revocation period shall be as follows:

1. First offense of any of the licensure requirements within a calendar year shall require the license to be placed on probation for not less than six (6) months;

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2. Second offense of any of the licensure requirements within a calendar year shall require the license to be suspended for not less than six (months);
 3. Third offense of any of the licensure requirements within a calendar year shall require the license to be revoked for not less than one (1) year;
 4. Any subsequent violations for the licensure requirements within a calendar year shall result in penalties outlined in section 15.12.210 of this chapter and may result in permanent revocation of city licensure;
 5. History of two (2) consecutive calendar years of disciplinary action against a license will result in the permanent revocation of city licensure.

If no further violations occur within the probationary, suspension, or revocation timeframe, then the license may be reinstated. Insurance requirements and renewal fees shall be up to date prior to the reinstatement of the license.

15.12.180 Suspension or revocation—Emergency suspension.

If the administrative authority finds that just cause concerning imminent danger to personal safety or health conditions exists for suspension or revocation of a license, the Department may enter an order for immediate suspension and suspend the activities of the licensee. The licensee may, upon notice of such suspension, request an immediate hearing before the board and the hearing shall be conducted as soon as possible in the manner prescribed in this chapter.

(Ord. 6-91(part), 1991)

15.12.190 Suspension or revocation—Ineligibility for new licenses.

A person whose license has been put on probation, suspended, or revoked shall not be entitled to file a new application by the establishment of a new legal entity, in which the individual has ownership interest, during the length of such revocation or suspension.

(Ord. 6-91(part), 1991)

15.12.200 Violation—Penalty.

In addition to the probation, suspension, and revocation of any license as provided in this chapter, any person who violates any provisions of this chapter, or any rule or regulation promulgated hereunder, is guilty of a misdemeanor, the penalty for which is prescribed under Chapter 1.28 of this code.

(Ord. 6-91(part), 1991)

15.12.210 Board of appeals.

A. There is hereby established a board to be known as the board of appeals, consisting of seven members. The members shall be residents of Natrona county and shall be selected and appointed by the city council. Members shall consist of:

1. A licensed master plumber;

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2. A licensed mechanical master;
 3. A licensed master electrician;
 4. A professional engineer or architect;
 5. A licensed class I building contractor;
 6. A licensed utility contractor, licensed mobile home installer, or licensed boiler operator; and
 7. A member of the general public.
- B. All members of the board shall serve without pay and until which time that they resign or are removed from their position for just cause. The board shall meet monthly or at such times as necessary to conduct business. The board shall elect, from its membership, a chairman, vice-chairman, and secretary who shall serve one-year terms. Four regular members shall constitute a quorum to transact business and for the performance of any duty or for the exercise of any powers of the board. The city council may remove any member for cause. Vacancies shall be filled by appointment by the city council.
- C. Any person may appeal a decision of the Department or administrative authority with regard to any official decisions, conditions, or actions as provided by this chapter, or the suitability of alternate materials, methods of construction or interpretation of the building, mechanical, electrical, plumbing and fire codes adopted by the city. Appeal shall be commenced by the person by giving written notice of such appeal and stating therein the decision and reasons for the appeal to the secretary of the board of appeals within a period of five working days of the decision. The administrative authority shall present, in writing, to the board within five working days thereafter, all facts pertaining to the decision rendered.
- D. The board of appeals shall, within thirty calendar days thereafter, hold a hearing and follow the hearing procedures set forth in subsections C, D and E of Section 15.12.170.

(Ord. 6-91(part), 1991)

15.12.220 Transitional provisions.

Except as otherwise expressly provided herein, this chapter shall not be construed to require the duplication or reissuance of any license or certificate within the same calendar year, the duplication of any application, nor the duplication of any payment of any license or certificate fee for a particular grade of license or certificate within the same calendar year. All persons in the building and construction industries presently licensed under former codes and ordinances of the city shall be deemed to be appropriately licensed hereunder. Any such licensee under a former city code or ordinance who fails to reapply for a license upon expiration of the existing license or any grace period allowed by this chapter shall be deemed to be in violation of this chapter if such person does or performs any work for which a license is required by this chapter.

(Ord. 6-91(part), 1991)

**Chapter 15.12 BOARD OF ~~EXAMINERS AND~~ APPEALS, ~~AND~~ CONTRACTOR
LICENSING, AND VIOLATIONS AND DISCIPLINARY ACTIONS**

15.12.010 Purpose.

The purpose of this chapter is to regulate and control the issuance of building permits within the city to licensed contractors; to provide for the various classifications of contractors, and to require strict adherence to the various codes and ordinances of the city relative to building construction, alteration, and repair.

(Ord. 6-91(part), 1991)

15.12.020 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

1. "Administrative authority" means the city manager or ~~his an~~ authorized representative.
2. "Affidavit" means a properly notarized written statement from former employers, governmental entities, or firm representatives which will corroborate the number of years claimed to have been worked at the trade. This statement must describe the work performed and be written on the firm stationery or on an affidavit furnished by the ~~administrative authority~~ authority having jurisdiction
3. "Board" means the ~~contractor licensing board of examiners and~~ board of appeals as set forth by this chapter.
4. "Boiler operator, high pressure" means a person entrusted with the operation, care and management of steam boilers not in excess of two hundred fifty psi or water boilers not in excess of three hundred seventy-five psi.
5. "Boiler operator, low pressure" means a person entrusted with the operation, care and management of steam boilers not in excess of fifteen psi gauge pressure or water boilers not in excess of fifty psi.
6. "Building contractor" means a person who builds, constructs, alters, repairs, adds to or demolishes a building or structure for a fixed sum, price, fee, percentage or other compensation, and for which a permit is required
7. "Commercial building" means a structure intended to be used for the ~~barter-exchange~~ barter-exchange of goods and/or services, office facilities, warehousing or other commercial purpose, ~~as opposed to a residence, which shall mean a structure intended to be used for human habitation~~
8. "Demolition contractor" means a person who demolishes or removes a building or structure for which a permit is required and receives compensation for such services. a fixed sum, price, fee, percentage or other compensation and for which a permit is required.
9. "Department" means the city building inspection ~~department~~ division.
10. "Electrical contractor" means any person who contracts or offers to contract for another the planning, laying out, supervising and installing, or the making of additions, alterations and repairs in the installation or wiring of apparatus and equipment for electric light, heat and power. Such contractor

shall hold a current state electrical contractor's license and be, or employ, a master electrician. Any person who only plans or designs electrical installations need not be classed as an electrical contractor.

11. "Electrical contractor, limited" means a person engaged in the installation of sound systems, burglar alarms, fire alarm systems and other low voltage systems ~~of~~ under ninety volts.
12. "Electrical wiring" means the fixed installation of electrical wires, appliances, fixtures or utilization equipment, used or to be used or to be maintained, on or in any building or property for electric heat, light, power, electric signs, smoke detectors, electric generation plants, electric heaters, fire alarms, burglar alarms, electric bells, electric signal and communication systems, telegraph messenger call systems, lighting fixtures or electrical utilization equipment of any kind or description, and is not intended to include portable appliances, portable fixtures or utilization equipment capable of being readily removed except portable signs, where established practices or the condition of use make it necessary or convenient for it to be detached from its source of current by means of flexible cord and attachment plug.
13. "Electrician, apprentice" means a person being taught and laboring ~~at~~ in the electrical trade as an employee under the supervision and in the presence of a master or journeyman electrician.
14. "Electrician, journeyman" means a person having at least four years of experience in the electrical wiring industry with technical knowledge to wire, supervise, install and repair electrical apparatus and equipment for light, heat, power and other purposes, in accordance with the National Electrical Code, the city electrical ordinances s and holding a current state journeyman's license.
15. "Electrician, master" means a person having at least eight years practical experience in the electrical wiring industry with technical knowledge to properly plan, lay out and supervise the physical installation and repair of wiring apparatus and equipment for electrical light, heat, power and other purposes in accordance with the National Electrical Code, the city electrical ordinances s, and holding a current state master electrician's license.
16. "Full-time employee" means a person who is employed in an active full-time capacity as his principal employment. A qualifying person shall represent no more than one firm or corporation, and must be available during regular business hours.
17. "Gasfitter" means a person who labors ~~at~~ in the trade of installing gas piping as an employee of a plumbing contractor or gas utility.
18. "Gas utility contractor" means a gas utility company ~~may~~ which is authorized to conduct, carry on, or engage in the business of installation of appliances, except for water heaters and boilers, as defined by the Uniform Mechanical Code, latest edition, and must have a licensed gas utility installer as a full-time employee.
19. "Gas utility installer" means a person who is employed in the trade of installation of gas appliances, except for water heaters and boilers, as defined by the Uniform Mechanical Code, latest edition.
20. "License" means the authority granted by the city to a person ~~to whom it is issued~~ authorizing ~~said~~ that person to perform certain work as provided in this chapter.
21. "Mechanical apprentice" means a person who labors ~~at~~ in the trade of heating, air conditioning, refrigeration ventilation and associated sheet metal as an employee under the supervision and in the presence and instruction of a master or journeyman.
22. "Mechanical contractor" means a person who may conduct, carry on or engage in the business of heating, air conditioning, ventilation, refrigeration and associated sheet metal work, as identified by the Uniform Mechanical Code, latest edition, and must have a licensed master mechanical as a full-time employee.

23. "Mechanical journeyman" means a person who labors ~~at~~in the trade of heating, air conditioning, refrigeration ventilation and associated sheet metal work as an employee of a licensed mechanical contractor.
24. "Mechanical master" means a person skilled in the planning, superintending and practical installation of heating, air conditioning, refrigeration ventilation and associated sheet metal work.
25. "Mobile home contractor" means a person who may conduct, carry on or engage in the business of connecting, blocking, leveling, skirting and all other aboveground requirements necessary to place a mobile home in authorized mobile home areas~~established parking areas~~.
26. "Mobile home installer" means a person who labors ~~at~~in the trade of connecting, blocking, leveling, skirting and all other aboveground requirements necessary to place a mobile home in authorized mobile home areas~~connecting gas, waste and/or water in a mobile home as an employee of a mobile home contractor~~.
27. "Permit" means the written authority given by the city to build, construct, alter, repair, move, improve, remove, convert or demolish any building or structure or appurtenances thereto in the city as required by ~~city ordinance~~the Casper municipal code.
28. "Person" means an individual, firm, partnership, corporation, company or association.
29. "Plumber, apprentice" means a person who labors ~~at~~in the trade of plumbing as an employee under the supervision and in the presence of a master plumber or journeyman plumber.
30. "Plumber, journeyman" means a person who labors ~~at~~in the trade of plumbing as an employee of a licensed plumbing contractor
31. "Plumber, master" means a person skilled in the planning, superintending and practical installation of plumbing, and who is familiar with the laws, rules and regulations governing the same.
32. "Plumbing contractor" means a person who may conduct, carry on or engage in the business of plumbing, together with steam or hot water boiler installations, and must have a master plumber in ~~his~~ full-time employment.
- ~~33.~~ "Qualifications" means experience obtained under the supervision of a licensed contractor, education received from a trade school or program, or any combination thereof which can be verified through affidavits or transcripts.
- ~~3334.~~ "Qualified person" means ~~an individual~~ person who qualifies, as provided in this chapter, for a license on behalf of a company, partnership, corporation, or association.
- ~~35.~~ "Residential Building" means a structure intended to be used for human habitation.
- ~~3436.~~ "Roofing contractor" means a person who ~~solely~~ constructs, alters, repairs, or is engaged in the business of installation and repair of roofs for ~~a fixed sum, price, fee, percentage or other~~ compensation, and for which a permit is required.
- ~~3537.~~ "Sewer cleaning contractor" means a person who ~~may be authorized to~~ conduct, carry on or engage in the business of cleaning sewer lines, drain lines, sludge pits or sand traps.
- ~~3638.~~ "Utility contractor" means a person who may engage in the business of installing and repairing of water and sewer lines and the installation and repair of septic systems, and must have a licensed utility installer in ~~his~~ full-time employment
- ~~3739.~~ "Utility installer" means a person who labors ~~at~~in the trade of installing and repairing of water and sewer lines and septic systems from the building out, and is an employee of a licensed utility contractor.

3840. "Water conditioning contractor" means a person who may is authorized to conduct, carry on or engage in the business of installation and repair of water piping as a part of a water treatment system.

(Ord 7-03 § 1, 2003; Ord 6-91(part), 1991) 15 12 020

~~15.12.030 Board of examiners—Membership—Quorum—Vacancies and removal from office.~~

~~A. There is established a board to be known as the board of examiners, consisting of seven members. The administrative authority shall serve as secretary and ex-officio member of the board. The members shall be residents of Natrona County and shall be appointed by the city council. The board shall elect from its membership a chairman and vice chairman on a yearly basis.~~

~~B. The members shall consist of:~~

- ~~1. A licensed master plumber;~~
- ~~2. A licensed master mechanical;~~
- ~~3. A licensed master electrician;~~
- ~~4. A professional engineer or architect;~~
- ~~5. A licensed Class I building contractor;~~
- ~~6. A licensed utility contractor, licensed mobile home installer or licensed boiler operator; and~~
- ~~7. A member of the general public.~~

~~C. All members of the board shall serve without pay. The board shall meet monthly or at such times as necessary to conduct its business. The board shall elect its own chairman and vice chairman, who shall serve one-year terms, from the regular members. Four regular members shall constitute a quorum to transact business and for the performance of any duty or for the exercise of any powers of the board.~~

~~The city council may remove any member for cause. Vacancies shall be filled by appointment by the city council.~~

~~(Ord. 7-03 § 2 (part), 2003; Ord. 6-91(part), 1991)~~

~~15.12.040 Board of examiners—Powers and duties.~~

~~A. The board has authority to issue licenses in accordance with this chapter, adopt rules and regulations for the conduct of the board for the issuance of licenses, the procedures for appeals and all other matters concerning the administration of this chapter.~~

~~B. The board shall act as a board of appeals in making a determination of any appeal arising from actions of the administrative authority as provided by this chapter.~~

~~(Ord. 6-91(part), 1991)~~

~~15.12.050-030 License—Required—Contents.~~

~~A. No person shall perform work as a contractor, or be issued a permit to do work within the city for which a permit is required, who has not met the qualifications for licensing and is found to be competent by a City provided examination or an International Code Council equivalent to perform the duties of the trade for which he has applied, and received a license so to act.~~

- B. A license issued to a partnership, corporation or legally recognized association or company, shall state the name, address and phone number of the qualified person upon whose competency it is issued, and the name and address of the partnership, corporation or legally recognized association or company to whom it is issued.

(Ord. 6-91(part), 1991)

15.12.~~060-040~~ License—Exceptions.

- A. The provisions of this chapter shall not apply to:
1. Steam heating boilers operated at not over fifteen pounds per square inch gauge pressure in private residences or apartments of six or less families or to hot water heating or supply boilers operated at not over fifty pounds per square inch gauge pressure and temperatures not over two hundred fifty degrees Fahrenheit when in private residences or apartments of six or less ~~families~~dwelling units;
 2. A person who constructs, alters or repairs ~~his-their~~ own primary residence for ~~his-their~~ personal use, and not for resale or rent, without the aid of a building contractor may secure a permit without the necessity of being registered/licensed. A person who alters or repairs ~~his-their~~ own commercial building, without the aid of a building contractor, may secure a permit without the necessity of being registered; provided, however, that such alterations or repairs shall not exceed ~~twenty-five~~ten percent of the building value over a two-year period, as determined by the administrative authority. In making such determination, the administrative authority shall consider and use appropriate guidelines published by national building trade organizations and comparative building values in the immediate area of the building for which a permit is sought;
 3. An owner of a residence and its accessory buildings, who makes ordinary repairs which can be considered as routine maintenance of ~~his-their primary~~ residence and accessory buildings, and which do not involve the structural soundness of the building, shall not be considered to be a building contractor. An application shall be submitted to the Department for approval for work requiring a permit;
 4. Any person who constructs, repairs or alters ~~more than one~~ building or structure in any one-year period and for which a permit is required, shall be required to become a registered/licensed building contractor as provided herein, except for owner-occupied single ~~family-unit~~ residences. An owner-occupied unit shall not be listed for resale for a period of one year after final inspection or work has been completed;
 5. Work performed by any person for which a plumbing permit is required and is within the exception set forth in Section 26(A)1408 of the Uniform Plumbing Code as adopted by city ordinance;
 6. Buildings constructed by a school or community college district as part of an industrial arts curriculum under the direct supervision of a qualified industrial arts instructor; provided, however, that the school or community college district shall have the installations inspected as required by law;
 7. Licensed electrical contractors employing master or journeyman electricians, or apprentice electricians supervised by a master or journeyman electrician shall install all electrical equipment. This requirement is waived for:
 - a. Installation by person or persons on their own ~~residential property~~primary residence if the property is not for immediate resale,
 - b. Oilfield operations, railroads, petroleum, refineries, mines and their appurtenant facilities,

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(Supp No 86)

- c. Liquefied petroleum, gas, electric or communication facilities exercising their function as public utilities,
- d. Cable TV, AM or FM radio stations, television stations and related services,

B The above exceptions shall not apply to any person who contracts or subcontracts to or for any ~~person~~ **exempt primary residence owner**.

(Ord. 6-91(part), 1991) 15 12 060

15.12.070-050 License—Classifications.

A. ~~Licenses cover only the work and/or services which is/are stated within each license classification. No work outside of the licensed classification shall be performed by any individual who does not possess the proper license covering such work as outlined in this section. Licenses shall be issued to the applicant upon presentation of a valid qualifications and after payment of the licensing fee. The licensee shall be the qualifying party of record for only one contractor/company at a time.~~

B. There shall be the following class of licenses, and the holder of each license shall be authorized to do the following.

1. Building Contractor, Class I. To contract for the construction, alteration or repair of any type or size of structure permitted by the city building codes. ~~Such license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee;~~
2. Building Contractor, Class II ~~A~~. To contract for the construction, alteration or repair of all residential and commercial structures up to twelve thousand square feet ~~of total area within the building footprint. Such license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee;~~
3. ~~Building Contractor Class II B. To contract for construction, alteration or repair of residential structures up to and including apartment buildings up to four dwelling units. Such license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee;~~
34. Building Contractor, Class III To contract for the repairing, remodeling or altering of a single-family residence-unit or structure in an amount not to exceed twenty-five percent of ~~the assessed value the total square footage of the structure of the structure~~ when such repair, remodel, or alteration requires a permit as provided by city ordinances. ~~Such license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee;~~
5. ~~Building Contractor Class IV. To contract for maintenance and repair of residential and commercial buildings consisting of the following:~~
 - a) ~~Building:~~
 1. ~~Drywall patch and repair not including the opening up of entire wall sections.~~
 2. ~~Roofing shingle repair not to exceed 10 percent of the existing roof area.~~
 3. ~~Window/door removal and replacement that does not require structural alteration to the existing structure.~~
 4. ~~Deck repair, excluding structural components.~~

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5. Interior finish work excluded from permit requirements identified in the International Residential Code.

6. Retaining walls six feet in height or less.

7. Fences 8 feet in height or less.

8. Accessory buildings under 200 square feet in floor area.

b) Plumbing:

1. Repair of p-traps and drain piping contained within the cabinet area of the fixture.

2. Removal and replacement of toilets and flanges.

3. Exterior sprinkler systems from the vacuum breaker to throughout the sprinkler system.

4. Dishwasher installation, removal, and replacement.

c) Mechanical:

1. Removal of grills, registers, and diffusers that do not require alteration of existing ductwork.

d) Electrical:

1. Changing of lighting elements within existing fixtures.

2. Installation of decorative lighting.

Such license shall be issued to the applicant upon the successful completion of a written examination and the payment of the license fee.

46. Demolition Contractor. To contract for the demolition or removal of any structure or building. A demolition contractor license shall be issued upon the payment of the license fee;

57. Electrician's License, Master. The right and privilege to do any electrical wiring that may be required of a master electrician within the city limits and shall be a valid qualification for obtaining a contractor's license upon proper application and payment of fees. A master electrician's license shall be issued to the applicant upon presentation of a valid master electrician's license issued by the State Electrical Licensing Board and the upon payment of the required licensing fee. A master electrician shall be the master of record for only one contractor at a time;

68. Electrician's License, Journeyman. The right and privilege to do any electrical wiring that may be required of a journeyman electrician within the city limits. A journeyman's electrical license shall be issued to the applicant upon presentation of a valid journeyman electrician's license issued by the State Electrical Licensing Board and the upon payment of the required fee licensing fee;

79. Electrician's License, Apprentice. A licensed electrical contractor may employ registered apprentice electricians to assist master or journeyman electricians. Such apprentices shall be registered with the state and the city upon the payment of the required licensing fee, and shall work under the immediate supervision of a master or journeyman electrician. No contractor shall have more than two apprentices for each master or journeyman electrician;

810. Electrical Contractor's License. The right and privilege to contract for the installation of any electrical wiring within the city limits. An electrical contractor's license shall be granted upon presentation of a valid electrical contractor's license issued by the State Electrical Licensing Board and the upon payment of the licensinge fee;

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(Supp. No. 86)

- ~~911~~ Limited Electrical Contractor's License. The right and privilege to contract for installation of limited electrical wiring within the city limits. Limited electrical wiring is that wiring for which a limited contractor's license shall be obtained as defined in Section 15.28.020 of this title. A limited contractor's license shall be granted upon presentation of a valid limited contractor's license issued by the State Electrical Licensing Board and upon the payment of ~~a~~ the ~~licensing~~ fee;
- ~~1012~~ Gasfitter's License. The right and privilege to install gas piping as an employee of a plumbing contractor or gas utility, within the city. A gasfitter's license shall be issued to the applicant upon the successful ~~completion of a~~ review by the ~~board~~ Department and upon the payment of the ~~required~~ licensing fee;
- ~~1113~~ Gas Utility Contractor. The right and privilege to conduct, carry on, or engage in the business of installation and service of gas appliances, except for water heaters and boilers, as defined by the ~~Uniform-International~~ Mechanical Code and International Fuel Gas Code, latest editions. A license shall be issued to the applicant upon the payment of the ~~required~~ license fee and proof of employment of a full-time gas utility installer;
- ~~1214~~ Gas Utility Installer. The right and privilege to do installation of gas appliances, except for water heaters and boilers, as defined by the ~~Uniform-International~~ Mechanical Code and International Fuel Gas Code, latest editions. The utility installer license shall be issued to the applicant upon the successful completion of a written examination and the payment of the ~~required~~ license fee,
- ~~1315~~ High Pressure Boiler Operator's License. The right and privilege to operate steam boilers not in excess of two hundred fifty psi gauge saturated steam pressure or water boilers operating not in excess of three hundred seventy-five psi gauge pressure and four hundred fifty degrees Fahrenheit temperature within the city. A high-pressure boiler operator's license shall be issued to the applicant upon the successful completion of a written examination, ~~a~~ the successful review by the ~~board~~ Division and the payment of the ~~required~~ license fee;
- ~~1416~~ Low Pressure Boiler Operator's License. The right and privilege to operate steam boilers not in excess of fifteen psi gauge pressure or water boilers not in excess of fifty psi gauge pressure and two hundred fifty degrees Fahrenheit temperature within the city. A low-pressure boiler operator's license shall be issued to the applicant upon the successful completion of a written examination, ~~a~~ the successful review by the ~~board~~ Department and the payment of the ~~required~~ license fee;
- ~~1517~~ Mechanical Contractor's License. The right and privilege to conduct, carry on or engage in the business of heating, ventilation, air conditioning, refrigeration and associated sheet metal work and as outlined in the Uniform Mechanical Code, latest edition, within the city. A license shall be issued to the applicant upon the payment of the ~~required~~ license fee, and proof of employment of a full-time licensed mechanical master;
- ~~1618~~ Mechanical Master License. The right and privilege to do any heating, venting, air conditioning and refrigeration work that may be required within the city and shall be a valid qualification for obtaining a mechanical contractor's license. Such license shall be issued to the ~~applicant upon~~ applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the ~~required~~ license fee;
- ~~1719~~ Mechanical Journeyman's License. The right and privilege to do any heating, venting, refrigeration and air conditioning work that may be required of a mechanical journeyman within the city, as an employee of a mechanical ~~contractor~~ contractor. ~~Such license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee;~~ Such license shall be issued to the applicant upon the successful completion of a written examination and the payment of the required fee;
- ~~1820~~ Mechanical Apprentice License. The right and privilege to work as an apprentice for a mechanical contractor within the city; provided such work time is in the presence and under the instruction of a

licensed master or journeyman. An apprentice license shall be issued to the mechanical contractor in the name of the applicant upon payment of the required license fee. Such license shall be valid only for the term of ~~his~~ their employment with that contractor. No mechanical contractor shall have more than one apprentice for each ~~city/county~~ licensed journeyman or master mechanical;

- ~~1921~~. Mobile Home Contractor. The right and privilege to install mobile homes and the related exterior work of plumbing connections, blocking, leveling, skirting and all other aboveground requirements. The license will be issued upon proof of full-time employment of a mobile home installer and payment of required license fees;
- ~~2022~~. Mobile Home Installer. The right and privilege to do plumbing, blocking, leveling and skirting work related to the outside of a mobile home. A mobile home installer's license will be issued upon the successful completion of a written exam and the payment of required license fees;
- ~~2123~~. Plumbing Contractor's License. The right and privilege to contract for the installation of any plumbing work, including the installation of steam or water boilers, within the city. A plumbing contractor's license shall be granted upon the payment of a license fee;
- ~~2224~~. Master Plumber's License. The right and privilege to do any plumbing work that may be required of a master plumber within the city and shall be a valid qualification for obtaining a plumbing contractor's license. A master plumber's license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee; upon the successful completion of a written examination and the payment of the required fee;
- ~~2325~~. Journeyman Plumber's License. The right and privilege to do any plumbing work that may be required of a journeyman plumber, as the employee of a plumbing contractor within the city. A journeyman plumber's license shall be issued to the applicant upon the successful review by the Department, the successful completion of a written examination, and the payment of the license fee; upon the successful completion of a written examination and the payment of the required fee;
- ~~2426~~. Apprentice Plumber's License. The right and privilege to work as an apprentice plumber for a plumbing contractor within the city. An apprentice plumber's license shall be issued, in the name of the applicant, to the plumbing contractor with whom ~~he is~~ they are employed. An apprentice license shall be issued to the plumbing contractor in the name of the applicant upon payment of the license fee. Such license shall be valid only for the term of their employment with that contractor. Such license shall be valid only for the term of his employment with that contractor. No plumbing contractor shall have more than one apprentice for ~~each city~~ each city licensed journeyman or master plumber,
- ~~2527~~. Roofing Contractor's License. The right and privilege to repair, alter, and install roofs, roofing material and related decking material. A roofing contractor's license shall be issued upon the successful completion of a written examination and the payment of the license fee;
- ~~2628~~. Sanitary Sewer Cleaning Contractor's License. The right and privilege to clean: Sanitary sewers or drain lines; sludge pits and sand traps within the city. A sanitary sewer cleaning contractor's license shall be issued to the applicant upon the payment of a fee,
- ~~2729~~. Utility Contractor's License. The right and privilege to repair and install sewer and water lines from the building out. Such license shall be issued to the applicant upon the successful completion of a written examination and the payment of the required license fee, and proof of employment of a full-time licensed utility installer;
- ~~2830~~. Utility Installer's License. The right and privilege to repair and install sewer and water lines from the building out. Such license shall be issued to the applicant upon the successful completion of a written examination and the payment of the required license fee;

~~2931~~ Water Conditioning Contractor's License. The right and privilege to install water conditioning and softening systems within the city. Such license shall be issued to the applicant upon the payment of the required license fee.

- B. Each contractor must have and maintain during the effective period of his-their license:
- 1 Telephone service where he-they may be contacted during normal business hours; and
 2. All motor vehicles owned or leased by a contractor must carry identifying signs showing the contractor's name; and,

3. Insurance as required by Section 15.12.140.

- C. A licensed contractor shall be responsible for all work included under his-their permit whether or not such work is done by him-the contractor or his-their sub-contractor(s).

(Ord. 7-03 § 2 (part), 2003; Ord. 6-91(part), 1991) 15.12.070

(Ord. No. 5-16, § 1, 4-5-2016)

15.12.080-060 License—Application.

- A. All persons required to be licensed by this chapter shall apply for said license upon a form approved by the board-Department. ~~The board shall provide different application forms for different trades which are regulated by city ordinance.~~
- B. The application shall measure the applicant's knowledge of the applicable codes, laws and ordinances adopted by the city for the particular trade-license category for which a-the license is being applied for. The board-Department shall set the application standards and establish procedures which shall be approved-by the city council prior to the issuance of any license-uniform for each license category
- C. The determination of eligibility for license or other matters pertaining thereto shall be by the board-Department. Each applicant shall be required to successfully complete and pass an examination which is derived from the applicable state, national, and municipal code(s) and is approved by the board-Department. The examination-which shall test the competency of the applicant in relation to the license category being applied for.
- D. Every person subject to the licensing requirements of this chapter shall make an application for such license within thirty days from its effective date. All building construction in progress by such persons may continue until action has been taken by the board of the prospective licensee's application. Should such application be denied by the board, the person will be allowed to complete any work under construction but no further permits will be issued nor work be allowed until said person has obtained the necessary license prior to submitting for the required permit(s) to construct. The license application must be approved and issued before the permit to construct is approved. No work requiring a permit shall be performed prior to license issuance.

(Ord. 6-91(part), 1991)

15.12.090-070 License—Experience and examination criteria.

- A. The board-Department will license without examination, an applicant for a category of license which is not required by Section 15.12.060, or by an applicant who holds a valid license issued by another Wyoming entity which has or had at the time the applicant was licensed, requirements for licensure substantially similar to those of this chapter, and who offers reciprocity with the city. All tests given by the Wyoming

Association of Municipalities- or an equivalent International Code Council (ICC) contractor certification exam for the applicant's trade-license classification, and proof of a passing score of a minimum of seventy-five percent will be accepted by the boardDepartment. Any previous licensure provided will be subject to the Departments background checks with such entity to verify the validity of documentation, competency, and the contractor's work/permit history.

- B. The following is the experience criteria, ~~and a~~All examinations require seventy-five percent or more for a passing score. Affidavits as described in Section 15.12.020(2) are required if prior experience is claimed
1. No examinations are required for any apprentice classification,
 2. Master Plumber. Applicants for a master plumber's license must have a certificate of completion of apprenticeship training, or the equivalent of four-years of experience in a licensed plumbing shop and five-years of experience as a journeyman or master plumber in a licensed plumbing shop ~~in the city~~. Each full year of experience as a journeyman plumber or master plumber under a recognized licensing authority of a state or other municipality having licensed examinations comparable to that of the city will be accepted in lieu thereof for each year required or experience in this trade-category and shall be documented by affidavits from former employers and which must be acceptable to the license boardDepartment;
 3. Journeyman Plumber. Completion of a four-year plumbing apprenticeship training program recognized by the federal government. One ~~year's~~ year of experience as an apprentice plumber, journeyman plumber or master plumber under a recognized authority of a state or municipality may be substituted for each year of required apprenticeship or experience in this trade-category and shall be documented by affidavits from former employers and which must be acceptable to the license boardDepartment;
 4. Building Contractor. Affidavits showing qualifications to perform work related to the license category being applied for shall be approved by the license boardDepartment, and minimum ~~The required minimum~~ experience in the category of a general contractor's license being applied for ~~is~~: Class I requires eight years of experience, Class II-A requires six years of experience, Class II-B requires six years of experience, ~~and~~ Class III requires four years of experience, and Class IV requires two years of experience. Qualifications shall be under the supervision of a currently licensed contractor or otherwise approved by the Department, and shall contain evidence of competency in all areas of construction that fall under the applied for license category;
 5. Mechanical Master. Applicants for a mechanical master's license must have a certificate of completion of apprenticeship training, or the equivalent of four years' experience in a licensed mechanical shop and five years' experience as a journeyman or master mechanical in a licensed mechanical shop ~~in the city/county~~. Each full year of experience as a journeyman or master mechanical under a recognized licensing authority of a state or other municipality having licensed examinations comparable to that of the city will be accepted in lieu thereof for each year required, or experience in this category and shall be documented by affidavits from former employers which must be acceptable to the Department ~~trade documented by affidavits from former employers and acceptable to the license board,~~
 6. Mechanical Journeyman The completion of a four-year mechanical training program recognized by the federal government, or one years of experience as a mechanical apprentice, mechanical journeyman, or mechanical master under a recognized authority of a state or municipality may be substituted for each year of required apprenticeship, or experience in category and shall be documented by affidavits from former employers which must be acceptable to the Department ~~this trade documented by affidavits from former employers and acceptable to the license board;~~
 7. Low Pressure Boiler Operator. Shall have not less than three-months full-time experience in the actual operation of a boiler in this classification as defined by the mechanical code;

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- 8. High Pressure Boiler Operator. Shall have not less than two-years full-time experience in the actual operation of a boiler and steam driven machinery in this classification as defined by the mechanical code, under the supervision of a person holding a valid license,
 - 9. Utility Installer Shall have one-year of experience in the utility contracting trade or with a licensed plumber.
 - C. Any person who fails to pass an examination may apply for schedule reexamination after the expiration of thirty days up to two subsequent times. Should such person fail to pass the second and subsequent time, the board Department may shall refuse a third 4th or subsequent application examination until after the expiration of six months. Such person shall not work in the intervening time in the capacity of the trade category for which he is applying for a license the application was submitted.

(Ord. 7-03 § 2 (part), 2003; Ord. 6-91(part), 1991)

(Ord. No. 5-16, § 1, 4-5-2016)

15.12. ~~100-080~~ License—Payment—Issuance.

The applicant, after the completion of all licensing requirements, shall pay for and upon payment receive such license the appropriate license within ninety days after notification of approval or of the application, and subsequent application approval shall become null and void. Thereafter, a new application shall be required.

(Ord. 6-91(part), 1991)

15.12. ~~110-090~~ License—Register.

The Department shall maintain a register reflecting the name of each person who has currently applied for or is licensed by the city for the current calendar year.

(Ord. 7-03 § 2 (part), 2003; Ord. 6-91(part), 1991)

15.12. ~~120-100~~ License—Partnerships, corporations and associates, and limited liability companies—Conditions.

- A. A partnership, corporation or association in good standing, or limited liability company (for the purposes of this section, any or all shall be referred to as "firm") may be issued a license required by this chapter upon compliance with the following.
 - 1. The individual applying must be an active owner, partner, officer, member, or full-time salaried employee of the firm,
 - 2. The license, if issued, shall be in the name of the individual and shall show on its face the name of the individual upon whose competency it is issued, and then the name of the firm for whom the individual is doing business or is employed.
- B. A license issued under this section shall be valid only so long as the individual who is named on the license as the qualified person shall remain in or with the firm in the capacity required in subdivision 1 of subsection A of this section. In the event the individual who is named on the license issued to a firm leaves the firm or severs his their active participation with said firm without notifying the department within ten days, said individual shall not be entitled to apply for and receive a new license for a period of ninety days

- C. If the individual qualifying ~~in-on~~ behalf of ~~a-the~~ firm ceases to be connected with the firm to which a license has been issued, said firm shall notify the ~~D~~department in writing within ten days of such cessation; and said firm shall apply to the ~~board-Department~~ for an extension of time to qualify through another person. Said time extension shall in no case be longer than ninety days. If the firm fails to notify the department within the ten-day period, at the end of such period, its license shall be suspended until such time as a new person in the firm qualifies for a license as required by this chapter, and said license is issued. Any firm may substitute a name of a qualified person on its license so long as it notifies the ~~D~~department and said person is a member of the firm as required by this chapter. Upon such notice, the ~~D~~department shall issue a new license with the substituted name.
- D. A new license shall be required for any firm which permanently changes its name or legal status. A new license shall be issued and a fee shall not be charged for the issuance of a new license in the event of such a change; provided that the ~~D~~department is notified within ten days of the effective date of the change; and provided that the individual upon whose competency the license is issued is a member of the new firm as required in this section and is a qualified person. In the event notice is not provided within ten days, at the end of said period the fee for new licenses shall be charged for the issuance of a license. In addition, if notice is not given as provided herein, the firm and its employees shall be considered to be operating without a license and shall be in violation of this chapter.
- E. In the event a firm is issued a license, the individual upon whose competency the license is issued shall be responsible to ensure that the firm and its employees comply with the provisions of this chapter. In the event any employee of the firm violates any provision of this chapter, both the employee and the firm shall be deemed to be in violation hereof.

(Ord. 6-91(part), 1991) 15.12.120

15.12.130-110 License—Renewal.

All licenses shall expire on the last day of each year. Licenses shall be renewed annually with a thirty-day grace period following the renewal date. The department shall have the authority to reissue a license, provided such reissuance shall be accomplished prior of the date of expiration or within the thirty-day grace period. If such license is not renewed prior to that time, the license shall be declared null and void, and a new application shall be filed with the Department. Any work done by any person for which a license is required that is performed after the thirty-day grace period, and prior to obtaining a valid license, shall be a violation of this chapter.

(Ord. 6-91(part), 1991)

15.12.120 License transfers.

There shall be no license transfers of a license held by one person to another person. There is no entitlement to transfer any license issued under the authority of this ordinance to another person, entity, or firm. The dissolution of a business entity which has been licensed terminates the license and no person may thereafter operate under that license.

A. Licensees wishing to change a name, address, email, or phone number shall apply to the Department indicating such change. Upon approval by the Department, a certificate of insurance shall be submitted with the new name of the company and the city of Casper as a certificate holder prior to the issuance of the new license.

B. A new license is required for the creation of a new business entity or with transfer of ownership involving a registered person.

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(Ord. 6-91(part), 1991)

15.12. ~~140-130~~ Licensee responsibility.

A licensee shall be responsible for work requiring a permit under the provisions of this chapter or other applicable city ordinance without limitation to the items as herein listed, and shall do or cause to be done the following:

- A. To present ~~his~~ their license when requested by the administrative authority,
- B. To obtain a permit when the same is required prior to the commencement of work unless work is due to an emergency repair. Emergency repairs shall be permitted as required by this code no later than by the end of the next business day;
- C. To faithfully construct, without substantial departure from or disregard of drawings and specifications, when such drawings and specifications have been filed and approved by the building department and a permit issued for same, unless such changes are approved by the owner, owner's agent, and the building department ~~Department~~;
- D. To complete all work authorized on the permit issued by the ~~department~~ Department unless good cause is shown;
- E. To obtain inspection services when the same are required by city ordinances city Municipal and adopted Building Codes,
- F. To pay any fee assessed under the authority of the Municipal or Building Code adopted by the city,
- G. To build in compliance with all applicable Municipal and adopted codes;
- H. To warrant the workmanship, structural soundness, and code compliance of the residence or building for a period of one year from the date of the issuance of the final certificate of occupancy of such residence or building by the Department, or, in case of a remodeling, one year from the date of the approved final inspection by the Department.
- I. To be responsible for all work performed by the licensee, licensee's employees, and subcontractors, whether permit is required or not.
- J. To verify and ensure that all subcontractors and employees are properly licensed for the work which they are performing.
- K. Report in writing to the Department, within three (3) working days, all events occurring within any construction or demolition project which has caused structural damage to any building, structure, and/or utility
- L. Pay and all fees for permits, plan checks, special or re-inspections, and penalties assessed under the authority of this ordinance and the adopted Building Codes.
- M. Comply with every lawful order or notice entered or issued by the Department or administrative authority.

(Ord. 6-91(part), 1991)

15.12. ~~150-140~~ License—Insurance requirements.

Every contractor granted a license of any kind under the terms of this chapter shall be required as a condition of receiving and holding said license to maintain, at all times, employer's liability insurance and

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workman's compensation insurance, (if employees are hired by such contractor,) and public liability insurance of a minimum limit of not less than two hundred fifty thousand dollars for personal injury or death of one person; five hundred thousand dollars for personal injury or death of all persons arising out of any one incident; property damage insurance with a minimum limit of not less than two hundred fifty thousand dollars for one incident; and shall furnish the city a certificate that such insurance is maintained

(Ord. 7-03 § 2 (part), 2003; Ord. 6-91(part), 1991)

15.12.160-150 Probation, ~~s~~Suspension or revocation—Conditions.

The administrative authority may suspend or revoke a license when the licensee or an employee of the licensee commits one or more of the following acts or omissions:

- A. Failure to comply with any of the requirements of this ~~chapter~~ ordinance;
- B. Knowingly combining or conspiring with any unlicensed person to evade the provisions of this chapter, by permitting one's license to be used by such person;
- C. Knowingly acting as agent, partner, associate or in any other capacity, with any unlicensed person, to evade the provisions of this chapter;
- ~~D. Knowingly violating any provisions of all city ordinances.~~ E. Knowingly violating any provision of any city ordinance;
- ~~D. Hiring or subcontracting to unlicensed subcontractors or persons not legally permitted to be performing the work;~~
- ~~E. Occupying a structure prior to obtaining an approved temporary or final certificate of occupancy or an approved final inspection;~~
- ~~F. Failure to convert a temporary certificate of occupancy into a certificate of occupancy due to failure of meeting the temporary certificate of occupancy's terms and conditions.~~
- ~~G. Obtaining a license or permit by fraud or misrepresentation;~~
- ~~H. Non-payment of building permit, plan check, or any other city assessed fees;~~
- ~~I. Failure to obtain required permits prior to the commencement of work as required by Municipal and Building Codes;~~
- ~~J. Overtly aggressive or threatening behavior towards city officials;~~
- ~~K. Performing work not allowed under the licensee's currently held license classification;~~
- ~~L. Failure to request inspections required by the Department;~~
- ~~M. Working with an expired or suspended license;~~
- ~~N. Repetitive misrepresentation of permit valuations.~~
- ~~O. Repetitive confirmed complaints involving violations of this ordinance, pertaining to a licensee or licensee's subcontractors, representative(s), or employee(s).~~
- ~~P. Having a licensed suspended or revoked in another jurisdiction.~~

(Ord. 6-91(part), 1991)

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15.12.170-160 Probation, sSuspension or revocation—Procedure.

~~When any of the acts or omissions as enumerated in Section 15.12.160 are committed by a licensee or his employees and the administrative authority deems that such license shall be suspended or revoked, the procedure shall be as follows: Failure to comply with license requirements may result in a suspension or revocation of an issued license and shall be considered when an application is made for a new or reinstatement of a suspended or revoked license. Disciplinary proceedings under this section shall be commenced, first, by filing a written complaint upon a form provided by the Department. Complaints may be filed by any city of Casper resident, licensed contractor, by the Department, or by the administrative authority. All complaints shall be filed within sixty (60) days of the discovery of an alleged violation. Failure to file a complaint within the required time limitation shall result in the dismissal of the complaint.~~

~~Complaints shall be filed on a Department provided form, and shall include the following:~~

- ~~1. The name, address, and telephone number of each complainant;~~
- ~~2. The name, address, and telephone number of the licensee/respondent;~~
- ~~3. The location, day, and time that the alleged violation occurred;~~
- ~~4. The persons and/or basis on which the complaint is based;~~
- ~~5. A statement which cites the specific Municipal or adopted Building Code(s) that were violated;~~
- ~~6. The signature of the complainant, verifying to the best of their knowledge, that the information set forth within the complaint is true and correct.~~

~~The administrative authority and/or Department will review all complaints received and investigate their validity. If there are legitimate license violations that have occurred then the Department will mail a notice of violation to the licensee/respondent at the business address that is on file with the city by e-mail and/or certified mail. In lieu of an invalid mailing address, the notice of violation shall be given through personal delivery.~~

~~Upon validation of a complaint or complaints, and/or when any of the acts or omissions as enumerated in section 15.12.160 are committed by a licensee or their employee(s) or representative(s), and the administrative authority or the Department deems that such license shall be put on probation, suspended or revoked, the procedure shall be as follows:~~

- A. ~~The administrative authority shall give notice to licensee by e-mail, certified mail, or by personal delivery of the facts or conduct which warrant the probation, revocation or suspension, or revocation of the license, and that such revocation or probation, suspension, or revocation will be effective immediately if a request for a hearing on such matter is not received as provided in subsection B of this section. If a request is made, the discipline shall be stayed until completion of the appeal;~~
- B. ~~Upon receipt of the notice, the licensee shall respond to the allegations and may request a hearing before the appeals board. Such request shall be in writing to the administrative authority and city attorney's office within seven (7) business days of receipt of notice. At such hearing, Department shall be represented by the city attorney's office, who shall present evidence of the licensure violation(s) in question. The licensee shall be given an opportunity to show their compliance with all lawful the requirements/licensure requirements for the retention of the license. The hearing shall be conducted in compliance with the procedures promulgated in accordance with of the Wyoming Administrative Procedure Act. Failure by the licensee to respond to the allegations or request the-an appeal hearing shall be deemed a waiver of any appeal and the order of probation, suspension, or revocation shall become final;~~

- C. If a hearing is requested by the licensee, the appeals board shall direct and the administrative authority shall set a time, date, and place for such hearing, and so notify the licensee in writing. Such notice shall include a statement of:
1. The time, place and nature of the hearing;
 2. The legal authority and jurisdiction under which the hearing is to be held;
 3. ~~The particular sections of the statutes and rules~~ alleged licensure violations involved;
 4. ~~A short and plain statement of the matters asserted~~ The administrative authority's requested consequence for the violation;
- D. When a hearing is conducted, all interested parties, including their attorney(s), may be in attendance. Upon completion of the hearing the ~~administrative authority~~ appeals board shall notify the licensee, within five (5) working days, of its findings and ruling in writing by e-mail and/or certified mail;
- E. Decisions of the board may be appealed in accordance with the Wyoming Administrative Procedures Act and Wyoming Rules of Appellate Procedure.

(Ord. 6-91(part), 1991) 15.12.170

15.12.170 Probation, suspension or revocation—Disciplinary progression and timeframe.

If the appeals board upholds the findings and determination of the administrative authority or Department then the minimum probationary, suspension, or revocation period shall be as follows:

1. First offense of any of the licensure requirements within a calendar year shall require the license to be placed on probation for not less than six (6) months;
2. Second offense of any of the licensure requirements within a calendar year shall require the license to be suspended for not less than six (months);
3. Third offense of any of the licensure requirements within a calendar year shall require the license to be revoked for not less than one (1) year;
4. Any subsequent violations for the licensure requirements within a calendar year shall result in penalties outlined in section 15.12.210 of this chapter and may result in permanent revocation of city licensure;
5. History of two (2) consecutive calendar years of disciplinary action against a license will result in the permanent revocation of city licensure.

If no further violations occur within the probationary, suspension, or revocation timeframe, then the license may be reinstated. Insurance requirements and renewal fees shall be up to date prior to the reinstatement of the license.

15.12.180 Suspension or revocation—Emergency suspension.

If the administrative authority finds that just cause concerning imminent danger to personal safety or health conditions exists for suspension or revocation of a license, ~~he the Department~~ may enter an order for immediate suspension and suspend the activities of the licensee. The licensee may, upon notice of such suspension, request

an immediate hearing before the board and the hearing shall be conducted as soon as possible in the manner prescribed in this chapter.

(Ord. 6-91(part), 1991)

15.12.190-190 Suspension or revocation—Ineligibility for new licenses.

A person whose license has been put on probation, suspended, or revoked ~~or suspended~~ shall not be entitled to file a new application by the establishment of a new legal entity, in which the individual has ownership interest, during the length of such revocation or suspension.

(Ord. 6-91(part), 1991)

15.12.200 Violation—Penalty.

In addition to the probation, suspension, and revocation of any license as provided in this chapter, any person who violates any provisions of this chapter, or any rule or regulation promulgated hereunder, is guilty of a misdemeanor, the penalty for which is prescribed under Chapter 1.28 of this code.

(Ord. 6-91(part), 1991)

15.12.200-210 Board of appeals.

A. ~~It shall be the duty of the board of examiners to act as the board of appeals~~ There is hereby established a board to be known as the board of appeals, consisting of seven members. The members shall be residents of Natrona county and shall be selected and appointed by the city council. Members shall consist of:

1. A licensed master plumber;
2. A licensed mechanical master;
3. A licensed master electrician;
4. A professional engineer or architect;
5. A licensed class I building contractor;
6. A licensed utility contractor, licensed mobile home installer, or licensed boiler operator; and
7. A member of the general public.

B. All members of the board shall serve without pay and until which time that they resign or are removed from their position for just cause. The board shall meet monthly or at such times as necessary to conduct business. The board shall elect, from its membership, a chairman, vice-chairman, and secretary who shall serve one-year terms. Four regular members shall constitute a quorum to transact business and for the performance of any duty or for the exercise of any powers of the board. The city council may remove any member for cause. Vacancies shall be filled by appointment by the city council.

B.C. Any person may appeal a decision of the Department or administrative authority with regard to any official decisions, conditions, or actions as provided by this chapter, or the suitability of alternate materials, methods of construction or interpretation of the building, mechanical, electrical, plumbing and fire codes adopted by the city. Appeal shall be commenced by the person by giving written notice of such appeal and stating therein the decision and reasons for the appeal to the secretary of the board of appeals within a period of five working days of the decision. The administrative authority shall present, in writing, to the board within five working days thereafter, all facts pertaining to the decision rendered, ~~by him.~~

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~~C.D.~~ The board of appeals shall, within thirty calendar days thereafter, hold a hearing and follow the hearing procedures set forth in subsections C, D and E of Section 15 12 170

(Ord. 6-91(part), 1991)

15.12.210-220 Transitional provisions.

Except as otherwise expressly provided herein, this chapter shall not be construed to require the duplication or reissuance of any license or certificate within the same calendar year, the duplication of any application, nor the duplication of any payment of any license or certificate fee for a particular grade of license or certificate within the same calendar year. All persons in the building and construction industries presently licensed under former codes and ordinances of the city shall be deemed to be appropriately licensed hereunder. Any such licensee under a former city code or ordinance who fails to reapply for a license upon expiration of the existing license or any grace period allowed by this chapter shall be deemed to be in violation of this chapter if such person does or performs any work for which a license is required by this chapter.

(Ord. 6-91(part), 1991)

~~15.12.220 Violation—Penalty.~~

~~In addition to the revocation and suspension of any license as provided in this chapter, any person who violates any provisions of this chapter, or any rule or regulation promulgated hereunder, is guilty of a misdemeanor, the penalty for which is prescribed under Chapter 1.28 of this code.~~

~~(Ord. 6-91(part), 1991)~~

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October 5, 2023

MEMO TO: J. Carter Napier City Manager FT for JCN

FROM: Jill Johnson, CPA, Financial Services Director
Brandy Coyle, Accounts Receivable Supervisor

SUBJECT: Changes Made to the proposed amendment to Chapter 13.03 Utility Billing and Collection of the Casper Municipal Code

Meeting Type & Date:

Council Work Session
October 10, 2023

Action Type

Direction Requested

Recommendation:

That Council, move forward for formal approval a proposed amendment to Chapter 13.03, Utility Billing and Collection, of the Casper Municipal Code.

Summary:

On September 26, 2023, the city council reviewed the proposed changes to Chapter 13.03 Utility Billing and Collection and requested two changes to the proposal.

- Originally it was proposed services be disconnected and payment of the partially waived deposit would be required immediately in the event the ACH (Automatic Clearing House) payment was returned by the bank for a customer who received a partial waiver on their new account deposit. At the council's request, this section has been rewritten to allow a seven-day grace period and outlines the number of times a customer can take advantage of the seven-day grace period before the ACH is canceled and further action will be taken by the city.
- The original proposal allowed the city to charge a paper bill fee to help offset the ever-increasing costs of printing and mailing bills to customers. At the council's request, this section has been updated. The city will transition all accounts to paperless billing while giving citizens the ability to opt-out at no cost.

Financial Considerations:

The changes to the ordinance should increase our ability to collect on utility accounts.

Attachments:

Proposed Updated Ordinance

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 13.03 OF THE CASPER MUNICIPAL CODE REGARDING UTILITY BILLING AND COLLECTION.

WHEREAS, the governing body of the City of Casper has the authority to adopt ordinances and resolutions necessary for the health, safety, and welfare of the City of Casper and its citizenry pursuant to Wyoming State Statute § 15-1-103(a)(xli); and,

WHEREAS, the governing body of the City of Casper may perform all acts in relation to concerns of the City necessary to exercise its corporate powers; and,

WHEREAS, the Casper Municipal Code needs updated from time to time.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: that the following sections of Chapter 13.03 of the Municipal Code are amended and shall be replaced and codified as follows:

13.03.010 Purpose.

The city supplies municipal utility services for the citizens of Casper. This chapter will provide the procedures for initiating, discontinuing, billing and collection of these services.

13.03.020 Scope.

This chapter shall apply to all property within the city of Casper or any property outside the city that has retail municipal utilities furnished by the city. This chapter does not apply to wholesale water and sewer customers or to customers with specific contractual arrangements.

This chapter shall compliment other chapters of the Casper municipal code, and city rules and regulations regarding water and sewer service.

13.03.030 Definitions.

- A. "Business office" means the business office of the Financial Services Department, Casper City Hall, 200 North David Street, Casper, Wyoming.
- B. "Commercial" means property as defined in the Casper municipal code, Chapter 17 for business enterprises as retailers, wholesale facilities, hotels, motels, restaurants, travel-trailer parks, hospitals and other similar business establishments. This does not imply a specific rate.
- C. "Domestic septage" means the mixed liquid and solids' contents pumped from septic tanks used for receiving domestic wastewater (definition in Chapter 13.20) or wastes from sanitary convenience units.

- D. "New construction" means a building, structure, facility or installation constructed at a site that will generate new water and sewer demand.
- E. "Non-hazardous industrial sump waste" means the liquid and solids contents pumped from sumps, oil and sand interceptors, or grease interceptors receiving industrial wastes (definition in Chapter 13.20) considered non-hazardous in accordance to any state or federal criteria, guidelines or regulations developed pursuant to the Solid Waste Disposal Act, the Clean Water Act, the Resource Conservation and Recovery Act, and state statutes.
- F. "Rate description" means the amount of money that will be charged for a certain service, dependent upon the kind of service received, rather than the property designation. All rates and fees shall be established by resolution of the city council.
- G. "Residential" means a property designation as listed in the Casper municipal code, Chapter 17 including, but not limited to, single-family dwellings; moveable mobile homes; modular homes; multi-family dwelling units, such as duplexes; townhouses; condominiums; apartments; churches; schools; day care (adult, family and group); parks; playgrounds; historical sites; golf course; and, other similar recreational facilities used during daylight hours. This does not imply a specific rate.
- H. "Temporary fire hydrant usage" means a fire hydrant used for delivering water needed for public or private works or new building construction purposes (compaction, dust control, etc.)
- J. "Paperless Billing" means a customer receives an electronic version of their bill and no paper statement will be mailed to the customer.
- K. "Active Account" means the account has not been closed by request of the customer or by the city due non-payment, or customer refusal to comply with any federal, state or municipal regulations governing municipal utility service. Disconnection of service does not close or deactivate the account.
- L. "Good Payment History" means no late payments for a twelve-month rolling period.

13.03.040 New construction.

- A. Applications for new construction installations for water and sewer service shall be made to the Engineering Department, 200 North David Street, Casper, Wyoming. All applicable charges for new services, including, but not limited to, system investment charges for new services, will be assessed at the time of application in accordance with other chapters of this Casper municipal code and city rules and regulations regarding water and sewer service.
- B. Upon application, the minimum charge for services will be billed until the meter is installed. If water is used for landscaping before the meter is installed, the customer will be charged for twenty-five thousand gallons of water for the billing period.

13.03.050 Connection or change of service.

- A. The property owner, tenant or agent of the owner may request changes in existing services. If a tenant occupies the property, the property owner or agent of the owner may only request changes in existing services ~~with the written approval of the tenant~~ when the tenant is in a delinquent status. All prior charges related to the service address must be paid in full prior to new services being established.

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- B. Service can be obtained by ~~contacting~~ completing a service application with the Customer Service Division of the Financial Services Department at 200 North David Street, between the hours of eight a.m. to five p.m., Monday, Tuesday, Wednesday, and Friday through Friday (except holidays) and between the hours of nine a.m. to five p.m., Thursday (except holidays); calling the Financial Services Department Customer Service Division between the hours of eight a.m. to five p.m., Monday through Friday (except holidays); or, by utilizing the city's website, if available. The request for service will include ~~name of occupant,~~ the name of the occupant tenant(s) and property owner(s) (or agent of the property owner), physical address, mailing address, social security number, day and night time telephone number, employer and requested date of service, ~~as well as and where applicable, as a lease agreement showing with the names of all tenants~~ occupants. All adult tenant tenants will be required to have current accounts with the city and ~~co-be a party to the~~ sign for the new services. Business entities ~~will be~~ required to provide the name of the business occupying the property, physical address, mailing address, tax identification number, a day and night time ~~nighttime~~ telephone number, and articles of organization or substantially similar business entity documents. The request must be made at least three working days prior to the requested starting date. Incomplete ~~website~~ requests will be returned to the customer for additional information.
- C. Owners, businesses, ~~as well as and~~ Tenants of rental properties will be required to make a deposit using collected funds unless:
1. They have one year of previous service with the city indicating good credit payment history.
 2. There is a co-signor who is currently serviced by the city, with good credit payment history, and who is willing to sign for any delinquent amounts ~~be the primary account holder and share responsibility for delinquent amounts.~~
 3. They can provide a letter ~~of credit~~ from another utility indicating good credit payment history for at least one year.
- D. Business entities responsible for multi-family residential buildings will be required to make a deposit using collected funds ~~calculated by multiplying the deposit amount by the number of units within the building~~ unless:
1. They have one year of previous service with the city indicating good credit payment history.
 2. There is a co-signor who is currently serviced by the city, with good credit payment history, and who is willing to be the primary account holder and share responsibility for delinquent amounts.
 - 3E. They can provide a letter of credit from another utility indicating good credit payment history for at least one year.
- ~~E.~~ A partial waiver of the deposit may be granted if the account holder sets up an automatic (ACH) payment from their ~~its~~ bank account.
1. The ACH must remain in effect for 12 months to continue with the partial waiver; otherwise, the waived amount will be required at the time the ACH is discontinued to avoid service interruption.
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~~the indicating that 12 twelve being open opening, disconnection of . To reconnect or restore services, the being disconnected as well as the requirement the to pay the s must be paid to the city, before services will be reconnected~~

2. If an ACH is returned as an account closed or an invalid account, payment of the amount due and establishment of a new account must be made within seven days of the attempted ACH payment. If the next ACH payment is again returned due to a closed or invalid account, the ACH will be discontinued and the waived deposit amount and current charges will be due within seven days of the most recent payment attempt or the account is subject to disconnect and payment of the waived deposit amount, current charges, and all fees associated with delinquency and reconnection.
 3. ACH payments returned for insufficient funds must be paid within seven days of the initial attempt to avoid paying the waived deposit amount and disconnection.
 4. In the event the ACH is returned three times for any reason, in the twelve months following account opening, the ACH will be discontinued. The current charges and waived deposit amount will become due within seven days of the attempt, otherwise, the account is subject to disconnection, payment of the waived deposit amount, payment of current charges, and payment of any fees associated with delinquency and reconnection.
- ~~F.D.~~ When the current occupant notifies the city they are vacating the property, the city will post a Any new occupant, owner or agency is granted a seventy-two hour notice before services will be disconnected to allow the new customer time to transfer the utilities to their name without a break in service.
- G. If a tenant(s) is delinquent and refuses to pay for services used at the property, the property owner is responsible for payment to the city for services provided at the owner's property. The property owner(s) shall pay the city all delinquent amounts owed within thirty days of written demand by the city manager or city finance director. If the owner refuses to the pay the bill for service(s), the city may disconnect service(s) to the property. The owner is also responsible for paying the cCity all fees, expenses and commission charged by a collection agency.

13.03.060 Refusal of service.

The city reserves the right to refuse service to any customer until all federal, state and municipal regulations governing municipal utility service have been complied with by the applicant.

13.03.070 Discontinuance of service.

- A. Service may be discontinued for nonpayment. In order to re-establish service, a delinquent turn-on fee and a deposit ~~may will beare~~ required before service is restored. Service will not be provided if there are any outstanding bills or fees or any violations of this chapter.
- ~~BB.~~ Customers will be charged a fee if an insufficient funds check or a returned ACH is received by the city. The bank automatically redeposits insufficient funds checks. If an insufficient funds check has been redeposited or an ACH payment has been returned and is returned to the city, the amount will be automatically reversed and applied to the customer's account. The

customer will be responsible for any additional charges; interest or penalties accrued to the account. The unpaid balance will be subject to any interest or penalty charges associated with a past due amount. The account will be subject to the city general billing and collection policy; ~~adopted by resolution of the city council.~~

- C. If water service is disconnected because of any misrepresentation, deliberate meter tampering, curb stop tampering or unauthorized connections, service may be restored after the city has received payment for water used, damages to materials, reconnection charges, proper system investment charges and other fees and costs incurred by the city.
- D. A property owner and property managers ~~may have water service transferred to their name automatically when a tenant discontinues services or is shut-off~~ may request to receive copies of bills and delinquent notices, by completing a landlord ~~statement~~ agreement form. ~~All statement fees will apply.~~ The landlord agreement will remain in effect until a new property owner requests service, or the landlord who sold the property notifies the city to terminate the landlord agreement.
- E. When water service is temporarily shut-off at the request of the customer and turned on at a later date at the request of the customer, a ~~reconnect~~ water turn-on fee shall be charged to the customer. ~~However,~~ there will be no reconnect fee when the water service is shut off for less than twenty-four hours for repairs to the customer's plumbing system.

13.03.080 Billing.

- A. All bills and notices mailed by the city will be mailed to the street addresses of the property, unless the customer has provided a different mailing address.
- B. All utility billing will be based upon a rate definition rather than a property definition. Property may be designated as commercial in this code; however, they may be charged a residential rate for any of the utilities.
- C. Water billing will be based on meter readings. The bills shall indicate the consumption in one thousand-gallon increments.
- D. Sewer billing for new residential and commercial customers will be based on a usage of ~~six~~ seven thousand ~~five hundred~~ gallons per month. If a customer has established usage at a previous address, the new sewer rate will be based on the same usage as the previous address until the next annual re-evaluation.
- E. Residential and commercial sewer billing will be reevaluated each year, based on the average of the actual water usage during ~~the billing period starting after January~~ January, February, and March.
- F. Each and every property location will receive a separate bill.
- G. Water and sewer minimum charges are not prorated with the billing period is shorter than thirty days.
- H. Customers will be charged any applicable minimum charges for all utility services during billing periods with no water usage. Minimum charges will be established by resolution.

I. There may be charges for additional unsubstantiated re-reads. If the meter test reveals that the customer has been over-billed by three percent or more, the customer's bill may be adjusted. If the customer has been billed correctly, or has been underbilled, the city will bill the customer for the meter test. The amount billed will be determined by resolution.

J. ~~—Sanitation charges are required on all active residential accounts where the residential service address is located within an area in which collection is serviced by the city. If the account is active with the city, it will incur sanitation charges, along with water and sewer charges, regardless of whether the water has been shut off. The property will be provided with access to the appropriate container needed for the disposal of solid waste, as indicated set forth in Municipal Code 8.32.040 A.~~

K. ~~—Customers will be transitioned to paperless billing when technology is available to do so. The customer will have the option to opt out of paperless billing, at that time, by contacting the Customer Service Division of the Financial Services Department at 200 North David Street, between the hours of eight a.m. to five p.m., Monday, Tuesday, Wednesday, and Friday (except holidays) and between the hours of nine a.m. to five p.m., Thursday (except holidays).~~

13.03.090 Adjustments.

A. ~~_____ Sewer adjustments may be given if a leak occurred during the sewer evaluation periods.~~

B. A bill may be adjusted for a water leak if the following condition applies. The usage on the customer's bill with the leak exceeds by three times the usage amount on the customer's bill for the same period one year previous. ~~The leak adjustment is calculated at 30 % of the total water charges on the qualified bill(s) reflecting the leak. For new accounts with less than 12 months of history, leak adjustments may be completed when the customer's bill shows usage that is three times seven thousand gallons of usage, 21,000 gallons or more. The new account leak adjustment is calculated at forty percent 30% of the difference between the current period usage and the usage billed for the same time period one year previous the total water charges on the qualified bill(s) reflecting the leak.;~~

C. ~~Leak adjustments will only be completed for the three bills prior to the leak being repaired.~~

13.03.100 Credit, payment terms and collection efforts.

A. Bills ~~will be~~are considered delinquent if not paid thirty days after the bill date. Authorized interest and penalty charges will start accruing on this date. A delinquent notice will be mailed to the customer on or shortly after the thirty-first day after the bill date. If the bill remains unpaid forty-five days after the bill date, all utility services will be disconnected.

B. If the customer's service is disconnected due to lack of payment, and remains unpaid for sixty days; the account shall be closed and turned over for collection.

13.03.110 Temporary fire hydrant usage.

A. A fire hydrant usage permit must be obtained from the city.

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- B. At the time the fire hydrant usage permit is obtained, a hydrant deposit shall be paid for an auxiliary valve, wrench, meter and hose. Upon return of the valve, wrench, meter, and hose, in good condition, the hydrant deposit will be credited toward the amount due for water usage from the hydrant. If equipment is lost or damaged due to customer neglect, appropriate fees shall be charged. The city manager or his designee reserves the right to rescind this privilege at any time.
 - C. A fire hydrant operation charge for use of the fire hydrant shall be established by resolution of the city council. Charges will continue until the auxiliary valve, wrench, meter and hose are returned.
 - D. All water will be metered. Hydrant meters may be rented from the city at a price set by resolution of the city council. Hydrant meters provided by the user and approved for use by the city may be used. The current city of Casper water transmission line wholesale water rate will be charged for erosion control, reinstatement of vegetation of disturbed areas, compaction water, and flushing water used by developers, contractors, and others in addition to the hydrant permit and hydrant operations charges.

The current retail water rate (dependent upon hydrant location) will be charged in addition to the hydrant permit and hydrant operational charges for all other uses, including, but not limited to, sod watering and parking lot washing. Payment and collection policies as listed in Section 13.03.090 will apply.

13.03.120 Domestic septage and non-hazardous industrial sump waste service.

Customers may use the regional wastewater treatment plan for disposing of domestic septage and non-hazardous industrial sump waste. The hauler of the domestic septage or sump waste will be billed on a monthly basis. Customers receiving bills for this service will adhere to the payment and collection policy for non-utility billing customers.

The customer will be responsible for paying the applicable sump waste testing fees directly to the laboratory.

13.03.130 Appeals.

Bills and adjustments may be appealed to the financial services director or his/her designee within thirty days of the bill date or adjustment date. If satisfactory settlement is not reached within thirty days, the customer may appeal to the Casper utilities advisory board by submitting a written request to the financial services department. If satisfactory settlement is not reached within thirty days with the Casper utilities advisory board, the customer may appeal to the city council by submitting a written request. All decisions made by the city council will be final.

13.03.131 Payment Arrangements.

Payment arrangements may be granted if a customer is unable to pay their past due balance before their disconnection date. If made, the arrangement would allow the customer to skip the current shut-off period for the service address that is delinquent or at risk of being delinquent shut-off. The account must be brought current by the due date of the current bill, which is not yet delinquent. This may allow up to, but will not exceed, thirty~~30~~ days to bring the account current.

depending on when they contact the city. Customers must meet the following criteria to be eligible for a payment arrangement on their account.

A. The customer must contact the city prior to their week of shut off.

B. The bill causing the delinquency is not the first bill on the account.

C. ~~Payment arrangements are not allowed on deposits. All deposits must be paid in full before water and~~

~~sanitation services will begin.~~

D. The customer has had four months of good payment history.

E. All previous payment arrangements have been paid as agreed.

F. ~~They have had n~~No more than one previous payment arrangement in the previous twelve-month rolling period is permitted. A total of two payment arrangements in the twelve-month rolling period are allowed, including the one being requested.

F. A one-time exception may be made for a customer whose water has been disconnected when they have a good payment history on the disconnected account.

PASSED on 1st reading the ____ day of _____, 2023.

PASSED on 2nd reading the ____ day of _____, 2023.

PASSED, APPROVED, AND ADOPTED on third and final reading the ____ day of _____, 2023.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

~~Bruce Knell~~ Ray Pacheco
Mayor