

# INFORMATION PACKET

## Table of Contents

Friday, March 20, 2020



Item	Pages
Table of Contents	1
The Grid - Schedule of Council Meetings & Addendum	2
Central WY Regional Water System 201 Oversight Committee minutes 02.18.20	5
Central WY Regional Water System Minutes 02.28.20	13
Charter Communications Channel Changes 03.16.20	15
Courtesy Notice to Contractors Regarding Trash Containment	16
COVID-19 Gov. Gordon Statewide Order Public Closure	17
COVID-19 Natrona County Health Officer Public Health Order	21
COVID-19 Declaration of Authority 03.20.20	25
COVID-19 Airport Restricts Access to Public Facilities	26
COVID-19 Listing of City of Casper Procedural Changes	27
COVID-19 Media Release - Casper Area Transportation Coalitions Response	32
COVID-19 Platte River Trails Response	33
COVID-19 WAM Info Governor Gordon's Local Government Webinar Recap	34
COVID-19 WAM Info WAM Resource Page	36
Platte River Trails Trust Newsletter March 2020	37

We are CASPER

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

## The Grid

A working draft of Council Meeting Agendas

**March 24, 2020**
**Councilmembers Absent: Hopkins, Powell**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Finance Policies - Phase 4	Information Only	30 min	4:35
Liquor License Sanctions/Update & Open Container Resolution (MEMO DUE - Fleur Tremel)	Direction Requested	40 min	5:05
Community Promotions Funding (Part 2) (MEMO DUE - Fleur Tremel)	Direction Requested	40 min	5:45
Sidewalk Maintenance (John Henley - MEMO DUE)	Direction Requested	40 min	6:25
Agenda Review		20 min	7:05
Legislative Review		10 min	7:25
Council Around the Table		10 min	7:35
Approximate Ending Time:			7:45

**April 7, 2020**
**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
C = Item is on Consent      N = Item is not on Consent					
Pre-Meeting: WAM Voting Delegate (tentative)					
Pre-Meeting: Sole Source Purchase of Ticket Printers from Paciolan for use at the Casper Events Center					
Pre-Meeting: Community Relations Spec Update					
Pre-Meeting: Approve March 17 Executive Session Minutes					
Establish Public Hearing Date for April 21: Liquor License Sanctions/Update & Open Container	C				
Public Hearing: Annexation and Plat Creating the Sontrust No. 1 Addition to the City of Casper, and Zoning of said Addition as R-3 (One to Four Unit Residential).		N			
Public Hearing Date: Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements.		N			
Plat to Creating Garden Creek Square Addition No. 2, a Subdivision Agreement, and a Zone Change of Said Addition to R-4 (High Density Residential). 3rd Reading			N		
Vacation, Replat, Zone Change and Subdivision Agreement for the Greenway Park III Addition. 3rd Reading			N		
Replat, Zone Change, and Subdivision Agreement for the Kensington Heights Addition No.1. 3rd Reading			N		
Approving Transfer of Ownership for Restaurant Liquor License No. 31, Himalayan Indian Cuisine, LLC, d/b/a Himalayan Indian Cuisine.					C

**April 14, 2020****Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Comp & Class Study Review	Direction Requested	40 min	5:10
Downtown Parking Garage Capital & Operations	Direction Requested	20 min	5:50
College National Finals Rodeo Discussion	Direction Requested	20 min	6:10
Unsafe Structures & Equipment Ordinance	Direction Requested	60 min	6:30
Agenda Review		20 min	7:30
Legislative Review		10 min	7:50
Council Around the Table		10 min	8:00
Approximate Ending Time:			8:10

**April 21, 2020****Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Annexation and Plat Creating the Sontrust No. 1 Addition to the City of Casper, and Zoning of said Addition as R-3 (One to Four Unit Residential). 2nd Reading			N		
WAM Voting Delegates					C
Public Hearing: Liquor License Sanctions/Update & Open Container		C			
Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements. (2nd reading?)			N		
Resolution Modifying Open Container Law (tentative)				C	

**April 28, 2020****Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Event Center Budget		30 min	4:35
Agenda Review		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

**May 5, 2020****Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
May 5 - Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements. (3rd reading?)			N		

### Future Agenda Items

Item	Date	Estimated Time	Notes
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Animal Care Ordinance Review			
Meadowlark Park			Spring 2020
Citizen Presentation - Vehicle Licensing - Maddie Booth		20 min	Waiting on response from Booth family
Private Operation of Hogadon			
Event Center Update	April 28, 2020?		After May 1
Formation of Additional Advisory Committees			

### Staff Items

Limo Amendment			
Health Plan - Residual Balance			After January 2020
Utility Business Plan			After New Year - February
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Tentative Budget Review	May 12, 2020		
Community Relations Spec Update		30 min	

### Special Work Sessions

Budget Work Sessions	May 18 & 20
----------------------	-------------

### Future Council Meeting Items

Public Hearing - Sontrust No. 1 Addition - Annexation Compliance & 3rd Reading Ordinance	May 19, 2020
Establish Public Hearing - FY 21 Budget Adoption Summary Proposed Budget published in minutes	June 2, 2020
Public Hearing Date - FY 21 Budget Adoption	June 16, 2020

### Retreat Items

Economic Development and City Building Strategy
---

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

**MEETING PROCEEDINGS**

February 18, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, February 18, 2020 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present -** Chairman King, Vice-Chairman Keffer, Secretary Waters, Treasurer Bertoglio, and Board Members Cathey and Powell. Board Members Freel and Huber were absent.

**City of Casper –** Cathey, Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Scott Baxter, Jolene Martinez

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

**33 Mile Road Improvement & Service District –**

**Mile-Hi Improvement and Service District –**

**Central Wyoming Groundwater Guardian Team (CWGG) –**

**Others —** Charlie Chapin, Kyle Ridgeway – Williams, Porter, Day & Neville, P.C.;

The Board meeting was called to order at 11:32 a.m.

1. In Announcements, Mr. Martin stated that copies of the WTP Annual Report were

handed out for the Board Members to review.

Mr. Martin also announced that hard copies of the annual audit are available if any of the Board Members would like one.

2. Chairman King asked for a motion to approve the minutes from the January 21, 2020 meeting. A motion was made by Treasurer Bertoglio and seconded by Secretary Powell to approve the minutes from the January 21, 2020 meeting. Motion put and carried.
3. Mr. Martin informed the Board that three additional vouchers were added to the voucher listing: voucher 8125 for HOA Solutions, Inc. for the SCADA System Upgrade in the amount of \$132,755.91; voucher 8126 for HDR Engineering, Inc. for the 2.6M Gallon Tank Roof Replacement in the amount of \$23,429.31; and voucher 8127 for HDR Engineering, Inc. for the Wardwell Tank Repairs in the amount of \$3,224.55. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the February 2020 vouchers. A motion was made by Vice-Chairman Keffer and seconded Secretary Waters by to approve the February 2020 voucher list to include voucher numbers 8118 through 8127 in the amount of \$534,896.80. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for January 2020 was 159 MG, which is 9 MG less than the five-year average of 168 MG. Mr. Martin stated that year-to-date production is 2.5 BG, which is 51 MG more than the five-year average of 2.45 BG.

Mr. Martin stated that Total Reserves is down a little bit from last year due to capital project expenses. Mr. Martin stated that Undesignated Reserves is \$1.4 M, and should be down to approximately \$1.1 M at the end of the fiscal year. Mr. Martin stated that Reserves remain strong.

Mr. Martin stated that Water Sales for the year are \$4,832,354, which is \$575,588 higher than FY2019. Mr. Martin stated that this is due to the rate increase and strong water sales this fiscal year.

Mr. Martin stated that Total Operating Expenses are 1.61% higher than last fiscal year. Mr. Martin stated that staff anticipated that Operating Expenses would be 1.9% higher than last year.

Chairman King asked for a motion to approve the January 2020 Financial Report as presented. A motion was made by Board Member Cathey and seconded by Secretary Waters to approve the January 2020 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that the SCADA contractor is pretty much done with the distribution system, which includes the booster stations, tanks, and installing new PLCs and radios at the remote sites. Mr. Schroeder stated that these are all on the new SCADA system. Mr. Schroeder stated that the SCADA contractor has started on the WTP systems and are scheduled to be completed at the end of March.

Mr. Schroeder stated that there is a power outage scheduled in the next two weeks to test the emergency generator again. Mr. Schroeder stated that it is a tough time to have a power outage with the SCADA Project going on. Mr. Schroeder stated that staff will have to make sure everything is turned off before the power outage so there are no issues getting all systems back on line. Mr. Schroeder stated that hopefully everything goes well with the test. Mr. Schroeder stated that mechanical changes were made to the generator, as well as to the programming. Secretary Waters asked what the root problem is with the emergency generator. Mr. Schroeder stated that when the power from the utility is lost, the diesel powers up, but it doesn't switch power to the WTP. Mr. Schroeder stated that the only way to test the generator is with a power outage.

Chairman King asked if this work is covered under the warranty. Mr. Martin stated that was correct.

Secretary Waters stated that a good thing about having the test with the SCADA contractor on site, is that if something goes wrong with the SCADA during the test, they can address it right away.

Board Member Cathey asked what kind of generator package is being installed. Mr. Schroeder stated that it is a CAT generator being installed by Wyoming Machinery.

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

Mr. Conner stated that the Wardwell tank was taken out of service a couple of weeks ago due to a bad routine bacti test. Mr. Conner stated that the tank will be left offline while staff is waiting on good weather to test the tank roof to see if it is leaking. Mr. Conner stated that if no leaks are found in the roof, the tank will be disinfected really well and put back in service.

Mr. Conner stated that chloramine residuals out in the system are looking good.

Mr. Conner stated that a couple of ARVs on 7 Mile Road need repaired, but there is too much snow to get to them right now.

Mr. Conner stated that staff pumped down the wet well at the WTP to install a pump.

Mr. Conner stated that the materials for the contactor drain valves are ordered and will be installed when they arrive.

6. There was no Public Comment.

7. In Old Business:

- a. Mr. Martin stated that before the Board today is a funding request from the City of Casper regarding the River Restoration Project. Mr. Martin stated that this request is broken into two separate parts.

Mr. Martin stated that the first part of the request is relating to the Exposed Waterline Project that the Board contracted with 71 Construction last year to cover the waterline. Mr. Martin stated that Change Order No. 1 for this project involved extending the recharge channel intake waterline farther into the river. Mr. Martin stated that when the River Restoration Project was completed there was a little backwater section built into it that resulted in water quality issues where the recharge intake pipe was located, so the intake pipe had to be extended out into the river. Mr. Martin stated that the City will reimburse the RWS for this change order to the project since it was caused by the River Restoration Project.

Mr. Martin stated that the City submitted RWS vouchers to the Wyoming Business Council (WBC) to see if any of it would be reimbursed as part of the WBC grant that was received for the same reach of the river to which the Board pledged funding. Mr. Martin stated that the City received funds from the WBC in the amount of \$75,677. Mr. Martin stated that according to City accounting and finance rules, the \$75,677 from the WBC grant, even though it is for a City grant, because the Board is the holder of the contract with 71 Construction, the funds must be credited to the Board and not to the River Restoration Project. Mr. Martin stated that the City is asking that the Board consider giving the River Restoration Project the \$75,677 reimbursement from the WBC grant.

Chairman King asked if this is a grant/loan, or just a grant. Mr. Martin stated that it is a grant, and stated that Ms. Jolene Martinez and Mr. Andrew Beamer are in attendance to answer any questions.

Treasurer Bertoglio asked if this was all part of the same phase of the River Project. Mr. Beamer stated that the City had a \$500,000 WBC grant for Phase I of the River Restoration Project. Mr. Beamer stated that the grant only reimburses 22% of costs related to this grant. Mr. Beamer stated that in order to fully utilize the grant, WBC staff allowed the submittal of the RWS expenses for this project as it was located in Phase I.

Treasurer Bertoglio asked if the project for the exposed waterline was part of Phase I or Phase II. Mr. Beamer stated that this was a separate project done by the Board, and the extension of the recharge intake was added as a change order to the project. Treasurer Bertoglio asked if the change order was done because of the river project. Mr. Beamer stated that was correct, and the City will be paying for the change order portion of the project.

Chairman King asked how many more phases there are for the river project. Mr. Beamer stated that there are at least four more phases to the project. Chairman



King asked if all the phases will benefit the RWS WTP. Mr. Beamer stated that the phases near the WTP, but not farther downstream, would benefit the RWS WTP.

Treasurer Bertoglio stated that he just wanted to clarify that there are two requests, but the grant request is related to Phase I. Mr. Beamer stated that both requests are related to Phase I in a sense. Mr. Beamer stated that in order to fully realize the WBC grant of \$500,000, their staff approved the City submitting invoices for the RWS project to cover the exposed waterline and to extend the recharge intake piping, which cost \$330,000 and they reimbursed the City 22%, which was the \$75,677.

Treasurer Bertoglio asked how much extra the River Restoration Project cost RWS. Mr. Beamer stated that in 2016, the Board at that time allocated \$500,000 to the River Restoration Project. Mr. Beamer stated that the City is in the process of gathering all the River Restoration funds in the new financial system and it was determined that the City only invoiced the RWS for \$250,000 of the \$500,000. Mr. Beamer stated that the City is asking that the remaining \$250,000 be allocated back to the City. Mr. Beamer stated that he realizes that this amount is not currently in the RWS budget for this year.

Board Member Powell asked if the City members of the Board would need to declare a conflict. Mr. Chapin stated that the City members of the Board would need to declare a conflict.

Treasurer Bertoglio stated that he could appreciate the request for the grant reimbursement part, but at this point, as the \$250,000 is not in the Board's current budget, if the City wants to make the request, he is not opposed to having that discussion during budget planning.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to reallocate the WBC grant reimbursement in the amount of \$75,677 to the City of Casper.

Treasurer Bertoglio asked if the City currently has the money, and if it is just an accounting issue. Mr. Beamer stated that the City does have the money and this will just clean up the accounting issues between the City and the RWS.

Motion put and carried with Board Members Cathey and Powell abstaining from the vote.

Board Member Cathey asked if the Board could vote on this with the City members of the Board abstaining. Treasurer Bertoglio stated that there was a quorum of six present at the beginning of the meeting, and when the vote took place, a majority of four Board Members in attendance voted. Mr. Chapin stated that was correct.

Mr. Martin stated that staff is currently working on budgeting and asked if the direction of the Board is to include the \$250,000 in the FY21 budget. Secretary Waters stated that he believes that is the right place to address it. Treasurer Bertoglio stated that since it is not invoiced at this time, he believes addressing it in the upcoming budget is the right thing to do. Board Member Cathey stated that if the funds were allocated in 2016, the funds should have been carried over in the budget until they were paid. Mr. Martin stated that the original \$500,000 was allocated in FY2016 where \$250,000 was invoiced and paid, and \$250,000 was carried over to FY17. Mr. Martin stated that since those funds were not invoiced by the City in FY17, they were not carried over again.

b. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that before the Board today is Change Order No. 1 with Riley Industrial Services, Inc., for the 2.6M Gallon Tank Recoating, Project No. 18-093 in the amount of \$196,106.83 and a time extension of 365 days.

Mr. Martin stated that Riley Industrial is under contract for the 2.6M Gallon Tank Recoating Project, for the inside and outside of the tank. Mr. Martin stated that when Riley Industrial started sandblasting on the inside, they found severe corrosion issues. Mr. Martin stated that an inspection blast was done to allow for an inspection of the surfaces. Mr. Martin stated that when it was determined that the tank roof would have to be replaced, Riley Industrial demobilized and will have to come back after the roof is replaced to finish their work.

Mr. Martin stated that this change order includes the blast inspection and demobilization/remobilization costs for them to come back and finish the work. Mr. Martin stated that they will basically have to start over once the roof is replaced.

Mr. Martin stated that the 365 day time extension is to give time for the roof to be replaced before the October 31, 2020 completion date.

A motion was made by Secretary Waters and seconded by Board Member Powell to approve Change Order No. 1 with Riley Industrial Services Inc., for a price increase in the amount of \$196,106.83 and a time extension of 365 days for the 2.6M Gallon Tank Recoating, Project No. 18-093.

Treasurer Bertoglio asked if this change order will be budgeted for next year. Mr. Martin stated that since Riley Industrial is already under contract, it is expected to have a contractor under contract for the tank roof replacement before the end of the year. Mr. Martin stated that at the meeting last month, the Board reallocated \$774,000 of capital projects for this roof replacement. Mr. Martin stated that the contingency funds for the Riley Industrial contract will be used for the change

order, plus some of the reallocated funds.

Board Member Powell asked if staff is confident that the Backwash Tank, which is now the primary tank, will function fine for the next year and is working well in this configuration. Mr. Martin stated that staff used the tanks in this configuration through the majority of last summer, and staff is confident it will work fine while this work is being completed.

Motion put and carried.

- b. Mr. Martin stated that before the Board today is Change Order No. 1 with Great Plains Structures, LLC, for a deduction in the amount of \$41,250, for liquidated damages assessed for the Wardwell Tank Repairs, Project No. 16-035.

Mr. Martin stated that Great Plains was six days late on substantial completion in September, and the tank was out of service in November and December for additional leak repairs. Mr. Martin stated that liquidated damages were assessed in the amount of \$41,250 through negotiations with Great Plains. Mr. Martin stated that this amount will cover the additional engineering costs from HDR Engineering in the amount just under \$30,000, and for water and pumping costs.

Mr. Martin stated that this will reduce the contract price from \$458,000 to \$416,750. Mr. Martin stated that additionally there is \$20,837.50 in retainage. Mr. Martin stated that Great Plains will have to come back to do leak testing and repairs, which must be completed by June 19, 2020.

Mr. Martin stated that Mr. Scott Baxter with City Engineering is in attendance to answer any questions the Board may have.

Mr. Chapin stated that Mr. Martin and Mr. Baxter did an artful job in negotiating the resolution of the liquidated damages. Mr. Chapin stated they used great finesse for getting the matter taken care of and preserving Great Plains coming back to complete the work later on. Mr. Martin stated that Mr. VanWyhe with HDR was also involved in the negotiating.

A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to approve Change Order No. 1 with Great Plains Structures, LLC for a deduction in the amount of \$41,250 for the Wardwell Tank Repairs, Project No. 16-035.

Board Member Cathey asked if retainage is still being held for this project. Mr. Martin stated that \$20,837.50 is being held in retainage. Mr. Baxter stated that in terms of payment amounts, there is an additional \$32,000 that has not yet been paid on the contract. Board Member Cathey asked if there is enough funds being held back if another repair has to be made to the tank. Mr. Baxter stated that there is enough funds being held at this time if another repair has to be made to the

tank.

Motion put and carried.

- c. Mr. Martin stated that it is the time of year when the Board reviews and signs the annual banking letters, which must be signed in open session.

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

- d. There was no Other New Business.

9. A motion was made by Board Member Power and seconded by Board Member Cathey to adjourn from Regular Session into Executive Session at 12:11 p.m. to discuss potential litigation. Motion put and carried.

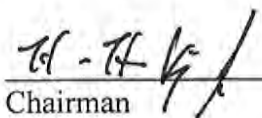
Board Member Powell left the meeting at 12:49 p.m.


A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn from Executive Session at 1:02 p.m. Motion put and carried.

A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to return to Regular Session at 1:03 p.m. Motion put and carried.

10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on March 17, 2020.

A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn the meeting at 1:04 p.m. Motion put and carried.

  
Chairman

  
Secretary

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

**SPECIAL MEETING PROCEEDINGS**

February 28, 2020

A special public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Friday, February 28, 2020 at 9:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present -** Chairman King, Vice-Chairman Keffer, Secretary Waters, Treasurer Bertoglio, and Board Members Cathey, Freel, Huber and Powell.

**City of Casper –** Cathey, Freel, Huber, Powell, Bruce Martin, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

**33 Mile Road Improvement & Service District –**

**Mile-Hi Improvement and Service District –**

**Central Wyoming Groundwater Guardian Team (CWGG) –**

**Others —** Charlie Chapin, Kyle Ridgeway, Amanda McClain – Williams, Porter, Day & Neville, P.C.;

The Board meeting was called to order at 9:31 a.m.

1. In Announcements, Ms. Brown took roll call for this Special Meeting. Attendees of the

Special Meeting were as follows:

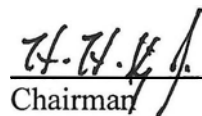
Chairman King – By Phone  
Vice-Chairman Keffer – In Person  
Secretary Waters – In Person  
Treasurer Bertoglio – By Phone  
Board Member Cathey – By Phone  
Board Member Freel – In Person  
Board Member Huber – By Phone  
Board Member Powell – By Phone  
Mr. Chapin – In Person  
Mr. Ridgeway – In Person  
Ms. McClain – In Person  
Mr. Martin – In Person  
Ms. Brown – In Person


2. Chairman King asked for a motion to move into Executive Session to discuss litigation. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to adjourn from Regular Session into Executive Session at 9:34 a.m. Motion put and carried.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to adjourn from Executive Session and move back into Regular Session at 10:04 a.m.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to grant authority to Mr. Martin, Mr. Ridgeway and Mr. Chapin to negotiate a settlement. Motion put and carried.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to adjourn the meeting at 10:05 a.m. Motion put and carried.

  
Chairman

  
Secretary

**From:** Roehr, Mary [mailto:Mary.Roehr@charter.com]  
**Sent:** Monday, March 16, 2020 8:42 AM  
**Subject:** FW: Charter Channel Lineup Changes

Good Morning.

Charter Communications is making changes to its residential channel lineup for customers in your community.

PROGRAMMING	CHANGE
ACC Network	Launching to Legacy Packages (Disney)

Please contact me at should you have any questions.

Sincerely,

Mary Roehr



**Mary Roehr** | Director, Government Affairs, Colorado, Montana, Wyoming | C: 406-671-7956  
951 W. Custer Ave. | Helena, MT 59601





Effective Date: 3/6/2020

## **NOTICE TO ALL CONTRACTORS**

Per Section 8.40.050 of the Casper Municipal Code - you are required to maintain an on-site refuse container for the disposal of litter and debris during construction.

With recent windy weather conditions, the City is receiving numerous complaints about blowing construction debris and trash. The penalty for littering is significant, up to \$750.00 per occurrence. Building inspection staff will be monitoring the cleanliness of construction sites, and the Zoning/Code Enforcement Division will be diligently enforcing this requirement.

Your assistance is greatly appreciated. Any questions call City of Casper, Community Development Department @ 235-8254.

**THIS !!**



**NOT THIS**





# **STATEWIDE PUBLIC HEALTH ORDER CLOSING BARS, RESTAURANTS, THEATERS, GYMNASIUMS, CHILD CARE FACILITIES, K-12 SCHOOLS, COLLEGES, UNIVERSITIES, AND TRADE SCHOOLS STATEWIDE**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by implementing emergency measures to close all restaurants, bars, theaters, gymnasiums, child care facilities, K-12 schools, colleges, universities, and trade schools, in the State of Wyoming, with certain exceptions. This Order is effective immediately, and shall remain in effect until April 3, 2020.

## **FINDINGS**

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 18 confirmed cases of COVID-19 in Wyoming as of March 18, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in “December 2019 a novel (new) coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.”
5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon’s Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. The guidelines issued from the White House on March 16, 2020, specify that with evidence of community transmission within a state, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where groups of people congregate should be closed.
8. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.

9. Counties in Wyoming have requested orders of this kind following the White House guidelines, and the best manner of protecting the health of the citizens of Wyoming is through a consistent order spanning the entire State.
10. A large number of persons with serious infections has the ability to compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
11. Wyoming Statute §§ 35-1-240(a)(i) and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, M.D., PhD, or under her directive through other employees of the Wyoming Department of Health, to close theaters, schools, and other public places, and forbid public gatherings when necessary to protect the public health.
12. In addition to the above findings, stopping the spread of COVID-19 includes washing hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, and covering your cough or sneeze into your elbow or by using a tissue.

### **ORDER**

1. The following places of public accommodation are ordered closed to ingress, egress, use, and occupancy by members of the public:
  - a. Restaurants, food courts, cafes, coffeehouses, and other similar places of public accommodation offering food or beverage for on-premises consumption;
  - b. Bars, taverns, brew pubs, breweries, microbreweries, distillery pubs, wineries, tasting rooms, special licensees, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption;
  - c. Cigar bars;
  - d. Gymnasiums; and
  - e. Movie and performance theaters, opera houses, concert halls, and music halls.
2. The following conditions apply to places of public accommodation subject to this Order:
  - a. Places of public accommodation are encouraged to offer food and beverage using delivery service, window service, walk-up service, drive-through service, or drive-up service, and to use precautions in doing so to mitigate the potential transmission of COVID-19, including social distancing. Online and telephonic credit card transactions are strongly encouraged (e.g. Venmo, Squarecash, Googlepay, Apple Pay and similar payment apps).
  - b. Staff who handle cash or credit cards may not be involved in the preparation, handling, or delivery of food.
  - c. In offering food or beverage, a place of public accommodation may permit up to five members of the public at one time in the place of public accommodation for the purpose of picking up their food or beverage orders, so long as those individuals are at least six feet apart from one another while on premises.
  - d. For hotel restaurants, food items may only be delivered as room service or as described above.
  - e. Management shall ensure, on a daily basis, that no employee who presents symptoms of illness will be permitted to work.

3. For clarity, this Order does not apply to any of the following:
  - a. Places of public accommodation that offer food and beverage not for on-premises consumption, including grocery stores, markets, retail stores that offer food, convenience stores, pharmacies, drug stores, and food pantries;
  - b. Room service in hotels;
  - c. Health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities;
  - d. Crisis shelters or similar institutions;
  - e. Airport concessionaires; and
  - f. Any emergency facilities necessary for the response to the events surrounding the public health emergency and state of emergency caused by COVID-19.
4. All child care centers and home daycares are ordered closed, subject to the following:
  - a. Child care centers or home daycares that provide care for children of essential personnel may continue to operate to provide child care for children of essential personnel. Essential personnel includes:
    - i. Staff and providers of childcare and education services, including custodial and kitchen staff and other support staff, who do not do their work remotely;
    - ii. Providers of healthcare including, but not limited to, employees of clinics, hospitals, nursing homes, long-term care and post-acute care facilities, respite houses, designated agencies, emergency medical services, as well as necessary custodial, kitchen, administrative, and other support staff;
    - iii. Criminal justice personnel including those in law enforcement, courts, and correctional services;
    - iv. Public health employees;
    - v. Firefighters, Wyoming National Guard personnel called to duty for responding to COVID-19, and other first responders;
    - vi. State employees determined to be essential for response to the COVID-19 crisis;
    - vii. Active duty military staff;
    - viii. Pharmacy staff;
    - ix. Foster families with children through grade 8;
    - x. 2-1-1 and 9-1-1 call center staff; critical infrastructure and utility workers, including electrical, plumbing, telecommunications, water, and wastewater operators, workers, and staff;
    - xi. State, municipal, and commercial public works and sanitation crews;
    - xii. Grocery and food supply workers;
    - xiii. Supply chain, postal, and delivery drivers and warehouse workers;

- xiv. Manufacturers of medical devices, equipment, testing equipment, and supplies;
  - xv. and fuel distribution workers.
- b. In circumstances where a child care center or home daycare remains open, the center or home is required to have fewer than 10 people in a room or together at any time, including for meals or recreation.
  - c. Further, a child care center or home daycare that remains open is required to follow all health guidelines from the CDC and Wyoming Department of Health for limiting the risk of transmission of COVID-19, to the extent possible when caring for children.
  - d. As childcare is a critical part of the infrastructure of Wyoming, allowing essential systems to function, in the event a county health officer wants to close a childcare facility under the direction and supervision of the State Health Officer, the County Health Officer shall work with local childcare providers to make available limited childcare services for essential personnel, as described above.
- 5. All K-12 schools shall dismiss students until no sooner than April 3, 2020, to the extent any school in Wyoming has not already done so. Administrative staff and teachers may continue to work in school buildings to facilitate distance learning or to complete administrative tasks. Food may still be prepared to be made available to those in need, as directed by school superintendents. Classes may still be offered online at the discretion of the school.
  - 6. All colleges, universities, and trade schools shall not hold in person classes until no sooner than April 3, 2020. Administrative staff and teachers may continue to work in facility buildings to facilitate distance learning or to complete administrative tasks. Food may still be prepared to be made available to those in need. Classes may still be offered online at the discretion of the college, university or trade school.
  - 7. This Order supersedes all previous individual county orders authorized by the Wyoming State Health Officer under Wyoming Statute § 35-1-240(a)(iv). To the extent the county order is more restrictive, the more restrictive provisions still apply.
  - 8. Exceptions to the public accommodation sections above (paragraphs 1-3) may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if the business can demonstrate, in writing, to the County Health Officer that they will limit customers within the business to no more than ten at any given time, that at least 6 feet of space will be maintained between customers at all times, and that effective cleaning will be performed between customers.

As the State Health Officer, I specifically deem this order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(iv). I will reassess the necessity of this order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.

---

Alexia Harrist  
Wyoming State Health Officer

**NATRONA COUNTY HEALTH OFFICER  
PUBLIC HEALTH ORDER 20-2**

**ORDER PROHIBITING CERTAIN PUBLIC GATHERINGS AND  
CLOSING CERTAIN PUBLIC PLACES FOR LIMITED TIME PERIOD  
WITHIN NATRONA COUNTY, WYOMING**

WHEREAS, Dr. Mark E. Dowell, M.D. serves as the Natrona County Health Officer and Dr. Ghazi Ghanem serves as a Deputy Natrona County Health Officer pursuant to Wyo. Stat. Ann. § 35-1-306(a); and

WHEREAS, Wyoming Statute Ann. §§ 35-1-240(a)(i) and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, M.D., or under her directive through other employees of the Wyoming Department of Health, to close theaters, schools, and other public places when necessary to protect the public health; and

WHEREAS, as evidenced by her signature below, Dr. Alexia Harrist, M.D., the Wyoming State Health Officer, has reviewed and directed the issuance of this Order by Dr. Mark E. Dowell, Natrona County Health Officer; and

WHEREAS, the World Health Organization declared the Coronavirus as a worldwide pandemic as of March 11, 2020, and

WHEREAS, the President of the United States declared a national emergency concerning the novel coronavirus disease (COVID-19) on March 13, 2020, specifically stating that in “December 2019 a novel (new) coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.” The National Emergency Declaration went on to declare that the COVID-19 outbreak in the United States constitutes a national emergency, and

WHEREAS, Mark Gordon, Governor of the State of Wyoming, declared a State of Emergency and Public Health Emergency in the State of Wyoming on March 13, 2020, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving outbreak of the novel coronavirus as of March 11, 2020. The Declaration of a State of Emergency and Public Health Emergency directs the Director of the Wyoming

Department of Health to take all appropriate and necessary actions and in the Director's judgment any actions necessary to provide aid to those locations where there is a threat or danger to public health, safety and welfare; and

WHEREAS, it has been determined that a method to control the community spread of the coronavirus is to close certain public places; and

WHEREAS, this Order may reduce the likelihood that individuals that may have been exposed to COVID-19 will spread the virus to others, and therefore is entered to protect the health of the public. By reducing the spread of the virus, this Order will help preserve critical and limited healthcare capacity in Natrona County. This Order is further entered to prevent circumstances often present in public places that may exacerbate the spread of the virus such as: (1) the increased likelihood that gathering in a public place will attract people from a broader geographic area; (2) the prolonged time period in which significant numbers of people are in close proximity; (3) the difficulty in tracing exposure when many people attend a single public place; and (4) the inability to ensure that attendees follow adequate hygiene practices in public places; and

WHEREAS, implementation and limitations on public places and use of social distancing prevent initial exposure and secondary transmission to our most vulnerable populations, and are especially important for people over 60 years old and those with chronic health conditions due to the higher risk of severe illness from COVID-19; and

WHEREAS, per the new guidelines issued from the White House Government as of March 16, 2020, that with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where groups of people congregate should be closed; and

WHEREAS, Governor Mark Gordon issued a **STATEWIDE PUBLIC HEALTH ORDER CLOSING BARS, RESTAURANTS, THEATERS, GYMNASIUMS, CHILD CARE FACILITIES, K-12 SCHOOLS, COLLEGES, UNIVERSITIES, AND TRADE SCHOOLS STATEWIDE** on March 19, 2020.

NOW THEREFORE, In Natrona County, Wyoming:

1. Any public gathering or event of 10 or more people is PROHIBITED.
2. All public gatherings or events are required to follow all health guidelines from the CDC and Wyoming Department of Health for limiting the risk of transmission of COVID-19,

3. This prohibition does not apply to day to day operations of healthcare facilities, nursing homes, group homes, grocery stores or household members.

IT IS FURTHER ORDERED THAT the following establishments are hereby ordered closed immediately in Natrona County, Wyoming:

Beauty Salons;  
Tattoo Parlors;  
Child & Adult Amusement Centers, including but not limited to arcades, bingo parlors, off-track betting, adult entertainment establishments, and bowling alleys  
Communal pools, hot tubs, locker rooms, saunas, steam rooms, fitness centers, conference rooms, and spas; and  
Museums

IT IS FURTHER ORDER, that the Natrona County Health Officer may grant exceptions on a case by case basis after evaluating the request; and

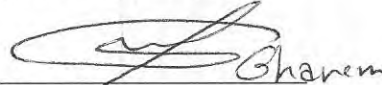
IT IS FURTHER ORDERED, that this Order shall remain in effect through April 3, 2020, or until such time as the Natrona County Health Officer enters an Order revoking or modifying this Order, under the direction and supervision of the State Health Officer; and

IT IS FURTHER ORDERED, that any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106; and



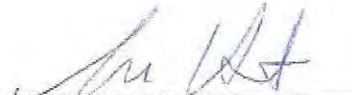
DATED THIS 20<sup>th</sup> DAY OF March, 2020.

  
Dr. Mark E. Dowell  
Natrona County Health Officer

  
Dr. Ghazi Ghanem  
Deputy Natrona County Health Officer

**Direction to Issue Order**

I, Dr. Alexia Harrist, the Wyoming State Health Officer, hereby state that I have reviewed the above Order and hereby direct, pursuant to Wyoming Statutes §§ 35-1-227 and -240(a)(i) and (iv), the Natrona County Health Officer to issue the above Order Closing Public Places and Placing Restrictions on Restaurants in Natrona County, Wyoming. As the State Health Officer, I specifically deem this order necessary to protect the public health due to the central location of Natrona County, its position as a hub of medical care in Wyoming and its position as the second largest county in Wyoming. I will reassess the necessity of this order as appropriate to do so and according to accepted epidemiological and medical standards.

  
Dr. Alexia Harrist  
Wyoming State Health Officer





## City of Casper, Wyoming

### DECLARATION OF AUTHORITY

The City of Casper, Wyoming, gives authority to City Manager, J. Carter Napier, in consultation with Mayor Freel to enter into and issue a letter of declaration of authority to the Emergency Operations Center (EOC) established by Natrona County and the City of Casper; this declaration is for the purpose of providing assistance to the EOC for the control and management of the COVID-19 infection outbreak and the repercussions therefrom.

The City Council of Casper, Wyoming, authorizes and designates to the City Manager, J. Carter Napier, the authority to permit the use of and closure of City facilities and the use of City equipment and supplies, and to reassign personnel to assist in the containment and management of the COVID-19 infection outbreak and the repercussions therefrom.

  
\_\_\_\_\_  
Steven K. Freel  
Mayor

3/20/2020  
Date

  
\_\_\_\_\_  
Fleur Tremel  
City Clerk

3/20/2020  
Date



FOR MORE INFORMATION CONTACT

Glenn S. Januska  
Airport Director  
Casper / Natrona County International Airport  
8500 Airport Parkway  
Casper, WY 82604  
(307) 277-8271 • [gjanuska@iflycasper.com](mailto:gjanuska@iflycasper.com)  
[www.iflycasper.com](http://www.iflycasper.com)  
[www.facebook.com/CNCIA](https://www.facebook.com/CNCIA)

FOR IMMEDIATE RELEASE

March 19, 2020

**AIRPORT RESTRICTS ACCESS TO PUBLIC FACILITIES**

CASPER, WY – In an effort to help minimize the spread of the COVID-19 virus, the Casper/Natrona County International Airport has implemented a restriction on access to the Airport's public facilities. While the Airport has not experienced any known occurrences of COVID-19, we recognize the Wyoming State Health Officer's decision to close public places through April 3, 2020. While airports were not included in the list of restrictions, we feel it is in the best interest of our customers, employees, and the communities we serve to restrict access as follows:

**Commercial Airline Terminal**

Access to the Commercial Airline Terminal is restricted to the following:

- Ticketed Airline Passengers
- Rental Car Customers
- Airport/Tenant Employees
- Individuals aiding ticketed seniors, passengers with disabilities, or unaccompanied minors.
- U.S. Customs and Border Protection Customers

Those wishing to meet and greet friends and loved ones can do so from the comfort of their vehicle outside the terminal. Once again, these steps are strictly proactive measures to help exercise social distancing and to help minimize the spread of COVID-19.

The Airport has taken numerous steps to ensure the safety of the travelling public including enhanced cleaning and sanitation procedures and installation of additional hand sanitizer stations located throughout the terminal building.

Updated 3/20/2020

The vast majority of City business can be handled through the City website or over the phone. The City of Casper website is [www.CasperWy.gov](http://www.CasperWy.gov). The general City phone number is 307-235-8400.

## **Operations at City Hall**

### **Council Meetings**

- All Council meetings including work sessions and not including executive sessions will be held in Chambers.
- Seating has been gridded into six feet distances. With this, 20 people outside of Council, city manager, city attorney, and city assistant clerk, can be in Chambers. Media has been given the priority for seating and their seating has been prearranged.
- Telephone input is being taken for public input items on the agenda including public comment.
- Email to Council has been encouraged.
- A television has been set up in the atrium, where social distancing will also be invoked.
- All meetings are broadcast on cable channel 192 and YouTube.

### **Finance Department – Customer Service**

To pay utility bills (water, sewer, and trash collection)

- Payments can be mailed via US Postal Service
- Payments can be placed in the City Hall drop box, which is a secured metal box at the southern end of the building. It might be difficult to take cash.
- Credit card payments can be made online or calling 1-844-235-5262. An additional \$1.50 fee applies for telephone payments.
- Customers can make an electronic payment from their checking account by using their bank's personal banking website.
- Customers can sign up to make ongoing payments from their checking account by signing up for the City's EasyPay service. EasyPay causes the bill to be paid automatically, every month, directly from the customer's checking account

To make a different kind of payment (other than their regular utility bill):

- Payments can be mailed via US Postal Service
- Payments by check can also be taken at the City Hall drop box.
- Payments by credit card can also be taken over the phone. Customers can call the relevant City office directly, or they can call the main City of Casper phone line at 307-235-8400.

To submit forms and similar paperwork:

- Many forms and documents can be submitted electronically. Before making this sort of submission, contact the relevant City department directly (by phone or email), or call the general city phone number at 307-235-8400.

- Forms and documents that will fit into a standard envelope (4 x 9 inches) can be placed in the City Hall drop box. The drop box is a secured metal box at the southern end of the building. The box has a blue lid, and it is labeled “CITY OF CASPER UTILITY.”
- If time allows, paperwork can almost always be accepted by regular mail.
- For certain transactions, City staff members can arrange to meet the customer just outside of the City Hall building. Customers who think that this sort of service will be necessary should contact the relevant City department directly (by phone or email), or they can call the general city phone number at 307-235-8400.

### **Public Services Department - Public Utilities/Engineering**

The following tasks will be handled over the phone or via email, including payment via credit card. Payment or permit verification will be handled via email.

- Street Cut Permits
- Traffic Control Permits (would require initial e-mail from contractor)
- Curb-cut permits (still on winter shutdown)
- Permits to construct
- Physical tap fees
- System Investment Charges
- Outside agreement application fees
- Plan reviews

Engineering has provided a drop-box for bids. Bid openings will be done in Council Chambers and broadcast on cable channel 192 and YouTube.

### **Community Development Department - Planning and Building**

The following can be handled over the phone or via email. The phone number is 235-8254 or 235-8264.

- Building inspections will remain the same. Call to schedule an inspection time.
- Contractor licensing exams will cease until at least April 6. Contractors may still call to set a testing date for the exam, with the understanding the date could change.
- Building permits, fence permits, and sign permits can still be requested. Payment methods will remain the same. Administrative technicians will deliver permits outside to customers after they are called at 235-8254.
- Applications and plan submittals are encouraged via email to either [delston@casperwy.gov](mailto:delston@casperwy.gov) or [kshanley@casperwy.gov](mailto:kshanley@casperwy.gov).
- Mechanical, electrical, and plumbing permits will only be taken by phone, fax, or online.
- Consulting services for building and code enforcement divisions at the Community Development Department will be discontinued until at least April 6.

### **Attorney's Office**

- Appointments are being handled by phone.
- Michelle from PD does enter the office daily to bring the log-in sheets.

## **Human Resources and Risk Management**

- Internal employee visits are being limited by number and social distancing is being used.

## **Operations not at City Hall**

### **Police Department Services**

Casper Police Department is doing everything they can to preserve its workforce and continue to provide good service.

- Fingerprinting services are suspended.
- VIN inspections are suspended.
- Police will be using alternate reporting processes for some police issues, when appropriate.
- Community Service office is currently closed to the public.
- Pharmaceutical and over the counter medicine drop-off disposal is operational.
- Records has closed door to all people, including employees.
- All personnel will be required to be clean shaven so that masks will fit appropriately.
- One vehicle is being equipped for transporting prisoners so that they do not have to continuously clean every vehicle.
- When transporting prisoners, windows will be used for airflow throughout the vehicle instead of utilizing the vent system.
- Evidence clerks are using social distancing.
- Victim witness soft room is not being used, as it cannot be deep cleaned appropriately for COVID-19. The interview rooms are being used instead.
- A full inventory of their supplies is being taken and evaluated.
- PD briefings are no longer being held in person. They are being done electronically or over the radio.
- PD is using alternative reporting
- PD is reviewing its calls and what they can take and how to limit exposure to medical calls.
- Volunteers are being curtailed.

### **Fire Department Services**

- Public access and tours of fire stations have been suspended.
- Public education activities have been suspended.
- They are reviewing their response to all calls.

### **Municipal Court**

- Online, phone and mail-in payments are being encouraged.
- In person payments are being taken between 8 a.m. and 12 p.m. to accommodate additional sanitation procedures in the afternoon.
- All cases which require court appearances or that have been scheduled for bench trial or case review for the next three (3) weeks are being rescheduled.
- Court will also be following social distancing guidelines.
- Court staff will be following money handling protocols, which includes wearing gloves, for any cash customers, or for any transference of paperwork from the public.

- There is a public drop mail slot with envelopes outside the court payment window. Customers must provide their name, docket number/charge, and a current mailing address. All payments will be processed daily and a receipt mailed to the address provided.
- The staff will continue diligently working, taking phone calls and answering questions.

### **Metro Animal Shelter**

- Metro Animal Shelter has limited public access to appointment only.
- Business hours will be reduced to 12:00 – 4:00 p.m. Tuesday through Sunday effective 3/17/2020.
- Business that can be conducted over the phone is encouraged

### **Solid Waste**

- All buildings are currently closed to the public with the exception of the scale house.
- The baler building is currently closed; all waste will be landfilled.
- The Scale House has a hand sanitizer table with note to Customers that customers are required to use hand sanitizer before approaching the payment counter. Access has been restricted to one person at a time.
- A UV light will be installed near the sanitizer table to further assist with killing germs before the customers approach the counter for payment.
- Clerks will be wearing nitrile gloves and disinfecting counters and customer area throughout the day.
- At this time, non-essential services will continue as normal - recycle depot, extra trash collection, compost yard, and hazardous waste drop off. These services will discontinue if a 30% reduction in solid waste staff is realized. This staff would be diverted to the essential services of collecting and disposing of trash.
- Discussions are ongoing on having customers drop off their infectious waste (sharps containers and double bagged infectious wastes) at the biohazard landfill instead of dropping off at the Special Waste Bldg.
- Recycling depots have been closed
- The e-waste building has been closed and e-waste cannot be accepted. It is prohibited from being placed with regular trash, and citizens have been asked to hold it until e-waste collection can reopen
- The self-serve drop-off for residential hazardous waste and special waste has been closed and the service is being continued by appointment only. These appointments can only be done on Fridays. Hazardous waste and infectious waste are also prohibited from being placed with regular trash.
- Commercial hazardous waste, infectious waste and special waste is regularly by appointment only. This service will continue as usual.
- The compost yard is open.

### **Water Treatment Plant, Wastewater Treatment Plant, Water Distribution Garage**

- All processes are being reviewed and changed where needed to safeguard the health of the employees.
- They are screening all vendors who come into the plants and distribution garage.

### **Casper Service Center**

- A drop box is being installed to accept documents including bids for Fleet Services.

### **Cemetery Office Services**

- There is limited public access to the cemetery office.

### **Casper Recreation Center**

- Closed. Employees working on maintenance and other tasks. Two full-time employees have been re-tasked to the Emergency Operations Center (EOC).
- Recreation Center has been designated as a medical shelter by the Emergency Operations Center and Department of Health. Full-time and part-time employees are being trained for this function.
- Recreation Center parking lot, or inside in the case of inclement weather, is serving as a pickup point for school lunches.
- Ice arena has been shut down until fall to start construction on the ice plant.

### **Casper Events Center**

- Closed. Designated as a large scale medical shelter for quarantined people, people waiting to be tested who have symptoms, and confirmed cases that have no other place to go. Full-time and part-time staff are being trained for this function. One full-time employee has been re-tasked to the EOC.

### **Hogadon Ski Area**

- Closed.

### **Ft Caspar Museum**

- Closed. One full-time employee has been re-tasked to the EOC.

# MEDIA ADVISORY

---



## For Immediate Release

### Contact:

John Jones, Executive Director  
CATC / The Bus  
1715 East 4<sup>th</sup> Street  
Casper, Wyoming 82601  
(307) 265-5039  
FAX (307) 265-0551  
[John@catcbus.com](mailto:John@catcbus.com)

## **Casper Area Transportation Coalition's Response to the Novel Coronavirus (COVID-19) Outbreak**

**Casper, Wyoming (March 16, 2020)** – At Casper Area Transportation Coalition (CATC), our first priority is the safety and health of passengers, employees, and community members. With the emergence of novel coronavirus (COVID-19) in many regions of the country and, as of yesterday, as near as the central Colorado Rocky Mountain region, CATC has moved to upgraded bus cleaning protocols and frequency. We are taking this proactive approach to protect our passengers, employees, and community members in the event that COVID-19 makes its way into our central Wyoming community.

CATC / The Bus's upgraded protocols include the wiping down of all touch surfaces in each bus paying particular attention to the operator's area and boarding door area of each bus twice daily along with disinfectant treatment of each unit every evening at the end of the service day. Our staff and operators have all been trained in these procedures. All products used are approved by the USEPA as environmentally safe and have been determined to be the most effective products for eliminating the virus on environmental surfaces.

We are working with the Center for Disease Control and Prevention (CDC), the Department of Homeland Security (DHS), the Federal Transit Administration (FTA), and the Casper-Natrona County Health Department (CNCHD) to monitor the progression of the COVID-19 outbreak and we will make changes to our cleaning and disinfecting protocols based upon their recommendations moving forward.

You can keep yourself and others healthy by not traveling when you are sick, covering your mouth and nose when you cough or sneeze, avoiding touching your face and eyes, and washing your hands frequently and thoroughly.

CATC / The Bus does not anticipate any changes in service or schedules at this time due to the COVID-19 outbreak.

CATC / The Bus will continue to monitor this outbreak and we will pass along any new information that becomes available.





**From:** [platteriver@wyoming.com](mailto:platteriver@wyoming.com) [<mailto:platteriver@wyoming.com>]

**Sent:** Monday, March 16, 2020 9:04 AM

**To:** Timothy Cortez; Jolene Martinez; Beth Andress

**Subject:** Campaign to encourage healthy use of trails and parks

Good Morning,

The Platte River Trails is planning to launch a campaign today encouraging use of our community trails for physical and mental health benefits as it relates to COVID-19, social distancing and the closure of many facilities.

Is there anything the City of Casper would like to have included in this messaging?

In addition, we have closed the restrooms at the Pumphouse as we determine if and how we can keep them properly sanitized. Do you all have any recommendations for us? Are there adequate porta-johns open on the river trail and in the parks at this time? Will you keep them open?

Thank you.

*See you on the trail!*

*Angela Emery*

Executive Director

Platte River Trails Trust



**From:** Justin Schilling [mailto:jschilling@wyomuni.org]  
**Sent:** Tuesday, March 17, 2020 12:49 PM  
**Subject:** Governor Gordon's Local Government Webinar Recap

Good Day Members,

Sorry for the delay getting back to you this morning. Getting needed medication for one of my kids back from the school nurse proved trickier and more time consuming than I thought. For those of you who weren't able to get on the line, the main push of the webinar yesterday was to explain the multiple task forces the Governor's office has established to put focus on specific parts of this outbreak response. I'm copying the text from the press release about these groups below in case you didn't see it (see below). We expect we'll hear much more in the coming days about the state's plan and I'll do my best to relay information as quickly as possible as we receive it at WAM. In the meantime, I'm working on a resource page for the WAM website so I can add everything we get in one place for your access and review. I'll blast out the address to this page as soon as it's live.

In case you missed it, Dave sent out a link to information from the International City/County Managers Association on steps to take as you prepare your community. <https://icma.org/coronavirus-resources-plan-and-prepare-now-it-hits-your-community>

We're also urging all of our member communities to utilize and refer to Wyoming 211 if you have residents in need of social service assistance during this difficult time. <https://wy211.communityos.org/> I think as always that our greatest strength as an organization, is our ability to lean on one another in difficult times with 97 communities united. Therefore, if your community is in grave need, overwhelmed in some aspect of your response, or just wanting to ask what other communities are doing to handle certain situations, please reach out to me and I'll do all I can to connect you with peers who are facing similar challenges to share best practices.

Warm regards and stay well,  
Justin @ WAM

### **Governor Gordon announces coronavirus task forces**

CHEYENNE, Wyo. – Governor Mark Gordon has announced the creation of five coronavirus task forces. Each will be headed by one of the five top-elected officials in order to provide a coordinated, focused response to the coronavirus (COVID-19) pandemic.

The Governor's office will coordinate the health task force while Secretary of State Ed Buchanan will head the task force focused on state services and operations; Auditor Kristi Racines will lead the task force focused on business and the financial sector; Treasurer Curt Meier will lead the transportation and infrastructure task force; and Superintendent Jillian Balow will lead the education task force. All task force heads will report to Governor Gordon for final coordination.

"We are rapidly escalating our response to the very real health concerns coronavirus poses," Governor Mark Gordon said. "As we do, however, we must realize that closing businesses and suspending travel and public events poses a threat to employment and business viability. Our

responses to these threats must be focused and measured, and that's what these teams will bring to a changing situation."

Each task force will meet as long as needed and issue recommendations on best practices to address the multifaceted challenges that Wyoming is likely to face in the weeks and months to come.

"Wyoming's five statewide elected officials regularly work together on policy matters," said Secretary of State Edward Buchanan. "We are each fully prepared to quickly stand-up these task forces as directed and work in tandem with Governor Gordon on a unified response by the State of Wyoming in the days and weeks ahead."

"Wyoming is poised to lead during this time of unprecedented challenges. Governor Gordon's steady leadership is both responsive and proactive," said Superintendent of Public Instruction Jillian Balow "My statewide colleagues and I stand at the ready to lead these task forces and continue down the path of preparation and thoughtful response."

**From:** Justin Schilling [mailto:[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)]  
**Sent:** Tuesday, March 17, 2020 3:56 PM  
**Subject:** WAM COVID-19 Resource Page

Good Afternoon WAM,

As a service to our members, I put together a resource page of links, articles, and other information to help you navigate the COVID-19 outbreak in your municipality. I'll be adding to this page as new information becomes available. The new page can be found on the WAM homepage, or by [clicking here](#). Please take good care of yourselves.

Warm regards,

**Justin Schilling**

Member Services Manager  
Wyoming Association of Municipalities  
315 West 27th Street  
Cheyenne, WY 82001  
[307-632-0398](tel:307-632-0398)  
[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)  
[www.wyomuni.org](http://www.wyomuni.org)

**From:** Platte River Trails Trust [mailto:platteriver@wyoming.com]

**Sent:** Friday, March 20, 2020 2:52 PM

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

**Subject:** Trails to the Future - March 2020 Newsletter



## *Trails to the Future - March Newsletter*

---

Trails for Health While Socially Distancing





## ***Art for the Trails***

### ***Art Nature Inspiration Wellness***

The Platte River Trails Trust, in partnership with ART 321, is calling for artists to submit works of any medium for our new [Art for the Trails](#) program, kicking off July 10<sup>th</sup> in Casper. From weaving and welding to ceramics, painting and metalwork, all variations are encouraged to add creative and artistic expression to the enjoyment of our community trails.

**To kick off the Art for the Trails program, the community is invited to take part in a virtual lecture and discussion by Casper College Fine Arts Instructors, Carli Holcomb, on Thursday, April 2<sup>nd</sup> at 6:30 pm.** Carli will discuss the value of environmental art, setting the stage for inspiration for projects of public art right here in Natrona County. Due to CDC recommended precautions in light of COVID-19, the lecture will take place via Facebook Live. Simply follow along on Platte River Trails Facebook page and feel free to ask questions and interact with fellow viewers virtually.

**To get started** take a walk on the River Trail between the Tate Pumphouse and the historic oil derrick sculpture. Observe this section of trail, maybe take some photos and then when you're socially distancing at home begin your creative process.

**For more information and inspiration join us for a virtual lecture and discussion by Casper College Fine Arts Instructors, Carli Holcomb, on Thursday, April 2<sup>nd</sup> at 6:30 pm.** Carli will discuss the value of environmental art, setting the stage for inspiration for projects of public art right here in Natrona County. Due to CDC recommended precautions in light of COVID-19, the lecture will take place via Facebook Live. Simply follow along on Platte River Trails Facebook page and feel free to ask questions and interact with fellow viewers virtually.

**PRTT and ART 321 are calling for artists to submit their works of public art for this exciting program. [View the Call for Submissions here](#) and**



**please submit by Friday, May 8<sup>th</sup>.** Artists will be notified by Friday, May 15, 2020.



**Couldn't Make Our Annual Meeting?  
Check Out Details of our 2019 Trek and Our Future Plans**



**[Check out our Annual Report Here!](#)**