

# INFORMATION PACKET

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Friday, October 16, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

**The Grid**  
A working draft of Council Meeting Agendas

**October 20, 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>
Pre-meeting-Wind River Traffic Update (Keith)					
Pre-meeting- Ice Replacement Status					
Pre-meeting Sole-Source for Fire Station No. 1 Alerting System Project					
Approval of October 6 Executive Session Minutes					
Establish Public Hearing for Massage Therapy Ordinance & move the item off the table	C				
Establish November 3, 2020, as the Public Hearing Date for a Transfer of Ownership for Retail Liquor License No. 32 Roaring 22, LLC d/b/a The Gaslight Social, Located at 314 West Midwest Avenue.	C				
Amending Section 2.60.050 - Code of Ethics. 3rd reading			N		
Vacation of a 0.017-Acre Portion of a Public Right of Way Located between Lot 17, Natrona Heights Re-Subdivision and Lot 4 of White's Addition. 3rd reading			N		
Amending Ordinance No. 18-17, a Franchise Granting an Electric Utility Easement to PacifiCorp, an Oregon Corporation, doing Business as Rocky Mountain Power. 2nd reading			N		
Revisions to Chapter 13.32.030 of the Casper Municipal Code Related to Local Limits for the Industrial Pretreatment Program. 2nd reading			N		
Authorizing a Contract Between the Casper Area Metropolitan Planning Organization (MPO) and Moore & Associates, Inc. for the Five-Year Transit Strategic Development Plan and Transit Marketing Plan in an Amount not to Exceed \$98,068.				C	
Authorizing a Contract between the Casper Area Metropolitan Organization (MPO), Environmental Systems Research Institute, Inc. (ESRI) Enterprise Municipal and County Government License Agreement (ELA) Renewal Amendment.				C	
Authorizing a Contract between the Casper Metropolitan Planning Organization (MPO) and HDR Engineering, Inc. for the Public Participation Plan, in an Amount not to Exceed \$75,000.				C	
Granting an Energy Efficient Commercial Building Deduction to GSG Architecture as part of the Casper Fire-EMS Station No. 5 Project.				C	
Approving the Temporary Extension of Hours of Operation for all Liquor License Holders on Saturday October 31, 2020.				C	
Authorizing an Agreement with Westnet, Inc., in the Amount of \$77,113.64, for the Fire Station No. 1 Alerting System Project.				C	

10/16/20

**The Grid**  
A working draft of Council Meeting Agendas

**October 27, 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			
Tour of Hogadon Ski Area	Information Only	90 min	2:00
Return to Council Chambers for Business Portion of Meeting			
Meeting Followup		5 min	4:30
Mike Lansing Field	Direction Requested	20 min	4:35
Public Access TV Channel--Casper One	Direction Requested	30 min	4:55
Hogadon Update	Information Only	20 min	5:25
CAEDA Update	Information Only	20 min	5:45
Agenda Review		20 min	6:05
Legislative Review		10 min	6:25
Council Around the Table		10 min	6:35
Approximate Ending Time:			6:45

**November 3, 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>
Pre-meeting - Naming of Park on Venture Way					
Bright Spot - Introduction of Youth Council Members					
Public Hearing Massage Ordinance and first reading					
Transfer of Ownership for Retail Liquor License No. 32 Roaring 22, LLC d/b/a The Gaslight Social, Located at 314 West Midwest Avenue.		N			
Amending Ordinance No. 18-17, a Franchise Granting an Electric Utility Easement to PacifiCorp, an Oregon Corporation, doing Business as Rocky Mountain Power. 3rd reading			N		
Revisions to Chapter 13.32.030 of the Casper Municipal Code Related to Local Limits for the Industrial Pretreatment Program. 3rd reading			N		

**November 10, 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			
Meeting Followup		5 min	4:30
Grant Application-Jolene		20 min	4:35
Nominations for Council Leadership	Direction Requested	10 min	4:55
			5:05
Agenda Review		30 min	
Legislative Review		30 min	
Council Around the Table		10 min	
Approximate Ending Time:			

## Future Agenda Items

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Project and Contract Discussion			
Roof Inspections			
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Meadowlark Park			Spring 2021
Private Operation of Hogadon			
Formation of Additional Advisory Committees			
TOPOL Addition Release of Zoning Restrictions (tentative)			Liz will get more info
Consideration for responsible bidder status			
Off-Season Hogadon Use			
Advance Casper			

### Staff Items:

Limo Amendment			
Sign Code Revision			
Land and Water Conservation Fund Grant			
Blood Borne Pathogens			
Community Relations Spec Update Followup		30 min	
Nolan Status Update			
Downtown Speed Limits			
Straw Poll for Council Leadership			Nov 24
Building Permit Requirements			Information Only

### Future Council Meeting Items

RPT Grant			
Council Leadership Election			Jan. 5, 2021

### Retreat Items

Economic Development and City Building Strategy
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### Tabled Council Meeting Items

Public Hearing: Massage Therapy License and Permit Ordinance
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State of Wyoming  
**City of Casper**  
 200 N David Street, Phone: (307) 235-8264  
**Building Department**  
 September 2020 Report



Type of Permit	Number of Permits	Fees	Valuations
Rem-Kitchen	2	\$414.00	\$23,800.00
Rep-Re-Roof	66	\$15,939.60	\$1,305,382.00
Rep-Res Misc	9	\$1,744.00	\$104,705.18
New-Storage Bldg	2	\$234.00	\$7,000.00
New-Commercial	5	\$4,416.15	\$354,622.00
Rem-Residential	10	\$4,573.00	\$468,390.00
Rem-Commercial	6	\$5,833.45	\$451,300.00
New-Detached Garage	3	\$792.00	\$50,121.00
Rem-Basement	3	\$668.00	\$40,000.00
Add-Deck	13	\$2,420.00	\$128,114.00
Rep-Deck	1	\$174.00	\$8,235.00
Rem-Bathroom	2	\$327.00	\$16,000.00
Add-Residential	4	\$1,096.00	\$75,200.00
Dem-Residential	1	\$200.00	\$2.00
Add-Enclosed Patio	1	\$70.00	\$350.00
New-Residential	4	\$10,403.20	\$1,456,500.00
Add-Garage	1	\$395.00	\$30,000.00
Add-Other	3	\$358.00	\$12,500.00
New-Multi-Family	2	\$1,977.80	\$252,625.00

138	\$52,035.20	\$4,784,846.18
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Electrical Permits Issued	Fees Invoiced
121	\$14,970.80

Mechanical Permits Issued	Fees Invoiced
95	\$14,209.40

Plumbing Permits Issued	Fees Invoiced
105	\$8,928.00

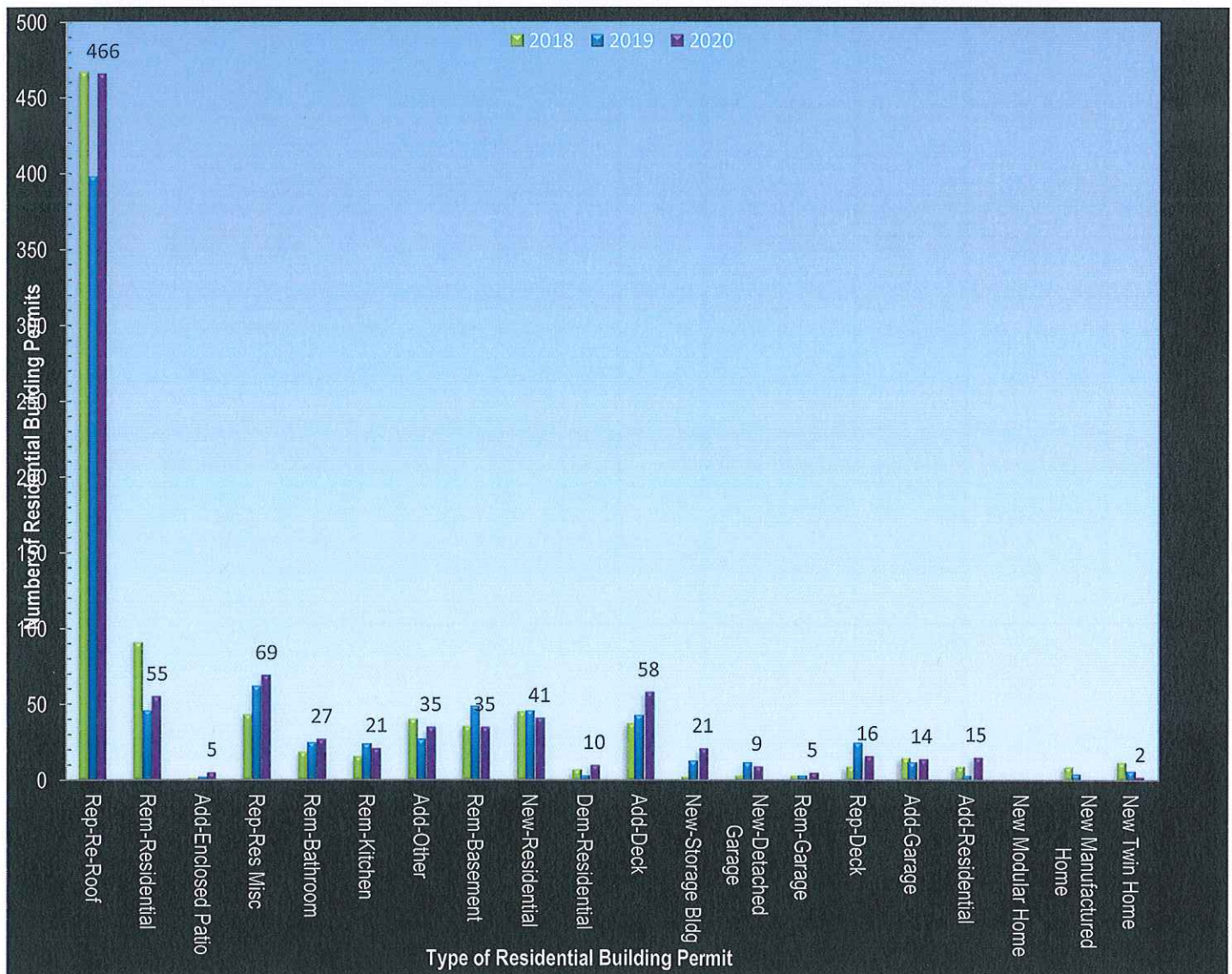
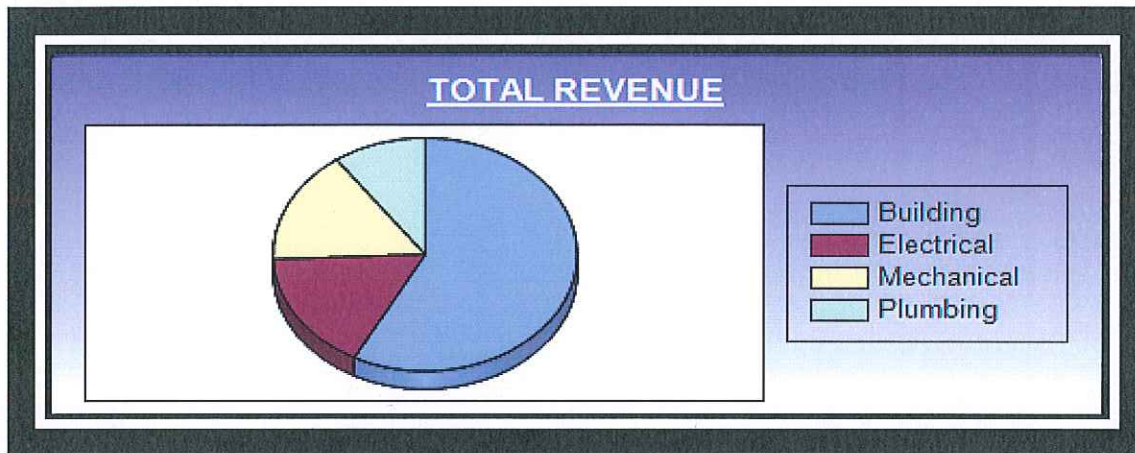
Single Family Houses YTD			September Single Family Houses		
2019		46	2019		13
2020		41	2020		4





COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**  
200 N David St Phone: (307) 235-8264  
**Building Department**  
September 2020 Report







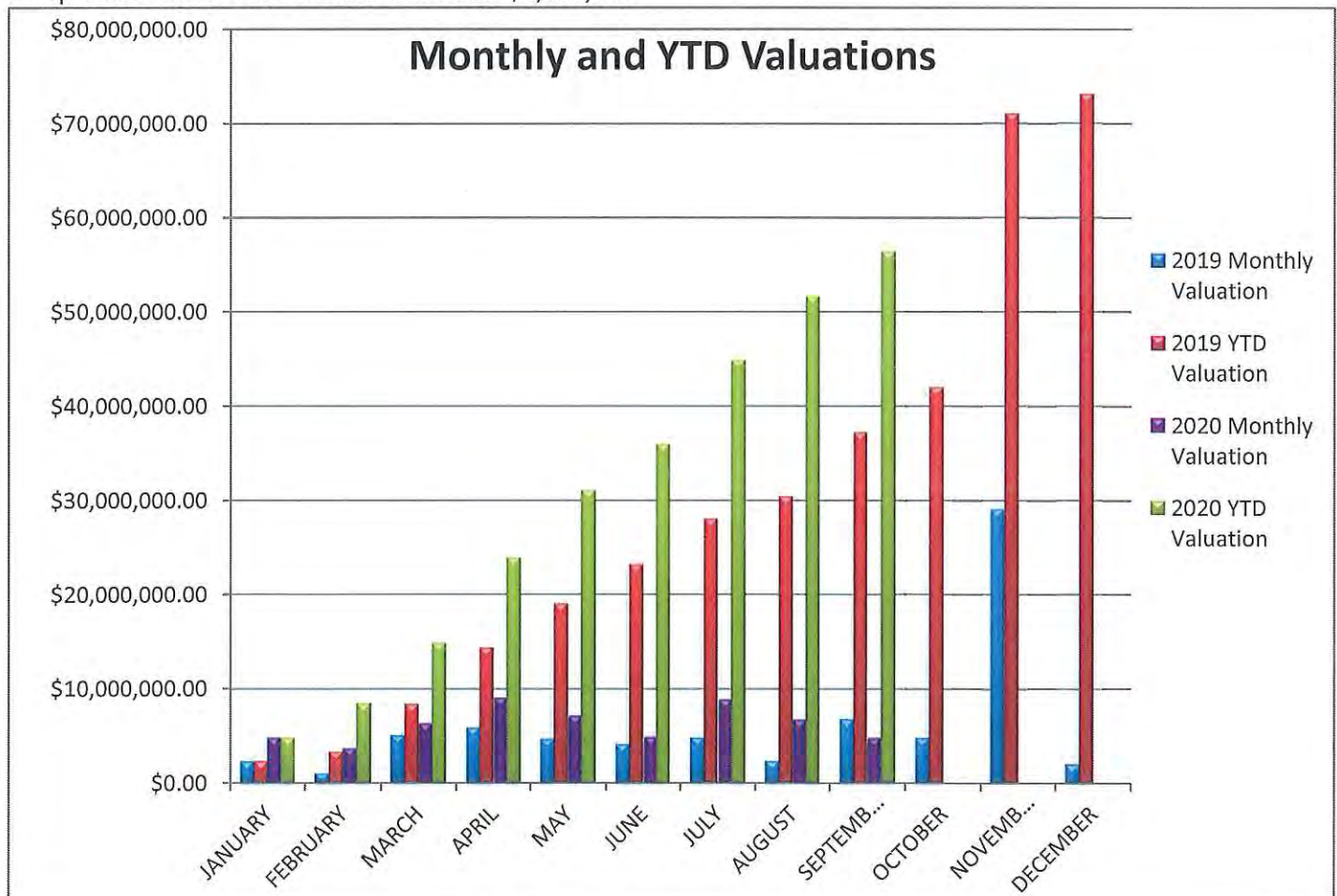
State of Wyoming  
**City of Casper**  
 200 N David Street, Phone: (307) 235-8264  
**Building Department**  
 August 2020 Report



MONTH	2019 Monthly Valuation	2019 YTD Valuation	2020 Monthly Valuation	2020 YTD Valuation
JANUARY	\$2,282,162.88	\$2,282,162.88	\$4,816,153.00	\$4,816,153.00
FEBRUARY	\$1,036,308.48	\$3,318,471.36	\$3,662,654.68	\$8,478,807.68
MARCH	\$5,072,606.25	\$8,391,077.61	\$6,335,044.95	\$14,813,852.63
APRIL	\$5,929,187.11	\$14,320,264.72	\$9,065,180.76	\$23,879,033.39
MAY	\$4,696,267.67	\$19,016,532.39	\$7,155,704.08	\$31,034,737.47
JUNE	\$4,152,642.58	\$23,169,174.97	\$4,914,024.14	\$35,948,761.61
JULY	\$4,876,893.38	\$28,046,068.35	\$8,881,976.97	\$44,830,738.58
AUGUST	\$2,348,883.06	\$30,394,951.41	\$6,772,177.06	\$51,602,915.64
SEPTEMBER	\$6,790,186.21	\$37,185,137.62	\$4,784,846.18	\$56,387,761.82
OCTOBER	\$4,799,859.60	\$41,984,997.22		
NOVEMBER	\$29,047,317.40	\$71,032,314.62		
DECEMBER	\$2,049,925.00	\$73,082,239.62		
	<u>\$73,082,239.62</u>	<u>\$73,082,239.62</u>	<u>\$56,387,761.82</u>	<u>\$56,387,761.82</u>

**LARGE VALUATIONS:**

September 2020 - No new valuations over \$1,000,000





State of Wyoming  
**City of Casper**  
 200 N David Street, Phone: (307) 235-8264  
**Building Department**  
**Fees Collected**  
**September 2020 Report**



BUILDING PERMITS (INCLUDES DEMO PERMITS)	\$ 40,719.10
ELECTRICAL PERMITS	\$ 14,856.80
MECHANICAL PERMITS	\$ 14,209.40
PLUMBING PERMITS	\$ 8,878.00
ELECTRICAL LICENSES	\$ 228.00
PLUMBING LICENSES	\$ 262.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 375.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 1,200.00
SIGN PERMITS	\$ 660.50
C-CAN PERMITS	\$ 25.00
EROSION CONTROL PERMITS	\$ -
MOBILE HOME PERMITS	\$ 50.00
PLAN CHECK FEES	\$ 4,022.75
PLANNING FEES	\$ 2,550.00
<b>Totals:</b>	<b>\$ 88,036.55</b>

**MONTHLY INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
203	201	171	46
CONSULTS	PLAN REVIEW		
22	30		

**YTD INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
1608	1662	1421	467
CONSULTS	PLAN REVIEW		
195	262		



2020 Monthly Inspections  
September 2020

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Consults, Gray Slips, Miscellan eous	Total Inspections and Plan Reviews
Lonnie Genoff	0	0	139	38	0	0	177
Justin Scott	156	0	4	0	22	0	182
Shawn Barrett	1	105	0	0	2	7	115
Dan Elston	43	0	28	8	6	10	95
Russ Lutz	3	96	0	0	0	5	104
							0
<b>Monthly Total</b>	<b>203</b>	<b>201</b>	<b>171</b>	<b>46</b>	<b>30</b>	<b>22</b>	<b>673</b>
<b>YTD Totals</b>	<b>1608</b>	<b>1662</b>	<b>1421</b>	<b>467</b>	<b>262</b>	<b>195</b>	<b>5615</b>



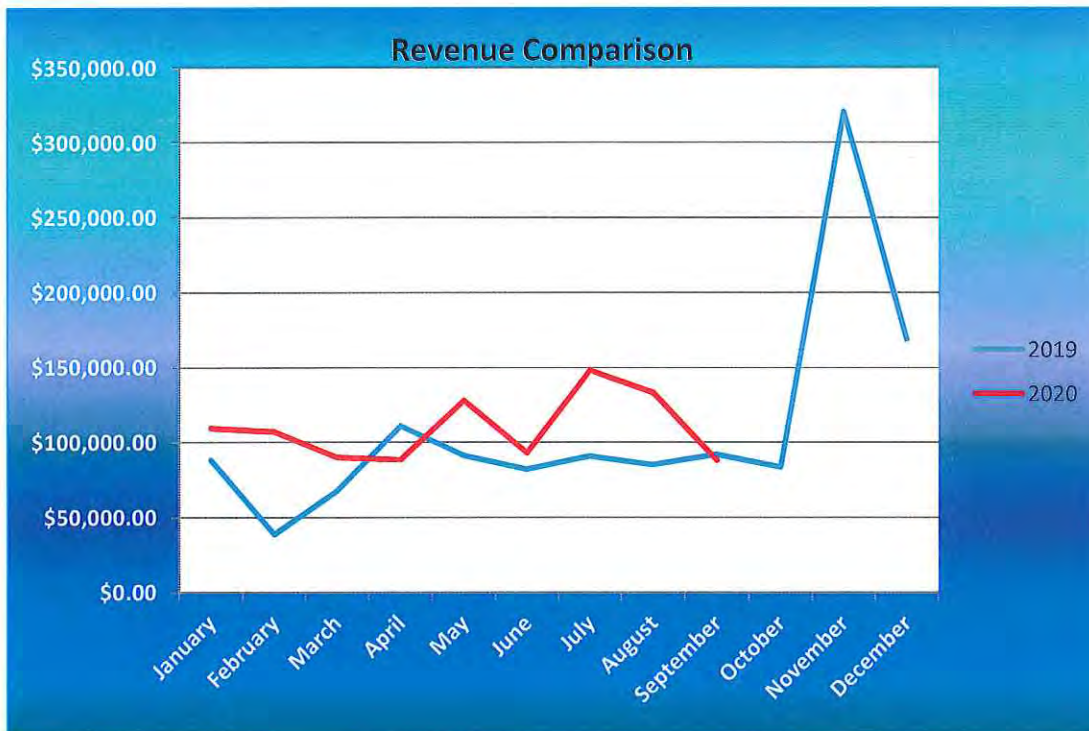
COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**  
200 N David St Phone: (307) 235-8264



**Building Department**  
**Revenue Collected**  
**September 2020 Report**

Month	TOTAL REVENUE FOR 2019	TOTAL REVENUE FOR 2020
January	\$88,267.32	\$109,416.68
February	\$38,690.00	\$107,177.97
March	\$67,734.89	\$90,004.50
April	\$111,120.24	\$88,497.80
May	\$91,425.56	\$128,060.26
June	\$82,163.47	\$93,064.71
July	\$91,126.33	\$148,329.84
August	\$85,385.10	\$133,261.75
September	\$92,043.97	\$88,036.55
October	\$83,846.10	
November	\$320,732.50	
December	\$169,110.25	
	\$1,321,645.73	\$985,850.06



Dan Elston: Building Official

October 15, 2020

MEMO TO: J. Carter Napier, City Manager  
Liz Becher, Community Development Director

FROM: Craig Collins, AICP, City Planner  
Dan Elston, Chief Building Official

SUBJECT: “Shop Homes” and metal buildings in residential areas

Background:

“Shop Home” is the common name given to large, industrial-type, metal buildings that have a residence, usually a small apartment, located within the main structure. In recent years, the private development community has become extremely interested in building and marketing these types of structures as “man caves” or “toy barns,” in which the garage/workshop is the main component/focus of the structure, and the portion actually devoted to the residence is minimal. Although these types of structures may be seen as architecturally compatible in certain areas of Casper, such as the downtown “Maker’s District,” there is continued pressure by the private development community to construct them in ANY and ALL residential districts, including R-1 (Residential Estate) and R-2 (One Unit Residential). Staff has, thus far, interpreted several sections of both the Zoning Regulations and the Building Code as prohibiting these types of structures in single-family residential areas, in order to discourage widespread construction of these types of buildings in areas other than commercial/industrial. Examples of recently constructed shop homes in Casper are attached, and further discussion follows:

This issue originates with the ambiguous definition of what constitutes a “residential” structure. Officially, Chapter 17.08 defines a “dwelling unit” as a complete, independent living, sleeping, eating, cooking and sanitation facility for one family. The Code does not provide any guidance on how much of a building must be devoted to residential in order to consider the “dwelling unit” to be the primary use. Stated another way, there is no limitation on the size of an attached garage, workshop, or storage (warehouse), as long as there is a small apartment (minimum) inside, the structure can be considered “residential.”

Secondarily, the issue stems from the City’s prohibition on large metal detached garages in residential areas, found in Section 17.12.121. Approximately twenty (20) years ago, Council adopted an exclusion on “vertical metal siding” for detached garages, and instituted maximum size restrictions, in response to a case in Wolf Creek in which neighbors were unhappy about the construction of an industrial-type, detached garage, that was considered to be aesthetically out-of-character, and too large, in scale, for the surrounding neighborhood. Since the prohibition was added, vertical metal siding has ONLY been permitted as an architectural element of some detached garages/buildings, but not as a structural component, or as the primary exterior siding material.

In contrast, commercial and industrial buildings are permitted to use vertical metal siding, as there are no architectural standards in most commercial and industrial zoning districts. Commercial and industrial buildings; however, are required to obtain site plan approval prior to construction, whereas residential buildings simply require the approval of a building permit. In mixed-use zoning districts, which allow both commercial and residential uses, the applicant may decide whether the proposed structure is to be considered residential or commercial. If the applicant decides to call the structure commercial, a site plan is required, and they must provide off-street parking, landscaping, a drainage study, utility information, etc., as well as paying the \$600 application fee. However, the same exact building could be constructed with a small apartment inside, and considered residential, with no requirement to submit a site plan, provide



business parking, landscaping, etc. Invariably, the structure ends up being used for a commercial/industrial use at some point in the future, without having been designed to meet commercial development standards.

#### Council Considerations:

- Are “shop homes” appropriate in all residential areas? Would you want one constructed next to your home?
- If shop homes are not appropriate in some areas, in which areas are they appropriate?
- How should a “residential structure” be defined in the Code, moving forward? Is there a minimum portion/percentage of the structure that should be devoted to the “dwelling unit?”
- Should the existing standards, which prohibit vertical metal siding on detached garages/buildings, be clarified and/or expanded to provide a maximum percentage of the exterior that may be metal, or to include a prohibition on vertical metal siding on the main structure as well?
- The loophole of commercial and residential definitions in the mixed use zoning district should be closed through clarification of the zoning ordinance.

#### Supporting information:

- The 2018 International Residential Code – Section R104 **Duties and Powers of the Building Official**, R104.1 General. “The *building official* is hereby authorized and directed to enforce the provisions of this code. The *building official* shall have authority to render **interpretations** of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the **intent** of this code.
- 2018 International Residential Code – Table R703.3 (1) – Siding Minimum Attachment and Minimum Thickness – Vertical metal siding is not identified, but “steel” is. “Steel” siding material must be “lap type” for joint treatment in the table, lap joint steel siding is typically considered horizontal lap siding, and is approved for residential use. If the argument is that vertical metal siding is “lapped” vertically, then proceed to note “C” for siding material. Note C for steel siding in the table states, “shall be of the approved type”. The definition of “approved” in the Residential Code states, “Acceptable to the *Building Official*.”
- Section 17.12.121 of Casper Municipal Code – *Garages and/or accessory buildings*:  
Subsection (F)(6): “Buildings greater than one hundred twenty square feet in area as measured at the maximum exterior wall dimension shall be similar in design, exterior residential materials, and roof pitch to the principal and/or surrounding residential neighborhood buildings. **Vertical metal siding is expressly prohibited** on buildings one hundred twenty square feet in area and over, as measured at the maximum exterior wall dimensions.”
- Some have interpreted the above ordinance to only *garages and accessory buildings*, even though it is not stated, the intent of the ordinance is being lost due to wording. Why would vertical steel siding be prohibited on the accessory building but allowed on the primary residence?
- Vertical metal siding vs. corrugated steel: - In recent years, there has been a trend to include decorative corrugated steel siding on portions of the exterior of residences for aesthetics. This has been allowed since it is aesthetic, is not a structural component of the exterior wall, and does not

cover the total exterior of the structure. (*Note\* this trend is now waning due to other products such as rough-cut wood beams, board and batt, etc.*)

- Contractors have recently requested the use of vertical metal siding for dwelling units due to the Building Code exception for corrugated aesthetic steel siding. This does not fall within the intent of the codes or the City's ordinance, as previously stated. The Contractors' typical reason for the desired use of vertical metal siding (when asked) is cost. In that vertical metal siding is apparently the cheapest exterior wall covering, contractors are requesting the use of vertical metal siding as the exclusive siding on one- and two-family dwellings.
- The Building Official, using the authority provided to him to interpret the intent of codes and ordinances, interpreting the intent of the above stated codes and ordinances, has thus far, held the line and denied the use of vertical metal siding as residential siding material. Again, there is a code difference between vertical metal siding, and corrugated (aesthetic) steel siding, which is allowed.

## Examples of Recently-Constructed “Shop Homes” in Casper

















## **AMOCO REUSE AGREEMENT JOINT POWERS BOARD**

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

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

### **AMOCO REUSE AGREEMENT JOINT POWERS BOARD NATRONA COUNTY COMMISSIONERS / CASPER CITY COUNCIL ANNUAL MEETING**

Wednesday, September 9, 2020, 4:30 pm  
2435 King Blvd.,  
Casper, WY 82604  
Big Horn Conference Room  
Or via teleconference due to Covid-19

Present for ARAJPB: Bob Chynoweth, Reed Merschat, Bob Hopkins, Terry Lane, and Doug Follick

Via Teleconference: Jim Belcher, Brook Kaufman, Rob Hurless, and Ben Schrader

Present County Commissioners: Paul Bertoglio

Present City Council: Steve Cathy

Others Present: John Glassburn (Wyoming Technology Business Center, WTBC), Matt Reams (Three Crowns), and Renee Hahn (Executive Director, ARAJPB)

- 1) Chairman Chynoweth called the meeting to order at 4:30 pm. He asked that all attendees participate in the Pledge of Allegiance to the Flag. Afterward, he asked each person to make self-introductions. He described the meeting as a way for all parties to share information including annual updates.
- 2) Mr. Glassburn informed the attendees that there are 15 incubator clients. There are six offices available for new incubator clients. "You always want available space in the building to allow growth and availability for new companies". Mr. Glassburn informed the attendees that the next Start-Up Challenge will be held in Spring 2021. Ms. Hahn asked Mr. Glassburn to elaborate on the amount of entries they had received from last year's Start-Up Challenge. Mr. Glassburn informed the group that they had received 39 entries and 175 people attended the presentation at the Lyric. Mr. Glassburn asked if there were questions. There were none.

- 3) Mr. Hopkins gave an overview on the Platte River Commons (PRC) and on the Art Along the Trail that was installed in May 2020. A drone video of the "Art Along the Trail 2020" was presented to all the attendees via a link through YOUTUBE. Mr. Hopkins informed the attendees that the lighted footings were engineered and placed by BP. Ms. Hahn shared "ARAJPB had asked BP to install these to enhance the pathway". "This was a Community Project; all services were donated for the installation of each piece of art".
- 4) Mr. Schrader gave an overview about the Salt Creek Heights Business Center (SCHBC). He began stating "The SCH is fee simple and The Platte River Commons (PRC) is still leased land. He then explained in detail about the forecasted revenue which was on a handout created by Refined Properties". "The predicted lot sales for the budget year 2020-2021 are \$1.4 million dollars. This includes two lot sales in the SCHBC". The handout also included a list of all the lot sales. Mr. Schrader also discussed the remaining lots for sale valued at over \$44 million dollars. Mr. Schrader informed the attendees that currently ARAJPB is in contract with one party to close on a lot sale in the SCHBC. Mr. Schrader thanked Ms. Hahn for her procurement on the relationship with BP. Mr. Schrader asked for questions and none followed. (Copy of hand-out on file)
- 5) Mr. Lane gave an overview on ARAJPB's financial status and described ARAJPB's cash investments. He then explained the cash investments that are held with The Davidson Fund, a Governmental Program with the City of Casper. "In this fund ARAJPB's rate of return is approximately 1%." Mr. Lane explained the money invested in Three Crowns last year. "Golf carts were purchased for \$507,000 and ARAJPB paid \$365,000 for Operations and Maintenance which also included capital equipment". Mr. Chynoweth informed the attendees that in the past the carts were under an operational lease which came up for renewal with a high interest rate. "ARAJPB deemed it appropriate to purchase the carts and have Three Crowns repay them with a lower interest than the bank offered". In addition, ARAJPB is receiving a higher interest rate from Three Crowns than from Davidson Fund. Mr. Reams stated "At the end of this Lease Agreement, Three Crowns will have a residual value from the carts which they have never had in the past". Mr. Lane requested questions, and there were none.
- 6) Mr. Follick, Chairman of the Three Crowns LLC Management Committee reported that Landscapes Unlimited (LU) Management Company is an outstanding partner and continues to do an exceptional job. "Matt Reams, the General Manager (GM), is constantly making improvements". At this time, Three Crowns is currently on budget even with Covid-19. "The rounds are up over 4,000 from last year". Mr. Follick explained that LU continues to strive to drive the golf traffic into the restaurant and golf shop. Mr. Follick explained that the Food and Beverage Department had taken a hit this year due to Covid-19 since weddings and tournaments had to be cancelled.

Mr. Chynoweth thanked everyone for their attendance and asked if there were questions. There were no questions.



Mr. Bertoglio stated he is currently researching new ways for Governmental Entities to invest their funds. He shared information about a fund that currently does not charge fees to manage any of their investments. The County is meeting with this group next Tuesday and he will share ARAJPB's Contact information so we can meet with them as well.

Mr. Chynoweth adjourned the meeting at 5:25 p.m.

Respectfully Submitted,

Renee Hahn

*Robert L. Chynoweth*  
10-14-2020



## **AMOCO REUSE AGREEMENT JOINT POWERS BOARD**

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

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

### **AMOCO REUSE AGREEMENT JOINT POWERS BOARD MEETING MINUTES**

6:00 pm Wednesday, September 9, 2020

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

And via teleconference due to Covid-19

Present: Bob Chynoweth, Reed Merschatt, Ben Schrader, Doug Follick, Terry Lane, and Bob Hopkins

Teleconference: \*Jim Belcher and Rob Hurless

Excused Absences: Brook Kaufman

Others Present: Matt Reams (Three Crowns) and Renee Hahn (Executive Director, ARAJPB).

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

#### **1. Minutes of the August 12, 2020 Regular Meeting**

A motion was made by Mr. Merschatt and seconded by Mr. Follick to approve the Minutes.

The Board proceeded to vote. The motion carried with all members in attendance voting aye. (Copy of Minutes on file.)

#### **2. Treasurer's Report**

Details on the investment accounts, checking account and various vouchers listed on the Treasurer's Report as of August 12, 2020 were presented by Mr. Lane. He also reviewed the financial report from Lenhart Mason.

\*Jim Belcher enters the meeting at 6:10 pm

A motion was made by Mr. Hopkins and seconded by Mr. Follick to approve the reports and authorize payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting aye. (Copy attached to the Minutes.)

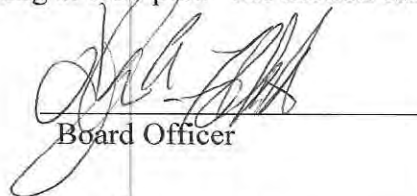
#### **3. Committee Reports**

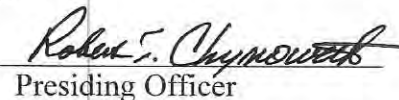
Reports for Architectural Review and Executive Committee were not discussed at the City and County Annual Meeting. Please see notes below. All other Reports were given and explained at the preceding meeting. (See the September 9, 2020, Annual City/County Joint Powers Meeting Minutes attached.)

- **Architectural Review** - Nothing to report.
  - **Investment & Financial**- See Annual City/County Meeting Minutes.
  - **PRC** – See Annual City/County Meeting Minutes.
  - **Refined Properties** – Mr. Schrader informed the Board that our attorney has been consistently working on helping ARAJPB with the County to help close the property sale. “Our attorney understands that the PUD in place is correct but considers the issue to be in zoning.” Mr. Schrader feels we are now moving in the right direction. Mr. Schrader asked Ms. Hahn to schedule a meeting with Refined Properties to discuss the counter offer to the City of Casper. Mr. Chynoweth and Mr. Hopkins asked to be included in said meeting. Also see the Annual City/County Meeting Minutes.
  - **Three Crowns** – See the Annual City/County Meeting Minutes.
  - **Executive Committee** – Ms. Hahn reviewed future meetings.
4. **Interaction with City and County Representatives – Specific Issues and Concerns**  
City Representative Hopkins reported that the City had applied for a Covid-19 Grant and wasn’t sure it was going to be approved.
5. **Other**  
None.
6. **Future Meetings/Agenda**  
September 17<sup>th</sup> - Three Crowns Committee Meeting 7:30 am, located in the Big Horn Conference Room.  
October 14<sup>th</sup> - Regular Board Meeting 6:00 pm, 2435 King Blvd., Big Horn Conference Room.  
October 15<sup>th</sup> – Three Crowns Committee Meeting at 7:30 am, located in the Big Horn Conference Room.
7. **Public Comment**  
There was no public comment.
8. **Good of the Order**  
None.
9. **Adjournment**  
There being no further action by the Board, a motion was made by Mr. Belcher and seconded by Mr. Lane to adjourn the meeting at 6:27 p.m. The motion carried with all members in attendance voting aye.

10/14/20  
Date

10-14-2020  
Date

  
Board Officer

  
Presiding Officer

t



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, October 14, 2020  
11:30AM – 12:30PM  
AGENDA

- |       |  |          |
|-------|--|----------|
| I.    | Establish Quorum and Call Meeting to Order | T.Schenk |
| II.   | Public Comments                            |          |
| III.  | City Report                                | C.Powell |
| IV.   | Approval of Sept 2020 Board Minutes        | T.Schenk |
| V.    | Financials (DDA, PG, David Street Station) |          |
|       | A) September 2020 Reports                  | N.Grooms |
|       | B) October 2020 Payments                   | N.Grooms |
|       | C) Motion to Approve Financials            |          |
| VI.   | Director's Report                          | K.Hawley |
|       | -Operational Update                        |          |
|       | -F32/Audit                                 |          |
|       | -Grant Update                              |          |
|       | -Board Member Renewal                      |          |
|       | -Tim, Nick, Will                           |          |
| VII.  | Committee Reports                          |          |
| VIII. | Executive Session (if needed)              |          |
| VIX.  | Action Items                               |          |
| X.    | Adjourn                                    |          |

Next Meeting November 11, 2020

**Note: Board members wishing to discuss confidential information should request all other board members to hold the information in confidence**



**Downtown Development Authority**  
**Board Meeting Minutes**  
**September 9, 2020**  
**11:30 a.m.**

**I. Call Meeting to Order**

**Present:** Tim Schenk, Will Reese, Deb Clark, Pete Fazio, Shawn Houck, Kerstin Ellis, Charlie Powell (Phone), Tony Hagar (Phone), Critter Murray (Phone), Nicholas Grooms (Phone)

**Staff:** Kevin Hawley, Jackie Landess, Brooke Montgomery, Abbey Kersenbrock

**Guests:** Liz Becher

**Excused:** Ryan McIntyre

**II. Public Comments:**

A. N/A

**III. City Report:**

A. Charlie Powell

- Current discussion within the city council includes feral cats and massage therapy.

B. Liz Becher

- Transition with parking garage to new company going smoothly
- Capital improvements to parking lot and parking garage will be taking place
- Cornerstone award went to Nolan Feed for 100 years
- Wayfinding sign construction and installation has gone out to bid
- Asked for open container feedback
  - Kevin – loss revenue for DSS beer sales, increase of trash on-site due to other drinks being brought onto property, noticed businesses are participating without having designated wristbands. Has not noticed any issues within the public participating.
  - Shawn – short notice on open container rules, would have liked to have more preparation and heads up.

**IV. Approval of July 2020 Board Meeting Minutes**

*Motion, Second, Passed (Shawn Houck, Kerstin Ellis) (All Approved)*

**V. Financials – Nicholas Grooms**

- Managing cash flow is the biggest challenge right now for operations, we do not have sponsorships coming in; living off of savings.
- Kevin – there is a substantial transfer from DSS to DDS to cover salaries, expenses. We have had a net loss of \$100,000 due to loss in sponsorships.

**Approval of July, August, Sept 2020 DDA, DSS & Parking Garage Financial Reports & Payments**

*Motion, Second, Passed (Nicholas Grooms, Will Reese) (All Approved)*

**VI. Director's Report - Kevin Hawley**

- We are doing a promotion with Slumberland to promote downtown shop local.

- We recently donated almost 1,000 energy drinks to local law enforcement as a thank you for their services. We partnered with Pepsi of Casper to get the drinks and a banner from Bar D Signs at DSS to thank law enforcement as well
- We have applied for the FHLB grant
- Planning on approaching specific donors and asking for contributions with 2-year commitment
- Been working with State and Wyoming governmental relief, and we can get reimbursed for COVID related expenses but not governmental entity losses
- Operational update – 43,000 that will come in over next 10 days will replenish event costs
- Been working with contacts to try and find used chiller for ice rink. Last year we lost \$50,000 on ice rink plus operating expenses and we saw a decline in skaters. There will be a decision in the next 30 days whether or not the skating rink will take place this year.
  - Pete – suggests partnering with Casper hockey teams to help with costs in turn for use of ice rink
  - Deb – suggests negotiating with Aggreko to reduce costs of chiller rental
  - Tony- suggests doing other activities downtown rather than ice skating such as sledding
- In the process of creating 501C3 to get foundation going
- No new board member applications were submitted, and there is interest from the 3 current board members for second term renewal.
- Will plan to reach out to property owners to discuss what outdoor dining looks like in the future for downtown.

**Motion to Recommend Board Member Renewal (Tim Schenk, Will Reese, Nicholas Grooms)**

*Motion, Second, Passed (Deb Clark, Pete Fazio) (Approved)*

**VII. Committee Reports –**

- A.) Executive Committee** – Tim Schenk
- B.) MARCOM Committee** – Shawn Houck – suggests creating revenue brainstorm group (Scheduled for September 30<sup>th</sup> at 11:30 AM)
- C.) David Street Station** – Jackie Landess
- D.) Finance Committee** – Nick Grooms
- E.) Infrastructure** – Tim Schenk
- F.) Governance** – Will Reese

**Comments: N/A**

**Motion to adjourn at approximately 12:44 PM**

*Motion, Second, Passed (Will Reese, Shawn Houck) (Approved)*

**Action Items: N/A**

Approved by:

Secretary's Signature: \_\_\_\_\_/Date: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_/Date: \_\_\_\_\_

## DDA-Balance

**Sep 30, 20****ASSETS**

## Current Assets

## Checking/Savings

CHECKING 6,155.50

NOW Acct 197,770.40

Total Checking/Savings 203,925.90

## Accounts Receivable

Due To/Due From -65,000.00

Total Accounts Receivable -65,000.00

## Other Current Assets

Due from Parking Garage -5,035.12

Total Other Current Assets -5,035.12

Total Current Assets 133,890.78

**TOTAL ASSETS 133,890.78****LIABILITIES & EQUITY**

## Liabilities

## Current Liabilities

## Other Current Liabilities

Payroll Liabilities 7,632.73

Total Other Current Liabilities 7,632.73

Total Current Liabilities 7,632.73

Total Liabilities 7,632.73

## Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -168,351.43

Net Income -87,714.96

Total Equity 126,258.05

**TOTAL LIABILITIES & EQUITY 133,890.78**



## DDA- P&amp;L

**Sep 20**

Ordinary Income/Expense	
Income	
ACCT. INTEREST	1.72
Total Income	1.72
Expense	
ADMINISTRATIVE	
Director's Salary	6,250.02
Social Security	1,396.48
Unemployment Insurance	72.01
Cell Phone Reimbursement	75.00
Total ADMINISTRATIVE	7,793.51
MARKETING-COMMUNICATIONS	
Sponsorships/PR	1,489.91
Total MARKETING-COMMUNICATION	1,489.91
OPERATIONS	
Dues/Subscriptions	378.00
Office Automation	139.89
Music Service	50.00
Office Rent	2,650.00
Office Supplies	4.41
OPERATIONS - Other	4,700.00
Total OPERATIONS	7,922.30
Payroll Expenses	12,004.72
Total Expense	29,210.44
Net Ordinary Income	-29,208.72
Other Income/Expense	
Other Expense	
Bank Service Charge	30.00
Total Other Expense	30.00
Net Other Income	-30.00
Net Income	-29,238.72

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
September 2020

DDA - Sept Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>						
Paycheck	09/04/2020		Aydan Bullard		-156.77	-156.77
Paycheck	09/04/2020		Kade R Taheri		-261.12	-417.89
Paycheck	09/04/2020		Kati Mooney		-89.76	-507.65
Bill Pmt -Check	09/04/2020	6018	MOOD	Downtown Music System	-50.00	-557.65
Bill Pmt -Check	09/04/2020	6019	Walsh Property Management	September Rent	-2,650.00	-3,207.65
Deposit	09/04/2020			Deposit	20,000.00	16,792.35
Bill Pmt -Check	09/08/2020	6020	FIB - MASTERCARD		-382.41	16,409.94
Bill Pmt -Check	09/14/2020	6021	Charter Communications	Charter Comm.	-139.89	16,270.05
Paycheck	09/15/2020		Kevin Hawley		-2,624.45	13,645.60
Paycheck	09/15/2020		Abbey Kersenbrock		-1,388.17	12,257.43
Paycheck	09/15/2020		Brooke C. Montgomery		-1,436.18	10,821.25
Paycheck	09/15/2020		Jaclyn A Landess		-1,952.92	8,868.33
Liability Check	09/15/2020		IRS USA TAXPYMNT	83-0286881	-1,920.60	6,947.73
Paycheck	09/18/2020		Aydan Bullard		-174.62	6,773.11
Paycheck	09/18/2020		Kade R Taheri		-213.57	6,559.54
Liability Check	09/18/2020		IRS USA TAXPYMNT	83-0286881	-80.62	6,478.92
Deposit	09/29/2020			Deposit	10,000.00	16,478.92
Bill Pmt -Check	09/29/2020	6022	CPS Distributors - Casper	Downtown Christmas Lights	-1,489.91	14,989.01
Paycheck	09/30/2020		Kevin Hawley		-2,624.44	12,364.57
Paycheck	09/30/2020		Abbey Kersenbrock		-1,388.17	10,976.40
Paycheck	09/30/2020		Brooke C. Montgomery		-1,436.17	9,540.23
Paycheck	09/30/2020		Jaclyn A Landess		-1,952.92	7,587.31
Deposit	09/30/2020			Interest	0.09	7,587.40
Total CHECKING					7,587.40	7,587.40
<b>NOW Acct</b>						
Bill Pmt -Check	09/02/2020		Parking Garage	DDA reserve fronting money to PG to cover clos	-4,700.00	-4,700.00
Deposit	09/30/2020			Interest	1.63	-4,698.37
Total NOW Acct					-4,698.37	-4,698.37
<b>TOTAL</b>					<b>2,889.03</b>	<b>2,889.03</b>

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
**October 1 - 13, 2020**

DDA-Oct Transactions

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>CHECKING</b>						
Paycheck	10/02/2020		Aydan Bullard		-120.98	-120.98
Paycheck	10/02/2020		Kade R Taheri		-124.67	-245.65
Liability Check	10/06/2020		IRS USA TAXPYMNT	83-0286881	-1,920.64	-2,166.29
Liability Check	10/06/2020		IRS USA TAXPYMNT	83-0286881	-40.70	-2,206.99
Bill Pmt -Check	10/09/2020	6023	MOOD	Monthly XD Service	-50.00	-2,256.99
Bill Pmt -Check	10/09/2020	6024	Ricoh USA, Inc		-112.71	-2,369.70
Bill Pmt -Check	10/09/2020	6025	Walsh Property Management	Oct Rent	-2,650.00	-5,019.70
Bill Pmt -Check	10/13/2020	6026	Charter Communications		-139.89	-5,159.59
Bill Pmt -Check	10/13/2020	6027	FIB - MASTERCARD	KH	-10.00	-5,169.59
Total CHECKING					-5,169.59	-5,169.59
<b>TOTAL</b>					<b>-5,169.59</b>	<b>-5,169.59</b>



# Downtown Development Authority

## Balance Sheet

As of September 30, 2020

PG - Balance Sheet

	<u>Sep 30, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
FIB - Parking Garage	753.66
Total Checking/Savings	753.66
Accounts Receivable	
Accounts Receivable	-201.00
Total Accounts Receivable	-201.00
Other Current Assets	
Account for Credit Transfer	-1.00
Total Other Current Assets	-1.00
Total Current Assets	551.66
<b>TOTAL ASSETS</b>	<b>551.66</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-90.00
Total Accounts Payable	-90.00
Other Current Liabilities	
Due to DDA	-16,423.73
Payroll Liabilities	127.13
Total Other Current Liabilities	-16,296.60
Total Current Liabilities	-16,386.60
Total Liabilities	-16,386.60
Equity	
Unrestricted Net Assets	18,999.21
Net Income	-2,060.95
Total Equity	16,938.26
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>551.66</b>

# Downtown Development Authority

## Profit & Loss

September 2020

PG - P&L	Sep 20
Income	
Uncategorized Income	4,700.00
Parking Fees	
Parking Garage	148.00
Daily Parking	152.00
Total Parking Fees	300.00
Interest Income	0.03
Total Income	5,000.03
Gross Profit	5,000.03
Expense	
Administrative	
Garage Staff Payroll Expense	
Payroll Expense	1,314.00
Payroll Taxes - FICA & Medicare	100.53
Payroll Expenses - WC/SUTA/FUTA	12.49
Total Garage Staff Payroll Expense	1,427.02
Total Administrative	1,427.02
OPERATIONS	
Bank Fees	162.70
Office Automation	197.14
Utilities	1,237.90
Parking Structure Rent	363.00
OPERATIONS - Other	1,567.00
Total OPERATIONS	3,527.74
Total Expense	4,954.76
Net Income	45.27

# Downtown Development Authority Profit & Loss

July 1 through October 12, 2020

PG

Jul 1 - Oct 12, 20

<b>Income</b>	
Uncategorized Income	4,860.24
<b>Parking Fees</b>	
Parking Garage	11,237.00
1st & Center	2,339.00
Daily Parking	833.00
Total Parking Fees	14,409.00
Commission ( Vending Machines)	32.08
Interest Income	0.09
Total Income	19,301.41
Gross Profit	19,301.41
<b>Expense</b>	
<b>Administrative</b>	
<b>Office Staff</b>	
Administrative Office	6,500.01
Total Office Staff	6,500.01
<b>Garage Staff Payroll Expense</b>	
Payroll Expense	6,436.86
Payroll Taxes - FICA & Medicare	952.17
Payroll Expenses - WC/SUTA/FUTA	154.30
Total Garage Staff Payroll Expense	7,543.33
Total Administrative	14,043.34
<b>OPERATIONS</b>	
Bank Fees	540.40
Office Automation	590.07
Utilities	3,750.99
<b>Equip. &amp; Supplies</b>	
Parking Garage	163.15
Total Equip. & Supplies	163.15
Parking Structure Rent	726.00
OPERATIONS - Other	1,567.00
Total OPERATIONS	7,337.61
Total Expense	21,380.95
Net Income	-2,079.54

**Downtown Development Authority**  
**A/R Aging Summary**  
**As of October 12, 2020**

PG - Aging

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
All Star Transportation	0.00	0.00	0.00	0.00	126.00	126.00
Backwards	0.00	-113.00	0.00	113.00	0.00	0.00
Chuck Henderson	0.00	0.00	0.00	43.00	-7.00	36.00
Davey Rael	0.00	0.00	0.00	0.00	60.00	60.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
First Interstate Bank-Emp.						
Elizabeth May	0.00	0.00	0.00	1.00	0.00	1.00
Eric Kolkman	0.00	0.00	0.00	0.00	0.00	0.00
Total First Interstate Bank-Emp.	0.00	0.00	0.00	1.00	0.00	1.00
Heather Wells	0.00	0.00	0.00	0.00	135.00	135.00
Ide, Land and Leasing	0.00	0.00	0.00	0.00	0.00	0.00
James Fong	0.00	0.00	0.00	0.00	0.00	0.00
Jean Baxter	0.00	0.00	0.00	0.00	43.00	43.00
Jordan Davis	0.00	0.00	0.00	0.00	215.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Kimberly Taylor	0.00	0.00	0.00	0.00	146.00	146.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Nicole Miller	0.00	0.00	0.00	0.00	385.00	385.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Toni Hargrove	0.00	0.00	0.00	0.00	70.00	70.00
Western States, Inc.	0.00	0.00	0.00	0.00	890.00	890.00
Will Yates	0.00	0.00	0.00	0.00	374.00	374.00
<b>TOTAL</b>	<u><b>0.00</b></u>	<u><b>-113.00</b></u>	<u><b>0.00</b></u>	<u><b>157.00</b></u>	<u><b>3,099.00</b></u>	<u><b>3,143.00</b></u>



**Downtown Development Authority**  
**Balance Sheet**  
**As of September 30, 2020**

DSS- Balance

Sep 30, 20

**ASSETS**

**Current Assets**

**Checking/Savings**

Plaza Checking 94,447.24

Special Events 31,775.27

Total Checking/Savings 126,222.51

**Accounts Receivable**

Accounts Receivable 46,125.00

Total Accounts Receivable 46,125.00

**Other Current Assets**

Due To/From Clearinghouse -113.00

Total Other Current Assets -113.00

Total Current Assets 172,234.51

**TOTAL ASSETS** 172,234.51

**LIABILITIES & EQUITY**

**Equity**

Unrestricted Net Assets 225,596.30

Net Income -53,361.79

Total Equity 172,234.51

**TOTAL LIABILITIES & EQUITY** 172,234.51

Downtown Development Authority

Profit & Loss

September 2020

DSS-P&L	Sep 20
Ordinary Income/Expense	
Income	
ACCT. INTEREST	1.08
Other Types of Income	
Miscellaneous Revenue	925.00
Total Other Types of Income	925.00
Program Income	
Beverage Sales	1,875.23
Event Sponsorship	45,000.00
Friends of Station	230.00
Partners In Progress	9,000.00
Vendor Fees	900.00
Total Program Income	57,005.23
Total Income	57,931.31
Gross Profit	57,931.31
Expense	
Contract Services	
Legal Fees	400.00
Total Contract Services	400.00
Facilities and Equipment	
Equip Rental and Maintenance	1,246.26
Rent, Parking, Utilities	
Ash Street	1,864.44
DSS	1,703.82
Rent, Parking, Utilities - Other	100.00
Total Rent, Parking, Utilities	3,668.26
Total Facilities and Equipment	4,914.52
Marketing	
Advertising/Media	971.66
Marketing - Other	28.10
Total Marketing	999.76
Operations	
Books, Subscriptions, Reference	283.86
Event Expense	
A/V	4,600.00
Bands	397.52
Security	1,375.00
Event Expense - Other	4,033.63
Total Event Expense	10,406.15
Overnight Security	3,800.00
Service Charge	7.33
Supplies	1,347.47
Operations - Other	690.00
Total Operations	16,534.81
Payroll Expenses	30,000.00
Total Expense	52,849.09
Net Ordinary Income	5,082.22
Net Income	5,082.22

# Downtown Development Authority

## Transaction Detail by Account

September 2020

### DSS- Sept Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Deposit	09/01/2020			Deposit	10.00	10.00
Bill Pmt -Check	09/04/2020	2093	Ahern Rentals		-485.63	-475.63
Bill Pmt -Check	09/04/2020	2094	Bar D Signs	Thank you local law enforcement	-710.00	-1,185.63
Bill Pmt -Check	09/04/2020	2095	Brent Phillips		-1,700.00	-2,885.63
Bill Pmt -Check	09/04/2020	2096	City of Casper - Water Services	Ash	-443.11	-3,328.74
Bill Pmt -Check	09/04/2020	2097	Hawkins Inc	Chemicals	-674.26	-4,003.00
Bill Pmt -Check	09/04/2020	2098	Kustom Concepts	Square Tubing for TV trailer	-275.00	-4,278.00
Bill Pmt -Check	09/04/2020	2099	Rocky Mountain Power		-1,113.57	-5,391.57
Bill Pmt -Check	09/04/2020	2100	Secure Gunz LLC		-3,625.00	-9,016.57
Bill Pmt -Check	09/04/2020	2101	The Lyric	Storage	-100.00	-9,116.57
Bill Pmt -Check	09/04/2020	2102	Western Distributing	August 21st Concert	-732.00	-9,848.57
Bill Pmt -Check	09/04/2020	2103	Williams, Porter, Day, & Neville, P.C	Legal services	-25.00	-9,873.57
Bill Pmt -Check	09/04/2020	2104	City of Casper - Water Services	DSS	-316.09	-10,189.66
Bill Pmt -Check	09/04/2020	2105	Rocky Mountain Power		-1,296.70	-11,486.36
Bill Pmt -Check	09/04/2020	2106	City of Casper - Water Services	DSS	-7.04	-11,493.40
Bill Pmt -Check	09/04/2020	2107	City of Casper - Water Services	DSS	-97.00	-11,590.40
Bill Pmt -Check	09/04/2020	2108	Black Hills Energy		-43.15	-11,633.55
Bill Pmt -Check	09/04/2020	2109	Black Hills Energy	ASH	-124.63	-11,758.18
Deposit	09/04/2020			Deposit	700.00	-11,058.18
Deposit	09/04/2020			Deposit	700.00	-10,358.18
Deposit	09/04/2020			Deposit	700.00	-9,658.18
Deposit	09/04/2020			Deposit	397.36	-9,260.82
Bill Pmt -Check	09/04/2020		Casper DDA Transfer	Payroll for DSS to DDA	-20,000.00	-29,260.82
Bill Pmt -Check	09/08/2020	2110	Mastercard	JL	-2,260.20	-31,521.02
Bill Pmt -Check	09/08/2020	2111	Secure Gunz LLC	Security	-912.50	-32,433.52
Deposit	09/08/2020			Deposit	1,300.00	-31,133.52
Bill Pmt -Check	09/08/2020	2112	Mastercard	KH	-1,025.78	-32,159.30
Deposit	09/08/2020			Deposit	1,174.00	-30,985.30
Deposit	09/14/2020			Deposit	1,175.00	-29,810.30
Bill Pmt -Check	09/14/2020	2113	Ahern Rentals	Scissor lift	-485.63	-30,295.93
Bill Pmt -Check	09/14/2020	2114	Airbound	Deposit for blow up Corn Maze	-1,175.00	-31,470.93
Bill Pmt -Check	09/14/2020	2115	Charter Communications	Charter Comm.	-126.97	-31,597.90
Bill Pmt -Check	09/14/2020	2116	Williams, Porter, Day, & Neville, P.C		-375.00	-31,972.90
Bill Pmt -Check	09/14/2020	2117	Airbound	Final Balance for Blow up Corn Maze	-1,175.00	-33,147.90
Deposit	09/15/2020			Deposit	20.00	-33,127.90
Deposit	09/21/2020			Deposit	12,063.00	-21,064.90
Bill Pmt -Check	09/29/2020		Casper DDA Transfer	DSS to DDA to cover payroll	-10,000.00	-31,064.90
Deposit	09/29/2020			Deposit	7,974.00	-23,090.90
Deposit	09/30/2020			Deposit	179.87	-22,911.03
Check	09/30/2020			Service Charge	-7.33	-22,918.36
Deposit	09/30/2020			Interest	0.81	-22,917.55
Total Plaza Checking					-22,917.55	-22,917.55
<b>TOTAL</b>					<b>-22,917.55</b>	<b>-22,917.55</b>

**Downtown Development Authority**  
**Transaction Detail by Account**  
October 1 - 13, 2020

DSS- Oct Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Deposit	10/05/2020			Deposit	8,050.00	8,050.00
Deposit	10/05/2020			Deposit	260.00	8,310.00
Bill Pmt -Check	10/09/2020	2118	Ahern Rentals		-485.63	7,824.37
Bill Pmt -Check	10/09/2020	2119	AMBI Mail & Marketing	Stamps, Mailing to Don Gatlin	-160.31	7,664.06
Bill Pmt -Check	10/09/2020	2120	Black Hills Energy	DSS	-43.85	7,620.21
Bill Pmt -Check	10/09/2020	2121	Brent Phillips	Fiesta WYO	-1,200.00	6,420.21
Bill Pmt -Check	10/09/2020	2122	C Spur Ranch	Fall Fest Carriage Rides	-975.00	5,445.21
Bill Pmt -Check	10/09/2020	2123	City of Casper - Water Services	ASH	-335.03	5,110.18
Bill Pmt -Check	10/09/2020	2124	MCF LLC	Storage	-450.00	4,660.18
Bill Pmt -Check	10/09/2020	2125	Rocky Mountain Power		-1,058.33	3,601.85
Bill Pmt -Check	10/09/2020	2126	Secure Gunz LLC		-2,318.75	1,283.10
Bill Pmt -Check	10/09/2020	2127	Stoner Lawn & Landscape	Winterize Station	-75.75	1,207.35
Bill Pmt -Check	10/09/2020	2128	The Lyric		-250.00	957.35
Bill Pmt -Check	10/09/2020	2129	Williams, Porter, Day, & Neville, P.C	Payment for Legal fees	-25.00	932.35
Bill Pmt -Check	10/09/2020	2130	City of Casper - Water Services	DSS IR	-44.88	887.47
Bill Pmt -Check	10/09/2020	2131	Rocky Mountain Power	ASH	-1,248.21	-360.74
Bill Pmt -Check	10/09/2020	2132	City of Casper - Water Services	DSS	-97.00	-457.74
Bill Pmt -Check	10/09/2020	2133	City of Casper - Water Services	DSS	-192.57	-650.31
Bill Pmt -Check	10/09/2020	2134	Mastercard		-766.07	-1,416.38
Bill Pmt -Check	10/13/2020	2135	Black Hills Energy	ASH	-428.16	-1,844.54
Bill Pmt -Check	10/13/2020	2136	Charter Communications	DSS	-126.97	-1,971.51
Bill Pmt -Check	10/13/2020	2137	City of Casper - Water Services		-115.01	-2,086.52
Bill Pmt -Check	10/13/2020	2138	Mastercard	KH	-589.09	-2,675.61
Bill Pmt -Check	10/13/2020	2139	Secure Gunz LLC	Security	-500.00	-3,175.61
Bill Pmt -Check	10/13/2020	2140	City of Casper - Water Services	DSS	-169.41	-3,345.02
Bill Pmt -Check	10/13/2020	2141	City of Casper - Water Services		-14.00	-3,359.02
Bill Pmt -Check	10/13/2020	2142	City of Casper - Water Services	DSS	-97.00	-3,456.02
Total Plaza Checking					-3,456.02	-3,456.02
<b>TOTAL</b>					<b>-3,456.02</b>	<b>-3,456.02</b>



**From:** Renee Jordan-Smith

**Sent:** Friday, October 16, 2020 4:15 PM

**To:** CityCouncil <CityCouncil@cityofcasperwy.com>

**Cc:** Carter Napier <cnapier@casperwy.gov>; Jolene Martinez <jmartinez@casperwy.gov>

**Subject:** Boys & Girls Club Breakfast - MASKS NOW REQUIRED

We just received a call from the Boys & Girls Club, to let us know that masks will now be required at the annual breakfast next week. If this alters your RSVP, please let me know as it is still not too late to join!

Thanks,

Renée Jordan-Smith

Executive Assistant

Office of the City Manager

200 N. David | Casper, WY 82601 | 307.235.8224

[www.casperwy.gov](http://www.casperwy.gov)

**From:** Roehr, Mary <Mary.Roehr@charter.com>  
**Sent:** Monday, October 12, 2020 10:29 AM  
**Subject:** Spectrum Channel Lineup Change

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello.

Charter Communications/Spectrum is making changes to our residential channel lineup for customers in your community.

PROGRAMMING	CHANGE
Local Access, Channel 191	Drop

Please contact me at [mary.roehr@charter.com](mailto:mary.roehr@charter.com), or 406-671-7956 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