
INFORMATION PACKET

Friday, February 23, 2024



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The Grid**Working Draft of Council Meeting Agendas**

February 27, 2024 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
1% #17 Reallocation of \$85k Funding Options	Direction Requested	4:35	45 min
Parks and Rec Master Plan Update	Information Only	5:20	30 min
Code Enforcement Follow-up (Abatement Responsibility for Sidewalk and Street Vegetation Obstructions)	Information Only	5:50	40 min
Code Enforcement Follow-up Part 3 (Assessment of Administrative Fees)	Direction Requested	6:30	30 min
Waste Water Treatment Plant Capital Budget Amendment	Move Forward for Approval	7:00	30 min
Agenda Review		7:30	20 min
Council Around the Table		7:50	20 min
Approximate Ending Time:			8:10

March 5, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Railway Support					
Pre-Meeting: Federal grant funding from the Assistance to Firefighters Grant (AFG) for FY25					
Approval of 2/6 Minutes					C
Approval of 2/6 Exec Session Minutes					C
Approval of 2/20 Minutes					C
Approval of 2/20 Exec Minutes					
Bright Spot: 307 First					
Public Hearing: Consideration of a Resolution Certifying the Annexation of 0.51 acres, more or less, described as Lot 5, "Bryan Subdivision," complies with W.S §15-1-402.		N			
2nd Reading: Ordinance vacating the segment of alley abutting Lot 5, 6 and 7, Kenwood Addition to the City of Casper			N		
3rd Reading: Consideration of an Ordinance approving a zone change of multiple properties located north of East 12th Street, between South Conwell and South Lowell Streets.			N		
3rd Reading: Consideration of an Annexation and Zoning Request for 0.51-acres, more or less, described as Lot 6, "Bryan Subdivision."			N		
3rd Reading: LAD 160 Assessment Roll			N		
Accepting a 30-foot Public Pathway Easement from the State of Wyoming as part of the Edness Kimball Wilkins Park Trail Extension.				C	
Accept Amendment No. 1 to the existing Water Line Easement Instrument No. 1127681 from The Church of Jesus Christ of Latter-Day Saints as part of the Casper Wyoming Temple Construction at 2905 Independence Court.				C	
A Resolution Authorizing a Contract for Outside-City Water Service with James P. and Brenda S. Short.				C	
Authorize an Agreement with Crown Construction, LLC, in the amount of \$253,700.00 for the Washington Park Restroom Remodel, Project No. 21-051				C	
Authorizing an Agreement with Crown Construction, LLC, in the Amount of \$81,295.00 for the A Street Parking Lot Storm Sewer Improvements, Project No. 21-052				C	
Accept Amendment No. 1 to the existing Water Line Easement Instrument No. 1127681 from The Church of Jesus Christ of Latter-Day Saints as part of the Casper Wyoming Temple Construction at 2905 Independence Court.				C	
Authorizing a Contract for Outside-City Water Service with James P. and Brenda S. Short.				C	
Part Time Judge Contracts (Tentative)				C	
DDA Board Appointments					C

March 12, 2024 Councilors Absent:		Page 3 of 11	
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Code Enforcement Follow-up Part 2 (Time Frame for Addressing Violations)	Direction Requested	4:35	30 min
Code Enforcement Follow-up (Funding Source for Condemnations, Dangerous Buildings, and Demolitions)	Direction Requested	5:05	30 min
Business Self Inspection Ordinance (Fire)	Direction Requested	5:35	30 min
Capital Budget Review	Information Only	6:05	60 min
Agenda Review		7:05	20 min
Legislative Review		7:25	20 min
Council Around the Table		7:45	20 min
Approximate Ending Time:			8:05

March 19, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting:					
Approval of 3/5 Minutes					C
3rd Reading: Ordinance vacating the segment of alley abutting Lot 5, 6 and 7, Kenwood Addition to the City of Casper			N		
CMAR Contract				C	
Resolution for "Health Addition"				C	

March 26, 2024 Councilors Absent:		Page 4 of 11	
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Recycling & Composting Options		4:35	45 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
			Approximate Ending Time:

April 2, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinance	Resolution	Minute Action
Pre-Meeting:					
Approval of 3/19 Minutes					
Approving a 5-Year Agreement with Thomson Reuters for Westlaw Internet Legal Research Services for the City Attorney's Office.				C	


April 9, 2024 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
FWC Study Update		4:35	60 min
Community Project Funding Process Part 2		5:35	60 min
FY 25 Proposed Wage Increases			
Agenda Review		6:35	20 min
Legislative Review		6:55	20 min
Council Around the Table		7:15	20 min
			Approximate Ending Time: 7:35

April 16, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinance	Resolution	Minute Action
Pre-Meeting:					
Approval of 4/2 Minutes					

April 23, 2024 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Dangerous Building Process	Direction Requested	4:35	40 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
			Approximate Ending Time:

Future Agenda Items

Council Items:			
Item	Date	Estimated Time	Notes
Funding for Sidewalk Repairs/Homeowner Responsibilities			Ordinance issue?
Naming City Garbage Trucks/Plow Follow-up			
Utility Billing Update			Sept
Staff Items:			
Downtown Parking Kiosks			May
Utility Rate Model			May
Tentative Budget to Council	May 7, 2024		
Budget Review Sessions	5/20/24 & 5/22/24		
Summary Proposed Budget to Council	June 4, 2024		
Fort Caspar Feasibility Study			Fall
Master Plan			Summer
Potential Topics-- Council Thumbs to be Added:			
Future Regular Council Meeting Items:			
Establish Public Hearing: FY25 Budget	6/4/2024		
Public Hearing: FY25 Budget Adoption	6/18/2024		
Urban Forestry Grant			Waiting on a contract
Retreat Items:			
Economic Development and City Building Strategy			

FEBRUARY 2024							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
28	29	30	31	1 Bert Kreischer 7:00 pm- 10:00 pm	2 Load-In Boys & Girls Club 8:00 am - 5:00 pm	3 Boys & Girls Club Reverse Raffle & Auction 5:00 pm - 11:00 pm	
4	5 CPD Testing 7:30 am- 11:00 am	6	7	8 HF Sinclair Training 8:00 am- 5:00 pm State Legislators' Dinner 4:00 pm-8:00 pm	9 Load-In API Chili Cook-Off & Calcutta (6:00-9:30 pm) 8:00 am- 10:00 pm	10 API Chili Cook-Off 11:00 am- 2:00 pm	
11	12 HF Sinclair Training 8:00 am-5:00 pm	13	14	15 Postmodern Jukebox 7:00 pm- 10:00 pm	16	17	
18 Broadway at the Ford Hairspray 6:00 pm- 10:00 pm	19 <i>Presidents' Day</i> <i>FWC Offices Closed</i>	20 Dropkick Murphys 6:00 pm- 10:00 pm	21 Load-in WHSAA State Wrestling 8:00 am-5:00 pm	22 WHSAA State Wrestling 7:00 am-9:00 pm	23 WHSAA State Wrestling 7:00 am- 9:00 pm	24 WHSAA State Wrestling 8:00 am-9:00 pm	
25 Casper Showdown 7:00 am- 7:00 pm	26	27	28	29 WHSAA State High School 1/A 2/A Basketball 9:00 am- 9:00 pm	1 WHSAA State High School 1/A 2/A Basketball 9:00 am - 9:00 pm	2 WHSAA State High School 1/A 2/A Basketball 8:30 am - 9:00 pm	



Memo to: Liz Becher; Community Development Director

From: Justin Scott, Chief Building Official

Subject: January - Commercial Development Report

Date: February 2, 2024

Permitting Update:

For the month of January, 1 building permit for new single-family home construction was issued. This brings the total building permits for new single-family residences in the calendar year to 1, with a value of construction of \$175,000.00. The Building Division issued 47 Building, 59 Electrical, 55 Mechanical, and 62 Plumbing permits with a value of construction of \$13,648,647.72, and with a permit revenue of \$125,576.49.

Calendar year: January 1st through January 31st

Permit total = 223 permits issued for a value of \$13,648,647.72, with a revenue of \$125,576.49.

Fiscal Year: July 1st through January 31st

Permit total = 1848 permits issued for a value of \$99,940,082.22, with a revenue of \$886,838.12.

January Inspection Update:

The Building Division completed 149 building, 160 electrical, 103 plumbing, and 45 mechanical inspections and 3 plan reviews.

Commercial Construction Update:

Below is a breakdown of the 14 major commercial projects that are in progress:

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

- Backdoor Lounge (1363 CY Ave), The Backdoor Lounge has interior drywall and finishes in process.
- Casport Mint, (170 Star Lane), Phase II foundation work is in process.
- Nolan Phase II (225 S. David St. Condominiums), Interior and exterior finishes are in process for all three units. Phase III foundation is complete.
- Jump Craze (SE Wyoming Blvd near E 21st St), Site work, interior, and exterior finishes are in process for the Jump Craze portion.



- Poplar Wine and Spirits (1016 S Poplar St) – Foundation work and M/E/P's are in process.
- Ace Hardware Storage Building (3025 Arrowhead) – Foundation work is in progress.
- City Hall Project SAFE (200 N David St), Interior 2nd floor drywall and first floor M/E/P's are in process.
- Bath and Body Works (525 Newport) – Interior framing and M/E/P's are in process.
- Casper Dermatology Clinic (1119 E 3rd St), Framing and M/E/P's are in process.
- Paradise Valley Christian Church (3025 Paradise Dr), Foundation is complete and structural steel has been delivered.
- C85 Apartments (4 units above the Branding Iron at 129 W. 2nd St.), Interior framing and M/E/P's are in process.
- Wyoming Sports Ranch (1887 Champions Blvd), Foundation work is in process.
- 7 Brew Coffee (3950 Dennis Dr.), The Lazer Wash building has been demolished and foundation is in process.
- Hyatt Place Hotel (407 N Walsh Dr), Site work and foundation are in process.

Projects Completed:

- Discount Tire (4990 E 2nd St.), A T.C.O. was issued to begin stocking the facility.
- Harbor Freight Phase II (Sunrise Shopping Center), a Certificate of Completion was issued for this project.

Permitted Projects:

- Hyatt Place Hotel (407 N Walsh Dr)
- Boston Pizza (123 W E St)
- Bath and Body Works (525 Newport)

Approved projects not started:

- Blackmore Market Place Shops (5081 E. 2nd St.)
- Fairfield by Marriott (W D St)
- Family Dollar (Beverly Plaza)
- City of Casper Water Meter Building – Located between Fort Casper and the recycle depot (1650 Wyoming Blvd.)

New Projects Submitted for Approval:

- Washington Park Bathroom Remodel (945 E 8th St)
- Hilton Garden Inn Remodel (1150 N Poplar St)
- 136 E 2nd St Remodel (NW corner of 2nd/Wolcott – former R.W. Tauberts)
- M Building MRI Addition (234 E 1st St)



Anticipated Projects:

- No anticipated projects at this time.

Demolition/Special Projects:

- There were no new demolition or special projects started in January.

February 21, 2024

MEMO TO: J. Carter Napier, City Manager

FROM: Fleur Tremel, Chief of Staff
Amanda Ainsworth, City Clerk
Carla Mills-Laatsch, Licensing Specialist

SUBJECT: Compliance Check Two-Year Comparison

Meeting Type & Date

Information Packet

Action Type

Information Only

Recommendation

Information Only

Summary

The City Council requested a five-year comparison regarding failed compliance checks. This year staff had already compiled a two-year comparison. In the future staff will provide a five-year comparison. Don Juan's d/b/a Don Juan's Mexican Restaurant was the only establishment that had a violation in the last twenty-four months, but their 2022 violation was dismissed. Frontier had two violations in 2022 but no violations in 2023 or the first part of 2024. All other establishments had one violation in the last twenty-four months.

Casper Municipal Code Section 5.08.535 states that "licensees shall be subject to administrative fees of one thousand dollars for the third violation of this chapter within any consecutive twenty-four-month period, and five thousand dollars for a fourth or subsequent violation within a consecutive twenty-four-month period". No establishments had violations that met the threshold for these fees over the last twenty-four-months.

The following is a summary of the liquor license dealers that failed the compliance check in 2023 or the first part of 2024:

<u>Establishment</u>	<u>License Type</u>	<u>Date</u>	<u>Disposition</u>	<u>Offense</u>
Moonlight Liquors	Retail	5/22/2023	Pled Guilty	Sale to minor
Alibi	Retail	5/22/2023	Pled Guilty	Sale to minor
Branding Iron	Retail	12/28/2023	Pled Guilty	Sale to minor
Occasions by Cory Bar	Retail	1/4/2024	Pled Guilty	Sale to minor
Backdoor Lounge	Retail	1/17/2024	No Contest	Sale to minor
Galles Liquor	Retail	12/23/2023	Pled Guilty	Sale to minor
Don Juan's	Restaurant	5/12/2023	Pled Guilty	Sale to minor
Himalayan Restaurant	Restaurant	11/22/2023	Pled Guilty	Sale to minor
House of Sushi	Restaurant	11/22/2023	Pled Guilty	Sale to minor

Little Shop of Burgers	Restaurant	12/23/2023	Pled Guilty	Sale to minor
Platte River Saloon	Limited	4/19/2023	Pled Guilty	Sale to minor

The following is a summary of the liquor license dealers that failed the compliance check in **2022**:

Establishment	License Type	Date	Disposition	Offense
Franks Butcher Shop	Retail	3/20/2022	Pled Guilty	Sale to minor
Sam's Club	Retail	4/10/2022	Pled Guilty	Sale to minor
Roaring 22	Retail	4/10/2022	Pled Guilty	Sale to minor
Ramkota	Retail	5/6/2022	Pled Guilty	Sale to minor
The Office Bar and Grill	Retail	5/23/2022	Pled Guilty	Sale to minor
Sunrise Center	Retail	12/6/2022	Pled Guilty	Sale to minor
Local Liquor and Lounge	Retail	12/23/2022	Pled Guilty	Sale to minor
Firehouse Pizza Wood Fired	Restaurant	3/25/2022	Pled Guilty	Sale to minor
La Costa	Restaurant	3/25/2022	Pled Guilty	Sale to minor
Lime Leaf	Restaurant	4/10/2022	Pled Guilty	Sale to minor
Pizza Ranch	Restaurant	4/10/2022	Pled Guilty	Sale to minor
Denny's	Restaurant	4/10/2022	Pled Guilty	Sale to minor
Taco's Mexico	Restaurant	5/6/2022	Pled Guilty	Sale to minor
La Cocina	Restaurant	5/6/2022	Pled Guilty	Sale to minor
Don Juan's	Restaurant	12/10/2022	Dismissed	Sale to minor
Pokes Investment	Restaurant	12/10/2022	Pled Guilty	Sale to minor
Fuzzy's Taco Shop	Bar & Grill	3/20/2022	Pled Guilty	Sale to minor
The Fort Saloon N' Eatery	Bar & Grill	5/6/2022	Not filed	Sale to minor
Frontier	Microbrew	3/20/2022	Pled Guilty	Sale to minor
Frontier	Microbrew	12/6/2022	Pled Guilty	Sale to minor
Stahoo's Brewery & Taproom	Microbrew	12/10/2022	Pled Guilty	Sale to minor
Gruner Brothers	Microbrew	12/27/2022	Pled Guilty	Sale to minor
Backwards Distillery	Satellite	12/27/2022	Pled Guilty	Sale to minor
Casper VFW Post 9439	Limited	3/25/2022	No Contest	Sale to minor
19 th Hole	Limited	5/23/2022	Pled Guilty	Sale to minor

Financial Considerations

N/A

Oversight/Project Responsibility

Carla Mills-Laatsch, Licensing Specialist

Attachments

Comparison Report from Casper Police Department