

COUNCIL WORK SESSION  
Tuesday, September 23, 2014, 4:30 p.m.  
Casper City Hall  
Council Meeting Room

AGENDA

1. Proposed DMK Subdivision Discussion
2. Adult Community Service Program
3. Discussion of Winery Permits
4. Executive Session-Litigation

September 17, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Liz Becher, Community Development Director *LB*  
Craig Collins, AICP, City Planner *CC*

SUBJECT: South Magnolia Drive (DMK Subdivision)

Recommendation:

That Council provide staff with direction regarding City participation in the cost to construct South Magnolia Road, located within the proposed DMK Addition.

Summary:

The City Council will be considering an annexation, plat and zoning request to create the DMK Subdivision at its October 7<sup>th</sup> meeting. The proposed DMK Subdivision encompasses approximately 5.43-acres, more or less, and is creating two (2) lots located at 5300 CY Avenue. The applicants' plan for the property is for the construction of a retail business (Tractor Supply).

One of the Planning and Zoning Commission's recommended conditions of approval requires that South Magnolia Road, an unimproved County road located directly east of the proposed DMK Addition, be annexed and constructed to City standards. The DMK Addition has an existing curb cut on CY Avenue that could be utilized for access to the site; however, initial indications from the applicant suggest that the main access to the retail store will be off of South Magnolia Road. The property located along the east side of South Magnolia Road is developed as a mini-storage complex, is not located within the City limits, and does not utilize South Magnolia Road for access.

Staff received correspondence from the applicant for the DMK Subdivision dated September 8, 2014 which requests City participation in the construction of South Magnolia Road. The letter outlines other cases in which the City participated in the cost of the construction of streets. City participation in the cost of building streets is typically necessitated because developers are customarily only obligated to pay for half the cost of a road when the property on the other side of the road is owned by others. When the property on the other side of the street is not located within the City, the City has no mechanism, such as a subdivision agreement, to force that property owner's participation in the construction of the road. In those cases when the City assists with the cost to develop a road, various methods are used for recapturing the construction costs at the time that adjacent property is annexed to the City, or when it is proposed for development. As stated above, the east half of South Magnolia Road is bordered by a property which is in the County, is fully developed, and does not require the road for access to their property. As such, it is unlikely

that the property on the east will be requesting annexation to the City, or that the City would be able to recoup the cost of the road construction in this case. The applicant's engineer has provided an estimated cost to construct South Magnolia Road, which is projected to be in the range of \$220,000, so the City's half of that cost, should the City Council agree to participate, would be approximately \$110,000.

The letter from the applicant requesting City participation in the construction of South Magnolia Road, and a map, have been included for the Council's review.

DMK Development – Casper, LLC.

September 8, 2014

City Of Casper  
Mr. Craig Collins, AICP, City Planner  
200 N. David Street  
Casper, WY 82601

RE: Proposed Tractor Supply Company Retail Store – CY Ave.

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Dear Mr. Collins:

I am the representative for DMK Development – Casper, LLC. We are under contract to purchase land from JJ Enterprises. JJ Enterprises is the applicant for subdivision and annexation of land at 5800 CY Ave. Inberg Miller is the project engineer and was in attendance at the recent planning and zoning meeting as representative for JJ Enterprises and DMK Development – Casper, LLC. It has been brought to our attention that during the meeting, there was a recommendation and statement made by City of Casper representation that DMK bear the entire cost for constructing Link Road (South Magnolia Road) along the eastern boundary of the proposed DMK Subdivision as a condition of City approval of our development. In addition, the city stated that Grandview Road along a portion of the DMK Subdivision northern boundary would likewise be the sole responsibility of DMK Development to improve at the City's demand. Previous input from the City has been that DMK would also be responsible for furnishing and installing a water main and street lighting along Link Road.

Having DMK responsible for the entire cost of these road improvements seems to be contrary to how other recent, similar developments such as Country Club Road adjacent to the Centennial Hills Addition, South Beverly Street between 21<sup>st</sup> and 24<sup>th</sup> Streets, and E. 21<sup>st</sup> Street adjacent to The Preserve development were handled. For those projects, the cost of road design and construction including utilities was up-fronted by the City for half the improvements. DMK is requesting a cost sharing mechanism be put in place similar to how these other developments mentioned above were handled. Please let me know what the process is to make this request.

Sincerely,



Chris Kettler

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Chris Kettler    office 231.780.5063    cell 231.750.3234    ckettler2@gmail.com

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DMK Development, LLC.    3597 Henry Street, Suite 102    Muskegon, MI 49441

*The information presented herein is provided as is, without warranty of any kind. DMK Development, LLC. does not assume any liability for errors or omissions.*

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# DMK Subdivision

South Magnolia

Superior Self Storage

Subject Property

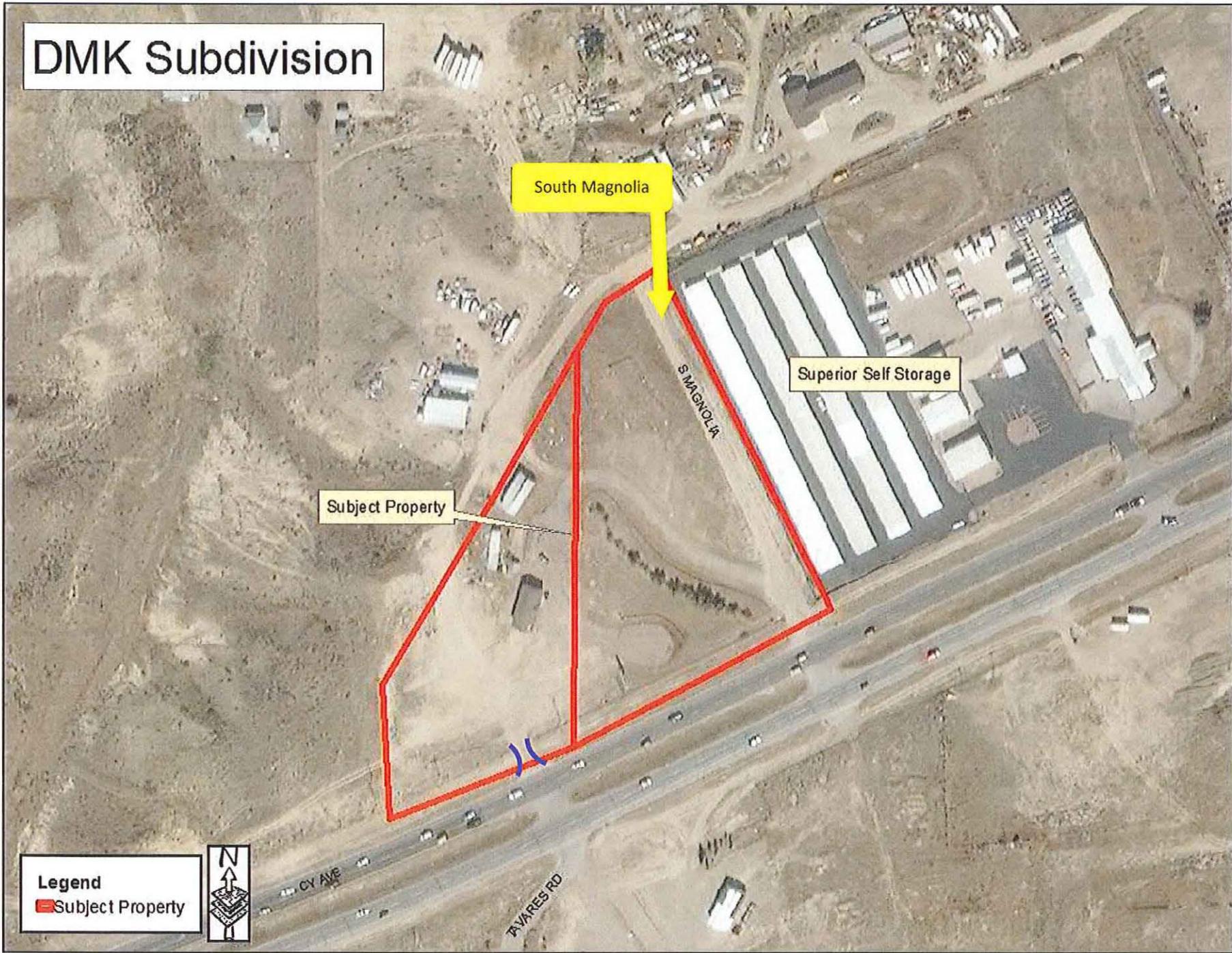
S MAGNOLIA

Legend  
■ Subject Property



CY AVE

PYARES RD



**Youth Community Service Program  
Casper Police Department  
201 N. David  
Casper, WY 82601**



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**MEMO**

Date: September 15, 2014

To: Mayor Paul Meyer  
Council Members

From: Jen Miner, Program Coordinator

Thank you for allowing me to present at the next Council Work Session coming up on September 23<sup>rd</sup>. Currently, I am the program coordinator for the Youth Community Service Program which has been in existence for six years. On the 23<sup>rd</sup> I will be presenting a proposal for an *adult* community service program, to be housed and managed through the Casper Police Department. Included will be brochures on the existing juvenile community service program as well as the proposed adult program. For your information, I will present some data with regard to the current youth program reflecting the past 5 ½ years. I will have a Power Point presentation to cover the highlights of the proposed adult program and how it will be managed. Additionally, I will touch on the topic of a Community Justice Unit. The creation of a Community Justice Unit is a goal of Chief Wetzels which will reflect and aid in the implementation of his Strategic Plan. I look forward to speaking with you all!

## YOUTH COMMUNITY SERVICE PROGRAM – NUMBERS TO DATE

Year	Total Special Projects	Total # Program Participants Used	Total Hours	Volunteers	Volunteer Hours
2009 (9 months)	113	349	1708	65	362
2010	291	836	2901	178	437
2011	280	995	3291	474	1167
2012	346	857	3525	233	477
2013	332	909	3381	316	714
2014 (to date)	223	539	2183	398	826

### ANNUAL EVENTS HOSTED BY THE PROGRAM:

- Toilet Paper Drive
- Yesness Park & Pond Clean Up
- Holiday Turkey Drive

### SOME ANNUAL EVENTS THE PROGRAM PARTICIPANTS ASSIST WITH:

- Set up / tear down of Nic Fest
- Wyo CARES fundraisers
- City Fest
- Humane Society's annual Hair Ball Ball
- Mercer House's annual Family Fun Day
- Rec Center's annual Fall Fest
- Meals on Wheels' corn maze
- Safe Kids' Day
- United Way fundraisers
- Wyoming Museum Consortium fundraisers
- Wyoming Symphony Orchestra fundraisers
- La Cocina's annual Thanksgiving dinner
- Salvation Army Hope Center's Christmas dinner / prep
- Recovery Rocks
- Suicide Prevention Awareness Walk
- Food for Thought / Farmer's Market

ON-GOING PROJECTS:

- Seton House
- Interfaith
- Restoration Church Food Pantry

OTHER PROJECTS / AGENCIES:

- Self Help Center
- Senior Center / kitchen
- Joshua's Storehouse
- Goodwill
- Salvation Army Thrift Store
- Wyo. Food Bank of the Rockies
- Boys & Girls Club
- Keep Casper Beautiful
- City of Casper Code Enforcement
- Natrona County Code Enforcement
- Community Action Residential Program
- Metro Animal Control & Welfare
- Casper Natrona County Public Health / senior assists
- Meals on Wheels / senior assists
- Central Wyoming Rescue Mission
- Rescued Treasures
- Big Brothers / Big Sisters
- St. Vincent De Paul Thrift Store
- Town of Bar Nunn
- Natrona County Prevention Coalition
- Meth Conference Committee
- Wyoming Workforce Services
- Make – A – Wish Foundation / blanket making for Make – A – Wish kids

ANNUAL VOLUNTEER PROJECTS COORDINATED:

- Casper Alliance Church / Youth Service Week, once in 2011
- First United Methodist Church / Change the World Day, first annual in 2014
- Woods Learning Center's "Woods Has a Heart Day"
- Restoration Church "Surge Youth Conference"

# Casper Area Adult Community Service Program

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**Mission** – To offer cost-saving options and meaningful service work to the residents of Casper/Natrona County by providing a structured and efficient avenue for the completion of community service, while holding offenders accountable to the courts and the community for their actions.

# Casper Area Adult Community Service Program

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## ■ The Need:

- Currently, Municipal Court defendants are personally responsible for setting up and tracking their service hours. Municipal Court has found a high rate of fraudulent hours being submitted to the court.
- Circuit Court estimates that 90% of their weekly OTSC hearings are due to failure to pay fines. At the majority of these hearings fines are either converted to jail time or community service.

# Casper Area Adult Community Service Program

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- The Need, cont.
  - Probationers/parolees through DOC (Probation & Parole) who are sanctioned to community service are often on their own to locate and perform their community service hours.
  - Tracking of the number of offenders ordered to community service, hours performed, and completion rates through DOC, District Court and Circuit Court is seriously lacking.

# Casper Area Adult Community Service Program

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- The Need, cont.
  - Local non-profit agencies are often confused with regard to the “system” and the correct avenues for reporting hours and to what court. They have little to no information as to the offender’s history or level of risk.
  - Lack of ‘matching’ offenders’ existing skills to appropriate work sites.

# Casper Area Adult Community Service Program

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## ■ Benefits:

- An accurate accounting of the number of offenders ordered to complete community service.
- Increased offender accountability and reduction of fraudulent hours.
- Increased public safety by appropriately placing offenders at work sites.
- Increased communication with non-profits and government entities.
- Meaningful service work provided to the community.

# Casper Area Adult Community Service Program

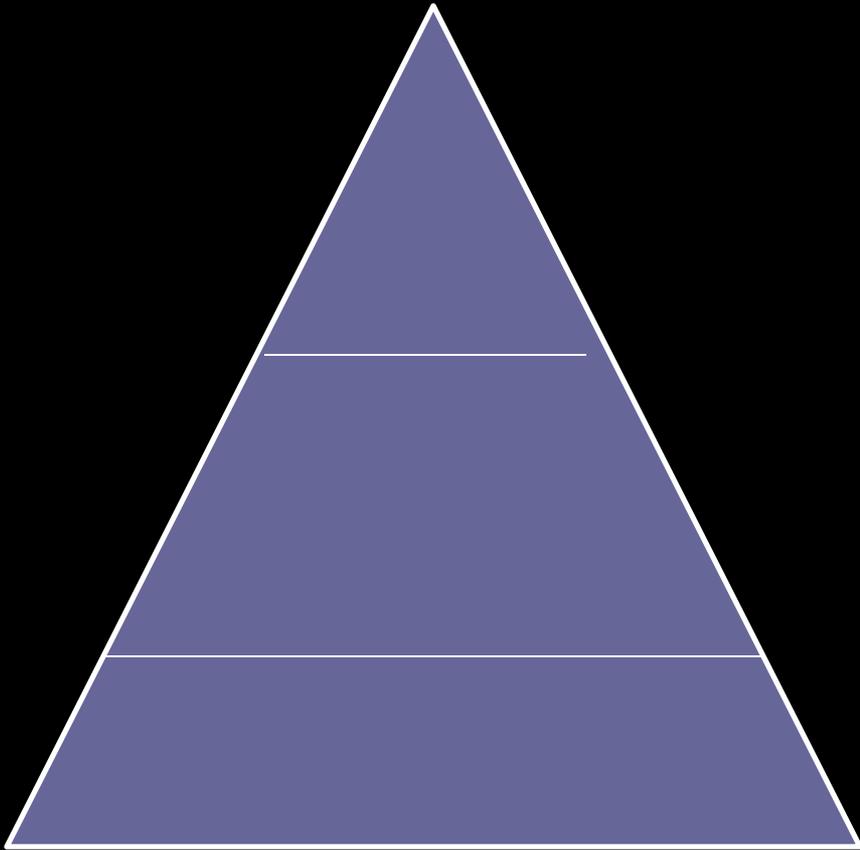
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## ■ Benefits, cont.

- Reduction of incarceration costs.
- Better public understanding of offenders in our community performing service work.
- Cost savings to our city, county and state agencies.
- Work experience and skill development for offenders.

# Casper Area Adult Community Service Program

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The “Collections Triangle”

# Casper Area Adult Community Service Program

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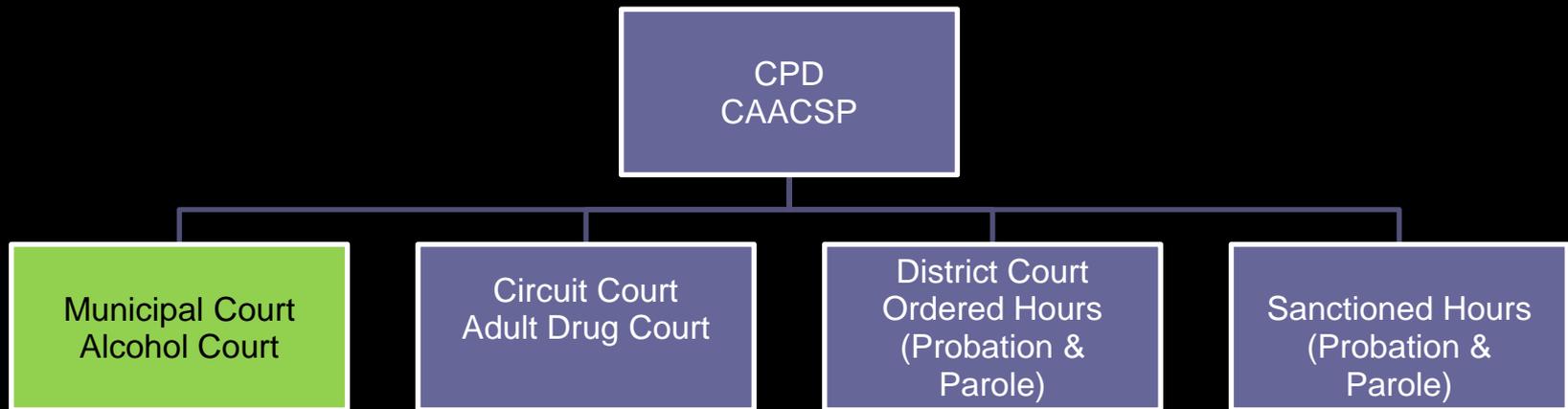
## ■ How does it work?

1. John Doe is arrested for DUI and convicted in Municipal Court.
  - Sentenced to Alcohol Court and as a condition must complete 40 hours of community service.
  - Or, John Doe fails to pay his fines and in lieu of jail time is ordered to complete community service.
2. John Doe is referred to CAACSP.

# Casper Area Adult Community Service Program

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## ■ Single Point of Entry



# Casper Area Adult Community Service Program

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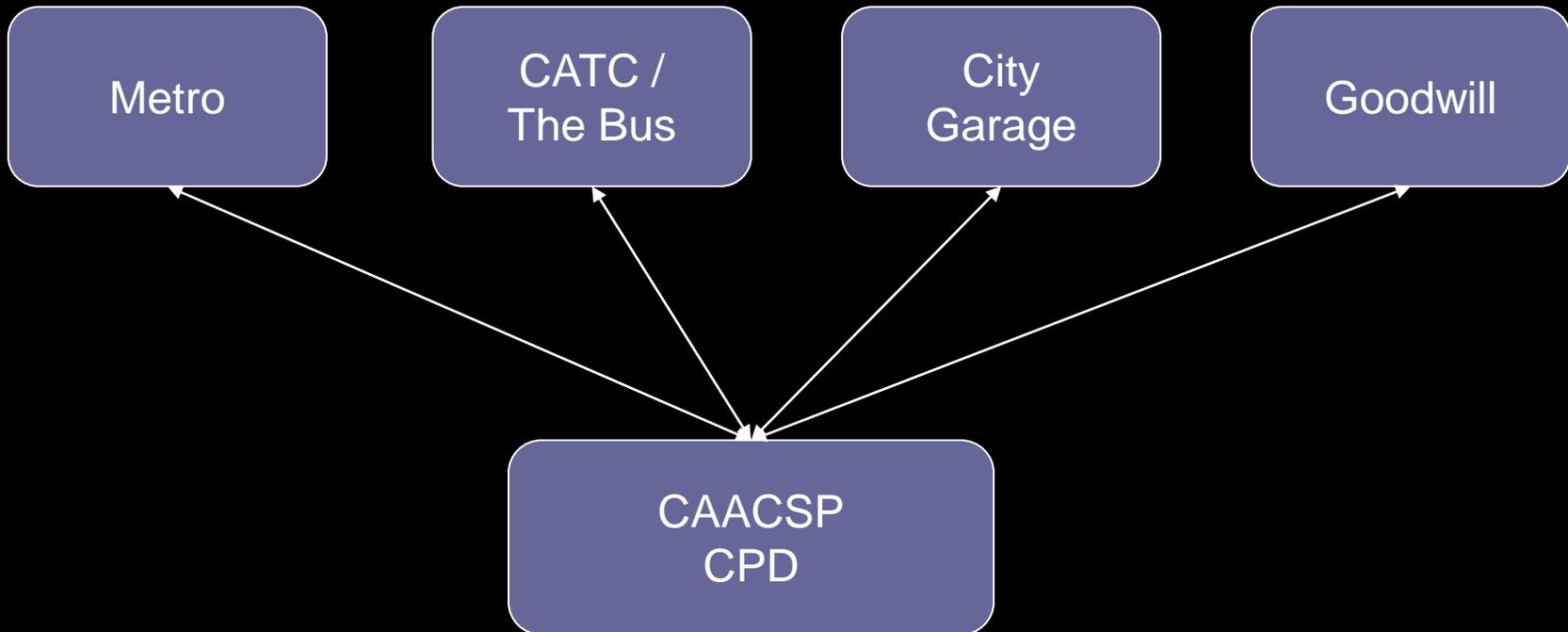
## ■ How it works, cont.

3. John Doe must report to CAASCP for intake. He will be provided with a list of approved program affiliates. He may chose a non-profit affiliate of his choice, with approval of the Program Coordinator. Or, he may chose to be placed at a program government affiliate.
4. Program affiliates will participate in the on-line reporting system to report back to the program dates and hours worked by the offender.
5. Offenders will also be responsible for obtaining a signature on their tracking sheet each time they work.

# Casper Area Adult Community Service Program

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- Efficient placement of offenders



# Casper Area Adult Community Service Program

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## ■ How it works, cont.

5. The Program Coordinator will monitor affiliate partnerships.
6. The Program Coordinator will have open communication with program affiliates for the appropriate placement of offenders.
7. The Program Coordinator will report completion of hours and/or violations to the appropriate court/program.

# Casper Area Adult Community Service Program

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## ■ What is a program affiliate?

- A program affiliate can be a local non-profit as defined by 501(c)(3) or a local city, county or state department or agency that has agreed to allow adult offenders perform community service.
- Each affiliate will enter into an Affiliate Agreement with the program. The Affiliate Agreement will outline expectations of offenders, safety guidelines regarding work to be performed as well as contact with vulnerable persons, and other pertinent policy.

# Casper Area Adult Community Service Program

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- Program Affiliate Reporting of Hours
  - Each program affiliate will have access to a secure website called OATS (Offender Accountability Tracking System), in which they will report, at least weekly, hours for each individual performing community service at their site.
  - Program affiliates may chose between participating with the online reporting or faxing/mailing in monthly hour logs.

# Casper Area Adult Community Service Program

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- Reporting of Hours, Cont.
  - Each program affiliate will only have access to their own web page for the reporting of hours. They will have no access to other affiliate web pages.
  - Each program affiliate site will have a designated staff person who is approved to enter offender information.

# Casper Area Adult Community Service Program

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## ■ Affiliate Recognition!

- Upon the completion of the Affiliate Agreement, each non-profit or government entity, will be presented with a Certificate of Affiliation that may be displayed showing their participation in the program.
- Annual Affiliate Honorary Reception – once a year a reception will be held honoring all Program Affiliates. Special honors will be awarded to Affiliates in the following categories:
  - Impact Award: the Affiliate with the most volunteer hours
  - Experience Award: given to the Affiliate(s) that provided the best service or work experience for its participants with a particular effort to decrease recidivism.
  - Outstanding Casperite Award: given to an employee of an Affiliate who has exemplified the characteristics of leadership, community vision, and civic engagement.

# CPD

## Community Justice Unit

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*Community Justice* is “a strategic method of crime reduction and prevention, which builds or enhances partnerships within communities. Community justice policies confront crime and delinquency through proactive, problem solving practices aimed at prevention, control, reduction and reparation of the harm crime has caused. The goal is to create and maintain vital, healthy, safe and just communities and improve the quality of life for all citizens.” APPA (2009)

# CPD

## Community Justice Unit

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- Some common principles of community justice are:
  - The community, including victims & offenders, is the ultimate customer, as well as partner of the justice system.
  - Partnerships for action, among justice components & citizens, strive for community safety and well being.

# CPD

## Community Justice Unit

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- Principles continued...
  - The community is the preferred source of problem solving and citizens work to prevent victimization, provide conflict resolution and maintain peace.
  - Crime is confronted by addressing social disorder, criminal activities and behavior, and by holding offenders accountable for the harm they cause to victims and the community.

# CPD

## Community Justice Unit

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- The Community Justice Unit will house the following programs:
  - Youth Diversion Program: one officer currently assigned
  - Adult Drug Court: one officer currently assigned
  - Youth Community Service Program
  - Casper Area Adult Community Service Program

# CPD

## Community Justice Unit

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- The CJ Unit will partner with the following to develop and foster CJ principles:
  - CPD Victim Services
  - D.A.R.E.
  - Casper Meth Conference Committee
  - Officer training on CJ principles and values
  - Neighborhood Watch

# CPD

## Community Justice Unit

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“In a community justice framework, the goal is to engage as many citizens as possible in building a better community...People who share a strong sense of community are far less likely to violate the trust of others. Their stake in and bond with the community is the strongest force of guardianship to prevent crime from flourishing.”

Dennis Maloney, Director of the Deschutes County, Oregon, Dept. of Community Justice

# CPD

## Community Justice Unit

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- We are currently contemplating creating a community board. The board would possibly act as the liaison between the department and the community. More ideas to come!

# OATS

## OFFENDER ACCOUNTABILITY TRACKING SYSTEM



WELCOME TO MANAGEATTENDANCE

### Offender Accountability Tracking System

State of the Art system geared for: Work Crew, Work Release, Day Reporting, and Community Service. From the Master Scheduler within OATS you'll have the capability to: Invoice for contracted worksites, Report Hours, Print Sign-In Sheets and edit worksite information. The Reports section provides you as many reports as needed as well as statistics regarding your desired report. Online referrals allows your referral source to send you the information needed to get the offender started without the long paper trail and stacks of file folders.

- \*24 hour 7 days a week online availability
- \*Electronically tracks Community Service hours in real time
- \*Online referrals process
- \*Outside agency and referral log in
- \*Report history
- \*Schedule Monitor
- \*Community Service Case Management
- \*Intake Process
- \*Work Site Management for Work Crews
- \*Payment Tracker

# OATS



Offender Accountability Tracking System

Dashboard

Clients

Master Schedule

Billing

Reports

Settings



## Sheriffs Work Crew Program

Phone: 888.885.7776  
ext 4

123 Test St.  
Portland, OR 97301

 Inbox (8)

## Dashboard



Intake



Clients



Schedule



Reports



Billing



Settings

# OATS



Offender Accountability Tracking System

Dashboard

**Clients**

Master Schedule

Billing

Reports

Settings

## Actions

Create Client

Export Clients

## Client List

### Search Options

Search:  In: All Fields

Go

New

### Intake

38 clients found

SID	Name	Location	Phone
	Smith, Bob	Casper, WY	
	Johnson, Jack		
	Test22, Test22		
	Guilty, Not		
	NOBODY, NOBODY		
	Sabbath, Ozzy	Any, Usa	(555) 555-5555
	Smith, Joe		

Note: -Gray rows indicate client less than 7 days old.

### All Clients

71 clients found

	SID05	Montry, Ella	
		Midnight, Quietwoods	
		Mini Horse, Finnegan	
	00001	Myname, Noname	
	552176	Nado, Sarah	Salem, OR (503) 585-5802

# OATS

Dashboard

Clients

Master Schedule

Billing

Reports

Settings

## Actions

Client List

## Client Details

Summary Details

First Name:  \*

Middle Name:

Last Name:  \*

Birth Date:  \*\*

Gender:  \*\*

Race:  \*

E-mail:

Phone 1:

Phone 2:

Address 1:

Address:

Address:

City:

State/Province:

Zip/Postal Code:

Address 2:

Address:

Address:

SID:

SSN:

ODL/ID:

**Suspension:**  Currently Suspended:

### Emergency Contact

Name:

Phone:

**Employment**  Currently Employed:

Employer:

City of Employment:

Work Schedule:

### Notes

### Client Image

No file chosen

# OATS



Offender Accountability Tracking System

Dashboard

**Clients**

Master Schedule

Billing

Reports

Settings

## Actions

- Client List
- Create Order
- Print Summary

## History

Created on 9/9/2014 by Jennifer Miner

Edited on 9/11/2014 by Jennifer Miner

## Client Summary

Summary Details

Name: Bob Smith      Employer: McDonald's      SSN: 555-55-5555  
Birth: 6/6/1965      City of: Casper  
Date:      Employment:  
Age: 48      Work Schedule: M-F 8-5  
Gender: Male  
Race: Caucasian  
E mail: bob1@yahoo.com  
Phone: (307) 555 5555  
Address: Po Box 120  
Casper, WY 82602

## Orders

Number	Type	Due	Hours/Days	Credits	Done	Bal
CR14-5555	Community Service Formal - Hours	9/29/2014	40	0	0	40

Note: -RED rows indicate orders with no schedule or commitments. -YELLOW rows indicate orders that have been hidden.

## Notes/Letters

No notes to display.

# OATS



Offender Accountability Tracking System

Dashboard

Clients

Master Schedule

Billing

Reports

Settings



## Reports

- Balance Report
- Checklist Items
- Deposits
- Intake Aging
- Missed Worksites
- Orders
- Orders - Due Next Week
- Outside Agency Hours
- Outside Agency Hours Not Reported
- Payments/Charges Report
- Worksite Hours - Last 30 Days
- Worksite Hours - This Month

# OATS



Offender Accountability Tracking System

Dashboard

Clients

Master Schedule

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Reports

Settings

## General

Users

Program Types

Payment Types

## Clients

Race Types

## Orders

Checklist Items

Offense Types

Referral Sources

Letters

## Worksites

Worksite Groups

Manage Types

## Outside Agencies

Outside Agencies

## Billing Agencies

Billing Agencies

## Settings

Company Name:

Phone:

Address Line 1:

Line 2:

City:

State/Province:

Zip/Postal Code:

Contact First Name:

Contact Last Name:

Name on Form:

Contact Info on Form:

Hours in a Work Day:

Conversion Rate:

## Company Logo

No file chosen



## CAACSP will be responsible for:

- *Completing an intake with each Defendant before they start their community service; at which time rules and expectations will be thoroughly discussed*
- *Working with each Defendant for the appropriate site placement to help ensure successful completion of hours*
- *Submitting final verification of hours complete to the appropriate court/agency*
- *Follow up on Defendant non - compliance or other issues that may arise*



Casper Area  
Adult  
Community  
Service  
Program

## WELCOME TO CAACSP!



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Jen Miner  
Program Coordinator  
307.233.6603

Jen Miner  
Program Coordinator  
Casper Police Dept., Office 156  
201 N. David  
Casper, WY 82601

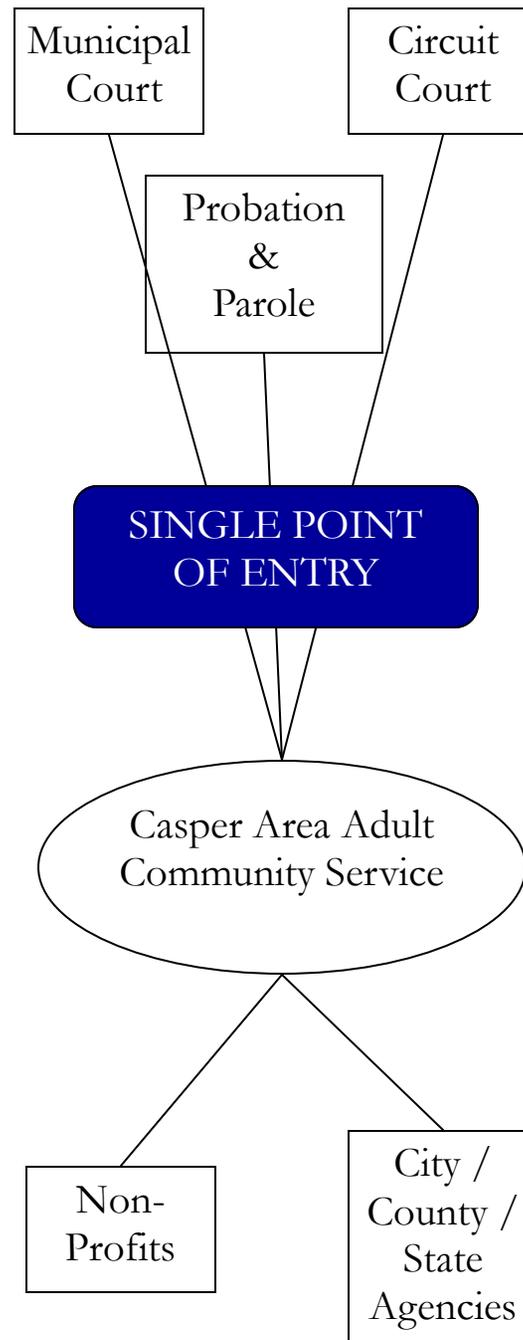
Office 307.233.6603  
Cell 307.315.8510  
[jminer@cityofcasperwy.com](mailto:jminer@cityofcasperwy.com)



**Welcome to the Casper Area Adult Community Service Program! We will assist you in completing your community service. At intake the process & approved sites will be explained to you.**

As a client of this program you are responsible for:

- Completing an intake with the program coordinator
- Maintaining contact with the coordinator & reporting any changes, ie. phone, address, work schedule.
- Having your work log signed each time you perform service hours
- Following all rules of the program & those of where you work



## Casper Area Adult Community Service Program

**Mission:** To offer cost saving options and meaningful service work to the residents of Casper/Natrona County by providing a structured and efficient avenue for the completion of community service, while holding defendants accountable to the courts and community for their actions.

### Program Benefits:

- Efficient placement of Defendants among Casper's numerous non-profits and government agencies
- More effective and productive use of community service hours
- Decrease in incarceration costs
- Acknowledgement of program affiliates and their commitment to community betterment
- The fostering of defendant civic engagement and responsibility
- Providing appropriate and meaningful work sites

## YCSP will be responsible for:

- *Completing an intake with each Juvenile Defendant (except those on Diversion); at which time rules and expectations will be thoroughly discussed*
- *Working with each Juvenile for the appropriate site placement to help ensure successful completion of hours*
- *Submitting final verification of hours completed to the appropriate court / agency*
- *Follow up on Juvenile non—compliance or other issues that may arise*



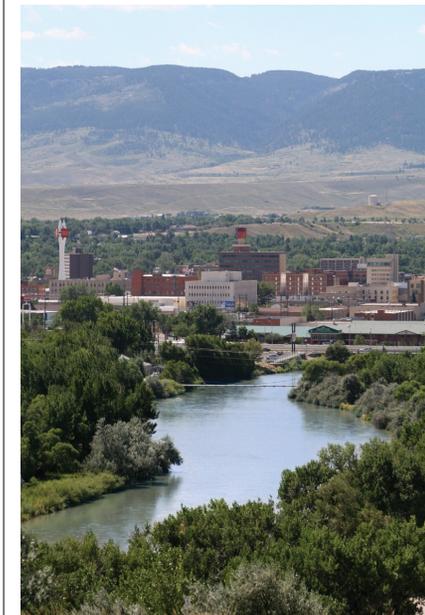
Jen Miner  
Program Coordinator  
Casper Police Dept., Office 156  
201 N. David  
Casper, WY 82601

Office 307.233.6603  
Cell 307.315.8510  
jminer@cityofcasperwy.com



Youth  
Community  
Service  
Program

## WELCOME TO YCSP!



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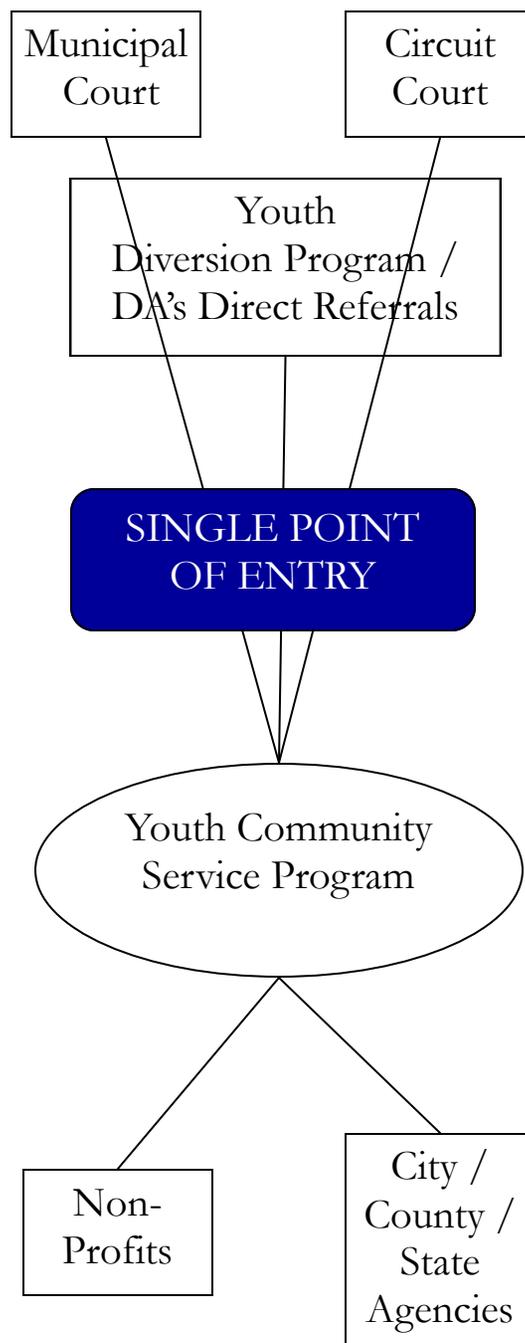
Jen Miner  
Program Coordinator  
307.233.6603



**Welcome to the Youth Community Service Program! We will assist you in completing your community service.**

As a client of this program you are responsible for:

- Diversion - during intake your diversion officer will go over the community service program with you
- Referrals from Municipal & Circuit Courts and direct referrals will need to meet with the program coordinator to complete an intake
- Maintaining contact with the coordinator & reporting any changes, ie. Phone and email address
- Having your work log signed each time you perform service hours
- Following all rules of the program & those of where you work



## Youth Community Service Program

**Mission:** To offer cost saving options and meaningful service work to the residents of Casper/Natrona County by providing a structured and efficient avenue for the completion of community service, while holding individuals accountable for their actions.

### Program Benefits:

- Efficient placement of Juvenile Defendants among Casper's numerous non-profits and government agencies
- More effective and productive use of community service hours
- Acknowledgement of program affiliates and their commitment to community betterment
- The fostering of defendant civic engagement and responsibility
- Providing appropriate and meaningful work sites