
INFORMATION PACKET

Friday, December 1, 2023



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The Grid

Working Draft of Council Meeting Agendas

December 5, 2023 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Leadership Nominee Speeches					
Approval of 11/21 Minutes					C
Approval of 11/21 Executive Session Minutes					C
Est Public Hearing: Transfer of Microbrewery Liquor License No. 10 for Bull Horn Brewing, LLC d/b/a Bull Horn Brewing, Located at 2027 East Yellowstone Unit B to Bull Horn Brewing, LLC d/b/a Bull Horn Brewing, Located at 355 West Yellowstone Hwy.	C				
Est. Public Hearing: LAD 160 Chinook Trail Filing <input type="checkbox"/>	C				
Public Hearing: Censure & Removal of Public Officials		N			
2nd Reading: Ordinance Approving a Zone Change of 350 and 410 SE Wyoming Blvd, from PUD to C-2			N		
2nd Reading: Board of Examiners & Appeals & Contractor Licensing			N		
2nd Reading: Approving a Plat and Zone Change for the Proposed Lower Brothers Addition Subdivision.			N		
Authorize Change Order No. 3 for a price increase of \$106,249.00 for the City Hall Project S.A.F.E. Building Remodel Project.				C	
Authorize an agreement with Casper Electric, Inc., in the amount of \$191,000.00, for the Ballfield Lighting Replacements - Phase III, Project No. 22-045. Furthermore, it is recommended that Council authorize a construction contingency account, in the amount of \$10,000.00, for a total project amount of \$201,000.00.				C	
Authorize Change Order No. 1 for a price increase of \$118,995.75 for the Casper Family Aquatics Center Natatorium Improvements, Project No. 21-031.				C	
Authorizing a Professional Services Contract for Hazardous Waste Disposal Services, Project No. 23-043, with Veolia ES Technical Solutions, L.L.C., in an amount not to exceed \$450,000.				C	
Authorizing a Grant Award Agreement Between the Wyoming Office of Homeland Security and the City of Casper in the Amount of \$12,000 to Procure Mobile Radios.				C	
Authorizing a Grant Award Agreement Between the Wyoming Office of Homeland Security and the City of Casper in the Amount of \$28,000 to Procure Portable Radios.				C	
Authorizing a Grant Award Agreement Between the Wyoming Office of Homeland Security and the City of Casper in the Amount of \$12,000 to Procure a Methane Leak Detector.				C	
Authorizes the acceptance of the 2023 BJA Edward Byrne Memorial Justice Grant and a Memorandum of Understanding between the City of Casper and Natrona County for the distribution and expenditure of grant funds.				C	
Authorizing Amendment No. 1 to the Lease Agreement with Spuds Baseball Club LLC for the Use and Operation of the Mike Lansing Baseball Stadium Concessions Stand				C	
Authorizing the Release of Local Assessment District Lien Regarding 246 North Nebraska, Casper, Wyoming.				C	
Authorizing the Release of Local Assessment District Lien Regarding 2904 Coulter Drive, Casper, Wyoming.				C	
Authorizing the Execution of the At Will Clause of the Employment Agreement with Cally E. Lund (Martinez), as Municipal Judge.				C	
Lien Release				C	
Authorizing the Purchase of One (1) New Side Loading 27 Cubic Yard Sanitation Truck, in the Total Amount of \$394,028.00, for Use by the Solid Waste Division of the Public Services Department.					C

Authorizing the Purchase of One (1) New One-Ton Crew Cab 4x4 Pickup Truck with Tilt Bed, in the Total Amount of \$394,028.00, for Use by the Solid Waste Division of the Public Services Department.				3	C
Executive Session: Personnel & Security					

December 12, 2023 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
Utility Rate Model Review	Direction Requested	4:35	60 min
Utility Billing Ordinance Updates	Move Forward for Approval	5:35	40 min
Business Incentive Options	Information Only	6:15	30 min
One Cent Process Debrief	Direction Requested	6:45	30 min
Agenda Review		7:15	20 min
Legislative Review		7:35	20 min
Council Around the Table		7:55	20 min
Approximate Ending Time:			8:15

December 19, 2023 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 11/28 Special Meeting Minutes					C
Approval of 11/28 Executive Session Minutes					C
Approval of 12/5 Minutes					C
Approval of 12/5 Exec Session Minutes					C
Est. PH - Utility Billing	C				
Est Public Hearing: Transfer of Microbrewery Liquor License No. 10 for Bull Horn Brewing, LLC d/b/a Bull Horn Brewing, Located at 2027 East Yellowstone Unit B to Bull Horn Brewing, LLC d/b/a Bull Horn Brewing, Located at 355 West Yellowstone Hwy.	C				
2nd Reading: Censure & Removal of Public Officials			N		
3rd Reading: Ordinance Approving a Zone Change of 350 and 410 SE Wyoming Blvd, from PUD to C-2			N		
3rd Reading: Board of Examiners & Appeals & Contractor Licensing			N		
3rd Reading: Approving a Plat and Zone Change for the Proposed Lower Brothers Addition Subdivision.			N		
Authorizing a Memorandum of Understanding between the City of Casper and Natrona County, Wyoming Regarding the FY2020 Edward Byrne Memorial Justice Assistance Grant and the Distribution and Expenditure of the Grant Funds.				C	

December 26, 2023	No Work Session (Cancelled)
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January 2, 2024 Councilors Absent:					4	
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action	
	Approval of 12/19 Minutes					C
Election of Mayor & Vice Mayor					N	
Oaths for Newly Elected Mayor & Vice Mayor						
Public Hearing - Utility Billing		N				
3rd Reading: Censure & Removal of Public Officials			N			
2024 Financial Interest Disclosures				C		
Naming of Official Newspaper & Depositories for 2024				C		

January 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
Agenda Review				20 min
Legislative Review				20 min
Council Around the Table				20 min
Approximate Ending Time:				

January 16, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
	Approval of 1/2 Minutes				
Public Hearing : LAD 160 Chinook		N			
2nd Reading - Utility Billing			N		

January 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
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
Livability/Marketing Follow-up			
Special Event Permitting Process			
Funding for Sidewalk Repairs/Homeowner Responsibilities			
Naming City Garbage Trucks			
Judge's Quarterly Update	3/5/24 6/4/24	15 minutes	Rekurs Quarterly
Liquor Establishment Incentive Program			
Liquor Overserving Legislation			

Staff Items:

Fire Station 1			
Downtown Parking Kiosks			November
Code Enforcement Follow-up Part 2 (Time Frame for Addressing Violations)			
Code Enforcement Follow-up Part 3 (Assessment of Administrative Fees)			
Code Enforcement Follow-up (Abatement Responsibility for Sidewalk and Street Vegetation Obstructions)			
Code Enforcement Follow-up (Funding Source for Condemnations, Dangerous Buildings, and Demolitions)			
Dangerous Building Processes			April
Audit Presentation to Finance Committee	January 23, 2024		
Capital Budget Review	March 12, 2024		
Tentative Budget to Council	May 7, 2024		
Budget Review Sessions	5/20/24 & 5/22/24		
Summary Proposed Budget to Council	June 4, 2024		

Potential Topics-- Council Thumbs to be Added:

City Facility Retention & Subsidization			
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Future Regular Council Meeting Items:

Establish Public Hearing: FY25 Budget	6/4/2024		
Public Hearing: LAD 160 Chinook	1/16/2023		
Public Hearing: FY25 Budget Adoption			
Urban Forestry Grant			
Utility Ordinance			

Retreat Items:

Economic Development and City Building Strategy

<h1 style="text-align: center; margin: 0;">DECEMBER 2023</h1>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
					Wyoming FIRST LEGO League Robotics Load-In 5:00 PM	Wyoming FIRST LEGO League Robotics Competition 7:30 am- 3:00pm
3	4	5	6	7	8	9
			WY Dept of Education Conference 8:00 am-5:00 pm	WY Dept of Education Conference 8:00 am-5:00 pm	WY Dept of Education Conference 8:00 am- 5:00 pm	World Ballet Series The Nutcracker 7:00 pm-10:00 pm
10	11	12	13	14	15	16
		Cirque Musica Holiday Wonderland 7:00 pm-10:00 pm		City of Casper Employee Holiday Breakfast 6:30 am- 10:00 am		Breakfast with Santa 8:30 AM Christmas Party 4:00 pm-12:00 pm
17	18	19	20	21	22	23
					Christmas Eve (Observed) OVG Holiday Offices Closed	Christmas Day OVG Holiday Offices Closed
24	25	26	27	28	29	30
Christmas Day OVG Holiday Offices Closed	Christmas Day (Observed) OVG Holiday Offices Closed	Offices Closed	Offices Closed	Offices Closed	Offices Closed	Offices Closed
31	1	2	3	4	5	6
New Year's Eve Offices Closed	New Year's Day Offices Closed					



FORD WYOMING CENTER EXPANSION

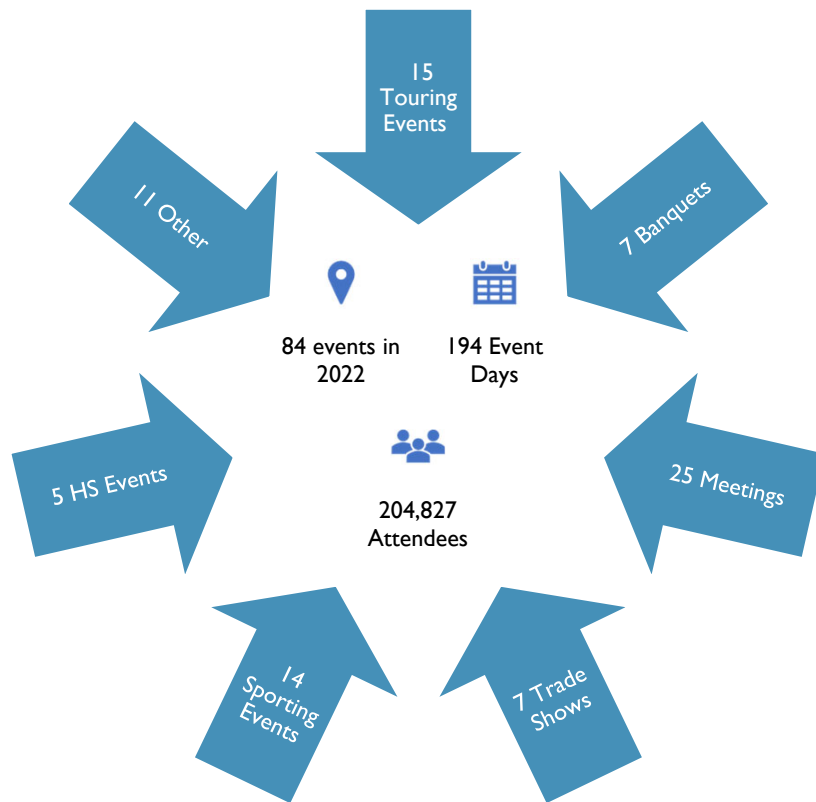
PART II – NOVEMBER 28, 2023



2021	Survey Question	2022
94.36%	Resident of Natrona County	97.01%
71.68%	Most Recent Experience Satisfaction	71.84%
3.73	Average Star Rating for FWC (1-5)	3.62
82.53%	Perception of Value of FWC to Community	84.42%
69.35%	Likelihood of Ticket Purchase in the Next Year	74.37%
65.89%	Likelihood of Recommending FWC to a Friend	65.83%
65.81%	Satisfaction with Service at FWC	66.21%
65.80%	Importance to Quality of Life for Residents	65.97%
78.72%	Importance to the Local Economy	79.54%
53.55%	Likelihood of Supporting a Renovation to the FWC	55.53%

SENTIMENT SURVEY DATA – 2021 AND 2022

ATTENDANCE AND ECONOMIC IMPACT DATA



- 2022 Economic Impact Estimate – \$25M
- 2023 Economic Impact from 6 Events - \$19.43M
 - 2023 is on track for best year in recent history

2023 Event	Event Date(s)	Total
State Wrestling	2/22/23-2/25/23	\$ 4,203,320
1A/2A State Basketball	3/2/23-3/4/23	\$ 4,595,593
State Spirit	3/8/2023	\$ 785,102
3A/4A State Basketball	3/9/23-3/11/23	\$ 5,433,929
WAWA Championship	4/14/23-4/16/23	\$ 134,054
State Art Symposium	4/19/23-4/21/23	\$ 1,970,888
CNFR	6/11/23-6/17/23	\$ 2,307,320
Total		\$19,430,206



FEASIBILITY STUDY RECAP

COMPLETED 6/2022

PURPOSE & METHODOLOGY



Understand market potential to attract regional events and business & provide recommendations on new and renovated building program elements



Site inspection and stakeholder interviews



Economic and demographic data analysis



Compiled data on comparable sites



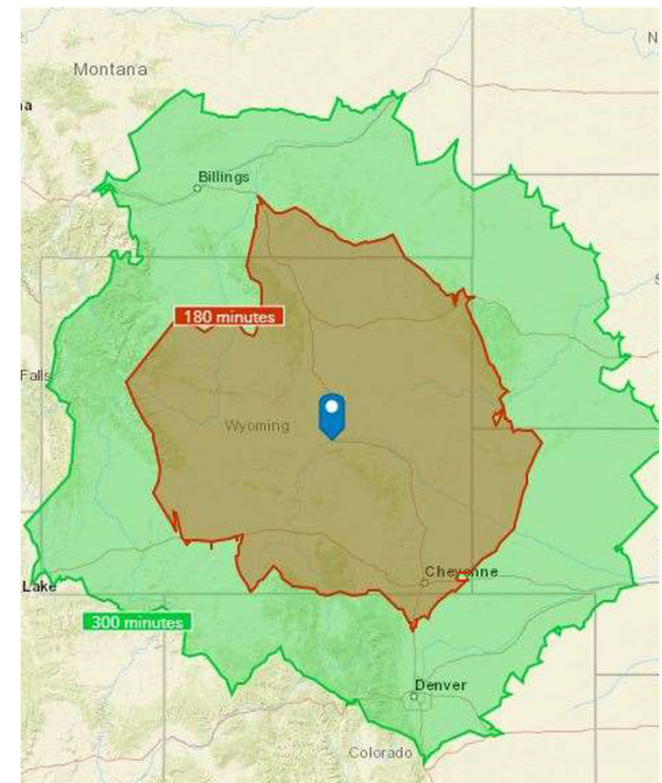
Prepared program recommendations and associated forecasts



Prepared conceptual plans and cost estimates

LOCAL MARKET KEY FINDINGS

- Market surrounding the Ford Wyoming Center is relatively small, but stable; population/demographics suggest the ability to support fee-based events.
- Casper market lacks large convention venue; FWC fills the gap as best as possible to provide meeting and function space.
- The FWC currently offers the largest playing surface for indoor court and mat competitions.
- The market contained approximately 2,500 guest rooms in 25 lodging properties.



COMPETITION KEY FINDINGS

In terms of exhibit, meeting, and banquet space, the FWC is one of the smaller event venues in the northwestern U.S.

On average, competitive venues house ~60,000 sq. ft of exhibit space and ~25,000 sq. ft of meeting and ballroom space.

Half of the competitive venues offer adjacent or attached lodging with the average number of adjacent hotel rooms at ~290.

Casper's market size suggests a lower demand potential than other competing markets.

Limited air access restricts the ability to attract events that have attendees requiring air travel.

While not immediately adjacent to the FWC, supporting businesses are conveniently located.

Adjacent supporting businesses would attract more development/activity.

STUDY RECOMMENDATIONS

ARENA IMPROVEMENTS (1-3) & MULTIPURPOSE EVENT BUILDING ADDITION (4)



1. Main Entrance and Premium Seating

- Expand arena entrance lobby to improve aesthetics, indoor queuing, and security checks.
- Relocate and reconfigured box office and ticket windows.
- Provide concourse level VIP lounge/bar with view of the arena floor.
- Add club seating and 6 to 8 VIP boxes with access to the VIP lounge.
- Create up to 2 balcony party suites.



2. Concourse Improvements

- Widen concourse where possible.
- Expand concessions.
- Upgrade restrooms.



3. City View Seating/VIP Experiences

- City view club level seating.
- Rockstar Balcony and outdoor deck.



4. Multipurpose Events Building Addition

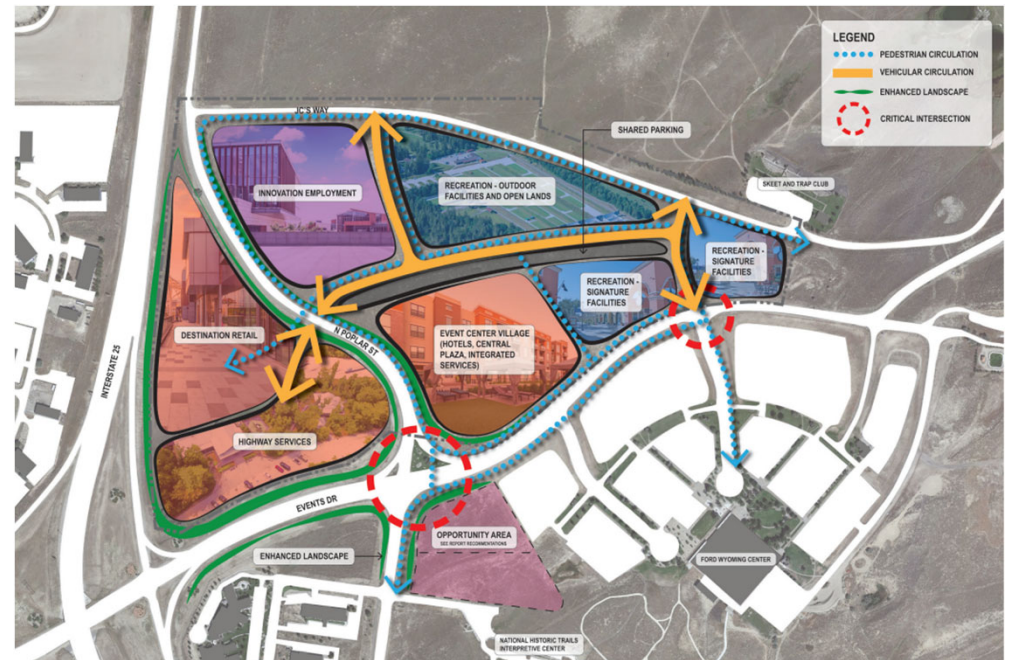
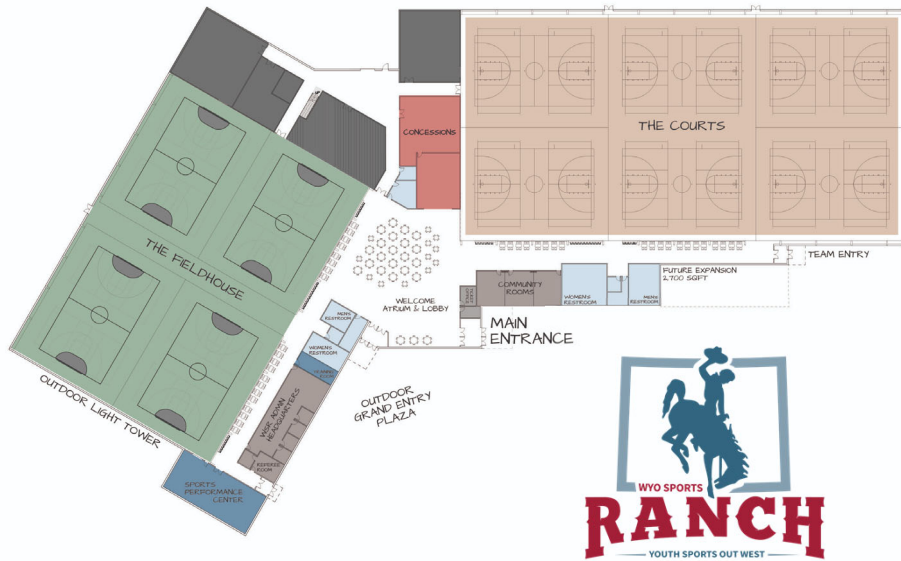
- Add a 20,000 sq. ft multipurpose hall to serve as banquet, meeting, light exhibition, and competition space in a variety of configurations.
- Add an additional 6,000 sq. ft junior ballroom/meeting room block for banquets, luncheons, and as breakout meeting space.
- Provide a separate entrance, lobby, and pre function space dedicated to new multipurpose hall and junior ballroom.
- Provide kitchen, service corridors, pantries, and storage for food service.

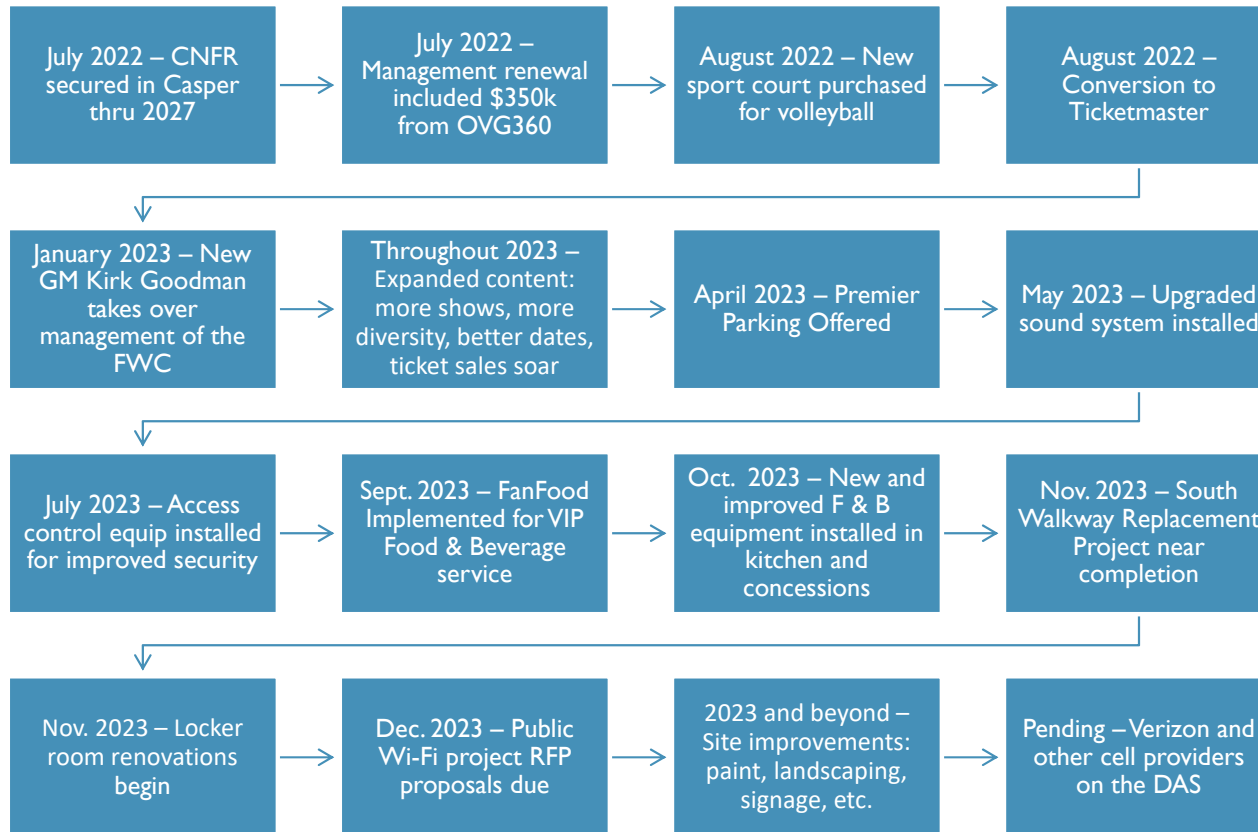
FOUR
OPTIONS
EVALUATED

Study Key Performance Indicator Summary

	Do Nothing	Arena Renovation Only	Expansion Only	Full Expansion and Renovation
Capital Investment	\$0	\$58,464,000	\$65,262,536	\$123,726,536
Operating Loss	\$1,083,000	\$832,000	\$1,731,000	\$1,145,000
Expected Attendance	155,370	160,930	210,210	224,130
New Nonlocal Visitors	n/a	4,789	47,546	58,994
Added Economic Impact	n/a	\$1,220,900	\$10,182,600	\$11,494,800
Local Fiscal Impact	n/a	\$30,200	\$207,300	\$232,000
Jobs (FTE)	n/a	11	89	102
Labor Income	n/a	\$328,100	\$2,638,000	\$3,044,800

FAST FORWARD 18 MONTHS...





**FORD WYOMING
CENTER
ADVANCEMENTS
IMPLEMENTED
OR IN PROGRESS
SINCE STUDY
COMPLETION**

IT IS TIME TO PLAN FOR FUTURE SUCCESS

Rare for a 40+ year old event center to not have undergone major renovations

- Need to keep up with industry and what touring entertainers and promoters expect
- Need to keep up with guest expectations
- Upgrades will keep the building relevant for another 40 years

WYO Sports Ranch adjacent to the FWC will highlight the age and inefficiencies of the site and building

- Need to improve building and grounds appearance and function
- Parking will become more challenging with WYO Sports Ranch and as shows increase in size and frequency

North Platte Park Development will spawn more area activity

- Building upgrades necessary to support bigger and better content and increasingly large crowds
- Expansion/renovation should complement adjacent land uses and development

- Update study to reflect significant developments in the last 18 months
 - Impacts of WYO Sports Ranch and North Platte Park Development
 - Deeper dive into arena renovations and/or expansion, phasing, timelines, ROI on each option
 - Examine any opportunities not addressed in initial study
- Determine which improvements are desired
- Identify funding opportunities

**RECOMMENDED
NEXT STEPS**



QUESTIONS AND COMMENTS



AGENDA

LGBTQ ADVISORY COMMITTEE

Friday, December 15, 2023 - 3:30 p.m. – 4:30 p.m.

Casper Business Center – 123 W 1st St. – 5th Floor Large Meeting Room

OR

Virtually

[Click here to join the meeting](#)

Meeting ID: 214 883 930 863

Passcode: xgirKu

1. Approve November 17, 2023, Meeting Minutes
2. Partner Updates
Natrona County School District – Vickie Skates
Casper Police Department Liaisons – Sgt. Stedillie, Sgt. Broneck
3. Minor Applicant Update – Heidi
4. Casper Cares – David, Alex, Skylar
5. Pride Survey Initiatives - Skylar
6. Other Business
7. Adjourn

Next Meeting: January 19, 3:30 p.m.
Casper Business Center
123 W. 1st St
5th Floor Large Meeting Room (near Suite 555 – HR)

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness



CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING

November 17, 2023, 3:30 p.m.

Casper Business Center

MINUTES

The meeting began at 3:30 p.m. with the attendance of Councilor Pollock; City of Casper staff member, Heidi Rood; Casper Police Department Liaisons, Sergeant Stedillie, and Sergeant Broneck; Natrona County School District Representative, Vickie Skates; and the following committee members: David Esposito, Chair; Alex Petrino, Co-Chair; Christy Jourgensen, Darrell Wagner, Kate Allen, Rob Johnston, Riley Jourgensen, Skylar Cooper, and Shannon Poste.

Absent: Gage Williams and Kelly Stiefvater

Approve October 20, 2023, Meeting Minutes

Motion to approve October 20, 2023, meeting minutes made by Rob Johnston and seconded by Darrell Wagner with no objections.

Minor Applications Review

The committee reviewed a new application for consideration submitted by a minor. During the last meeting, the committee approved a minor application and felt it would be impactful to have two minors representing the advisory committee. Councilor Pollock said Council would be supportive of this decision which will bring the member count to thirteen (13).

Staff member, Heidi Rood requested input from City leadership and legal on how to proceed. Staff are discussing a consistent process among all City advisory committees and once this is finalized the information will be shared. Until then, hold officially including minors on the advisory committee.

Action item:

1. Shannon will contact the newest minor applicant to express interest and communicate nothing is official until we have the final direction from staff.
2. Direction from staff on appropriate process for minor committee members.

Casper Cares

David received updates from the Police Department liaisons regarding the specific training elements in practice. A subcommittee (David, Alex, Skylar, and Rob) was formed to discuss concrete ideas to move forward with the Casper Cares project.

Action item:

1. Sub-committee meeting to develop concrete ideas to move forward with the program.
2. David will follow up with Gage on how to best distribute information to Casper Pride.



Grant Opportunities for LGBTQ Entities

David suggested research grant funding available for LGBTQ entities. This information could then be combined and shared with Casper Pride, PFlag, etc. to utilize with their specific initiatives and programs.

Action item:

1. Skylar and Rob will research potential grants.

Casper Pride Survey Initiative

Skylar suggested putting together the key trends from the Casper Pride Survey to review for committee planning and future initiatives.

Action item:

1. Skylar will put together a visual for the next meeting to begin discussions.

HRC - MEI Final Scorecard 2023: 72

The committee reviewed and discussed the final scorecard from the Human Rights Campaign Municipal Equality Index scorecard. Discussion regarding areas of score improvement in Law Enforcement, Municipality as Employer, and Municipal Services. Councilor Pollock brought consideration to the discussion on whether or not work needs to be done to benefit the community vs. chasing a higher score and the committee agreed.

Action item:

1. Casper Police Department Liaisons will research reporting Hate Crimes Statistics to the FBI and what that would entail.
2. Staff directed to inquire with HRC on how we can improve our flex scores, how are we comparing to other municipalities our size and what are they doing.
3. Staff directed to send HRC marketing toolbox for promoting the City's score including a Facebook post with the announcement.

November 20th – Trans Day of Remembrance

A reminder of the event at the counseling center from 6 p.m. – 8:30 p.m.

The meeting was adjourned at 4:27 p.m.

Next Meeting Date

January 19, 2023, 3:30 p.m.

Casper Business Center

123 W. 1st St

5th Floor Large Meeting Room (near Suite 555 – HR)

CASPER YOUTH COUNCIL MINUTES
Chamber of Commerce
November 19, 2023

24

1. **ROLL CALL** Casper Youth Council met at 4:33 p.m., Sunday, November 19, 2023
Present: Zoe Johnson, Caitlynn Johnson, Massimino Nania, Councilor Kyle Gamroth and Advisor Elissa Campbell
Absent: Sara Loghry, Finn McCoul, Anna Koehmstedt, Beau Griffith, and Allie Scroggins
Guests: Chief McPheeters
2. **New Business:**
 - Solar panel project for Ukraine
3. **Chief McPheeters**
 - Chief provided a brief background as to his tenure and current PD status
 - Discussion regarding national perception of LE and CPD's work to create a positive perception/connection with the community
 1. Factors contributing national perception
 2. Changes in perception (historical)
 3. Building relationships key
 4. CPD's work to build relationships, engage w community, communicate (transparency)
 - Discussion regarding extensive recruitment/selection/training process
 - Discussion regarding critical thinking and evaluating information (social media)
4. Next CYC meeting will be Sunday, December 3rd from 4:30-5:30p
5. **Adjourned** 5:43pm

Submitted by ECampbell





Memo to: Liz Becher; Community Development Director

From: Justin Scott, Chief Building Official

Subject: October - Commercial Development Report

Date: November 1, 2023

Permitting Update:

For the month of October 4 building permits for new single-family home construction were issued. This brings the total building permits for new single-family residences in the calendar year to 27 with a value of construction of \$15,588,612.85. The Building Division issued 75 Building, 71 Electrical, 57 Mechanical, and 71 Plumbing permits with a value of construction of \$7,646,058.78, and with a permit revenue of \$64,161.16.

Calendar year: January 1st through October 31st

Permit total = 3,015 permits issued for a value of \$119,814,246.46, with a revenue of \$1,246,881.81.

Fiscal Year: July 1st through October 31st

Permit total = 1,241 permits issued for a value of \$73,954,772.11, with a revenue of \$647,483.12.

October Inspection Update:

The Building Division completed 171 building, 203 electrical, 159 plumbing, and 81 mechanical inspections and 4 plan reviews.

Commercial Construction Update:

Below is a breakdown of the 11 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.

- LDS Temple (3011 Independence Dr.), A T.C.O. for occupancy was issued. Final C.O. is expected in early November.
- CY Liquor and Backdoor Lounge (1363 CY Ave) – A T.C.O. for stocking of the liquor store was issued. The Backdoor Lounge has interior drywall in process.
- Horse Palace (4243 Talon Dr) – A T.C.O. was issued for occupancy. The bar area needs completed before a C.O. will be issued.



- 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 and drywall for the Jump Craze portion is in process.
- Discount Tire (4990 E. 2nd St near the Residence Inn), Site work and interior framing are in process.
- 307 Chiropractic (5980 Enterprise Dr near Menards), Site work and interior finishes are in process.
- City Hall Project SAFE (200 N David St), Issues found with structural elements are being addressed. Exterior work such as the 2nd floor staircase is in progress.
- Casper Dermatology Clinic (1119 E 3rd St) – Foundation is in process
- Paradise Valley Christian Church (3025 Paradise Dr) – Site work and foundation are in process.

Projects Completed:

- Wal-Mart East Interior Remodel (4400 E. 2nd St.) Project was completed and C.O. was issued.

Permitted Projects:

- C85 Apartments - Located above the Branding Iron (129 W. 2nd St.)

Approved projects not started:

- Blackmore Market Place Shops (5081 E. 2nd St.)
- Fairfield by Marriott (W D St)
- Harbor Freight Phase II (Sunrise Shopping Center)
- Family Dollar (Beverly Plaza)
- 7 Brew Coffee (3950 Dennis Dr)

New Projects Submitted for Approval:

- Bath and Body Works (555 Newport)
- City of Casper Water Meter Building – Located between Fort Casper and the recycle depot (1650 Wyoming Blvd.)
- Poplar Wine and Spirits Derby Club Expansion (1016 S. Poplar St.)

Anticipated Projects:

- No anticipated projects at this time.

COMMUNITY DEVELOPMENT DEPARTMENT

123 West 1st Street | Casper, WY 82601-1862 | Phone: (307) 235-8241 | www.casperwy.gov



Demolition/Special Projects:

- 305 East 14th Street was posted as a Dangerous Building with the assistance of Casper Fire Community Risk Reduction and the City of Casper Street, Code Enforcement, and Building Divisions.



Contractors Licensing and Appeals Board Meeting Minutes from: November 16, 2023

MEMBERS PRESENT:

Scott Warren – President
 Steven Walkin
 Ian Alvstad
 Sean Lijewski – Vice President

MEMBERS ABSENT:

Jeremiah Holtus
 Jak Hollinger
 Travis Briggs

CITY COUNCIL:

Lisa Engebretsen - Present

CITY STAFF PRESENT:

Justin Scott
 Deeann Miller

CALL MEETING TO ORDER:

Meeting called to order at 4:06 p.m. Scott Warren opened with motion to approve October's meeting minutes with Ian Alvstad seconding. The Board voted in favor of approving the minutes for October. Scott Warren opened up licensing voting November 16, 2023.

MONTHLY REPORT UPDATE:

Justin Scott attached the monthly report in the emailed agenda for Board review (Attached).

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COMMUNITY DEVELOPMENT DEPARTMENT

123 W 1st St | Casper, WY 82601-1862 | Phone: (307) 235-8241 | www.casperwy.gov



- Horse Palace (4243 Talon Dr) – A T.C.O. was issued for occupancy. The bar area needs completed before a C.O. will be issued.
- 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 and drywall for the Jump Craze portion is in process.
- Discount Tire (4990 E. 2nd St near the Residence Inn), Site work and interior framing are in process.
- 307 Chiropractic (5980 Enterprise Dr near Menards), Site work and interior finishes are in process.
- City Hall Project SAFE (200 N David St), Issues found with structural elements are being addressed. Exterior work such as the 2nd floor staircase is in progress.
- Casper Dermatology Clinic (1119 E 3rd St) – Foundation is in process
- Paradise Valley Christian Church (3025 Paradise Dr) – Site work and foundation are in process.

Projects Completed:

- Wal-Mart East Interior Remodel (4400 E. 2nd St.) Project was completed and C.O. was issued.

Permitted Projects:

- C85 Apartments - Located above the Branding Iron (129 W. 2nd St.)

Approved projects not started:

- Blackmore Market Place Shops (5081 E. 2nd St.)
- Fairfield by Marriott (W D St)
- Harbor Freight Phase II (Sunrise Shopping Center)
- Family Dollar (Beverly Plaza)
- 7 Brew Coffee (3950 Dennis Dr)

New Projects Submitted for Approval:

- Bath and Body Works (555 Newport)
- City of Casper Water Meter Building – Located between Fort Casper and the recycle depot (1650 Wyoming Blvd.)
- Poplar Wine and Spirits Derby Club Expansion (1016 S. Poplar St.)

COMMUNITY DEVELOPMENT DEPARTMENT

123 W 1st St | Casper, WY 82601-1862 | Phone: (307) 235-8241 | www.casperwy.gov



Anticipated Projects:

- No anticipated projects at this time.

Demolition/Special Projects:

- 305 East 14th Street was posted as a Dangerous Building with the assistance of Casper Fire Community Risk Reduction and the City of Casper Street, Code Enforcement, and Building Divisions.

NEW BUSINESS:

None at this time.

LICENSE APPLICATIONS:

General Contractors:

- Brian Maddox, Maddco LLC – *Class I General Contractor – Approved to test or provide ICC Certification.*
- Tyler Casebier, Total Development – *Class I General Contractor, (Hyatt Hotel) - Approved to test or provide ICC Certification.*
- Brian Broxson, Haskell Company – *Class I General Contractor, (Change of Qualifying Party) - Approved to test or provide ICC Certification.*
- Bryan Barlage, B2 Builders – *Class I General Contractor – Approved for issuance of Class I General Contractor license*
- Mark Curry, Pope Construction – *Class I General Contractor, (Change of Qualifying Party) - Approved for issuance of Class I General Contractor license*
- William Russell, WJR Services LLC – *Class II General Contractor - Approved to test or provide ICC Certification.*
- William Cordova, Cordova Construction – *Class III General Contractor – Approved to test for Class III General Contractor license*
- Arlanzo DeLeon, Arlanzo’s All Around Handyman – *Class III General Contractor – Request to provide more documentation on experience.*
- Jefferey Bush, Elevated Construction – *Class III General Contractor - Request to provide more documentation on experience.*
- Lou LaMarca, LaMarca LLC – *Class I General Contractor - Approved to test or provide ICC Certification*

COMMUNITY DEVELOPMENT DEPARTMENT

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COMPLAINTS:

None at this time.

UNSAFE STRUCTURES ORDINANCE:

None at this time

COMMENTS:

Justin Scott updated the Board on the upcoming Public Hearing and 1st Reading for the Amended Chapter 15.12 (Licensing Ordinance). The Board's primary concern was of the increased workload to the Department. Justin explained that the C.B.O. already reviews the applications and recommends what testing and/or documentation that the applicants should provide to the Board for approval prior to the meetings. Therefore, the workload is really no different, which the Board understood.

ADJOURN:

The meeting adjourned at 4:34 p.m.

Respectfully Submitted,

Justin Scott, Secretary

November 30, 2023

MEMO TO: Carter Napier, City Manager

FROM: Zulima Lopez, Parks, Recreation and Public Facilities Director
Randy Norvelle, Parks Manager
Katy Hallock, Parks Supervisor – Urban Forestry/Weed & Pest

SUBJECT: Tree Removals from City Property



Action Type
Information Only

Summary

At risk tree removals continue on City property around the community in the month of December. Three dead trees at the Casper Senior Center will be removed on an upcoming Saturday to limit disruption to Senior Center activities. Replacement trees at the Senior Center will be planted in the spring of 2024.

Two dead trees will also be removed near the City's Water Distribution Garage on SW Wyoming Boulevard during the month of December. These trees are not planned for replacement at this time because there is no irrigation system on the property.

Financial Considerations

None

Oversight/Project Responsibility

Randy Norvelle, Parks Manager
Katy Hallock, Parks Supervisor – Urban Forestry/Weed & Pest

Attachments

Tree Removal Project Reports
Photographs
Ips Beetle Information Sheet

City of Casper Tree Removal Project Reporting

Project Name: Casper Public Utility Tree Removals

Location of Tree Removal(s):1600 SW Wyoming Boulevard 82604

Number and Species of Trees to Remove: 2 total removals as follows: 12878-Blue Spruce and 12879-Blue Spruce

Reasons for Removal: Blue Spruce trees have died from Ips Beetle.

Dates/duration of Removal Work: The Parks Department will be removing trees during the month of December.

Associated Closures/impacts from Tree Work: There will be no associated closures or impacts during removal operations.

Tree Replacement Plan: Due to lack of irrigation, the trees will not be replaced at this time.

Supplemental Information: Please see the attachment for information regarding Ips Beetle.





City of Casper Tree Removal Project Reporting

Project Name: Casper Senior Center Tree Removals

Location of Tree Removal(s):1831 E. 4th St. Casper, WY. 82609 (trees west of entrance)

Number and Species of Trees to Remove: 3 total removals as follows: 12384-Blue Spruce, 12385-Blue Spruce, 12386-Blue Spruce,

Reasons for Removal: All three Blue Spruce trees have died from Ips Beetle.

Dates/duration of Removal Work: The Parks Department will be removing these trees on a Saturday in December.

Associated Closures/impacts from Tree Work: The Parks Department will be removing these trees on a Saturday. The users of the Senior Center will not be impacted during operations, as the facility is closed on Saturdays.

Tree Replacement Plan: The trees will be replaced in the Spring of 2024. The species will be determined closer to planting and selected based on available space and diversity for improved health.

Supplemental Information: Please see attachment on information regarding Ips Beetle.









TREES & SHRUBS

Ips Beetles

no. 5.558

by W. Cranshaw and D.A. Leatherman¹

Quick Facts...

Ips is a common group of bark beetles that infests pine and spruce trees.

Ips beetles rarely attack healthy trees. Most problems with ips occur to newly transplanted pines or when plants are under stress.

Several generations of ips can occur in a season.

There are 11 species of ips beetles found in Colorado.

Ips beetles, sometimes known as “engraver beetles,” are bark beetles that damage pine and spruce trees. They develop under the bark and produce girdling tunnels that can cause dieback and kill trees. Eleven species of ips beetles occur in Colorado (see Table 1).

Ips beetles are generally not considered as destructive or aggressive as bark beetles in the genus *Dendroctonus* (mountain pine beetle, spruce beetle, Douglas-fir beetle). Normally ips beetles limit their attacks to trees that are in decline due to root injuries, wounding, or other stresses. However, under widespread conditions which allow improved survival and large population build-ups, ips beetles are a considerable threat to living trees. Two factors that recently contributed to ips beetle problems in Colorado include: prolonged drought stress; and the creation of freshly-cut wood (which is a preferred breeding site) from forest homeowner efforts to reduce wildfire hazards.

Ips beetles are small (1/8 to 3/8 inch long), reddish-brown to black beetles. They have a pronounced cavity at the rear end, which is lined with three to six pairs of tooth-like spines, depending on the species. The latter feature distinguishes them from other bark beetles (see Figure 1).

Symptoms of Ips Beetle Injury

As adult ips beetles enter trees and tunnel, a yellowish- or reddish-brown boring dust is produced and accumulates in bark crevices or around the base of the tree. When the larval tunnel, affected parts of the tree discolor (“fade”) and die. These symptoms may be limited to parts of the tree, such as a single branch or the top. However unlike mountain pine beetle, infestation by ips beetles does not necessarily mean the whole tree will die, but over time, attacks may progress as later generations “fill” the tree and then ultimately the host can die.

Small round holes in the bark of infested trees indicate the beetles have completed development in that part of the tree and the adults have exited. The presence of these holes peppering the bark show the beetles have moved to another part of the same tree or to neighboring trees.

Woodpeckers are common predators of ips beetles. Their presence may also

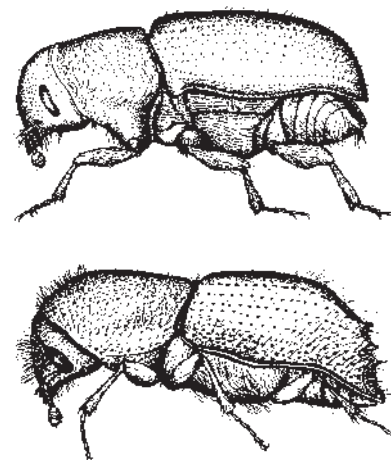


Figure 1: Adult *Dendroctonus* (top) versus *Ips* (bottom). Note gradually curved wing of *Dendroctonus*. Actual size of *Dendroctonus* from 1/8 to 1/3 inch, *Ips* 1/8 to 3/8 inch.

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Table 1. Common ips beetles (*Ips* species) affecting pines and spruce in Colorado.

Species	Hosts	Comments
<i>Ips hunteri</i>	Spruce	This is a common species affecting Colorado blue spruce in landscape settings. Upper portions of the tree are typically infested first.
<i>Ips pilifrons</i>	Spruce	A forest species often called the “spruce ips”; tends to infest the upper part of fallen trunks.
<i>Ips pini</i>	Ponderosa, lodgepole	The most common species associated with other pines in Colorado.
<i>Ips knausi</i>	Ponderosa pine	Common at base of trunk and in fresh stumps.
<i>Ips calligraphus</i>	Ponderosa pine	Largest ips species in Colorado; often in main trunk.
<i>Ips confusus</i>	Piñon, rarely other pines	Periodically kills piñons over large areas.
<i>Ips latidens</i>	3- and 5-needled pines	
<i>Ips borealis</i>	Engelmann spruce	
<i>Ips integer</i>	primarily Ponderosa pine	
<i>Ips woodi</i>	Limber pine	
<i>Ips mexicanus</i>	Lodgepole and limber pines	



Boring dust at the base of a pine tree. Reddish boring dust is caused by ips beetles. The whitish dust is from ambrosia bark beetles.



Tunneling by *Ips hunteri* in blue spruce.

Note: Concentrations of insecticides used to control bark beetles are often considerably greater than those used for insects on foliage. To avoid needle burning, try to limit the application to the bark, particularly when using liquid (emulsifiable concentrate) formulations that have increased risk of causing plant injuries.

indicate bark beetle activity.

Woodpeckers often remove the tree bark in an effort to obtain this food source. This habit results in ragged holes or patches of missing bark on the tree.

Generalized Life History

Adults overwinter under the bark or in surrounding litter at the tree base. They begin to attack weakened trees in the spring. Initially the male enters the tree, constructs a cavity under the bark known as the “nuptial chamber.” Females are attracted to the tree by chemicals (pheromones) produced by the male.

After mating, females (usually three) excavate egg galleries off the central chamber. The tunnels produced by the adults appear as a “Y”- or “H”-shaped pattern. These galleries are mostly free of boring dust, which is pushed out of the entrance hole as the adult beetles work. These “cleared out” galleries have a different appearance than the debris-filled galleries of *Dendroctonus*. Eggs are laid along the gallery and young larvae soon hatch and begin tunneling smaller lateral galleries that lightly etch the sapwood. They are small grubs, about 1/4 inch long when mature, white to dirty gray, legless, with dark heads. In Colorado, two to four generations of these beetles usually develop per year.

Management

To prevent ips beetle attacks, use practices that promote vigorous tree growth. Properly siting trees in landscape plantings is important to allow optimal growing conditions as the tree matures. Adequate – but not excessive – water may be needed. Root injuries caused by mechanical damage, compaction, or disease should be avoided.

Freshly-cut material that results from pruning or thinning practices (called “slash”) should be removed from the vicinity of valuable trees. Never stack green or infested coniferous wood next to living coniferous trees. Such green woody material should be chipped or treated so that the inner bark area is destroyed. Ips larvae will not survive standard chipping or debarking treatments. Other treatments could include scattering (as opposed to piling) slash to promote rapid drying.

Trees at risk of ips attack include newly transplanted trees, trees suffering root injuries from construction, and trees surrounded by large breeding populations of ips beetles. These types of trees can benefit from preventive insecticide applications.

Insecticides are used as drenching preventive sprays on the trunks and larger branches. These insecticides need to be applied prior to adult beetle infestation. (Remember that overwintering beetles begin emerging in spring as soon as daytime temperatures consistently reach 50 F to 60 F.) However, timing can be difficult to determine since ips beetles can have multiple, overlapping generations and life cycles. Adults have been observed entering trees during warm days as early as late-February on through November. Because of this extended activity, two treatments (early spring and summer) may be needed to protect trees during high-risk conditions.



Top dieback of spruce from drought stress and ips attack.



Storing cut firewood near susceptible trees greatly increases the risk of ips beetle attack.

**Colorado
State
FOREST
SERVICE**

This fact sheet was produced in cooperation with the Colorado State Forest Service.

¹W. Cranshaw, Colorado State University Cooperative Extension entomologist and professor, bioagricultural sciences and pest management; and D.A. Leatherman, Colorado State Forest Service entomologist.

Insecticides used to prevent ips include either permethrin or carbaryl (Sevin) as the active ingredient. There are many products currently on the market containing these active ingredients. Follow the manufacturer's recommendation for the proper rate for bark beetle treatment. Bark beetle applications at the labeled rate should provide at least three months control of ips beetles.

When a preventively-sprayed tree later dies of beetle attack, it is usually for one of the following reasons: 1) the tree was sprayed after it was attacked; 2) the spray was applied at too dilute a rate; 3) the entire bark surface of the susceptible part of the tree was not sprayed; or 4) the material wore off and was no longer effective.

Insecticide applications are not needed when ips beetles do not pose a serious risk to healthy trees. Ips problems are often an issue for a few years, then lessen naturally to non-threatening levels. This is the normal condition in Colorado. A rule of thumb when deciding if preventive treatments are needed is to survey for infested groups of bark beetle-killed trees (as determined by dead foliage) within sight of the live trees in question. Also, transplants or recently disturbed trees in natural forest areas or near other known sources of ips may warrant protection. Tree value, of course, is always a consideration. There is often more interest in protecting high-value trees such as those around residences, golf courses, or in other highly visible settings.

No chemical treatment exists for trees or wood already infested by ips beetles. In rare cases where it is feasible to reduce the threat to live trees by killing beetles within infested trees before they exit, treatments involve bark removal, chipping the wood into small pieces, covering piles with a double-layer of 6-mil thick clear plastic sealed around the edges with soil to heat (solarize) the wood, or physical removal of infested material from the site to an area a mile or more from susceptible trees.



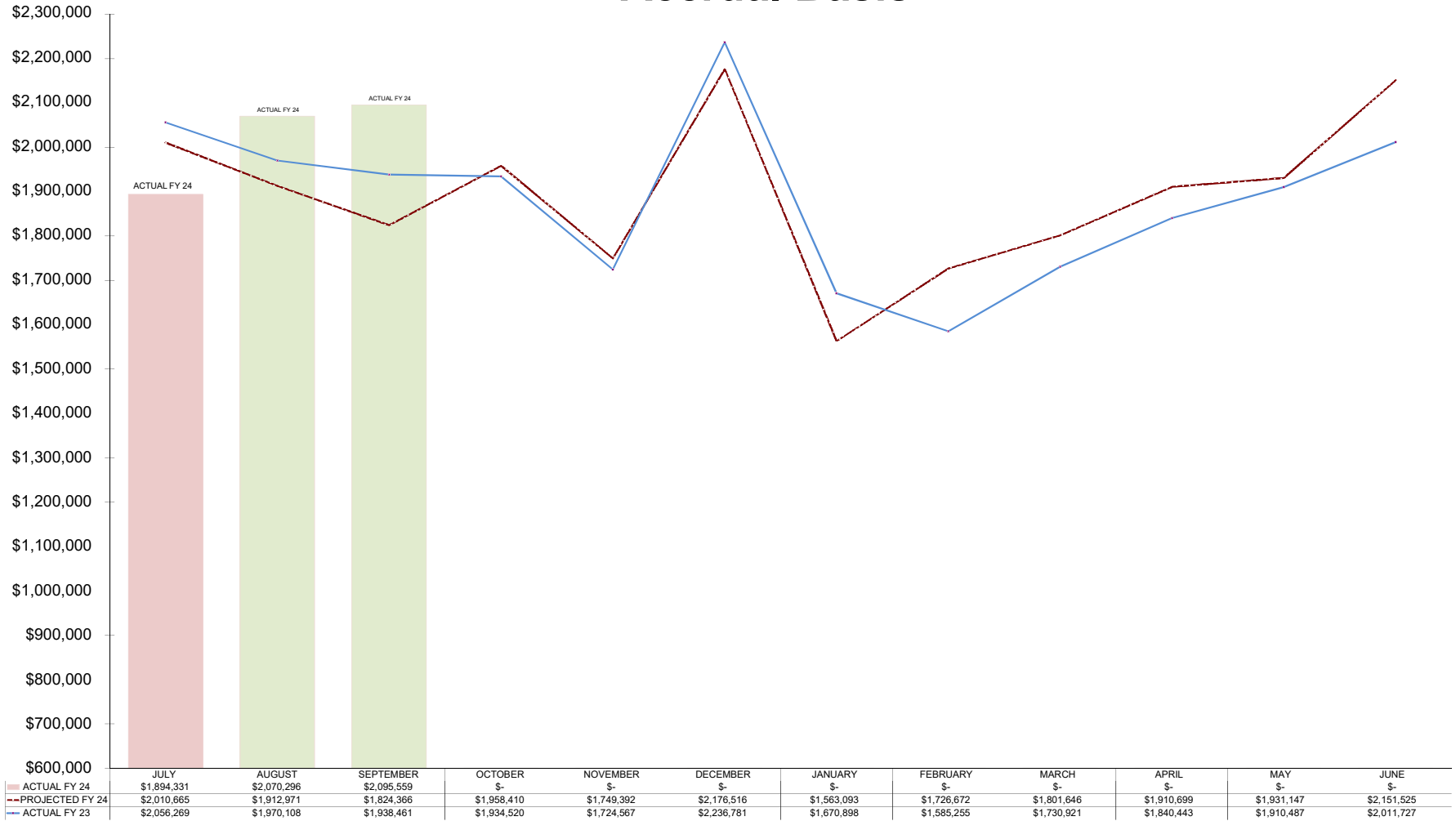
Ips confusus pitch tubes on infested piñon pine trunk.



Ips pini egg galleries under bark of ponderosa pine trunk.

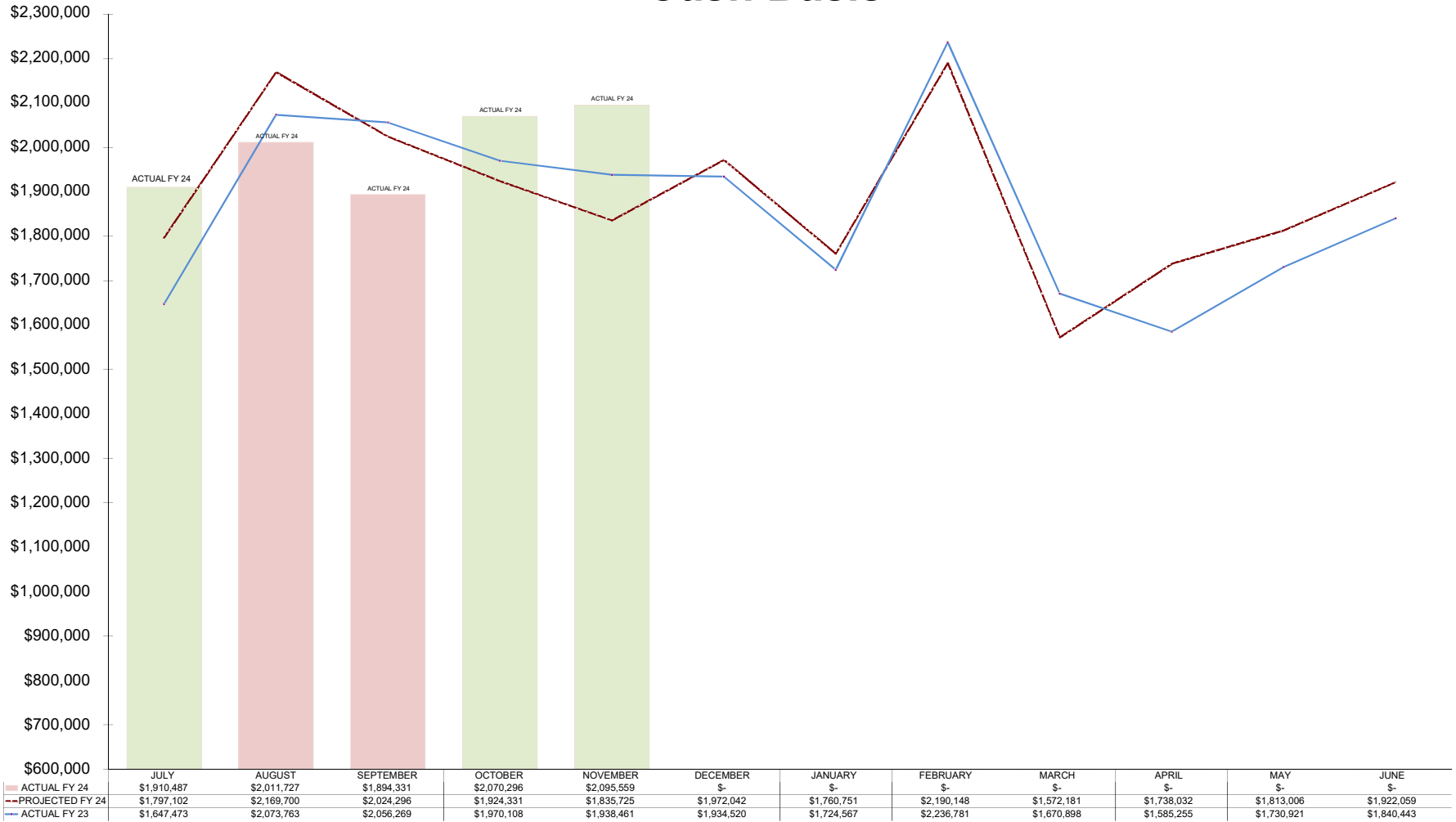
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Sales Tax FY 2024 Versus Projection and Prior Year Accrual Basis



	<u>ACTUAL FY 23</u>	<u>PROJECTED FY 24</u>	<u>ACTUAL FY 24</u>
YTD TOTAL	\$ 5,964,838	\$ 5,748,002	\$ 6,060,187
YTD VARIANCE			\$ 312,185
		% Difference	In Dollars
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-SAME MONTH		14.87%	\$271,193
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-YEAR TO DATE		5.43%	\$312,185
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-SAME MONTH		8.10%	\$157,098
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-YEAR TO DATE		1.60%	\$95,348

Sales Tax FY 2024 Versus Projection and Prior Year Cash Basis



	<u>ACTUAL FY 23</u>	<u>PROJECTED FY 24</u>	<u>ACTUAL FY 24</u>
YTD TOTAL	\$ 9,686,075	\$ 9,751,155	\$ 9,982,401
YTD VARIANCE			\$ 231,245
		% Difference	In Dollars
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-SAME MONTH		14.15%	\$259,833
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-YEAR TO DATE		2.37%	\$231,245
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-SAME MONTH		8.10%	\$157,098
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-YEAR TO DATE		3.06%	\$296,326

City of Casper
Optional 1% and State Shared Sales Tax Receipts
41.70% of Fiscal Year 2024 has lapsed. Cash Basis

		State Shared Sales Tax			
	Date	Amount Received	Amount Budgeted	Actual-Budget	Percent of Annual Budget
FY 2024 General Fund	7/7/2023	\$ 1,910,487	\$ 1,797,102	\$ 113,384	8.41%
	8/7/2023	2,011,727	2,169,700	(157,973)	17.26%
	9/8/2023	1,894,331	2,024,296	(129,965)	25.60%
	10/6/2023	2,070,296	1,924,331	145,965	34.71%
	11/6/2023	2,095,559	1,835,725	259,833	43.94%
		-	1,972,042		
		-	1,760,751		
		-	2,190,148		
		-	1,572,181		
		-	1,738,032		
		-	1,813,006		
		-	1,922,059		
	Total FY 2024		\$ 9,982,401	\$ 22,719,374	\$ 231,245
		Optional 1% Tax			
FY 2024 1%17	7/7/2023	\$ 1,598,325	\$ 1,500,213	98,112	8.42%
	8/7/2023	1,691,637	1,809,750	(118,114)	17.32%
	9/8/2023	1,597,794	1,693,911	(96,117)	25.74%
	10/6/2023	1,737,300	1,616,052	121,248	34.89%
	11/6/2023	1,762,695	1,541,991	220,705	44.17%
		-	1,644,537		
		-	1,467,930		
		-	1,828,740		
		-	1,317,908		
		-	1,448,940		
		-	1,515,405		
		-	1,604,658		
	Total FY 2024		\$ 8,387,750	\$ 18,990,033	\$ 225,834
Total		\$ 18,370,151	\$ 41,709,407	\$ 457,079	

**City of Casper
Optional 1% and State Shared Sales Tax Receipts
25.02% of Fiscal Year 2024 has lapsed. Accrual Basis**

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State Shared Sales Tax						
	Date	Amount	Amount	Actual-Budget	Percent of	
	Received	Received	Budgeted		Annual Budget	
FY 2024 General Fund	9/8/2023	\$ 1,894,331	\$ 2,010,665	\$ (116,333)	8.34%	
	10/6/2023	2,070,296	\$ 1,912,971	157,325	17.45%	
	11/6/2023	2,095,559	\$ 1,824,366	271,193	26.67%	
			\$ 1,958,410			
		-	\$ 1,749,392			
		-	\$ 2,176,516			
		-	\$ 1,563,093			
		-	\$ 1,726,672			
		-	\$ 1,801,646			
		-	\$ 1,910,699			
		-	\$ 1,931,147			
		-	\$ 2,151,525			
	Total FY 2024		\$ 6,060,187	\$ 22,719,374	\$ 312,185	
	Optional 1% Tax					
FY 2024 1%17	9/8/2023	\$ 1,597,794	\$ 1,682,517	(84,723)	8.41%	
	10/6/2023	1,737,300	\$ 1,604,658	132,642	17.56%	
	11/6/2023	1,762,695	\$ 1,532,496	230,200	26.84%	
			\$ 1,633,143			
		-	\$ 1,458,435			
		-	\$ 1,817,346			
		-	\$ 1,308,413			
		-	\$ 1,439,445			
		-	\$ 1,505,910			
		-	\$ 1,593,264			
		-	\$ 1,612,254			
		-	\$ 1,802,154			
	Total FY 2024		\$ 5,097,789	\$ 18,990,033	\$ 278,119	
	Total		<u>\$ 11,157,976</u>	<u>\$ 41,709,407</u>	<u>\$ 590,304</u>	