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# INFORMATION PACKET

Friday, March 15, 2024



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## The Grid

### Working Draft of Council Meeting Agendas

<b>March 19, 2024 Councilors Absent: Pollock Virtual</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Passenger Railway Support Letter					
Approval of 2/20 Minutes (published 3/7)					C
Approval of 2/20 Exec Minutes					C
Approval of 3/5 Minutes (published 3/16)					C
Approval of 3/5 Exec Minutes					C
Proclamation: PD					
Establish Public Hearing: Restaurant Liquor License for Frontier Brewing	C				
Establish Public Hearing: Fire Self Inspection Ordinance for April 2, 2024	C				
Establish Public Hearing for Consideration of an Ordinance Amending Sections 8.40.040 and 8.44.060 of the Casper Municipal Code Pertaining to Administrative Fees for Litter, Weed & Pest Control Abatements.	C				
Public Hearing: Repealing Section 15.15.010 - Building Construction Prohibited During Certain Hours - Exceptions.		N			
Public Hearing: Amending Chapter 8.20 - Noise, of the Casper Municipal Code		N			
3rd Reading: Ordinance vacating the segment of alley abutting Lot 5, 6 and 7, Kenwood Addition to the City of Casper			N		
Authorizing an Agreement with Paramount Construction, Inc., for the Center Street Underpass Painting Project.				C	
Authorizing an Agreement with Oftedal Construction, Inc., for the "K" Street Improvements - St. Mary Street to Bryan Stock Trail, Project No. 21-063.				C	
Authorizing an Agreement with Installation & Service Co., Inc., for the 2024 CPU Asphalt Repair Project No. 24-001.				C	
Authorizing an Agreement with 71 Construction for the Paradise Valley to Robertson Road Phase I, Project No. 19-074.				C	
Authorizing Change Order No. 2 to Agreement with Myers & Sons Construction, LLC, for the Sam H. Hobbs Wastewater Treatment Plant Secondary Treatment Rehabilitation Phase 2, Project No. 23-002.				C	
Authorizing a Purchase Order for Procurement of SeaQuest Corrosion Inhibitor from Aqua Smart, Inc. for Use at the Water Treatment Plant.				C	
Authorizing a Rental Agreement with Spuds Baseball Club, LLC, for the Use of Mike Lansing Baseball Stadium.				C	
Authorizing Amendment No. 2 to the Contract for Professional Services with Kone, Inc., for the Downtown Parking Structure Elevator Modernization Project.				C	
Authorizing Amendment No. 1 to the Contract for Professional Services with Monson Janitorial Services, Inc., for the Citywide Custodial Services.				C	
Authorizing a Contract for Professional Services with WERCS Communications Inc., dba Mountain West Technologies Corporation, for a Building-Wide WiFi Solution at the Ford Wyoming Center.				C	
Approving a Vacation and Final Plat Creating the Natrona County Health Addition Subdivision.				C	
Authorizing a Consent to Assignment of Lease between the City of Casper, Wyoming, the Downtown Development Authority, and David Street Station.				C	
A resolution authorizing the filing of an application for a grant under 49 U.S.C. Chapter 53: Title 23, U.S.C. Sections 5310 and 5339, as amended by the Bipartisan Infrastructure Law (BIL), Public Law No. 117-58, November 15, 2021, and other authorizing legislation to be enacted.				C	
A resolution authorizing the filing of an application for a grant under 49 U.S.C. Chapter 53; Title 23, U.S.C. Section 5311, as amended by the Bipartisan Infrastructure Law (BIL), Public Law No. 117-58, November 15, 2021, and other authorizing legislation to be enacted.				C	
Part Time Judge Contracts				C	

<b>March 26, 2024 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
\$85k Applications Delivery to Council		4:35	5 min
Rec Joint Powers Board Grant Application (Tentative)		4:40	5 min
Compactor Purchase for Landfill		4:45	20 min
FY 25 Proposed Wage Increases		5:05	60 min
Legislative Review-2024 Legislative Recap		6:05	40 min
Agenda Review		6:45	20 min
Council Around the Table		7:05	20 min
Approximate Ending Time:			7:25

<b>April 2, 2024 Councilors Absent: Pollock</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: SAFER Grant Application					
Approval of 3/19 Minutes					C
Approval of 3/19 Exec Minutes					C
Proclamation/Bright Spot: Donate Life					
Public Hearing: Restaurant License for Frontier Brewing		N			
Public Hearing: Fire Self Inspection Ordinance		N			
Public Hearing: Consideration of an Ordinance Amending Sections 8.40.040 and 8.44.060 of the Casper Municipal Code Pertaining to Administrative Fees for Litter, Weed & Pest Control Abatements.			N		
2nd Reading: Repealing Section 15.15.010 - Building Construction Prohibited During Certain Hours - Exceptions.			N		
2nd Reading: Amending Chapter 8.20 - Noise, of the Casper Municipal Code			N		
Approving a 5-Year Agreement with Thomson Reuters for Westlaw Internet Legal Research Services for the City Attorney's Office.				C	
CMAR Contract (Tentative)				C	

<b>April 9, 2024 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
FWC Study Update (Tenative)	Information Only	4:35	60 min
<b>85K Application Discussion</b>	<b>Direction Requested</b>	<b>5:35</b>	<b>90 min</b>
Code Enforcement Follow-up Part 2 (Time Frame for Addressing Violations)	Direction Requested	7:05	30 min
Agenda Review		7:35	20 min
Legislative Review		7:55	20 min
Council Around the Table		8:15	20 min
Approximate Ending Time:			8:35

<b>April 16, 2024 Councilors Absent:</b>	Page 4 of 11				
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting:					
Approval of 4/2 Minutes					
2nd Reading: Fire Self Inspection Ordinance			N		
2nd Reading: Consideration of an Ordinance Amending Sections 8.40.040 and 8.44.060 of the Casper Municipal Code Pertaining to Administrative Fees for Litter, Weed & Pest Control Abatements.			N		
3rd Reading: Repealing Section 15.15.010 - Building Construction Prohibited During Certain Hours - Exceptions.			N		
3rd Reading: Amending Chapter 8.20 - Noise, of the Casper Municipal Code			N		

<b>April 23, 2024 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
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
Code Enforcement Follow-up (Towing Fees)	Direction Requested	4:15	30 min
Community Project Funding Process Part 2	Direction Requested	6:05	60 min
Citizen Feedback Survey	Direction Requested	7:05	30 min
Agenda Review		7:35	20 min
Legislative Review		7:55	20 min
Council Around the Table		8:15	20 min
			Approximate Ending Time: 8:35

## Future Agenda Items

<b>Council Items:</b>			
Item	Date	Estimated Time	Notes
Funding for Sidewalk Repairs/Homeowner Responsibilities			Ordinance issue?
Naming City Garbage Trucks/Plow Follow-up			
Utility Billing Update			Sept
Vegetation Abatement Follow-up			
Recycling and Composting Options			
Council Conflict of Interest			14-May-24
<b>Staff Items:</b>			
Downtown Parking Kiosks			May
Speed Limit Change on Coffman			
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
Website Update			Fall
Online Utility Payment Portal Update			Early Summer
Master Plan			Summer
<b>Potential Topics-- Council Thumbs to be Added:</b>			

<b>Future Regular Council Meeting Items:</b>			
Establish Public Hearing: FY25 Budget	6/4/2024		
Public Hearing: FY25 Budget Adoption	6/18/2024		
Urban Forestry Grant			Waiting on a contract

<b>Retreat Items:</b>			
Economic Development and City Building Strategy			

# MARCH 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25 Casper Showdown Wrestling Tournament 7:00 am- 7:00 pm	26	27	28	29 WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 10:30 pm	1 WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 10:30 pm	2 WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 7:30 pm
3	4	5	6	7 WHSAA State High School 3A/4A Basketball Tournament 7:00 am- 10:30 pm	8 WHSAA State High School 3A/4A Basketball Tournament 7:00 am-10:30 pm	9 WHSAA State High School 3A/4A Basketball Tournament 7:00 am- 9:00 pm
10	11 Wyoming MTSS Summit 8:30 am- 1:30 pm	12 Shrek the Musical 6:00 pm- 10:00 pm	13 Load-In Home & Garden Show 8:00 am - 6:00 pm	14 Load-In Home & Garden Show 8:00 am - 6:00 pm	15 Home & Garden Show 10:00 am - 6:00 pm	16 Home & Garden Show 10:00 am - 6:00 pm
17 Home & Garden Show 10:00 am - 4:00 pm	18 Load-In WY State Pool 8:00 am- 5:00 pm	19 WY State Pool Tournament Load-in and open practice 8:00 am-12:00 am	20 WY State Pool Tournament 8:00 am- 12:00 am	21 WY State Pool Tournament 8:00am-12:00 am	22 WY State Pool Tournament 8:00 am- 12:00 am	23 WY State Pool Tournament 8:00 am- 12:00 am
24 WY State Pool Tournament 8:00 am-6:00 pm	25 NJCAA Women's Basketball Load-In	26 NJCAA Women's Basketball Tournament 9:00 am-11:00 pm	27 NJCAA Women's Basketball Tournament 9:00 am- 11:00 pm	28 NJCAA Women's Basketball Tournament 11:00 am- 10:00 pm	29 NJCAA Women's Basketball Tournament 11:00 am- 10:00 pm	30 NJCAA Women's Basketball Tournament 3:00 pm- 10:00 pm
31 NJCAA Women's Basketball Tournament	1 NJCAA Women's Basketball Tournament 5:00 pm-10:00 pm	2	3	4 Toughest Monster Truck Tour Load-In 8:00 am- 5:00 pm	5 Toughest Monster Truck Tour Load-In 8:00 am-5:00 pm	6 Toughest Monster Truck Tour 12:30 pm- 5:00 pm



**AMOCO REUSE AGREEMENT  
JOINT POWERS BOARD**

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

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

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, February 14, 2024  
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Rob Hurlless, Jim DeGolia, Thomas Smoll, Larry Madsen, Bob Hopkins, Eric Nunn, and  
\*Amber Pollock

Absences: Jim Milne and John Lee

Others Present: Matt Reams and Executive Director Renee Hahn.

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

Mr. Hurlless welcomed all the new members.

**1. Minutes from January 10, 2024 Regular Meeting**

A motion was made by Mr. Madsen and seconded by Mr. Hopkins to approve the Minutes of the January 10, 2024 meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

**2. Approval of February 14, 2024 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of February 14, 2024 were presented by Mr. Madsen.

A motion was made by Mr. Hopkins and seconded by Mr. Smoll to approve the Treasurer's Report of February 14, 2024, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report.

Mr. Madsen stated that the Wyoming Investment Fund Account will be closed and transferred to Wyoming Class. Mr. Smoll asked about the current interest at Wyoming Class. Mr. Madsen explained the yield was 5.34 which is a higher yield and that the funds will still remain liquid.

### **3. Committee Reports**

- **Three Crowns**

Mr. Reams updated the activity in all departments.

Maintenance does their annual winter inspections on all equipment. They have also been able to burn the cattails and edges around the ponds on hole 2 and 3. In this dry winter season, there has been a need to water in several areas and high spots due to lack of moisture.

The Pro Shop continues to sell memberships. Mr. Reams stated "Today we sold \$8,000 of memberships, and that sales are generally on track."

Recently, he and Andrew had been at a conference in Arizona.

Mr. Reams explained the required upgrade on the fire suppression system. The estimate on the required work is \$16,000 which includes the producing updated drawings. This new upgraded fire suppression system is predicted to have a ten-year life span along with the annual inspections.

As bar trainings continue at The Refinery, Ms. Pollock was thanked for all her assistance and organization of the trainings. Ms. Pollock addressed the Board, informing them that The Refinery staff was a delight to work with and had high energy to succeed.

Mr. Reams described the kitchen equipment that needed to be replaced; the garbage disposal, estimated at \$2,200, a flattop gas griddle on which most of their cooking is performed, and the refrigerator below the griddle, combined installations are estimated at \$13,500.

Mr. DeGolia announced that ARAJPB had received one letter of interest from Randy Hein to be on the Three Crowns Committee.

A motion was made by Mr. DeGolia and seconded by Mr. Hurless to accept the Letter of Interest submitted by Mr. Hein and allow his Three Crowns Board term to begin in April 2024. There being no further discussion, the Board proceeded to vote.

The motion carried with all members in attendance voting to accept the nomination of Randy Hein as presented.

Mr. Hurless announced that we are still waiting on one more Three Crowns Committee Member and until that vacancy is filled, Ms. Hahn has volunteered for that position if a tiebreaker is needed.

- **PRC**

Ms. Hahn updated the Board on the construction project on Poplar Street with WYDOT.

- **ARAJPB Development**

Mr. DeGolia asked Ms. Hahn to summarize the Monthly Status Report that was previously sent to the Board Members via email.

Additionally, Ms. Hahn informed the Board that there will be a second meeting organized by the City of Casper for the Minor League Baseball Team and ARAJPB in March.

- **Executive Committee**

Mr. Hurless asked that Ms. Hahn share all future meeting dates.

It was determined at the next Executive Meeting they will begin discussing how to categorize the importance of the necessary skills needed in Ms. Hahn's job description before an interview process is determined.

### **4. Election of Officers**

Mr. Hurless announced nominations to the Board and the following members have agreed to serve for the year 2024:

Chairman: Rob Hurless

Vice Chair: Bob Hopkins



Treasurer: Larry Madsen  
Secretary: Jim DeGolia

A motion was made by Mr. Madsen and Mr. DeGolia approving the selection of the Executive Committee. There being no other discussion, the Board proceeded to vote. The motion carried with all members present voting aye.

**5. 2024 Board Members and Committee Tasks**

The following committees were presented by Mr. Hurless:

- Financial/Investment: Larry Madsen – Chair, Eric Nunn, and John Lee
- Three Crowns Management: Jim DeGolia and Thomas Smoll as ARAJPB Representatives
- ARAJPB Development: Jim DeGolia, Bob Hopkins, Larry Madsen, and Rob Hurless
- Architectural Review Committee: Renee Hahn and Thomas Smoll
- Plate River Commons: Bob Hopkins- Chair, Eric Nunn, and Renee Hahn
- Executive Committee: Rob Hurless – Chair, Bob Hopkins – Vice Chair, Larry Madsen – Treasurer, and Jim DeGolia – Secretary.

\*Ms. Pollock exited the meeting 6:30 pm.

**6. Interaction with City and County Representatives – Specific Issues and Concerns**

No Reports.

**7. Other**

No Report.

**8. Future Meetings/Agenda**

- Three Crowns Management Committee - February 15<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- Regular Board Meeting – March 13<sup>th</sup>, 6:00 pm at 2435 King Blvd., Big Horn Conference Room
- Three Crowns Committee – March 21<sup>st</sup>. 7:30 am, 2435 King Blvd., Big Horn Conference Room.

**Office Closures:**

February 19<sup>th</sup> - Presidents' Day

**9. Public Comment**

There was no public comment.

**10. Good of the Order**

No Report.

**11. Adjournment**

There being no further action by the Board, a motion was made by Mr. Madsen and seconded by Mr. DeGolia to adjourn the meeting at 6:57 p.m. The motion carried with all members in attendance voting aye.

13 March 24

Date

13 MAR 2024  
Date

Board Officer

  
Presiding Officer

# Behavioral Health Utilization

## Three Trails EFAP

### 2022

January - December

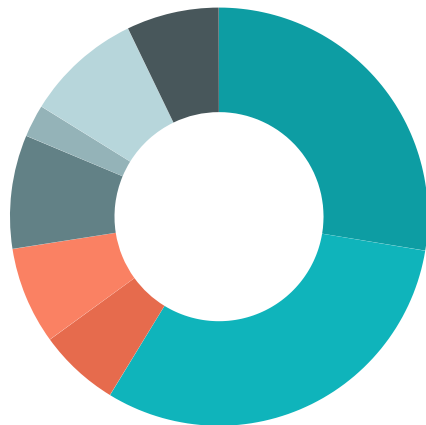
Activated Clients	11
Reactivated Clients	16
New Clients	27
Ongoing Clients	46
<b>Total Active Clients</b>	<b>73</b>

**Total Counseling Hours - 239.10**



**Employees 46 Clients**  
**Family members 27 Clients**

Counseling Services by Topics and Hours  
2022



- Emotional/Psychological (27.6%)
- Adult Relationships (31.14%)
- Anxiety (6.27%)
- Marriage/Couples (7.53%)
- Family Concerns (8.78%)
- Depression (2.51%)
- EMDR/Flash\* (8.99%)
- All Other (7.17%)

### 2023

January - December

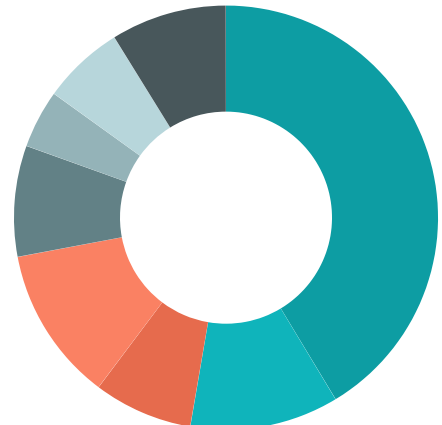
Activated Clients	8
Reactivated Clients	18
New Clients	26
Ongoing Clients	40
<b>Total Active Clients</b>	<b>66</b>

**Total Counseling Hours - 224.85**



**Employees 40 Clients**  
**Family members 26 Clients**

Counseling Services by Topics and Hours  
2023



- Emotional/Psychological (41.36%)
- Adult Relationships (11.34%)
- Anxiety (7.56%)
- Marriage/Couples (11.79%)
- Family Concerns (8.45%)
- Depression (4.45%)
- EMDR/Slash (6.23%)
- All Others (8.83%)

\*EMDR/Flash is a psychotherapy that enables healing from the symptoms of trauma & emotional distress.