

REGULAR COUNCIL MEETING  
Tuesday, November 21, 2017  
6:00 p.m.

COUNCIL POLICY  
PUBLIC STATEMENTS

- I. Members of the Public Wishing to Place a New Item on the Agenda Must Submit a Written Request to the City Manager No Later Than 11:00 a.m. on the Wednesday Preceding the Council Meeting.
- II. Members of the Public Wishing to Speak to an Item Already on the Agenda, Other Than a Public Hearing, Must Submit a Written Request to the City Manager by 12:00 Noon on the Monday Immediately Preceding the Council Meeting.
- III. When Speaking to the City Council Please:
  - Clearly State Your Name and Address.
  - Direct all questions/comments to the Mayor and only the Mayor.
  - No personal attacks on staff or Council.
  - Speak to the City Council with Civility and Decorum.
- IV. The City Council Will Not Respond to Any Comments or Questions Concerning Personnel Matters. Any Such Comments or Questions Will be Handled by the Appropriate Persons. Public Hearing Comments and Presentations Will be Limited to Five Minutes or Less per Person, nor Will Time Extensions be Permitted. No Duplication of Speakers will be Allowed.
- V. Questions Posed by Speakers May, or May Not be Responded to by Council Members.
- VI. Willful Disruption of, or the Breach of the Peace at, a Council Meeting may Result in the Removal of any Such Individuals or Groups from the Council Chambers.

(These Guidelines Are Also Posted at the Podium in the Council Chambers)

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CONSIDERATION OF MINUTES OF THE NOVEMBER 7, 2017 REGULAR COUNCIL MEETING, AS PUBLISHED IN THE CASPER STAR-TRIBUNE ON NOVEMBER 17, 2017
4. CONSIDERATION OF BILLS AND CLAIMS

Public Safety



Sustainability  
of Assets & Services

5. BRIGHT SPOTS IN OUR COMMUNITY – NATRONA COUNTY & KELLY WALSH HIGH SCHOOL DECA CLUBS

6. THIRD READING ORDINANCE

A. Consent

1. **Rocky Mountain Power Franchise Ordinance.**

7. PUBLIC HEARINGS

A. Ordinance

1. **Vacate a Portion of South Spruce Street**, Between East 14th and 15th Streets, Located in the Area Subdivision of City of Casper, WY.

B. Resolution

1. Consideration of Amendment to the **Fiscal Year 2017/2018 Annual Appropriation.**

C. Minute Action

1. Transfer of Ownership Interest in **Retail Liquor License No. 7** Love Holdings, LLC, d/b/a **C85@ The Branding Iron.**
2. New **Bar and Grill Liquor License No. 9** for Moreno and Moreno, LLC, d/b/a **Guadalajara Family Mexican Restaurant**, Located at 3350 CY Avenue.
3. New **Resort Liquor License No. 6** for City of Casper d/b/a **Hogadon Basin Ski Area**, Located at 2500 West Hogadon Road.

8. SECOND READING ORDINANCES

A. Consent

1. Appeal of the Planning and Zoning Commission's Decision to Deny a Requested **Zone Change** of Lots 1-4, Thomas D. Ross #1 Addition, Located at **802-808 North Washington Street** From R-3 (One to four Unit Residential) to C-2 (General Business).
2. **Zone Change** of the **CPH Addition**, Generally Located on Aryn Lane, West of Coffman Avenue, from R-2 (One Unit Residential) to R-3 (One to Four Unit Residential).

## 9. RESOLUTIONS

### A. Consent

1. Authorizing a **Utility Easement** with Lucas M. Johnson for the **South Forest Drive Street Vacation**.
2. Authorizing a **Utility Easement** with Roy E. Prior for the **South Forest Drive Street Vacation**.
3. Authorizing an Amendment to the Lease Agreement with **Casper Legion Baseball Club, Inc.**, for **Mike Lansing Field**.
4. Authorizing Change Order No. 1 with **Treto Construction, LLC**, for a Time Extension of 241 days for the **Center & 9<sup>th</sup> Street Intersection Controls Project**.
5. Authorizing Change Order No. 1 with **Treto Construction LLC**, For a Time Extension of 175 Days for the **Columbine Street Improvements Project**.
6. Authorizing Amendment No. 1 to the Agreement with the **Wyoming Department of Transportation** for a Time Extension of the Transportation Alternatives Program Funded **Robertson Road South Pathway Project**.
7. Authorizing an Agreement with **Civil Engineering Professionals Inc.**, in the Amount of \$249,000, for Design and Construction Administration for the **CY Booster Station Project**.
8. Authorizing a **Quitclaim Deed** for Closing on the Sale of the **“Wolf Creek Cemetery” Parcel**, Described as Lot 1, Block 1, Cemetery Addition to the City of Casper.
9. Authorizing a **Quitclaim Deed** for Closing on the Sale of the **777 Bernadine Street Property**, Described as Lots 24-28, Block 2, Keystone Addition to the City of Casper.
10. Amending the **Community Development Department Fee Schedule**.
11. Authorizing an Amendment to the Management Agreement with **Spectra Venue Management** for the **Food and Beverage Concessionaires at Hogadon Basin Ski Area**.
12. Amending Resolution No. 17-165 Regarding the **Fees for the Use of Hogadon Basin Ski Area**.

10. MINUTE ACTION

A. Consent

1. Authorizing the **Discharge** of \$15,990.48 of **Uncollectible Accounts Receivable Balances**, Aged Between the Dates of July 1, 2012 and September 30, 2012, Including More Recent Bankruptcies.
2. Authorizing the Reappointments of **Ben Schrader, Doug Follick, and Bob Chynoweth** to the **Amoco Reuse Agreement Joint Powers Board**.

11. COMMUNICATIONS

A. From Persons Present

12. INTRODUCTION OF MEASURES AND PROPOSALS BY MEMBERS OF THE CITY COUNCIL

12. ADJOURN INTO EXECUTIVE SESSION - PERSONNEL

Upcoming Council meetings

**Council meetings**

6:00 p.m. Tuesday, December 5, 2017 – Council Chambers

6:00 p.m. Tuesday, December 19, 2017 – Council Chambers

**Work sessions**

4:30 p.m. Tuesday, November 28, 2017 – Council Meeting Room

4:30 p.m. Tuesday, December 12, 2017 – Council Meeting Room

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ZONING CLASSIFICATIONS

FC	Major Flood Channels & Riverbanks	PUD	Planned Unit Development
AG	Urban Agriculture	HM	Hospital Medical
R-1	Residential Estate	C-1	Neighborhood Convenience
R-2	One Unit Residential	C-2	General Business
R-3	One to Four Unit Residential	C-3	Central Business
R-4	High-Density Residential	C-4	Highway Business
R-5	Mixed Residential	M-1	Limited Industrial
R-6	Manufactured Home (Mobile) Park	M-2	General Industrial
PH	Park Historic	SMO	Soil Management Overlay
HO	Historic Overlay	ED	Education
OB	Office Business	OYD	Old Yellowstone District

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COUNCIL PROCEEDINGS  
 Casper City Hall – Council Chambers  
 November 7, 2017

Casper City Council met in regular session at 6:00 p.m., Tuesday, November 7, 2017. Present: Councilmembers Hopkins, Huckabay, Johnson, Laird, Morgan, Pacheco, Powell, and Walsh. Absent: Mayor Humphrey.

In Mayor Humphrey’s absence, Mayor Pro Tem Pacheco assumed the chair and called the meeting to order.

Moved by Councilmember Morgan, seconded by Councilmember Johnson, to, by minute action, excuse the absence of Mayor Humphrey. Motion passed.

Mayor Pro Tem Pacheco led the audience in the Pledge of Allegiance.

Moved by Councilmember Huckabay, seconded by Councilmember Johnson, to, by minute action, approve the minutes of the October 17, 2017, regular Council meeting, as published in the Casper-Star Tribune on October 27, 2017. Motion passed.

Moved by Councilmember Hopkins, seconded by Councilmember Powell, to, by minute action, approve payment of the November 7, 2017, bills and claims, as audited by City Manager Napier. Motion passed.

Bills & Claims  
 11/07/17

71Construction	Projects	\$7,756.83
A-1	Services	\$130.00
Adecco	Services	\$415.80
AGiraldo	Services	\$40.00
AHiatt	Reimb	\$40.13
AllianceElec	Services	\$105.00
AllTrees	Services	\$508.62
AMBI	Services	\$282.93
AMcCluskey	Refund	\$31.47
Ameritech	Services	\$4,591.31
AndrnHunt	Services	\$298,017.67
Arcadis	Services	\$7,689.12
ArrowheadHeating	Services	\$180.00
AtlanticElectric	Services	\$3,323.60
Balefill	Services	\$142,920.49
BankOfAmerica	Goods	\$287,186.29
BFlake	Reimb	\$233.73
BHEnergy	Services	\$13,452.64
BigBrthsBigSstrs	Funding	\$4,156.28

Brenntag	Goods	\$28,064.68
C & M Cement	Supplies	\$6,100.00
C Boyle	Reimb	\$29.05
CAEDA	Funding	\$105,070.25
CarolinaSoftware	Services	\$700.00
CasperHousingAuth	Projects	\$42,884.41
CasperPubSafetyComm	Services	\$3,195.02
CATC	Funding	\$125,311.00
CByers	Refund	\$16.81
Centurylink	Services	\$1,559.65
CGerhardt	Reimb	\$59.84
Ch2mHill	Services	\$1,055.25
CIGNA	Services	\$11,410.07
CityofCasper	Services	\$9,797.73
CivilEngineeringProfessionals	Projects	\$2,312.90
CollectionCenter	Services	\$493.12
CommTech	Goods	\$6,493.00
ComprLeasing	Supp	\$909.57
Conduent	Ins	\$7,000.00
CrimeSceneInfo	Services	\$86.25
CtrlWySrSvcs	Funds	\$11,683.50
DaveLodenConstruction	Projects	\$54,040.75
Dell	Goods	\$338.35
DeltaDental	Services	\$38,893.65
DooleyOil	Fuel	\$16,579.81
DoubleDWelding	Services	\$200.00
DPCIndustries	Goods	\$12,242.82
DvdsnFxdMgmt	Services	\$3,546.69
EngDsgnAssoc	Services	\$621.23
EnvironmentalCivilSolutions	Services	\$2,626.25
FirstData	Services	\$10,828.89
FirstInterstateBank	Services	\$200.00
FischerAutoBody	Services	\$2,962.43
FmlyJrnyCtr	Services	\$803.33
FremontMotorCasper,Inc	Goods	\$21,987.00
FremontMtrCo	Services	\$75,299.40
GarlickLaw	Services	\$581.21
GlobalSpect	Funding	\$82,909.91
GolderAssociates	Services	\$7,193.01
GSGArchitecture	Services	\$9,301.10
HDR Engineering	Projects	\$4,684.52
HedquistConst	Services	\$7,279.72
HedquistConstruction	Projects	\$121,906.93
Hedqst	Svc	\$6,265.50
HinspergPoly	Svcs	\$543.45
Homax	Goods	\$42,713.17

InbergMillerEngineers	Services	\$14,142.83
ITCElec	Services	\$8,701.80
JADaughtry	Refund	\$43.51
JMagelssen	Refund	\$41.76
JTLGroup	Services	\$519,731.34
JWilliams	Reimb	\$75.00
KPivik	Services	\$1,000.00
KubwaterResources	Goods	\$9,678.02
M&MSvcs	Svcs	\$1,000.00
McMurryReadyMix	Goods	\$536.50
MillsPolice	Services	\$347.33
MOgden	Reimb	\$22.95
NCHealthDept	Funding	\$75.00
NCSheriffsOffice	Funding	\$347.33
NevesUniforms	Goods	\$3,500.00
NorthParkTransport	Services	\$847.81
OneCallofWy	Services	\$945.75
Pepsi	Goods	\$628.17
Pittsburg Tank	Services	\$62,225.10
PostalPros	Services	\$9,419.85
Raftelis	Services	\$5,220.25
RButler	Reimb	\$143.62
RecyklingIndRepairs	Services	\$60,000.00
ResourceManagement	Goods	\$514.25
RockyMtnPower	Services	\$235,599.09
RodBarstadsPnt	Services	\$1,082.28
SamParsonsUpholstery	Services	\$344.45
SDaley	Reimb	\$156.57
SeniorPatientAdvocates	Services	\$900.00
SkylineRanches	Services	\$380.96
Smarsh	Services	\$1,765.00
SNelson	Reimb	\$45.04
Spectrum	Funding	\$135,063.00
StealthPartnerGroup	Services	\$54,275.64
TestAmLab	Services	\$6,273.50
TGaines	Reimb	\$47.77
TretoConstruction	Projects	\$270,901.86
TrihydroCorp	Projects	\$21,488.89
UrgentCare	Services	\$135.00
VGonzales	Reimb	\$40.74
VisionServicePlan	Services	\$1,491.38
VLong	Refund	\$66.35
WasteWaterTreatment	Funding	\$272,475.47
WERCSCommunications	Services	\$37.00
WestEco	Svcs	\$2,178.95
WesternPlainsLandscaping	Services	\$31,763.12

WesternWaterConsult	Services	\$31,976.76
WestlandPark	Services	\$1,542.13
WilliamsPorterDay	Services	\$57.00
WorthingtonLenhart&Carpenter	Services	\$4,301.30
WyDeptEmployment	Services	\$8,744.67
WyMachinery	Goods	\$121,748.00
WyWrkrsComp	Fees	\$4,236.59
		\$3,568,149.81

Mayor Pro Tem Pacheco then welcomed Meri Thompson, of the Department of Workforce Services, to the meeting in honor of Apprenticeship Week. Ms. Thompson thanked the Council, sponsors, and apprentices for their involvement in the program. Mayor Pro Tem Pacheco then read and presented a proclamation to Ms. Thompson in honor of the week.

Moved by Councilmember Johnson, seconded by Councilmember Powell, to, by minute action, establish November 21, 2017, as the public hearing date for the consideration of:

- a. vacate portion of South Spruce Street, between East 14th and 15th Streets, located in the Area Subdivision of City of Casper, WY;
- b. amendment to the Fiscal Year 2017/2018 annual appropriation;
- c. new Bar and Grill Liquor License No. 9 for Moreno and Moreno, LLC, d/b/a Guadalajara Family Mexican Restaurant, located at 3350 CY Avenue; and
- d. new Resort Liquor License No. 6 for City of Casper d/b/a Hogadon Basin Ski Area, located at 2500 West Hogadon Road.

Motion passed.

Mayor Pro Tem Pacheco opened the public hearing for the consideration of the appeal of the Planning and Zoning Commission's decision to deny a requested zone change of Lots 1-4, Thomas D. Ross #1 Addition, located at 802-808 North Washington Street from R-3 to C-2.

Interim City Attorney Chambers entered four (4) exhibits: correspondence from Liz Becher to J. Carter Napier, dated October 30, 2017; affidavit of publication, as published in the Casper-Star Tribune, dated September 18, 2017; exhibits introduced at the August 17, 2017 Planning and Zoning Commission meeting consisting of Exhibits A-E; and the appeal request from Becky Bulfer to Craig Collins, City of Casper Planner, dated August 18, 2017. City Manager Napier provided a brief report.

Speaking in support were: Becky Bulfer, zone change applicant; and Dennis Steensland, 533 S. Washington.

There being no others to speak for or against the issues involving the zone change, the public hearing was closed.

Following ordinance read:

ORDINANCE NO. 15-17  
AN ORDINANCE APPROVING A ZONE CHANGE FOR LOTS  
1-4, THOMAS D. ROSS #1 ADDITION IN THE CITY OF  
CASPER, WYOMING.



Councilmember Johnson presented the foregoing ordinance for approval, on first reading. Seconded by Councilmember Huckabay.

Council discussed the matter and asked City Manager Napier about other possible solutions for this case. Mr. Napier addressed questions presented by Council. Motion passed.

The passing of Ordinance No. 15-17 made it unnecessary to consider Resolution No. 17-181, which would have denied the zone change.

Mayor Pro Tem Pacheco opened the public hearing for the consideration of the zone change of the CPH Addition from R-2 (One Unit Residential) to R-3 (One to Four Unit Residential).

Interim City Attorney Chambers entered two (2) exhibits: correspondence from Liz Becher to J. Carter Napier, dated October 20, 2017 and an affidavit of publication, as published in the Casper-Star Tribune, dated October 13, 2017. City Manager Napier provided a brief report.

Speaking in support was Dennis Langdon, 6250 Verde Court.

There being no others to speak for or against the issues involving the zone change, the public hearing was closed.

Following ordinance read:

ORDINANCE NO. 19-17  
AN ORDINANCE APPROVING A ZONE CHANGE FOR LOTS  
1-8, CPH ADDITION IN THE CITY OF CASPER, WYOMING.

Councilmember Walsh presented the foregoing ordinance for approval, on first reading. Seconded by Councilmember Laird. Councilmember Huckabay abstained from voting on this item. Motion passed.

Mayor Pro Tem Pacheco opened the public hearing for the consideration of the transfer of ownership interest in Retail Liquor License No. 7, Love Holdings, LLC, d/b/a C85@ The Branding Iron. Moved by Councilmember Morgan, seconded by Councilmember Johnson, to, by minute action, continue the public hearing to the November 21, 2017 City Council meeting. Councilmember Huckabay abstained from voting on this item. Motion passed.

The following ordinances were considered, on third reading, by consent agenda.

ORDINANCE NO. 17-17  
AN ORDINANCE AMENDING CHAPTER 5 OF THE CASPER  
MUNICIPAL CODE PERTAINING TO RESORT LIQUOR  
LICENSES.

WHEREAS, Casper Municipal Code as currently written is not consistent with Wyoming State Statutes in regards to Resort Liquor License requirements; and

WHEREAS, Casper Municipal Code, as currently written, would prevent the issuance of Resort Liquor Licenses to ski areas not having large hotels on premise; and

WHEREAS, it would benefit the City of Casper to be able to issue Resort Liquor Licenses to ski areas without large on premise hotels.

NOW, THEREFORE, be it ordained by the governing body of the City of Casper, Wyoming that the Casper Municipal Code is hereby amended as follows:

SECTION 1:

Section 5.08.240 is hereby amended by removing the strike out words and replacing with language that is capitalized as follows:

A. The city council may issue resort retail liquor licenses to applicants who MEET THE REQUIREMENTS OF WYOMING STATE STATUTE 12-4-401. ALL APPLICANTS FOR ISSUANCE OR RENEWAL OF A RESORT LIQUOR LICENSE SHALL COMPLY WITH ALL APPLICABLE WYOMING STATE STATUTES AS THEY MAY BE AMENDED FROM TIME TO TIME.

SECTION 2:

This ordinance shall become in full force and effect upon passage on third reading and publication.

PASSED on 1st reading the 3rd day of October, 2017.

PASSED on 2nd reading the 17th day of October, 2017.

PASSED, APPROVED, AND ADOPTED on this 7<sup>th</sup> day of November, 2017.

ORDINANCE NO. 14-17

AN ORDINANCE APPROVING A ZONE CHANGE FOR LOTS 4, 5, 6, 7, 8, 9, 10, AND THE SOUTH FORTY (40) FEET OF LOT 11, BLOCK 22, NELSONS ADDITION SUBDIVISION IN THE CITY OF CASPER, WYOMING.

WHEREAS, an application has been made to rezone all of the above described lots from zoning classification ED (Educational District) to C-2 (General Business); and,

WHEREAS, after a public hearing on August 17, 2017, the City of Casper Planning and Zoning Commission passed a motion recommending that City Council approve the zone change request; and,

WHEREAS, the governing body of the City of Casper finds that the above described zone change should be approved.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING:

SECTION 1:

Lots 4, 5, 6, 7, 8, 9, 10 and the south 40 feet of Lot 11, Block 22, Nelsons Addition to the City of Casper, located at 140 East K Street, are hereby rezoned from ED (Educational District) to C-2 (General Business).

SECTION 2:

This ordinance shall be in full force and effect from and after passage on three readings and publication pursuant to law.

PASSED on 1st reading the 3rd day of October, 2017.

PASSED on 2nd reading the 17th day of October, 2017.

PASSED, APPROVED, AND ADOPTED on this 7<sup>th</sup> day of November, 2017.

ORDINANCE NO. 16-17

AN ORDINANCE AMENDING SECTION 2.40.050 OF THE CASPER MUNICIPAL CODE PERTAINING TO THE HISTORIC PRESERVATION PROGRAM.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING:

Section 1:

That Section 2.40.050 of the Casper Municipal Code shall be amended to read as follows:

There is hereby created the city of Casper historic preservation commission, which shall consist of AT LEAST THREE AND NO MORE THAN eleven members. Members shall be selected by the Mayor, by and with the consent of the majority vote of the City Council. In selecting the commission members, an attempt shall be made to draw on a wide range of backgrounds and interests to represent the city of Casper's diverse heritage.

PASSED on 1st reading the 3rd day of October, 2017.

PASSED on 2nd reading the 17th day of October, 2017.

PASSED, APPROVED, AND ADOPTED on this 7<sup>th</sup> day of November, 2017.

Councilmember Huckabay presented the three (3) foregoing consent agenda ordinances for adoption, on third reading. Seconded by Councilmember Powell. Motion passed.

The following ordinance was considered, on second reading, by consent agenda.

ORDINANCE NO. 18-17

AN ORDINANCE GRANTING AN ELECTRIC UTILITY FRANCHISE AND GENERAL UTILITY EASEMENT TO PACIFICORP, AN OREGON CORPORATION, DOING BUSINESS AS ROCKY MOUNTAIN POWER.

Councilmember Hopkins presented the foregoing one (1) ordinance for adoption, on second reading, by consent agenda. Seconded by Councilmember Powell. Councilmembers Huckabay, Johnson, and Morgan voted nay. Motion passed.

The following resolutions were considered, by consent agenda:

RESOLUTION NO. 17-202

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A LETTER FROM PHILLIPS 66 PIPELINE LLC REGARDING CITY CONSENT TO TRANSFER A PIPELINE LICENSE AGREEMENT FROM PHILLIPS 66 COMPANY TO PHILLIPS 66 LP OR ITS SUBSIDIARIES.

RESOLUTION NO. 17-203

A RESOLUTION AUTHORIZING AN AGREEMENT WITH HIGH PLAINS CONSTRUCTION, INC., FOR JIM EVANS TRUCK BARN SURGE TANK AND LIFT STATION, PROJECT NO. 15-69.

RESOLUTION NO. 17-204

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 WITH ANDREEN HUNT CONSTRUCTION, INC. FOR THE CASPER ZONE III WATER SYSTEM IMPROVEMENTS PROJECT, NO. 13-38.

RESOLUTION NO. 17-205

A RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE CASPER AREA METROPOLITAN PLANNING ORGANIZATION AND KIMLEY-HORN AND ASSOCIATES, INC. FOR AN URBAN CENTER STRATEGIC PARKING PLAN.

RESOLUTION NO. 17-206

AUTHORIZE THE MAYOR TO EXECUTE THE CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION FY18 FOR FUNDING A PRESERVATION PLAN.

RESOLUTION NO. 17-207

A RESOLUTION RESCINDING RESOLUTION NUMBERS 87-126, 03-256, AND 12-256, AND ADOPTING REVISED HISTORIC PRESERVATION PROGRAM RULES AND REGULATIONS FOR THE CITY OF CASPER, WYOMING.

RESOLUTION NO. 17-208

A RESOLUTION TERMINATING A PROFESSIONAL SERVICE AGREEMENT WITH THE TOWN OF EVANSVILLE FOR BUILDING DIVISION SERVICES.

RESOLUTION NO. 17-209  
A RESOLUTION TERMINATING A PROFESSIONAL  
SERVICE AGREEMENT WITH THE TOWN OF BAR NUNN  
FOR BUILDING DIVISION SERVICES.

Councilmember Morgan presented the foregoing eight (8) resolutions for adoption. Seconded by Councilmember Johnson. Councilman Walsh voted nay on Resolution No. 17-205. Motion passed.

Moved by Councilmember Johnson, seconded by Councilmember Morgan, to, by consent minute action, approve the correction of scrivener's error contained in the Natrona County Travel and Tourism Joint Powers Agreement Amendment No. 4; and authorize the expenditure of \$26,493.32 of budgeted revenue in the general fund for the current fiscal year to support the community promotions events, as outlined in staff's report dated November 1, 2017, and authorize City Manager to execute necessary agreements. Motion passed.

Individuals addressing the Council were: Deborah Cheatham, 333 S. Socony, requesting information be released regarding the complaint she filed; Tracy LaMont, 721 E. 12<sup>th</sup>, regarding various concerns; Dennis Steensland, 533 S. Washington, requesting Ms. Cheatham's concerns be addressed; Dale Zimmerle, 3035 Bellaire, apologizing to Council for his previous comments; Maggie Jacobson, 455 Milton, inquiring about the Verda James overpass; and Keith Goodenough, 333 S. Socony, clarifying the process to remove an item from consent, speaking of the legality of having an adult oriented store, asking about Councilmember Huckabay abstentions on votes, and requesting that Councilmembers please speak into the microphones.

Mayor Pro Tem Pacheco noted the next meetings of the City Council will be a work session to be held at 4:30 p.m., Tuesday, November 14, 2017, in the Council's meeting room; and, a regular Council meeting to be held at 6:00 p.m., Tuesday, November 21, 2017, in the Council Chambers.

At 7:35 p.m., it was moved Councilmember Johnson, seconded by Councilmember Hopkins, to adjourn into executive session to discuss litigation. Motion passed. Council moved into the Council meeting room.

Council returned to the Council Chambers. At 8:16 p.m., it was moved by Councilmember Walsh, seconded by Councilmember Laird, to adjourn the executive session. Motion passed. Council directed Interim City Attorney Chambers to work with Ms. Cheatham's attorney to resolve her request for information. The meeting was adjourned at 8:20 p.m.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>A.M.B.I. &amp; SHIPPING, INC.</b>	17-10-679 POSTAGE	\$7.34
	<b>Subtotal for Cost Center City Attorney:</b>	<b>\$7.34</b>
	17-10-498 POSTAGE	\$737.97
	<b>Subtotal for Cost Center Code Enforcement:</b>	<b>\$737.97</b>
	17-10-681 POSTAGE	\$48.27
	<b>Subtotal for Cost Center Engineering:</b>	<b>\$48.27</b>
	17-10-682 POSTAGE	\$674.23
	<b>Subtotal for Cost Center Finance:</b>	<b>\$674.23</b>
	17-10-683 Postage	\$5.24
	<b>Subtotal for Cost Center Fire:</b>	<b>\$5.24</b>
	17-10-685 POSTAGE	\$29.64
	<b>Subtotal for Cost Center Health Insurance:</b>	<b>\$29.64</b>
	17-10-690 POSTAGE	\$19.34
	<b>Subtotal for Cost Center Human Resources:</b>	<b>\$19.34</b>
	17-10-688 POSTAGE	\$2.05
	<b>Subtotal for Cost Center Information Services:</b>	<b>\$2.05</b>
	17-10-686 POSTAGE	\$12.42
	<b>Subtotal for Cost Center Metro Animal:</b>	<b>\$12.42</b>
	17-10-498 POSTAGE	\$143.98
	17-10-498 POSTAGE	\$6.90
	<b>Subtotal for Cost Center Planning:</b>	<b>\$150.88</b>
	17-10-693 REGULAR MAILINGS	\$290.53
	<b>Subtotal for Cost Center Police:</b>	<b>\$290.53</b>
	17-10-692 POSTAGE	\$8.99
	<b>Subtotal for Cost Center Property &amp; Liability Insurance:</b>	<b>\$8.99</b>
	17-10-680 POSTAGE	\$20.53
	<b>Subtotal for Cost Center Refuse Collection:</b>	<b>\$20.53</b>
	<b>Vendor Subtotal:</b>	<b>\$2,007.43</b>
<b>A-1 PORTABLES &amp; SERVICES</b>	2091 PORTABLES	\$130.00

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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**Subtotal for Cost Center Balefill:** **\$130.00**

**Vendor Subtotal:** **\$130.00**

## AAA LANDSCAPING

14481 WEED MOWING \$17.53

14481 WEED MOWING \$7.47

14440 WEED MOWING \$382.17

14555 WEED MOWING \$420.00

14000 WEED MOWING \$650.00

**Subtotal for Cost Center Code Enforcement:** **\$1,477.17**

**Vendor Subtotal:** **\$1,477.17**

## ADAM HIATT

RIN0028216 MILEAGE REIMBURSEMENT \$13.38

**Subtotal for Cost Center Information Services:** **\$13.38**

**Vendor Subtotal:** **\$13.38**

## ADECCO USA, INC.

68759470 BALER LABOR \$336.60

68781079 BALER LABOR \$39.60

68771894 BALER LABOR \$554.40

**Subtotal for Cost Center Balefill:** **\$930.60**

**Vendor Subtotal:** **\$930.60**

## ALLIANCE ELECTRIC LLC.

7221 SWF \$1,030.91

7220 BALER WORK \$2,030.84

**Subtotal for Cost Center Balefill:** **\$3,061.75**

**Vendor Subtotal:** **\$3,061.75**

## AMERI-TECH EQUIPMENT CO.

103907 8 FT SERVICE BODY AND ACCESSOR \$9,241.46

**Subtotal for Cost Center Buildings And Grounds:** **\$9,241.46**

103905 NEW 8ft WESTERN SNOW PLOW ASSY \$6,790.00

103905-B REAR SPRINGS (2), MINI LIGHT B \$1,145.38

103905-B BUYERS DUMPERDOGG INSERT/ACCES \$5,265.38

**Subtotal for Cost Center Cemetery:** **\$13,200.76**

2358224 INSTALLATION OF A PLOW \$6,485.00

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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**Subtotal for Cost Center Fire: \$6,485.00**

103924 ROUND NERF STEPS INSTALLED \$351.48  
103906-A 8ft SERVICE BODY AND ACCESSORI \$9,002.47

**Subtotal for Cost Center Streets: \$9,353.95**

18029 30 CY ROLL OFF CONTAINER \$7,934.88  
18029 FREIGHT FOR ROLL OFF \$850.00

**Subtotal for Cost Center Waste Water: \$8,784.88**

**Vendor Subtotal: \$47,066.05**

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## BEN MATTILA

8934 CLOTHING REIMBURSEMENT \$249.96

**Subtotal for Cost Center Police: \$249.96**

**Vendor Subtotal: \$249.96**

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## BLACK HILLS ENERGY

AP000232110817 NATURAL GAS \$245.64

AP00019711091723 NATURAL GAS \$75.61

**Subtotal for Cost Center Aquatics: \$321.25**

AP000229110817 NATURAL GAS \$1,899.52

**Subtotal for Cost Center Balefill: \$1,899.52**

AP00018711091723 NATURAL GAS \$121.81

**Subtotal for Cost Center Buildings & Structures: \$121.81**

AP00022611091723 NATURAL GAS \$126.03

**Subtotal for Cost Center Cemetery: \$126.03**

AP00018511091723 NATURAL GAS \$32.97

AP00018911091723 NATURAL GAS \$120.06

AP00019011091723 NATURAL GAS \$238.51

AP00022711091723 NATURAL GAS \$1,213.05

**Subtotal for Cost Center City Hall: \$1,604.59**

AP00018611091723 NATURAL GAS \$90.49

AP00023011091723 NATURAL GAS \$765.64

AP00023811091723 NATURAL GAS \$225.81

**Subtotal for Cost Center Fire: \$1,081.94**

AP000194110817 NATURAL GAS \$1,655.74

**Subtotal for Cost Center Fleet Maintenance: \$1,655.74**



# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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AP00019511091723 NATURAL GAS	\$297.43
<b>Subtotal for Cost Center Fort Caspar:</b>	<b>\$297.43</b>
AP00018811091723 NATURAL GAS	\$183.33
<b>Subtotal for Cost Center Golf Course:</b>	<b>\$183.33</b>
AP00018411091723 NATURAL GAS	\$657.64
<b>Subtotal for Cost Center Ice Arena:</b>	<b>\$657.64</b>
AP00019211091723 NATURAL GAS	\$1,126.22
<b>Subtotal for Cost Center Metro Animal:</b>	<b>\$1,126.22</b>
AP00022211091723 NATURAL GAS	\$102.50
<b>Subtotal for Cost Center Parks:</b>	<b>\$102.50</b>
AP00019111091723 NATURAL GAS	\$741.67
<b>Subtotal for Cost Center Recreation:</b>	<b>\$741.67</b>
AP00019311091723 NATURAL GAS	\$17.06
<b>Subtotal for Cost Center Sewer:</b>	<b>\$17.06</b>
AP00022811091723 NATURAL GAS	\$5,302.58
AP00023711091723 NATURAL GAS	\$118.70
<b>Subtotal for Cost Center Waste Water:</b>	<b>\$5,421.28</b>
AP000231110817 NATURAL GAS	\$119.75
AP00023311091723 NATURAL GAS	\$444.68
<b>Subtotal for Cost Center Water:</b>	<b>\$564.43</b>
<b>Vendor Subtotal:</b>	<b>\$15,922.44</b>
<hr/>	
<b>BONNIFIELD, ANNA</b>	
0029761172 UTILITY REFUND	\$13.86
<b>Subtotal for Cost Center Water:</b>	<b>\$13.86</b>
<b>Vendor Subtotal:</b>	<b>\$13.86</b>
<hr/>	
<b>BOYS &amp; GIRLS CLUBS OF CENTRAL WY</b>	
4383 FY18 1%#15 ONE CENT FUNDING	\$18,321.25
<b>Subtotal for Cost Center One Cent #15:</b>	<b>\$18,321.25</b>
<b>Vendor Subtotal:</b>	<b>\$18,321.25</b>
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# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

<b>BRIAN SCHROEDER</b>	RIN0028185 CLOTHING REIMBURSEMENT	\$92.37
	<b>Subtotal for Cost Center Water Treatment Plant:</b>	<b>\$92.37</b>
	<b>Vendor Subtotal:</b>	<b>\$92.37</b>
<b>CARDINAL TRACKING, INC.</b>	114658 PRINT PARKING CITES	\$686.48
	<b>Subtotal for Cost Center Police:</b>	<b>\$686.48</b>
	<b>Vendor Subtotal:</b>	<b>\$686.48</b>
<b>CASPER AREA CHAMBER OF COMMERCE, INC.</b>	201400 MEMBERSHIP DUES FY18	\$550.00
	<b>Subtotal for Cost Center Council:</b>	<b>\$550.00</b>
	<b>Vendor Subtotal:</b>	<b>\$550.00</b>
<b>CASPER PUBLIC UTILITIES</b>	RIN0028177 SANITATION	\$154.50
	RIN0028177 SEWER	\$21.65
	<b>Subtotal for Cost Center Water Treatment Plant:</b>	<b>\$176.15</b>
	<b>Vendor Subtotal:</b>	<b>\$176.15</b>
<b>CENTRAL WY. REGIONAL WATER</b>	156858 OCT17 SYSTEM INVESTMENT FEES	\$5,400.00
	156856 OCT17 WHOLESALE WATER	\$305,416.89
	<b>Subtotal for Cost Center Water:</b>	<b>\$310,816.89</b>
	<b>Vendor Subtotal:</b>	<b>\$310,816.89</b>
<b>CENTRAL WY. SENIOR SVCS., INC.</b>	450 FY18 1%#15 ONE CENT FUNDING	\$25,811.50
	<b>Subtotal for Cost Center One Cent #15:</b>	<b>\$25,811.50</b>
	<b>Vendor Subtotal:</b>	<b>\$25,811.50</b>
<b>CENTURYLINK</b>	RIN0028175 PHONE USE	\$38.47
	RIN0028175 PHONE USE	\$109.01
	RIN0028175 PHONE USE	\$348.03
	RIN0028175 PHONE USE	\$125.82
	RIN0028223 PHONE USE	\$1.54
	<b>Subtotal for Cost Center Casper Events Center:</b>	<b>\$622.87</b>

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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RIN0028175 PHONE USE	\$45.67
<b>Subtotal for Cost Center City Attorney:</b>	<b>\$45.67</b>
RIN0028175 PHONE USE	\$34.71
<b>Subtotal for Cost Center City Hall:</b>	<b>\$34.71</b>
RIN0028175 PHONE USE	\$38.67
<b>Subtotal for Cost Center City Manager:</b>	<b>\$38.67</b>
RIN0028190 PHONE USE	\$64.90
<b>Subtotal for Cost Center Code Enforcement:</b>	<b>\$64.90</b>
RIN0028170 PHONE USE	\$489.83
RIN0028175 PHONE USE	\$299.91
RIN0028175 PHONE USE	\$27.76
RIN0028175 PHONE USE	\$60.84
<b>Subtotal for Cost Center Communications Center:</b>	<b>\$878.34</b>
RIN0028223 PHONE USE	\$38.67
<b>Subtotal for Cost Center Engineering:</b>	<b>\$38.67</b>
RIN0028175 PHONE USE	\$39.32
AP000132102217 VOIP	\$1,893.19
<b>Subtotal for Cost Center Finance:</b>	<b>\$1,932.51</b>
RIN0028170 PHONE USE	\$17.67
RIN0028175 PHONE USE	\$39.32
RIN0028175 PHONE USE	\$46.59
RIN0028175 PHONE USE	\$39.08
<b>Subtotal for Cost Center Fire:</b>	<b>\$142.66</b>
RIN0028175 PHONE USE	\$38.67
RIN0028175 PHONE USE	\$38.67
RIN0028175 PHONE USE	\$62.86
<b>Subtotal for Cost Center Fleet Maintenance:</b>	<b>\$140.20</b>
RIN0028175 PHONE USE	\$38.67
<b>Subtotal for Cost Center Ice Arena:</b>	<b>\$38.67</b>
RIN0028175 PHONE USE	\$77.30
RIN0028203 PHONE USE	\$154.12
<b>Subtotal for Cost Center Metro Animal:</b>	<b>\$231.42</b>
RIN0028223 PHONE USE	\$45.53
<b>Subtotal for Cost Center Municipal Court:</b>	<b>\$45.53</b>

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

RIN0028175 PHONE USE	\$121.69
RIN0028190 PHONE USE	\$45.53
<b>Subtotal for Cost Center Parks:</b>	<b>\$167.22</b>

RIN0028175 PHONE USE	\$78.16
RIN0028175 PHONE USE	\$39.32
RIN0028175 PHONE USE	\$14.88
RIN0028175 PHONE USE	\$10,907.44
RIN0028175 PHONE USE	\$1,011.46
RIN0028175 PHONE USE	\$296.07
RIN0028193 PHONE USE	\$158.08
RIN0028190 PHONE USE	\$125.74
<b>Subtotal for Cost Center Police:</b>	<b>\$12,631.15</b>

RIN0028175 PHONE USE	\$46.32
RIN0028175 PHONE USE	\$117.96
RIN0028175 PHONE USE	\$39.32
RIN0028175 PHONE USE	\$38.67
RIN0028175 PHONE USE	\$39.32
<b>Subtotal for Cost Center Recreation:</b>	<b>\$281.59</b>

RIN0028175 PHONE USE	\$38.43
RIN0028175 PHONE USE	\$1,878.93
RIN0028175 PHONE USE	\$76.86
<b>Subtotal for Cost Center Waste Water:</b>	<b>\$1,994.22</b>

RIN0028175 PHONE USE	\$38.67
RIN0028175 PHONE USE	\$39.57
RIN0028190 PHONE USE	\$194.70
<b>Subtotal for Cost Center Water:</b>	<b>\$272.94</b>

<b>Vendor Subtotal:</b>	<b>\$19,601.94</b>
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## CH2M HILL, INC.

381123052 WWTP PRELIMINARY FACILITIES PL	\$33,901.17
<b>Subtotal for Cost Center Waste Water:</b>	<b>\$33,901.17</b>

<b>Vendor Subtotal:</b>	<b>\$33,901.17</b>
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## CHRIS MILLER

RIN0028204 TRAVEL EXPENSES	\$50.47
<b>Subtotal for Cost Center Police:</b>	<b>\$50.47</b>

<b>Vendor Subtotal:</b>	<b>\$50.47</b>
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# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>CIGNA HEALTH &amp; LIFE INSURANCE COMPANY</b>	2206205 PLAN ADMIN FEES	\$11,436.18
	<b>Subtotal for Cost Center Health Insurance:</b>	<b>\$11,436.18</b>
	<b>Vendor Subtotal:</b>	<b>\$11,436.18</b>
<b>CITY OF CASPER - BALEFILL</b>	525/156808 SANITATION	\$15.00
	<b>Subtotal for Cost Center Hogadon:</b>	<b>\$15.00</b>
	247/156959 SANITATION	\$30.00
	<b>Subtotal for Cost Center Parks:</b>	<b>\$30.00</b>
	2772/156672-682 SANITATION	\$5,531.90
	2772/156703 SANITATION	\$6,608.67
	2772/156733 SANITATION	\$5,628.72
	2772/156771 SANITATION	\$5,080.23
	2772/156809 SANITATION	\$5,220.29
	2772/156882 SANITATION	\$6,430.54
	2772/156906 SANITATION	\$5,383.85
	2772/156939 SANITATION	\$5,140.35
	2772/156991-019 SANITATION	\$10,516.21
	2772/156840 SANITATION	\$5,426.15
	2772/156784 SANITATION	\$45,375.00
	<b>Subtotal for Cost Center Refuse Collection:</b>	<b>\$106,341.91</b>
	1276/156671 SANITATION	\$122.20
	1276/156732 SANITATION	\$126.43
	1276/157016 SANITATION	\$83.19
	1276/156838 SANITATION	\$94.47
	1276/156905 SANITATION	\$169.67
	<b>Subtotal for Cost Center Waste Water:</b>	<b>\$595.96</b>
	<b>Vendor Subtotal:</b>	<b>\$106,982.87</b>
<b>CIVIL ENGINEERING PROFESSIONALS, INC.</b>	15-282-07A AMENDMENT #1 - YMCA	\$4,290.40
	<b>Subtotal for Cost Center City Manager:</b>	<b>\$4,290.40</b>
	17-006-07 MCKINLEY STREET UNDERPASS STOR	\$8,842.50
	<b>Subtotal for Cost Center Streets:</b>	<b>\$8,842.50</b>
	<b>Vendor Subtotal:</b>	<b>\$13,132.90</b>

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>COMMUNICATION TECHNOLOGIES, INC.</b>	79812 REPAIR SPOTLIGHT UNIT 214	\$315.00
	<b>Subtotal for Cost Center Police:</b>	<b>\$315.00</b>
	79886 EQUIPMENT INSTALL UNIT 298	\$3,750.00
	79857 EQUIP INSTALL UNIT 299	\$3,750.00
	79862 UNIT 205 CHANGE OUTS	\$1,134.00
	<b>Subtotal for Cost Center Police Equipment:</b>	<b>\$8,634.00</b>
	<b>Vendor Subtotal:</b>	<b>\$8,949.00</b>
<b>COMPUTER PROFESSIONALS UNLIMITED, INC.</b>	SIN021741 HOGADON NETWORK SWITCH 17-082	\$8,224.40
	<b>Subtotal for Cost Center Hogadon:</b>	<b>\$8,224.40</b>
	<b>Vendor Subtotal:</b>	<b>\$8,224.40</b>
<b>COMTRONIX, INC.</b>	47890 TONE AND IDENTITY TO LAN LINES	\$132.00
	<b>Subtotal for Cost Center Police:</b>	<b>\$132.00</b>
	<b>Vendor Subtotal:</b>	<b>\$132.00</b>
<b>CRIME SCENE INFORMATION</b>	157-12-069 CRIME STOPPERS LINE	\$86.25
	<b>Subtotal for Cost Center Police:</b>	<b>\$86.25</b>
	<b>Vendor Subtotal:</b>	<b>\$86.25</b>
<b>DAVE LODEN CONSTRUCTION</b>	RIN0028196 RETAINAGE RELEASE	\$15,500.00
	<b>Subtotal for Cost Center Capital Projects:</b>	<b>\$15,500.00</b>
	<b>Vendor Subtotal:</b>	<b>\$15,500.00</b>
<b>DAVIDSON FIXED INCOME MGMT.</b>	2017-10CASPER FIXED INCOME MGT FEES	\$3,561.81
	<b>Subtotal for Cost Center Finance:</b>	<b>\$3,561.81</b>
	<b>Vendor Subtotal:</b>	<b>\$3,561.81</b>
<b>DOUBLE D WELDING &amp; FABRICATION INC.</b>	42378 PORTABLE LITTER FENCING	\$38,625.00
	<b>Subtotal for Cost Center Balefill:</b>	<b>\$38,625.00</b>

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>Vendor Subtotal:</b>	<b>\$38,625.00</b>
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## DREW SANDERS

62185323 TRAVEL REIMBURSEMENT	\$511.26
<b>Subtotal for Cost Center Police:</b>	<b>\$511.26</b>

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<b>Vendor Subtotal:</b>	<b>\$511.26</b>
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## ELIOT WERNER PUBLICATIONS INC

799 BOOKS FOR RESALE AT MUSEUM	\$148.78
<b>Subtotal for Cost Center General - Fort Caspar</b>	<b>\$148.78</b>

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<b>Vendor Subtotal:</b>	<b>\$148.78</b>
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## EMERGENCY MEDICAL PHYSICIANS

531063553 17-059694	\$498.00
<b>Subtotal for Cost Center Police:</b>	<b>\$498.00</b>

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<b>Vendor Subtotal:</b>	<b>\$498.00</b>
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## FIRST DATA MERCHANT SVCS CORP.

REMI275255 CREDIT CARD FEES	\$287.20
REMI1279480 CREDIT CARD FEES	\$143.95
<b>Subtotal for Cost Center Fort Caspar:</b>	<b>\$431.15</b>

REMI1275273 CREDIT CARD FEES	\$73.76
<b>Subtotal for Cost Center Police:</b>	<b>\$73.76</b>

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<b>Vendor Subtotal:</b>	<b>\$504.91</b>
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## FIRST INTERSTATE BANK

RIN0028208 SERVICE CHARGES	\$154.29
RIN0028207 LOCKBOX FEES	\$1,763.12
<b>Subtotal for Cost Center Finance:</b>	<b>\$1,917.41</b>

RIN0028214 SERVICE AWARDS	\$120.00
<b>Subtotal for Cost Center Human Resources:</b>	<b>\$120.00</b>

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<b>Vendor Subtotal:</b>	<b>\$2,037.41</b>
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## FIRST INTERSTATE BANK - PETTY CASH

RIN0028212 WITNESS FEES	\$215.00
<b>Subtotal for Cost Center Municipal Court:</b>	<b>\$215.00</b>

RIN0028191 PETTY CASH	\$64.00
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# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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RIN0028191 PETTY CASH	\$68.70
RIN0028191 PETTY CASH	\$55.00
<b>Subtotal for Cost Center Police:</b>	<b>\$187.70</b>

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<b>Vendor Subtotal:</b>	<b>\$402.70</b>
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## FORT CASPAR MUSEUM ASSOCIATION

RIN0028179 REIMBURSE GHOST TOUR COORDINAT	\$1,434.00
<b>Subtotal for Cost Center Fort Caspar:</b>	<b>\$1,434.00</b>

RIN0028180 GIFT SHOP MERCHANDISE	\$816.50
<b>Subtotal for Cost Center General - Fort Caspar</b>	<b>\$816.50</b>

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<b>Vendor Subtotal:</b>	<b>\$2,250.50</b>
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## FREMONT MOTOR CASPER, INC.

11J18042 INSTALLED RECEIVER HITCH	\$528.00
<b>Subtotal for Cost Center Police Equipment:</b>	<b>\$528.00</b>

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<b>Vendor Subtotal:</b>	<b>\$528.00</b>
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## GAIL SCHENFISCH

RIN0028192 INTERPRETER SERVICES	\$25.00
<b>Subtotal for Cost Center Police:</b>	<b>\$25.00</b>

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<b>Vendor Subtotal:</b>	<b>\$25.00</b>
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## GARY MARSH, INC.

385 COMMISSION FEES	\$1,910.48
<b>Subtotal for Cost Center Golf Course:</b>	<b>\$1,910.48</b>

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<b>Vendor Subtotal:</b>	<b>\$1,910.48</b>
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## GLOBAL SPECTRUM L.P.

201718ATM- 4 ATM FUNDING - OCT 2017	\$11,380.00
201718TS-26 CINDERELLA BIC - TICKETS	\$68,843.48
201718ATM-04CORR REVERSE POSTING ERROR	-\$11,380.00
201718ATM-04 ATM FUNDING - OCT 2017	\$11,380.00
201718TS-25 WHSAA VOLLEYBALL TICKETS	\$43,217.00
<b>Subtotal for Cost Center Casper Events Center:</b>	<b>\$123,440.48</b>

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<b>Vendor Subtotal:</b>	<b>\$123,440.48</b>
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## GOBLE SAMPSON ASSOC.

BINV0006532 PARTS FOR CHEMICAL PUMPS	\$4,002.75
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# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>INC.</b>	<b>Subtotal for Cost Center Water Treatment Plant:</b>	<b>\$4,002.75</b>
	<b>Vendor Subtotal:</b>	<b>\$4,002.75</b>
<b>GREAT WESTERN RECREATION LLC</b>	1709062 WOOD FIBER FOR PLAYGROUNDS	\$5,877.90
	<b>Subtotal for Cost Center Parks:</b>	<b>\$5,877.90</b>
	<b>Vendor Subtotal:</b>	<b>\$5,877.90</b>
<b>HALL'S CUSTOM PAVING &amp; EXCAVATION, INC.</b>	RIN0028195 RETAINAGE RELEASE 16-058	\$4,468.00
	<b>Subtotal for Cost Center C.A.T.C.:</b>	<b>\$4,468.00</b>
	<b>Vendor Subtotal:</b>	<b>\$4,468.00</b>
<b>HDR ENGINEERING, INC.</b>	1200084011 WATER RIGHTS & SUPPLY ANALYSIS	\$6,136.21
	<b>Subtotal for Cost Center Water:</b>	<b>\$6,136.21</b>
	<b>Vendor Subtotal:</b>	<b>\$6,136.21</b>
<b>HIGH PLAINS CONSTRUCTION, INC.</b>	2017-Asp 45 HOT MIX	\$442.80
	<b>Subtotal for Cost Center Streets:</b>	<b>\$442.80</b>
	<b>Vendor Subtotal:</b>	<b>\$442.80</b>
<b>HINSBERGERS POLY INDUSTRIES, LTD.</b>	000164903 LIGHT EQUIPMENT	\$5,000.00
	000164903 LANDSCAPE SUPPLY	\$106.00
	<b>Subtotal for Cost Center Golf Course:</b>	<b>\$5,106.00</b>
	<b>Vendor Subtotal:</b>	<b>\$5,106.00</b>
<b>HOMAX OIL SALES, INC.</b>	0386904-IN TRANSMISSION OIL	\$1,190.10
	<b>Subtotal for Cost Center Balefill:</b>	<b>\$1,190.10</b>
	0385809-IN STOCK, 01 UNLEADED 7499 GAL	\$15,687.16
	0386754-IN STOCK, 02/F2 DIESEL	\$22,553.55
	038696-IN STOCK, 1074840-5	\$465.50
	<b>Subtotal for Cost Center Fleet Maintenance:</b>	<b>\$38,706.21</b>
	CL83517 OCTOBER FUEL CHARGES	\$4,031.13

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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**Subtotal for Cost Center Water:** **\$4,031.13**

**Vendor Subtotal:** **\$43,927.44**

## INSTALLATION & SVC. CO.

268441 RETAINAGE 15-65 -\$1,607.43

**Subtotal for Cost Center Capital Projects:** **-\$1,607.43**

268441 E 26TH ST IMPROVEMENTS 15-065 \$203,251.51

**Subtotal for Cost Center Streets:** **\$203,251.51**

**Vendor Subtotal:** **\$201,644.08**

## ISC, INC/VENTURE TECHNOLOGIES

SIN021816 SA-ANNOUNCE MAINTENANCE \$1,362.72

**Subtotal for Cost Center Information Services:** **\$1,362.72**

SIN021889 REPLACEMENT 7811 IP PHONES \$5,636.48

**Subtotal for Cost Center Information Technology:** **\$5,636.48**

**Vendor Subtotal:** **\$6,999.20**

## ITC ELECTRICAL TECHNOLOGIES

22747 WEST GATE LIGHTS \$729.00

22880 CASOER WELL #14 \$311.40

**Subtotal for Cost Center Water Treatment Plant:** **\$1,040.40**

**Vendor Subtotal:** **\$1,040.40**

## JOHN GALL

1-273926 BOOT REIMBURSEMENT \$75.00

D 3687 TOOL ALLOTMENT - REIMBURSEMENT \$500.00

**Subtotal for Cost Center Fleet Maintenance:** **\$575.00**

**Vendor Subtotal:** **\$575.00**

## KNIFE RIVER/JTL

RIN0028197 RETAINAGE RELEASE 17-027 \$25,953.50

**Subtotal for Cost Center Capital Projects:** **\$25,953.50**

161115 3/8" PLANT MIX \$240.60

**Subtotal for Cost Center Streets:** **\$240.60**

**Vendor Subtotal:** **\$26,194.10**

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>LANE CHRISTENSEN</b>	2412 BOOT REIMBURSEMENT	\$65.00
	<b>Subtotal for Cost Center Sewer:</b>	<b>\$65.00</b>
	<b>Vendor Subtotal:</b>	<b>\$65.00</b>
<b>LINCOLN NATL. LIFE INS. CO.</b>	RIN0028209 BENEFITS PAYABLE	\$266.39
	<b>Subtotal for Cost Center Health Insurance:</b>	<b>\$266.39</b>
	<b>Vendor Subtotal:</b>	<b>\$266.39</b>
<b>LONG BUILDING TECHNOLOGIES</b>	SCPAY0038873 MAINTENANCE AGREEMENT	\$3,662.25
	<b>Subtotal for Cost Center Water Treatment Plant:</b>	<b>\$3,662.25</b>
	<b>Vendor Subtotal:</b>	<b>\$3,662.25</b>
<b>LOWER &amp; CO.</b>	RIN0028199 PLAINS FURNITURE BLDG DEMO	\$300.00
	<b>Subtotal for Cost Center Special Revenue:</b>	<b>\$300.00</b>
	<b>Vendor Subtotal:</b>	<b>\$300.00</b>
<b>MCMURRY READY MIX CO.</b>	225949 CONCRETE	\$108.50
	<b>Subtotal for Cost Center Water:</b>	<b>\$108.50</b>
	<b>Vendor Subtotal:</b>	<b>\$108.50</b>
<b>MICHAEL B ROBINSON LLC</b>	241 17/18 STNDRD SPEC RVSN 17-049	\$4,790.00
	<b>Subtotal for Cost Center Streets:</b>	<b>\$4,790.00</b>
	<b>Vendor Subtotal:</b>	<b>\$4,790.00</b>
<b>MICHAEL MCDANIELS</b>	RIN0028186 CLOTHING REIMBURSEMENT	\$72.20
	<b>Subtotal for Cost Center Water Treatment Plant:</b>	<b>\$72.20</b>
	<b>Vendor Subtotal:</b>	<b>\$72.20</b>
<b>MIKE OGDEN</b>	2818 CLOTHING REIMBURSEMENT	\$69.59
	<b>Subtotal for Cost Center Police:</b>	<b>\$69.59</b>

# Bills & Claims

City of Casper

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**Vendor Subtotal:** **\$69.59**

## MOUNTAIN STATE CONSTRUCTION AND GUTTER

RIN0028211 GUTTER WORK WASH PARK BANDSHEL \$200.00

**Subtotal for Cost Center Buildings & Structures:** **\$200.00**

RIN0028210 CITY CENTER GUTTER WORK \$1,700.00

**Subtotal for Cost Center Perpetual Care:** **\$1,700.00**

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**Vendor Subtotal:** **\$1,900.00**

## MOUNTAIN WEST TELEPHONE/ WERCS COMMUNICATIONS

RIN0028222 ETHERNET SERVICE TO PSCC \$503.73

**Subtotal for Cost Center Communications Center:** **\$503.73**

AP00017911091723 METRO INTERNET SVS \$1,003.55

**Subtotal for Cost Center Finance:** **\$1,003.55**

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**Vendor Subtotal:** **\$1,507.28**

## MUNICIPAL CODE CORP.

00296500 BOOKS \$900.00

**Subtotal for Cost Center City Attorney:** **\$900.00**

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**Vendor Subtotal:** **\$900.00**

## NALCO CHEMICAL CO.

66030355 FERROUS CHLORIDE DELIVERY \$15,105.60

66055976 FERROUS CHLORIDE CORROSION CNT \$15,052.68

**Subtotal for Cost Center Waste Water:** **\$30,158.28**

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**Vendor Subtotal:** **\$30,158.28**

## NATIONAL BENEFIT SERVICES

620282 PLAN ADMIN FEES \$390.40

**Subtotal for Cost Center Health Insurance:** **\$390.40**

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**Vendor Subtotal:** **\$390.40**

## NATRONA COUNTY - SHERIFFS' OFFICE

2725 JUVENILE PRISONER CARE \$7,500.00

2730 JUVENILE PRISONER CARE \$7,500.00

**Subtotal for Cost Center Police:** **\$15,000.00**

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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**Vendor Subtotal:** **\$15,000.00**

## NORDIC SOUND INCORPORATED

140331 COUNCIL CHAMBERS IMPROVMENTS \$2,718.00  
140332 CABLES, SPLITTER, INSTALLATION \$285.00  
**Subtotal for Cost Center Council:** **\$3,003.00**

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**Vendor Subtotal:** **\$3,003.00**

## NORTHERN LIGHTS MANUFACTURING

1346 HOPPER DOOR \$1,725.00  
1353 COMMERCIAL CONTAINERS \$6,370.00  
**Subtotal for Cost Center Refuse Collection:** **\$8,095.00**

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**Vendor Subtotal:** **\$8,095.00**

## ONE CALL OF WY.

46518 OCT17 LOCATE TICKETS \$358.42  
**Subtotal for Cost Center Sewer:** **\$358.42**

46518 OCT17 LOCATE TICKETS \$438.08  
**Subtotal for Cost Center Water:** **\$438.08**

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**Vendor Subtotal:** **\$796.50**

## PAMELA JONES

RIN0028200 TRAVEL REIMBURSEMENT \$8.29  
RIN0028200 TRAVEL REIMBURSEMENT \$78.91  
**Subtotal for Cost Center Metropolitan Planning:** **\$87.20**

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**Vendor Subtotal:** **\$87.20**

## PATRICIA MOORE

301 CLOTHING REIMBURSEMENT \$47.24  
**Subtotal for Cost Center Police:** **\$47.24**

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**Vendor Subtotal:** **\$47.24**

## P-CARD VENDORS

00064997 CASPER FIRE EXTINGUISH - Purch \$22.75  
00065068 ARC SERVICES/TRAINING - Purcha \$120.00  
00065292 CRESCENT ELECTRIC 103 - Purcha \$6.54  
00065416 CPU IIT - Purchase \$16.99  
00065880 STAPLES 00114181 - Purch \$4.65  
00065991 URGENT CARE OF CASPER - Purcha \$116.00

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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00066006 HAWKINS INC - Purchase	\$2,720.62
00066109 COMTRONIX - Purchase	\$203.10
00065422 BAILEYS ACE HDWE - Purchase	\$8.34
<b>Subtotal for Cost Center Aquatics:</b>	<b>\$3,218.99</b>
00064703 BOBCAT OF CASPER - Purchase	\$824.00
00065820 SKILLPATH NATIONAL - Purchase	\$149.00
00065616 SUTHERLANDS 2219 - Purchase	\$101.95
00065686 NORCO INC - Purchase	\$443.62
00066021 BEARING BELTCHAIN00244 - Purch	\$21.57
00065934 AIRGAS CENTRAL - Purchase	\$158.50
00065938 MENARDS CASPER WY - Purchase	\$52.85
00065962 INT IN GREAT PLAINS C - Purch	\$295.94
00065974 BAILEYS ACE HDWE - Purchase	\$29.60
00066001 PILOT 00007591 - Purch	\$155.65
00066007 ALSCO INC. - Purchase	\$398.13
00066026 ALPINE MOTOR SPORTS - Purchase	\$458.85
00066054 INT IN SHAWN'S JOHNS - Purcha	\$130.00
00066158 WW GRAINGER - Purchase	\$128.40
00066172 BOBCAT OF CASPER - Purchase	\$1,039.00
00065548 BAILEYS ACE HDWE - Purchase	\$12.17
00065604 AIRGAS CENTRAL - Purchase	\$13.85
00065619 JACKS TRUCK AND EQUIPM - Purch	\$11.58
00065621 SAFETY KLEEN SYSTEMS B - Purch	\$642.00
00065624 BAILEYS ACE HDWE - Purchase	\$15.99
00065641 CMI-TECO - Purchase	\$190.68
00065646 COCA COLA BOTTLING CO - Purcha	\$7.35
00065651 CASPER TIRE 0000705 - Purchase	\$39.50
00065710 NORCO INC - Purchase	\$60.00
00065716 WYOMING MACHINERY CO - Purcha	\$362.54
00065719 WYOMING MACHINERY CO - Purcha	\$243.50
00065803 NORCO INC - Purchase	\$295.00
00065831 SKILLPATH NATIONAL - Purchase	\$149.00
00065833 SKILLPATH NATIONAL - Purchase	\$149.00
00065837 PILOT 00007591 - Purch	\$75.00
00065839 SQ SQ DOUBLE D WELDI - Purch	\$750.00
00065842 SKILLPATH NATIONAL - Purchase	\$149.00
00065847 SKILLPATH NATIONAL - Purchase	\$31.90
00065850 SKILLPATH NATIONAL - Purchase	\$149.00
00065851 BAILEYS ACE HDWE - Purchase	\$66.98
00065855 PILOT 00007591 - Purch	\$125.00
00065866 SOURCE OFFICE AND TECH	\$38.14
00065866 SOURCE OFFICE AND TECH - Purch	\$362.89
00065877 AMERI-TECH EQUIPMENT C - Purch	\$140.95
00065886 REXEL 3212 - Purchase	\$406.15

# Bills & Claims

City of Casper

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00065897 SUTHERLANDS 2219 - Purchase	\$150.31
00065923 CASPER STAR TRIBUNE - Purchase	\$223.12
00065695 CENTURYLINK/SPEEDPAY - Purchas	\$66.17
<b>Subtotal for Cost Center Balefill:</b>	<b>\$9,313.83</b>
00065801 SUMMIT ELECTRIC, INC. - Purcha	\$2,161.49
00065434 SQ SQ ATLANTIC ELECT - Purch	\$1,890.84
<b>Subtotal for Cost Center Buildings &amp; Structures:</b>	<b>\$4,052.33</b>
00065638 NORCO INC - Purchase	\$104.70
00065830 DENNIS SUPPLY COMPANY - Purcha	\$121.16
00065871 BAILEYS ACE HDWE - Purchase	\$8.97
00065944 CASPER WINNELSON CO - Purchase	\$15.96
00065945 DENNIS SUPPLY COMPANY - Purcha	\$111.56
00066045 SHERWIN WILLIAMS 70343 - Purch	\$7.55
00066047 WW GRAINGER - Purchase	\$70.44
00065965 WEAR PARTS INC - Purchase	\$7.97
00065797 BARGREEN WYOMING 25 - Purchase	\$174.65
00066184 CASPER WINAIR SUPPLY C - Purch	\$13.96
00065818 BAILEYS ACE HDWE - Purchase	\$6.59
00066007 ALSCO INC. - Purchase	\$226.15
00066111 NORCO INC - Purchase	\$466.80
00066138 THE HOME DEPOT #6001 - Purchas	\$37.51
00066161 BLAKEMAN PROPANE INC - - Purch	\$73.00
00066170 BAILEYS ACE HDWE - Purchase	\$2.29
00066186 GREENS SEWER AND DRAIN - Purch	\$236.00
00066213 MURDOCH'S RANCH & HOME - Purch	\$191.40
00065811 WEAR PARTS INC - Purchase	\$31.45
00065826 CASPER CONTRACTORS SUP - Purch	\$22.50
00065827 BLOEDORN LUMBER CASPER - Purch	\$41.03
00065836 CASPER CONTRACTORS SUP - Purch	\$39.60
00065307 0970 CED - Purchase	\$37.13
00065561 BLOEDORN LUMBER CASPER - Purch	\$20.69
00065627 CRUM ELECTRIC SUPPLY C - Purch	\$30.00
00065639 CRUM ELECTRIC SUPPLY C - Purch	\$50.28
00065668 CRUM ELECTRIC SUPPLY C - Purch	\$118.05
00065693 AIRGAS CENTRAL - Purchase	\$28.75
<b>Subtotal for Cost Center Buildings &amp; Structures:</b>	<b>\$2,296.14</b>
00065656 SOURCE OFFICE AND TECH - Purch	\$234.12
<b>Subtotal for Cost Center Cemetery:</b>	<b>\$234.12</b>
00065879 B & B RUBBER STAMP SHO - Purch	\$29.95
00066412 MOUNTAIN STATES LITHOG - Purch	\$93.90
00066431 TOP OFFICE PRODUCTS IN - Purch	\$112.30

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>Subtotal for Cost Center City Attorney:</b>	<b>\$236.15</b>
00065557 FIREROCK STEAKHOUSE - Purchase	\$42.11
<b>Subtotal for Cost Center City Manager:</b>	<b>\$42.11</b>
00066118 SAMSCLUB #6425 - Purchase	\$87.83
00066133 ATLAS OFFICE PRODUCTS - Purcha	\$16.64
00064075 INTUIT IN PEDENS INC - Purch	\$288.00
00065985 NETWORK FLEET. INC. - Purchase	\$227.40
00065775 ATLAS OFFICE PRODUCTS - Purcha	\$7.84
00065449 BARCODESINC - Purchase	\$40.90
00065525 BARCODESINC - Purchase	\$287.42
00065527 BARCODESINC - Purchase	\$160.00
<b>Subtotal for Cost Center Code Enforcement:</b>	<b>\$1,116.03</b>
00063292 SOURCE OFFICE AND TECH - Purch	\$111.00
00063613 COURTYARD BY MARRIOTT - Purcha	\$42.12
00065498 AT&T BILL PAYMENT - Purchase	\$233.27
00065587 SQ SQ MY EDUCATIONAL - Purch	\$198.00
00066058 VZWRLSS IVR VB - Purchase	\$38.11
00066062 DTV DIRECTV SERVICE - Purchase	\$71.99
00066071 VZWRLSS IVR VB - Purchase	\$123.14
00066097 AT&T 0512212711001 - Purcha	\$85.78
00066101 BIG SKY COMMUNICATIONS - Purch	\$435.00
00066113 CHARTER COMM - Purchase	\$78.62
00066159 GUS GLOBALSTAR USA - Purchase	\$148.81
00065108 DELTA 00623000894014 - Pur	\$276.10
<b>Subtotal for Cost Center Communications Center:</b>	<b>\$1,841.94</b>
00065181 DLT SOLUTIONS 703-773- - Purch	\$4,052.32
<b>Subtotal for Cost Center Engineering:</b>	<b>\$4,052.32</b>
00064407 CASPER STAR TRIBUNE - Purchase	\$196.96
00065277 MOUNTAIN STATES LITHOG - Purch	\$153.26
00065127 CASPER STAR TRIBUNE - Purchase	\$197.00
00065329 ITRON INC - Purchase	\$2,428.75
00065499 WY ASSN OF MUNICIPA - Purchase	\$100.00
00065924 AMAZON MKTPLACE PMTS - Purchas	\$7.49
00066008 BELLAS BISTRO - Purchase	\$27.00
00066089 MCDONALD'S F6139 - Purchase	\$6.99
00066152 CPU Ink Clean-up	\$70.00
<b>Subtotal for Cost Center Finance:</b>	<b>\$3,187.45</b>
00064722 AMAZON.COM AMZN.COM/BI - Purch	\$27.32
00064888 EXXONMOBIL 47626544 - Purch	\$6.82



# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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00065078 CASPER FIRE EXTINGUISH - Purch	\$18.00
00065109 VZWRLSS MY VZ VB P - Purchase	\$1,902.67
00065230 WPSG, INC - Purchase	\$85.90
00065661 KINSCO - Purchase	\$1,604.74
00063646 WWW.NEWEGG.COM - Purchase	\$84.83
00065048 EXXONMOBIL 47626544 - Purch	\$43.28
00065124 HARBOR FREIGHT TOOLS 3 - Purch	\$12.59
00065131 EXXONMOBIL 47626544 - Purch	\$30.71
00065349 EXXONMOBIL 47626544 - Purch	\$34.49
00065357 EXXONMOBIL 47626544 - Purch	\$39.68
00065876 SQ SQ SUNSET GRILL - Purchas	\$8.66
00065927 BEST BUY 00015271 - Purch	\$18.89
00065933 K'S#3 - Purchase	\$37.00
00065993 BITTER CREEK BREWING - Purchas	\$16.25
00066023 NFPA NATL FIRE PROTECT - Purch	\$280.45
00066040 K'S#3 - Purchase	\$42.00
00062992 WEBROOT SOFTWARE, INC. - Purch	\$62.99
00063972 KISTLER TENT AND AWNIN - Purch	\$35.00
00064089 WM SUPERCENTER #1617 - Purchas	\$18.84
00064603 EXXONMOBIL 47626544 - Purch	\$18.35
00064784 EXXONMOBIL 47626544 - Purch	\$26.39
00064857 EXXONMOBIL 47626544 - Purch	\$52.54
00064965 BUSH-WELLS SPORTING GO - Purch	\$129.99
00065062 VZWRLSS MY VZ VB P - Purchase	\$120.03
00065072 FIRE PROTECTION PUB WE - Purch	\$181.80
00065106 EXXONMOBIL 47626544 - Purch	\$87.14
00065117 ATLAS OFFICE PRODUCTS - Purcha	\$336.05
00065123 INTUIT IN PEDENS INC - Purch	\$4,939.50
00065158 Amazon.com - Purchase	\$18.85
00065257 ATLAS OFFICE PRODUCTS - Purcha	\$177.50
00065371 ATLAS OFFICE PRODUCTS - Purcha	\$253.00
00065393 THE HOME DEPOT #6001 - Purchas	\$21.96
00065589 ATLAS OFFICE PRODUCTS - Purcha	\$28.28
00065630 VZWRLSS IVR VB - Purchase	\$120.03
00065647 SQ SQ VENTURE TECHNO - Purch	\$15.38
00065657 ARCHITECTURALGLAZINGCO - Purch	\$569.10
00065772 ATLAS OFFICE PRODUCTS - Credit	-\$253.03
<b>Subtotal for Cost Center Fire:</b>	<b>\$11,253.97</b>
00065574 STOTZ EQUIP-CASPER- - Credit	-\$25.77
00065597 WYOMING MACHINERY CO - Purchas	\$77.60
00065625 GREINER FORD LINCOLN O - Purch	\$10.20
00065860 CMI-TECO - BRAKE SPRING KIT	-\$15.22
00065862 JACKS TRUCK AND EQUIPM - Purch	\$47.50
00065863 JACKS TRUCK AND EQUIPM - Purch	\$648.80

# Bills & Claims

11/08/2017 to 11/21/2017

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00065868 JACKS TRUCK AND EQUIPM - Purch	\$20.58
00065881 STOTZ EQUIP-CASPER- - Purchase	\$31.74
00065899 CMI-TECO - BRAKE SPRING KIT	\$15.20
00065902 JACKS TRUCK AND EQUIPM - Purch	\$14.20
00065903 WYOMING MACHINERY CO - Purchas	\$814.74
00065909 CMI-TECO - DRUM/GRIPPER	\$373.74
00065918 HOSE & RUBBER SUPPLY C - Purch	\$38.97
00065919 WAUSAU EQUIPMENT COMPA - Purch	\$5,743.32
00065920 CASPER TIRE 0000705 - TIRES	\$161.00
00065935 HOSE & RUBBER SUPPLY C - Purch	\$1.43
00065949 CASPER TIRE 0000705 - Purchase	\$170.00
00065952 CASPER MOUNTAIN MOTORS - Purch	\$23.80
00065956 GREINER FORD LINCOLN O - Credi	-\$117.96
00065961 S&S CASPER - SERVICE - Purchas	\$3,078.29
00065969 WAUSAU EQUIPMENT COMPA - Purch	\$415.27
00065971 CASPER MOUNTAIN MOTORS - Credi	-\$24.99
00065973 HOSE & RUBBER SUPPLY C - Purch	\$124.55
00065982 WW GRAINGER - Purchase	\$58.08
00066004 INLAND TRUCK PARTS - AXEL BEAM	\$2,670.00
00066014 GREINER FORD LINCOLN O - Purch	\$9.15
00066015 JACKS TRUCK AND EQUIPM - Purch	\$4.24
00066032 JACKS TRUCK AND EQUIPM - Purch	\$9.90
00066041 WW GRAINGER - Purchase	\$3.93
00066042 BAILEYS ACE HDWE - KEY	\$2.99
00066043 GOODYEAR COMMERCIAL TI - 12R24	\$9,336.96
00066048 WEAR PARTS INC - Purchase	\$11.40
00066051 GREINER FORD LINCOLN O - Credi	-\$105.61
00065864 WW GRAINGER - Purchase	\$48.30
00065887 SQ SQ TURF SOLUTIONS - Purch	\$906.43
00065978 S&S CASPER - SERVICE - Purchas	\$1,524.24
00066013 GOODYEAR COMMERCIAL TI - Purch	\$538.84
00065788 SEAT COVERS PLUS - Purchase	\$318.95
00065757 GOODYEAR COMMERCIAL TI - TIRES	\$6,012.24
00065898 CMI-TECO - BRAKE DRUM/SLACK AD	\$584.18
00066128 CASPER TIRE 0000705 - Purchase	\$360.00
00065612 SAMSCLUB #6425 - Purchase	\$19.98
00065612 SAMSCLUB #6425 - Purchase	\$19.98
00065612 SAMSCLUB #6425 - Purchase	\$135.39
00065612 SAMSCLUB #6425 - Purchase	\$19.98
00065746 COMMUNICATION TECHNOLO - Purch	\$99.50
00065932 BEARING BELTCHAIN00244-STOCK	\$2,253.13
00065932 BEARING BELTCHAIN00244 - TOOLS	\$199.99
00065985 NETWORK FLEET. INC. - Purchase	\$18.95
00066033 ALSCO INC. - Purchase	\$871.67
00066053 AGP PROPANE SERVICES - Purchas	\$36.35

# Bills & Claims

11/08/2017 to 11/21/2017

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00066059 INT IN GREAT PLAINS C - Purch	\$87.85
00066063 DRIVE TRAIN CASPER - Purchase	\$258.75
00066069 CASPER TIRE 0000705 - Credit	-\$490.00
00066093 FLEETPRIDE 893 - Purchase	\$49.81
00066116 ATLAS OFFICE PRODUCTS - Purcha	\$56.11
00066117 CASPER TIRE 0000705 - Purchase	\$490.00
00066123 DECKER AUTO GLASS - Purchase	\$231.50
00066140 INT IN PETERSON EQUIP - Purch	\$44.54
00066142 CAPITAL BUSINESS SYSTE - Purch	\$30.00
00066147 CMI-TECO - Purchase	\$248.02
00066163 HENSLEY BATTERY&ELEC - Purchas	\$267.06
00066180 GREINER FORD LINCOLN O - Purch	\$119.18
00066183 GREINER FORD LINCOLN O - Purch	\$30.78
00066189 GREINER FORD LINCOLN O - BOLT,	\$290.45
00066192 AIRGAS CENTRAL - welding blank	\$35.96
00066193 JACKS TRUCK AND EQUIPM - Purch	\$16.00
00066194 FRANK J. ZAMBONI & CO. - Purch	\$59.79
00066202 GREINER FORD LINCOLN O - Credi	-\$365.27
00066210 GREINER FORD LINCOLN O - Purch	\$37.47
00066211 JACKS TRUCK AND EQUIPM - Purch	\$13.84
00065707 WATEROUS COMPANY - Credit	-\$9,432.02
00065712 STOTZ EQUIP-CASPER- - Purchase	\$39.18
00065723 SEAT COVERS PLUS - Purchase	\$164.95
00065728 SEAT COVERS PLUS - Purchase	\$164.95
00065744 STOTZ EQUIP-CASPER- - Purchase	\$264.36
00065753 CASPER CONTRACTORS SUP - Purch	\$72.54
00065770 CMI-TECO - Credit	-\$19.82
00065771 CASPER MOUNTAIN MOTORS - Purch	\$35.48
00065799 GREINER FORD LINCOLN O - Purch	\$187.45
00065813 GREINER FORD LINCOLN O - Purch	\$15.91
00065822 GOODYEAR COMMERCIAL TI - TIRES	\$680.10
00065832 WYOMING MACHINERY CO - Purchas	\$487.70
00065859 CENTRAL TRUCK AND DIES - O-RIN	\$158.46
00065504 STOTZ EQUIP-CASPER- - Purchase	\$34.10
00065690 WW GRAINGER - Purchase	\$40.56
00065691 GREINER FORD LINCOLN O - Purch	\$57.90
00065082 SYN-TECH SYSTEMS - Purchase	\$263.00
00065260 NATIONALTOOLWAREHOU - Purchase	\$137.74
00065517 GREINER FORD LINCOLN O - Purch	\$289.65
00065521 GOODYEAR COMMERCIAL TI - Purch	\$640.00
00065524 STOTZ EQUIP-CASPER- - Purchase	\$517.08
00065533 GOODYEAR COMMERCIAL TI - Purch	\$544.08
00065534 MCCOY SALES CORPORATIO - Purch	\$33.62
00065551 LARIAT INTERNATIONAL T - Purch	\$210.02
00065559 STOTZ EQUIP-CASPER- - Credit	-\$8.44

# Bills & Claims

City of Casper

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00065575 GREINER FORD LINCOLN O - Purch	\$60.96
00065578 GREINER FORD LINCOLN O - Purch	\$11.74
00065579 GOODYEAR COMMERCIAL TI - Purch	\$684.20
00065585 GREINER FORD LINCOLN O - Purch	\$513.69
00065603 INLAND TRUCK PARTS - Purchase	\$243.38
00065610 WW GRAINGER - Purchase	\$27.18
00065623 PARTMASTER - TOOLS	\$217.73
00065636 HOODS EQUIPMENT & SPRI - Purch	\$44.76
00065652 GREINER FORD LINCOLN O - Credi	-\$86.82
00065663 AMERI-TECH EQUIPMENT C - Purch	\$102.00
00065669 SAFETY KLEEN SYSTEMS B - Purch	\$1,151.84
00065677 CMI-TECO - PRESSURE SWITCH	\$21.85
00065742 STOTZ EQUIP-CASPER- - Purchase	\$34.10
00065758 SQ SQ RENEY'S BG SER - STOCK	\$668.64
00065857 GOODYEAR COMMERCIAL TI - IRES	\$6,519.04
<b>Subtotal for Cost Center Fleet Maintenance:</b>	<b>\$44,900.81</b>
00065885 ATLAS REPRODUCTION INC - Purch	\$100.25
00065990 WAL-MART #3778 - Purchase	\$20.29
00066028 CRUM ELECTRIC SUPPLY C - Purch	\$66.90
00066039 ATLAS REPRODUCTION INC - Purch	\$59.70
00066064 ATLAS OFFICE PRODUCTS - Purcha	\$14.16
00066095 ATLAS OFFICE PRODUCTS - Credit	-\$16.33
00066121 ATLAS OFFICE PRODUCTS - Purcha	\$26.56
00064982 HOBBY-LOBBY #0233 - Purchase	\$11.96
00065017 VISITCASPER.COM - Purchase	\$15.00
00065463 UW CASHIER OFFICE - Purchase	\$100.00
<b>Subtotal for Cost Center Fort Caspar:</b>	<b>\$398.49</b>
00065963 C&J SAYLES INC - Purchase	\$1,424.64
00064946 MOUNTAIN STATES LITHOG - Purch	\$136.80
00065523 BAKER-TAYLOR - Purchase	\$52.42
<b>Subtotal for Cost Center General - Fort Caspar:</b>	<b>\$1,613.86</b>
00066010 COMTRONIX - Purchase	\$122.85
00066020 BESTWAY FIRESTONE - Purchase	\$1,137.83
00066072 THE HOME DEPOT #6001 - Purchas	\$49.51
00065948 MOUNTAIN WEST TECH - Purchase	\$49.95
00065681 WESTCO - Purchase	\$3,860.04
00065825 KCWY TV - Purchase	\$400.00
00065853 HARBOR FREIGHT TOOLS 3 - Purch	\$33.89
<b>Subtotal for Cost Center Golf Course:</b>	<b>\$5,654.07</b>
00066152 CPU Ink Clean-up	\$70.00
00065250 WYOMING HEALTH FAIRS - Purchas	\$1,860.00

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>Subtotal for Cost Center Health Insurance:</b>	<b>\$1,930.00</b>
00065947 MENARDS CASPER WY - Purchase	\$226.63
00066011 COWBOY SUPPLY HOUSE IN - Purch	\$405.49
00066027 CPU IIT - Purchase	\$28.85
00066056 INTUIT IN PEDENS INC - Purch	\$549.00
00066087 CPU IIT - Purchase	\$340.40
00065734 ABLE CARD (MOTO) - Purchase	\$453.76
00065789 MENARDS CASPER WY - Purchase	\$66.36
00065858 CONOCO - HOMAX OIL SAL - Purch	\$171.60
00065986 MURDOCH'S RANCH & HOME - Purch	\$59.98
00066143 DION LABEL PRINTING, I - Purch	\$2,246.30
00065714 THE HOME DEPOT #6001 - Purchas	\$132.92
00065828 CASPER CONTRACTORS SUP - Purch	\$134.10
00065835 WYOMING SIGNS - Purchase	\$73.68
00065878 FERGUSON ENT #3069 - Purchase	\$314.16
00065894 s	\$85.15
00065894 STAPLES 00114181 - Purch	\$397.80
00065513 INTERNATIONAL TRANSACTION - Pu	\$36.76
00065554 INT IN WYOMING WOOD ' - Purch	\$8,500.00
00065576 CPU IIT - Purchase	\$1,899.00
<b>Subtotal for Cost Center Hogadon:</b>	<b>\$16,121.94</b>
00065916 DONELLS CANDIES INC - Purchase	\$18.00
00065936 DOUGH ENTERPRISES LLC - Purcha	\$28.50
00065955 DONELLS CANDIES INC - Purchase	\$13.00
00066009 WYOMING SHIRT AND GIFT - Purch	\$55.52
00065928 WAL-MART #1617 - Purchase	\$12.74
00066152 CPU Ink Clean-up	\$70.00
00066154 ATLAS OFFICE PRODUCTS - Purcha	\$359.04
<b>Subtotal for Cost Center Human Resources:</b>	<b>\$556.80</b>
00065880 STAPLES 00114181 - Purch	\$4.65
00065665 SAMSClub.COM - Purchase	\$57.48
00065697 SAMS CLUB #6425 - Purchase	\$81.80
00065721 SAMS CLUB #6425 - Purchase	\$112.17
00065808 SAMSClub #6425 - Purchase	\$36.90
00065849 BAILEYS ACE HDWE - Purchase	\$7.98
00065967 COMMERCIAL REFRIGERATI - Purch	\$1,038.89
00065510 WW GRAINGER - Purchase	\$88.72
00065540 FARMER BROTHERS COFFEE - Purch	\$161.84
00065602 MENARDS CASPER WY - Purchase	\$78.66
<b>Subtotal for Cost Center Ice Arena:</b>	<b>\$1,669.09</b>
00065181 DLT SOLUTIONS 703-773- - Purch	\$1,013.08

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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00065776 ATLAS OFFICE PRODUCTS - Purcha	\$116.64
<b>Subtotal for Cost Center Information Services:</b>	<b>\$1,129.72</b>
00065398 BLOEDORN LUMBER CASPER - Purch	\$458.76
00065984 WESTSIDE ANIMAL HOSPIT - Purch	\$1,078.58
00066293 MURDOCH'S RANCH & HOME - Purch	\$197.40
00065567 J.P. COOKE - Purchase	\$84.50
00066171 Prairie Pella Wyoming - Purcha	\$2,747.58
00066316 LOU TAUBERT RANCH OUTF - Purch	\$167.90
00065985 NETWORK FLEET. INC. - Purchase	\$132.65
00064914 ATLAS OFFICE PRODUCTS - Purcha	\$443.44
00065208 NORCO INC - Purchase	\$77.65
00065451 UW CASHIER OFFICE - Purchase	\$12.10
00065455 WESTSIDE ANIMAL HOSPIT - Purch	\$2,500.00
00065519 NORCO INC - Purchase	\$52.94
00065593 INT IN EXPRESS PRINTI - Purch	\$244.00
<b>Subtotal for Cost Center Metro Animal:</b>	<b>\$8,197.50</b>
00065992 EXXONMOBIL 47737010 - Purch	\$18.25
00065992 EXXONMOBIL 47737010 - Purch	\$1.92
00065995 2 DOORS DOWN - Purchase	\$23.84
00065995 2 DOORS DOWN - Purchase	\$2.51
00066018 DAYS INN CHEYENNE - Purhcase	\$76.92
00066018 DAYS INN CHEYENNE - Purchase	\$8.08
00066036 WYOMING RIB & CHOP HOU - Purch	\$23.48
00066036 WYOMING RIB & CHOP HOU - Purch	\$2.47
00066081 STARBUCKS STORE 11082 - Purcha	\$14.24
00066081 STARBUCKS STORE 11082 - Purcha	\$1.50
00066016 STARBUCKS STORE 11082 - Purcha	\$3.60
00066016 STARBUCKS STORE 11082 - Purcha	\$0.38
<b>Subtotal for Cost Center Metropolitan Planning:</b>	<b>\$177.19</b>
00065181 DLT SOLUTIONS 703-773- - Purch	\$506.54
00065052 AMAZON MKTPLACE PMTS - Purchas	\$84.95
00065348 THE HOME DEPOT #6001 - Purchas	\$46.46
00065699 THE HOME DEPOT #6001 - Purchas	\$20.18
00065702 HARBOR FREIGHT TOOLS 3 - Purch	\$39.42
00065778 ASTM FEES/PUBLICATIONS - Purch	\$92.70
00066049 AIRGAS CENTRAL - Purchase	\$88.56
00066079 BLOEDORN LUMBER CASPER - Purch	\$120.88
00066199 CPS DISTRIBUTORS INC C - Purch	\$560.00
00065985 NETWORK FLEET. INC. - Purchase	\$126.80
00065845 BAILEYS ACE HDWE - Purchase	\$14.56
00065852 BAILEYS ACE HDWE - Purchase	\$24.75
00065901 BAILEYS ACE HDWE - Purchase	\$4.99

# Bills & Claims

11/08/2017 to 11/21/2017

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00065951 CASPER STAR TRIBUNE - Purcha	\$44.62
00065951 CASPER STAR TRIBUNE - Purchase	\$178.50
00064548 CSTMA - Purchase	\$35.00
00064636 TURF MASTER LLC - Purchase	\$695.00
00064666 PIONEER REVERE 8008771 - Purch	\$1,070.80
00064812 CPS DISTRIBUTORS INC C - Purch	\$113.00
00064878 CPS DISTRIBUTORS INC C - Purch	\$34.04
00064896 SHERWIN-WILLIAMS 70896 - Purch	\$304.25
00065178 WAL-MART #1617 - Purchase	\$44.94
00065212 BAILEYS ACE HDWE - Purchase	\$85.58
00065221 THE HOME DEPOT #6001 - Purchas	\$58.83
00065275 WYOMING STEEL AND RECY - Purch	\$43.15
00065278 CPS DISTRIBUTORS INC C - Purch	\$31.82
00065382 STOTZ EQUIP-CASPER- - Purchase	\$81.78
00065401 CPS DISTRIBUTORS INC C - Purch	\$248.69
00065408 SQ SQ WYATT ELECTRIC - Purch	\$246.23
00065444 THE HOME DEPOT #6001 - Purchas	\$42.45
00065503 THE HOME DEPOT #6001 - Purchas	\$44.94
00065558 GCI MSCN-FRND-WB - Purchase	\$926.34
00065562 BLOEDORN LUMBER CASPER - Purch	\$62.88
00065595 BAILEYS ACE HDWE - Purchase	\$2.12
00065741 NSG GALETON GLOVES - Purchase	\$417.12
00065747 NORCO INC - Purchase	\$73.38
00065787 AIRGAS CENTRAL - Purchase	\$16.73
00065792 MENARDS CASPER WY - Purchase	\$91.94
00065809 MENARDS CASPER WY - Purchase	\$416.98
<b>Subtotal for Cost Center Parks:</b>	<b>\$7,141.90</b>
00065614 SAMS CLUB #6425 - Purchase	\$15.44
00065653 WM SUPERCENTER #1617 - Purchas	\$12.03
00066231 RICOH USA, INC - Purchase	\$174.27
<b>Subtotal for Cost Center Planning:</b>	<b>\$201.74</b>
00065380 NOLAND FEED INC. - Purchase	\$112.80
00065344 CHILI'S WESTMINSTER - Purchase	\$20.82
00065375 MCDONALD'S F12500 - Purchase	\$2.76
00065542 MOUNTAIN STATES LITHOG - Purch	\$100.92
00065582 FEDEX 96002403 - Purchase	\$323.94
00065706 BEARING BELTCHAIN00244 - Purch	\$19.95
00065395 GROVE SLC AUNTIE ANQPS - Purch	\$5.28
00065440 POPEYES - 26 - Purchase	\$9.83
00065460 HOTELS.COM142591975851 - Purch	\$117.16
00065577 NB SMOKEHOUSE - Purchase	\$19.36
00065591 JACK IN THE BOX 4795 - Purchas	\$9.19
00065659 ALAMO RENT-A-CAR - Credit	-\$44.85

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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00065662 CHEVRON 0108562 - Purchase	\$13.66
00063524 MCDONALD'S F35345 - Purchase	\$6.17
00063653 LOAF N JUG #0156 Q81 - Purch	\$7.18
00063676 ROASTED BEAN AND CUISI - Purch	\$3.41
00065810 STARBUCKS B UP S DEN - Purchas	\$5.51
00065958 TOP HAT LOUNGE - Purchase	\$22.00
00066132 HOLIDAY INN DOWNTOWN M - Purch	\$404.04
00065397 CORNER STORE 0623 - Purchase	\$25.58
00065739 HAMPTON INNS WESTMINST - Purch	\$720.80
00065873 TAMARACK - Purchase	\$21.50
00066005 BUDGET.COM PREPAY RESE - Purch	\$217.20
00066165 RUBY'S CAFE - Purchase	\$25.20
00066241 FREDDYS FROZEN CUSTARD - Purch	\$8.63
00066297 COSMIC MARKET - Purchase	\$27.40
00066428 SMITHS #4306 - Purchase	\$10.26
00063579 SQUARE SQ JAVA JAVA - Purcha	\$2.10
00063590 WENDY'S 6706 - Purchase	\$6.16
00063616 PERRETT'S - Purchase	\$20.78
00063672 MCDONALD'S F35345 - Purchase	\$6.08
00063678 ROASTED BEAN AND CUISI - Purch	\$13.54
00063704 MCDONALD'S F35345 - Purchase	\$6.08
00063723 QTS RESTAURANT RIVERTO - Purch	\$20.28
00063728 BURGER KING #9507 Q07 - Purch	\$9.96
00063736 CHINA PANDA - Purchase	\$12.00
00063760 WENDY'S 6706 - Purchase	\$6.06
00063782 EXXONMOBIL 47789409 - Purch	\$21.09
00063798 EXXONMOBIL 47789409 - Purch	\$6.98
00063880 ROASTED BEAN AND CUISI - Purch	\$9.87
00065326 CHILI'S WAKE FOREST - Purchase	\$15.00
00065332 CHILI'S WAKE FOREST - Purchase	\$18.70
00065361 MCDONALD'S F35665 - Purchase	\$38.32
00065383 DUNKIN #348408 Q35 - Purchase	\$10.46
00065389 UNITED 01626069909122 - Pur	\$25.00
00065410 WOODY CREEK BAKERY & C - Purch	\$8.37
00065427 WOODY CREEK BAKERY & C - Purch	\$9.18
00065469 OMALLEYS TAVERN - Purchase	\$14.80
00065471 OMALLEYS TAVERN - Purchase	\$18.83
00065485 SUBWAY 03421203 - Purch	\$8.95
00065505 FIESTA MEXICANA RESTAU - Purch	\$10.00
00065509 BUFFALO BROTHERS WAKE - Purcha	\$18.66
00065514 FIESTA MEXICANA RESTAU - Purch	\$11.00
00065522 SUBWAY 03421203 - Purch	\$7.30
00065526 CHEESECAKE RALEIGH - Purchase	\$23.71
00065549 SUBWAY 03421203 - Purch	\$8.15
00065552 CHEESECAKE RALEIGH - Purchase	\$27.55



# Bills & Claims

11/08/2017 to 11/21/2017

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00065581 BUFFALO BROTHERS WAKE - Purcha	\$12.74
00065590 DUNKIN #348408 Q35 - Purchase	\$10.99
00065635 DUNKIN #348408 Q35 - Purchase	\$12.07
00065679 STARBUCKS B UP S DEN - Purchas	\$5.51
00065705 AVIATOR'S BBQ - Purchase	\$18.00
00065727 STARBUCKS D RDU - Purchase	\$12.86
00065730 ALAMO RENT-A-CAR - Purchase	\$158.96
00065748 UNITED 01626073128724 - Pur	\$25.00
00065766 SHEETZ 00003996 - Purch	\$15.39
00065767 SUBWAY 03421203 - Purch	\$6.13
00065785 HOLIDAY INN EXPRESS HO - Purch	\$9.00
00065795 SUBWAY 03421203 - Purch	\$6.93
00065798 UNITED 01626073128514 - Pur	\$25.00
00065815 STARBUCKS D RDU - Purchase	\$9.08
00065817 AVIATOR'S BBQ - Purchase	\$15.00
00065819 MAVERIK #344 - Purchase	\$14.75
00065834 CENEX ZIP TRIP07082639 - Purch	\$24.28
00065843 MAVERIK #344 - Purchase	\$6.55
00065848 MAVERIK #344 - Purchase	\$12.04
00065854 CENEX ZIP TRIP07082639 - Purch	\$6.07
00065890 NU CPS REGISTRATION - Purchase	\$1,495.00
00065891 NU CPS REGISTRATION - Purchase	\$1,495.00
00065895 TAMARACK - Purchase	\$15.00
00065905 TAMARACK - Purchase	\$18.00
00065910 HOLIDAY INN MISSOULA D - Purch	\$14.25
00065911 TAMARACK - Purchase	\$16.50
00065922 SUBWAY 00538397 - Purch	\$7.00
00065930 THE NOTORIOUS P.I.G. - Purchas	\$29.40
00065931 THE NOTORIOUS P.I.G. - Purchas	\$14.70
00065942 SUBWAY 00538397 - Purch	\$15.25
00065943 TOP HAT LOUNGE - Purchase	\$21.00
00065983 RUBY'S CAFE - Purchase	\$11.50
00065999 CONOCO - TOWN PUMP BOZ - Purch	\$19.52
00066012 RUBY'S CAFE - Purchase	\$21.45
00066022 MARKET ON FRONT - Purchase	\$17.00
00066050 MARKET ON FRONT - Purchase	\$8.40
00066055 HOLIDAY INN DOWNTOWN M - Purch	\$404.04
00066058 VZWRLSS IVR VB - Purchase	\$991.26
00066073 RESPOND FIRST AID OF W - Purch	\$95.10
00066077 RICOH USA, INC - Purchase	\$81.18
00066080 LEADSONLINE LLC - Purchase	\$4,908.00
00066094 MARKET ON FRONT - Purchase	\$10.50
00066098 E&F TOWING & RECOVERY - Purcha	\$75.00
00066110 POCKETPRESS - Purchase	\$751.56
00066126 RUBY'S CAFE - Purchase	\$11.50

# Bills & Claims

11/08/2017 to 11/21/2017

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00066135 GALLS - Purchase	\$484.93
00066153 VZWRLSS IVR VB - Purchase	\$3,536.86
00066155 NOON'S 470 - Purchase	\$26.06
00066162 COCA COLA BOTTLING CO - Purcha	\$67.10
00065400 BLACK-EYED PEA - Purchase	\$25.13
00065479 CONOCO - A-B PETROLEUM - Purch	\$3.07
00065490 DOMINO'S 6223 - Purchase	\$26.00
00065550 TST COSTA VIDA NORTHF - Purch	\$12.66
00065600 OLIVE GARDEN 00014175 - Purch	\$25.00
00065634 TST COSTA VIDA NORTHF - Purch	\$8.60
00065648 SALTGRASS WESTMINISTER - Purch	\$22.44
00065658 TST COSTA VIDA NORTHF - Purch	\$9.67
00065688 DRURY INNS - Purchase	\$405.33
00065698 ARBYS 7432 - Purchase	\$9.20
00065700 LOVE S COUNTRY00002204 - Purch	\$19.89
00065726 PHILLIPS 66 - SEI 3701 - Purch	\$2.60
00065729 PHILLIPS 66 - SEI 3701 - Purch	\$16.26
00065777 STAPLES 00114181 - Purch	\$37.96
00065870 HOLIDAY INN MISSOULA D - Purch	\$4.00
00065906 CITY BREW COFFEE K2 - Purchase	\$15.05
00065921 SUBWAY 00538397 - Purch	\$7.25
00065976 TOP HAT LOUNGE - Purchase	\$19.00
00065979 THE NOTORIOUS P.I.G. - Purchas	\$12.25
00066038 MARKET ON FRONT - Purchase	\$7.70
00066044 RUBY'S CAFE - Purchase	\$12.95
00066061 RUBY'S CAFE - Purchase	\$12.95
00066068 WENDY'S - 9035 - Purchase	\$9.42
00066076 BUFFALO WILD WINGS 024 - Purch	\$26.65
00066084 B & B RUBBER STAMP SHO - Purch	\$24.95
00066102 MARKET ON FRONT - Purchase	\$2.10
00066130 HOG WILD PIT BAR B Q 4 - Purch	\$12.77
00066136 MARKET ON FRONT - Purchase	\$13.50
00066148 STAPLES 00114181 - Credi	-\$28.47
00066149 WENDY'S - 9035 - Purchase	\$9.42
00066182 SAPPORO JAPANESE - Purchase	\$62.22
00066188 RED LOBSTER 0484 - Purchase	\$49.20
00066190 SOURCE OFFICE AND TECH - Purch	\$398.44
00066197 PHILLIPS 66 - CIRCLE K - Purch	\$9.09
00066200 CONSOLIDATED FOOD COUR - Purch	\$21.78
00066203 BITE ME BBQ - Purchase	\$18.43
00066205 GODFATHER PIZZA #17021 - Purch	\$14.45
00066207 LOVE S COUNTRY00002204 - Purch	\$26.01
00066215 CLAIM JUMPER TOWN SQUA - Purch	\$24.46
00066216 TEXAS RDHSE HOLDINGS L - Purch	\$58.12
00066230 FARMER BOYS - N LAS VE - Purch	\$11.03

# Bills & Claims

11/08/2017 to 11/21/2017

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00066232 HOLIDAY INN EXPRESS - Purchase	\$224.37
00066295 INST. OF POLICE TECH & - Purch	\$825.00
00066314 CONOCO - AULT CONOCO - Purchas	\$3.55
00066318 AUTOZONE #1294 - Purchase	\$27.74
00066320 INST. OF POLICE TECH & - Purch	\$795.00
00066324 INST. OF POLICE TECH & - Purch	\$825.00
00066332 TILTED KILT GREELE - Purchase	\$14.51
00066337 YARD HOUSE 83500083535 - Purch	\$23.67
00066343 SAPPORO JAPANESE - Purchase	\$60.22
00066353 INST. OF POLICE TECH & - Purch	\$795.00
00066356 IHOP #1823 - Purchase	\$33.88
00066361 INT IN INTAPOL INDUST - Purch	\$454.97
00066362 IN N OUT BURGER 243 - Purchase	\$7.52
00066368 SMITHS #4306 - Purchase	\$6.61
00066370 SUBWAY 03249109 - Purch	\$23.50
00066394 FARMER BOYS - N LAS VE - Purch	\$10.60
00066396 3 MARGARITAS XX - Purchase	\$55.22
00066429 MCDONALD'S F181 - Purchase	\$15.37
00064867 PILOT 00007591 - Purch	\$20.42
00064899 MAMA RONIS PIZZA - Purchase	\$9.43
00064917 IHOP #1823 - Purchase	\$12.00
00064945 CONOCO - LOVELAND CNTR - Purch	\$5.66
00064954 CHIPOTLE 0780 - Purchase	\$12.71
00064986 JDS BAIT SHOP - Purchase	\$10.00
00065006 CHIPOTLE 1095 - Purchase	\$14.18
00065041 COURTYARD BY MARRIOTT - Purcha	\$371.96
00065103 SAFEWAY FUEL #1552 - Purchase	\$21.24
00065111 SAFEWAY #1552 - Purchase	\$5.33
00063486 DAIRY QUEEN #11301 QPS - Purch	\$10.79
00063488 MCDONALD'S F35345 - Purchase	\$14.54
00065456 CHEVRON 0071001 - Purchase	\$13.05
00065506 STARBUCKS STORE 16904 - Purcha	\$9.85
00065511 CASPER ANIMAL MEDICAL - Purcha	\$158.33
00065512 VENTANAS BISTRO & WINE - Purch	\$17.07
00065516 PILOT 00007591 - Purch	\$24.00
00065539 DELTA 00623012518446 - Pur	\$332.10
00065544 MILLONZIS DELICATESSEN - Purch	\$58.56
00065569 HOTELS.COM142615793029 - Purch	\$113.36
00065570 ARBYS 6443 - Purchase	\$9.11
00065586 SUNOCO 0277313300 QPS - Purch	\$20.40
00065588 PRATHER'S MARKET - Purchase	\$55.98
00065607 PANERA BREAD #04462 - Purchase	\$8.53
00065626 PHILLIPS 66 - UNITED P - Purch	\$14.32
00065631 EINSTEIN BROS BAGELS35 - Purch	\$8.14
00065645 TACO BELL #31407 - Purchase	\$7.43

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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00065673 FEDEX 788225743156 - Purchase	\$15.35
00065704 ADOBE VERDE - Purchase	\$14.75
00065718 CNCIA PARKING - Purchase	\$25.00
00065754 DOUBLETREE SAN ANTONIO - Purch	\$15.00
00065768 CAT CORA GOURMET MARKE - Purch	\$14.88
00065790 DELTA 0068295307587 - Purc	\$25.00
00065802 INSIDE THE TAPE - Purchase	\$620.00
00065840 LOVE S COUNTRY00002204 - Purch	\$27.61
00064694 THE POUR HOUSE - Purchase	\$38.75
00063961 WELLNESS SCREENING LLC - Purch	\$100.00
00064576 PAYPAL MVCIA - Purchase	\$195.00
00064787 ALAMO RENT-A-CAR - Purchase	\$179.40
00064797 HOTELS.COM142124984634 - Purch	\$93.90
00064835 HOTELS.COM142125224679 - Purch	\$104.38
00065043 DELTA 00623000893992 - Pur	\$276.10
00065055 DELTA 00623000894036 - Pur	\$276.10
00065064 PAPA JOHN'S #01393 - Purchase	\$72.44
00065073 CONOCO - MAXS CONOCO - Purchas	\$8.29
00065076 SOUTHWES 5268774134618 - Purc	\$1,013.88
00065079 DELTA 00623000894025 - Pur	\$276.10
00065081 DELTA 00623000894003 - Pur	\$276.10
00065366 E&F TOWING & RECOVERY - Purcha	\$515.00
00065461 COCA COLA BOTTLING CO - Purcha	\$156.45
00065491 GALLS. - Purchase	\$612.91
00065518 RICOH USA, INC - Purchase	\$414.40
00065532 PAYPAL MVCIA - Purchase	\$195.00
00065541 SOURCE OFFICE AND TECH - Purch	\$456.13
00065545 RICOH USA, INC - Purchase	\$65.38
00065546 E&F TOWING & RECOVERY - Purcha	\$200.00
00065556 MOUNTAIN STATES LITHOG - Purch	\$188.52
00065566 MOUNTAIN WEST TECH - Purchase	\$37.00
00065572 INTUIT IN PEDENS INC - Purch	\$96.00
00065654 INT IN JOHNSON ROBERT - Purch	\$221.00
00065759 R & R REST STOPS - Purchase	\$277.84
<b>Subtotal for Cost Center Police:</b>	<b>\$31,841.48</b>
00065341 HENSLEY BATTERY&ELEC - Purchas	\$241.25
00066046 HENSLEY BATTERY&ELEC - Purchas	\$204.93
00066282 HENSLEY BATTERY&ELEC - Purchas	\$204.93
00065722 HENSLEY BATTERY&ELEC - Purchas	\$204.93
00065755 HENSLEY BATTERY&ELEC - Purchas	\$204.93
<b>Subtotal for Cost Center Police Equipment:</b>	<b>\$1,060.97</b>
00064759 CREATIVE SERVICES OF N - Purch	\$343.95
00065387 UNITED 01626070495991 - Pur	\$25.00

# Bills & Claims

11/08/2017 to 11/21/2017

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00065667 TINAS COCINA - Purchase	\$10.66
00065411 TACO DINER SD - Purchase	\$15.10
00065601 SHAWS PATIO BAR & GRIL - Purch	\$16.06
00065761 YUCATAN TACO STAND - Purchase	\$16.55
00066025 SIRCHIE FINGER PRINT L - Purch	\$5,294.84
00066058 VZWRLSS IVR VB - Purchase	\$80.02
00065423 TACO DINER SD - Purchase	\$17.07
00065450 LE'S WOK - Purchase	\$10.61
00065483 CHEESECAKE FORT WORTH - Purcha	\$25.11
00065565 RAZZOO'S CAJUN CAFE #3 - Purch	\$20.12
00065622 CHEESECAKE FORT WORTH - Purcha	\$26.60
00065655 TINAS COCINA - Purchase	\$12.28
00065664 RENAISSANCE BAR WIRED - Purcha	\$5.71
00065670 SHAWS PATIO BAR & GRIL - Purch	\$18.11
00065760 YUCATAN TACO STAND - Purchase	\$15.78
00065805 PF CHANGS #9972 - Purchase	\$22.27
00066245 PAYPAL WCADVSA - Purchase	\$250.00
00065435 LE'S WOK - Purchase	\$10.61
00065439 UBER TIP BNMSP - Purchase	\$6.00
00065441 UBER US OCT24 M73JL - Purcha	\$9.16
00065442 CHEESECAKE FORT WORTH - Purcha	\$25.71
00065459 UBER TIP M73JL - Purchase	\$5.00
00065466 WOODY CREEK BAKERY & C - Purch	\$8.75
00065476 UBER TRIP BNMSP - Purchase	\$32.30
00065477 LE'S WOK - Purchase	\$12.69
00065478 LE'S WOK - Purchase	\$14.00
00065488 CHEESECAKE FORT WORTH - Purcha	\$24.84
00065489 UNITED 01626070670851 - Pur	\$25.00
00065493 CHEESECAKE FORT WORTH - Purcha	\$21.60
00065501 UNITED 01626070656103 - Pur	\$50.00
00065536 JAMBA JUICE @ SUNDAQ30 - Purch	\$6.38
00065547 RAZZOO'S CAJUN CAFE #3 - Purch	\$17.95
00065592 RAZZOO'S CAJUN CAFE #3 - Purch	\$17.98
00065606 CHEESECAKE FORT WORTH - Purcha	\$15.70
00065608 UBER TIP TT6A7 - Purchase	\$10.00
00065609 TINAS COCINA - Purchase	\$12.20
00065617 CHEESECAKE FORT WORTH - Purcha	\$25.92
00065618 TINAS COCINA - Purchase	\$9.74
00065629 THE OLIVE GARD00018283 - Purch	\$129.18
00065632 SHAWS PATIO BAR & GRIL - Purch	\$18.13
00065637 UBER US OCT26 TT6A7 - Purcha	\$33.27
00065640 SHAWS PATIO BAR & GRIL - Purch	\$18.22
00065643 JAMBA JUICE @ SUNDAQ30 - Purch	\$6.38
00065649 CHEESECAKE FORT WORTH - Purcha	\$26.60
00065674 TGI_FRIDAYS #0851 - Purchase	\$15.20

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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00065675 UNITED 01626073660864 - Pur	\$25.00
00065678 RENAISSANCE BAR WIRED - Purcha	\$5.36
00065680 TGI_FRIDAYS #0851 - Purchase	\$14.98
00065682 RENAISSANCE HOTEL FT W - Purch	\$918.50
00065687 RENAISSANCE BAR WIRED - Purcha	\$5.36
00065696 UNITED 01626073850726 - Pur	\$25.00
00065701 TGI_FRIDAYS #0851 - Purchase	\$11.96
00065708 RENAISSANCE BAR WIRED - Purcha	\$4.49
00065709 RENAISSANCE HOTEL FT W - Purch	\$918.50
00065724 UNITED 01626073665790 - Pur	\$25.00
00065736 STARBUCKS B UP S DEN - Purchas	\$8.53
00065737 CNCIA PARKING - Purchase	\$30.00
00065743 UBER TIP KLKGR - Purchase	\$10.00
00065745 UNITED 01626073664110 - Cre	-\$25.05
00065756 PF CHANGS #9972 - Purchase	\$20.18
00065762 YUCATAN TACO STAND - Purchase	\$10.55
00065765 UBER TIP 5TN34 - Purchase	\$7.00
00065780 UBER US OCT27 5TN34 - Purcha	\$10.98
00065781 UBER US OCT27 KLKGR - Purcha	\$33.52
00065782 RENAISSANCE HOTEL FT W - Purch	\$918.50
00065783 PF CHANGS #9972 - Purchase	\$23.43
00065071 SUPERSHUTTLE EXECUCARD - Purch	\$151.04
00065425 TACO DINER SD - Purchase	\$14.07
00065528 JAMBA JUICE @ SUNDAQ30 - Purch	\$8.54
00065660 JAMBA JUICE @ SUNDAQ30 - Purch	\$8.54
00065769 PF CHANGS #9972 - Purchase	\$19.18
<b>Subtotal for Cost Center Police Grants:</b>	<b>\$10,037.51</b>
00066152 CPU Ink Clean-up	\$70.00
00066294 ADVANCED TRAFFIC PRODU - Purch	\$400.60
00066335 SUMMIT ELECTRIC, INC. - Purcha	\$988.33
00066406 AM SIGNAL INC - Purchase	\$198.53
00065750 AMAZON.COM AMZN.COM/BI - Purch	\$29.39
00065417 CPU IIT - Purchase	\$917.98
<b>Subtotal for Cost Center Property &amp; Liability Insurance:</b>	<b>\$2,604.83</b>
00065880 STAPLES 00114181 - Purch	\$4.67
00066031 WM SUPERCENTER #1617 - Purchas	\$54.33
00066099 NATIONALGYM SUPPLY - Purchase	\$33.23
00065914 FACEBK 4Z6WYDWYJ2 - Purchase	\$6.92
00065914 FACEBK 4Z6WYDWYJ2 - Purchase	\$13.79
00065915 AMAZON MKTPLACE PMTS - Purchas	\$30.99
00066019 STAPLES 00114181 - Purch	\$4.98
<b>Subtotal for Cost Center Recreation:</b>	<b>\$148.91</b>

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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00065689 CMI-TECO - Purchase	\$159.21
00065800 CMI-TECO - Purchase	\$90.00
00065975 CMI-TECO - Purchase	\$593.05
00065941 AIRGAS CENTRAL - Purchase	\$480.40
00065964 BAILEYS ACE HDWE - Purchase	\$41.72
00065985 NETWORK FLEET. INC. - Purchase	\$454.80
00066007 ALSCO INC. - Purchase	\$283.26
00066075 CMI-TECO - Purchase	\$73.57
00065596 CMI-TECO - Purchase	\$735.11
00065599 CASPER TIRE 0000705 - Purchase	\$32.50
00065666 AIRGAS CENTRAL - Purchase	\$37.10
00065764 CASPER TIRE 0000705 - Purchase	\$73.00
00065773 CMI-TECO - Purchase	\$985.32
00065794 CMI-TECO - Purchase	\$3,553.93
00065838 SQ SQ 307 DETAIL - Purch	\$140.00
00065896 CASPER TIRE 0000705 - Purchase	\$47.50
00065908 SOURCE OFFICE AND TECH - Purch	\$277.40
<b>Subtotal for Cost Center Refuse Collection:</b>	<b>\$8,057.87</b>
00065929 CASPER STAR TRIBUNE - Purcha	\$74.37
00065904 BAILEYS ACE HDWE - Purchase	\$16.58
00066034 ALSCO INC. - Purchase	\$274.28
00065804 HOSE & RUBBER SUPPLY C - Purch	\$2.22
00065824 URGENT CARE OF CASPER - Purcha	\$58.00
00065829 KNIFE RIVER 5701 - Purchase	\$75.66
00065846 KNIFE RIVER 5701 - Purchase	\$154.25
00065972 SHERWIN-WILLIAMS 70896 - Purch	\$428.21
00065985 NETWORK FLEET. INC. - Purchase	\$18.95
00065989 OREILLY AUTO #2746 - Purchase	\$3.69
00065977 CASPER STAR TRIBUNE - Purchase	\$87.34
<b>Subtotal for Cost Center Sewer:</b>	<b>\$1,193.55</b>
00062952 TOKI ONA - Purchase	\$53.11
<b>Subtotal for Cost Center Special Assistance:</b>	<b>\$53.11</b>
00066122 TOP OFFICE PRODUCTS IN - Purch	\$33.83
00066390 VZWRLSS IVR VB - Purchase	\$40.01
00065985 NETWORK FLEET. INC. - Purchase	\$549.55
00065987 MODERN ELECTRIC - Purchase	\$4,070.00
00066002 ALSCO INC. - Purchase	\$666.07
00066030 SONNY'S RV SALES INC - Purchas	\$208.76
00066037 WAGNER'S OUTDOOR OUTFI - Purch	\$33.96
00065823 URGENT CARE OF CASPER - Purcha	\$40.00
<b>Subtotal for Cost Center Streets:</b>	<b>\$5,642.18</b>

# Bills & Claims

11/08/2017 to 11/21/2017

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00065176 ATLAS OFFICE PRODUCTS - Credit	-\$55.66
00065291 INT IN EXPRESS PRINTI - Purch	\$499.00
00065530 COASTAL CHEMICAL CO LL - Purch	\$233.20
00065749 ANIXTER INC - UPS - Purchase	\$25.85
00065796 BLOEDORN LUMBER CASPER - Purch	\$20.60
00065912 WW GRAINGER - Purchase	\$127.10
00065929 CASPER STAR TRIBUNE - Purcha	\$74.38
00066137 BEARING BELTCHAIN00244 - Purch	\$123.98
00065957 BAILEYS ACE HDWE - Purchase	\$11.99
00065968 WEAR PARTS INC - Purchase	\$220.00
00065997 ALSCO INC. - Purchase	\$568.24
00066082 ENERGY LABORATORIES, I - Purch	\$77.00
00066085 WESTERN STATES FIRE PR - Purch	\$237.00
00066092 OWPSACSTATE - Purchase	\$110.00
00066096 EATON SALES & SERVICE - Purcha	\$15.76
00066112 NORCO INC - Purchase	\$73.92
00066119 NORCO INC - Purchase	\$30.31
00066146 NORCO INC - Purchase	\$39.73
00066156 HENSLEY BATTERY&ELEC - Purchas	\$267.06
00066160 ANIXTER INC - UPS - Purchase	\$105.00
00066179 TELEDYNE INSTRUMENTS I - Purch	\$211.00
00066187 CASPER WINNELSON CO - Purchase	\$27.94
00065445 TRUENORTH STEEL-CASPER - Purch	\$479.20
00065458 TRUENORTH STEEL-CASPER - Credi	-\$83.29
00065571 BEARING BELTCHAIN00244 - Purch	\$33.72
00065703 USPS PO 5715580478 - Purchase	\$6.59
00065713 ENVIRONMENTAL EXPRESS - Purcha	\$136.69
00065731 CRESCENT ELECTRIC 103 - Purcha	\$25.81
00065751 CASPER FIRE EXTINGUISH - Purch	\$19.50
00065883 CASPER WINNELSON CO - Purchase	\$47.18
00065888 CONOCO - HOMAX OIL SAL - Purch	\$104.25
<b>Subtotal for Cost Center Waste Water:</b>	<b>\$3,813.05</b>
00065359 HOLIDAY INN EXPRESS & - Purcha	\$93.00
00065537 SUTHERLANDS 2219 - Purchase	\$16.36
00065594 HOSE & RUBBER SUPPLY C - Purch	\$361.91
00065929 CASPER STAR TRIBUNE - Purchase	\$74.37
00065959 ENERGY LABORATORIES, I - Purch	\$253.00
00065966 ENERGY LABORATORIES, I - Purch	\$25.00
00065917 WM SUPERCENTER #3778 - Purchas	\$13.19
00065940 BEARING BELTCHAIN00244 - Purch	\$17.99
00065960 BEARING BELTCHAIN00244 - Purch	\$13.45
00065985 NETWORK FLEET. INC. - Purchase	\$170.55
00065996 HOSE & RUBBER SUPPLY C - Purch	\$44.81
00066070 HOSE & RUBBER SUPPLY C - Purch	\$10.80



# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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00065977 CASPER STAR TRIBUNE - Purchase	\$87.34
00065494 HYDRAFLO INC - Purchase	\$473.88
00065564 ENERGY LABORATORIES, I - Purch	\$25.00
00065568 ENERGY LABORATORIES, I - Purch	\$320.00
00065573 CASCADE FIRE EQUIPMENT - Purch	\$78.00
00065598 INT IN GREAT PLAINS C - Purch	\$91.73
00065611 ENERGY LABORATORIES, I - Purch	\$340.00
00065628 ALBERTSONS #0062 - Purchase	\$9.98
00065644 WATERWORKS IND 2697 - Purchase	\$745.68
00065812 STOTZ EQUIP-CASPER- - Purchase	\$119.80
00065841 HARBOR FREIGHT TOOLS 3 - Purch	\$22.74
00065856 USPS PO 5762700491 - Purchase	\$98.00
00065953 USPS PO 5715580945 - Purchase	\$6.59
<b>Subtotal for Cost Center Water:</b>	<b>\$3,513.17</b>

00065350 ATLAS OFFICE PRODUCTS - Purcha	\$39.44
00065994 EMAINT - Purchase	\$3,300.00
00066174 UPS 0000008F045W447 - Purchase	\$98.31
00066177 FERGUSON ENT #3069 - Purchase	\$1,085.55
00065865 HENSLEY BATTERY&ELEC - Purchas	\$12.60
00065869 EUROFINS EATON ANALYTI - Purch	\$100.00
00065892 UPS 0000008F045W427 - Purchase	\$98.51
00065913 EUROFINS EATON ANALYTI - Purch	\$200.00
00065946 UNITED STATES WELDING - Purcha	\$2,466.90
00066029 ALSCO INC. - Purchase	\$145.08
00066105 ENERGY LABORATORIES - Purchase	\$225.00
00066124 ENERGY LABORATORIES - Purchase	\$225.00
00066173 COASTAL CHEMICAL CO LL - Purch	\$70.93
00066198 XEROX CORPORATION/RBO - Purcha	\$240.12
00065553 ATLAS OFFICE PRODUCTS - Purcha	\$10.30
00065672 PIZZA HUT #240 - Purchase	\$57.96
00065774 WW GRAINGER - Purchase	\$1,132.40
00065779 WW GRAINGER - Purchase	\$35.60
<b>Subtotal for Cost Center Water Treatment Plant:</b>	<b>\$9,543.70</b>

00065181 DLT SOLUTIONS 703-773- - Purch	\$506.54
00065385 WESTCO - Purchase	\$5,233.40
<b>Subtotal for Cost Center Weed And Pest:</b>	<b>\$5,739.94</b>

**Vendor Subtotal:** **\$213,788.76**

**PETERSON EQUIPMENT  
CORP.**

70563 REBUILT ENGINE, & CORE CHR	\$29,868.28
<b>Subtotal for Cost Center Fleet Maintenance:</b>	<b>\$29,868.28</b>

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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**Vendor Subtotal:** **\$29,868.28**

**PITTSBURG TANK & TOWER  
MAINTENANCE CO INC**

13416 SUNRISE II S WATER STORAGE TAN \$81,190.40  
13416 RETAINAGE 17-030 -\$1,425.65  
**Subtotal for Cost Center Water:** **\$79,764.75**

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**Vendor Subtotal:** **\$79,764.75**

**PLATTE RIVER TRAILS TRUST**

RIN0028215 REMAINING FY17 COUNCIL FUNDING \$18,956.29  
**Subtotal for Cost Center Council:** **\$18,956.29**

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**Vendor Subtotal:** **\$18,956.29**

**POSTAL PROS SOUTHWEST  
INC**

4243 UTILITY BILLING FEES \$2,992.56  
4294 UTILITY BILLING FEES \$278.21  
**Subtotal for Cost Center Finance:** **\$3,270.77**

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**Vendor Subtotal:** **\$3,270.77**

**POWER SVC., INC.**

1093587016 LANDFILL GAS SYSTEM BLOWER \$275.00  
**Subtotal for Cost Center Balefill:** **\$275.00**

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**Vendor Subtotal:** **\$275.00**

**PRINTWORKS**

11462 PRINTING OF INSPECTION BKS \$226.31  
11464 PRINTING OF BUILDING PERMITS \$325.29  
**Subtotal for Cost Center Code Enforcement:** **\$551.60**

11454 1000 ENVELOPES \$218.15  
**Subtotal for Cost Center Water:** **\$218.15**

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**Vendor Subtotal:** **\$769.75**

**RANDY VLACH**

RIN0028175 BOOT REIMBURSEMENT \$75.00  
**Subtotal for Cost Center Parks:** **\$75.00**

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**Vendor Subtotal:** **\$75.00**

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>RICHARD CONSTANTINO</b>	RIN0028187 CLOTHING REIMBURSEMENT	\$100.00
	<b>Subtotal for Cost Center Water Treatment Plant:</b>	<b>\$100.00</b>
	<b>Vendor Subtotal:</b>	<b>\$100.00</b>
<b>RIVER OAKS COMMUNICATIONS CORPORATION</b>	RIN0028206 WIRELESS COMMUNICATION SVCS.	\$1,915.25
	<b>Subtotal for Cost Center City Manager:</b>	<b>\$1,915.25</b>
	<b>Vendor Subtotal:</b>	<b>\$1,915.25</b>
<b>ROCKY MOUNTAIN POWER</b>	AP00014911091723 ELECTRICITY	\$4,460.32
	AP00016911091723 ELECTRICITY	\$471.97
	<b>Subtotal for Cost Center Aquatics:</b>	<b>\$4,932.29</b>
	RIN0028202 ELECTRICITY	\$460.37
	AP00016711091723 ELECTRICITY	\$8,456.87
	<b>Subtotal for Cost Center Balefill:</b>	<b>\$8,917.24</b>
	AP000168110817 ELECTRICITY	\$160.12
	<b>Subtotal for Cost Center Buildings &amp; Structures:</b>	<b>\$160.12</b>
	AP00015011091723 ELECTRICITY	\$207.72
	<b>Subtotal for Cost Center Cemetery:</b>	<b>\$207.72</b>
	AP00015111091723 ELECTRICITY	\$3,458.97
	AP00015111091723 ELECTRICITY	\$889.56
	AP00015111091723 ELECTRICITY	\$31.13
	AP00015111091723 ELECTRICITY	\$862.83
	<b>Subtotal for Cost Center City Hall:</b>	<b>\$5,242.49</b>
	AP00015511091723 ELECTRICITY	\$2,198.41
	AP00024011091723 ELECTRICITY	\$527.44
	<b>Subtotal for Cost Center Fire:</b>	<b>\$2,725.85</b>
	AP00015411091723 ELECTRICITY	\$3,263.71
	<b>Subtotal for Cost Center Fleet Maintenance:</b>	<b>\$3,263.71</b>
	AP00015611091723 ELECTRICITY	\$584.00
	<b>Subtotal for Cost Center Fort Caspar:</b>	<b>\$584.00</b>
	AP00015711091723 ELECTRICITY	\$3,035.17
	<b>Subtotal for Cost Center Golf Course:</b>	<b>\$3,035.17</b>

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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AP000235102617 ELECTRICITY	\$3,911.24
AP00015811091723 ELECTRICITY	\$2,461.80
<b>Subtotal for Cost Center Hogadon:</b>	<b>\$6,373.04</b>
AP00015911091723 ELECTRICITY	\$6,161.96
<b>Subtotal for Cost Center Ice Arena:</b>	<b>\$6,161.96</b>
AP00016011091723 ELECTRICITY	\$977.54
<b>Subtotal for Cost Center Metro Animal:</b>	<b>\$977.54</b>
AP000161110317 ELECTRICITY	\$1,797.93
AP00018011091723 ELECTRICITY	\$3,013.08
AP00018111091723 ELECTRICITY	\$5,828.30
AP000236110717 ELECTRICITY	\$59.02
<b>Subtotal for Cost Center Parks:</b>	<b>\$10,698.33</b>
AP00016211091723 ELECTRICITY	\$283.74
<b>Subtotal for Cost Center Police:</b>	<b>\$283.74</b>
AP00015211091723 ELECTRICITY	\$3,480.26
<b>Subtotal for Cost Center Recreation:</b>	<b>\$3,480.26</b>
AP000239102617 ELECTRICITY	\$41.16
AP00016311091723 ELECTRICITY	\$336.72
<b>Subtotal for Cost Center Sewer:</b>	<b>\$377.88</b>
AP00017011091723 ELECTRICITY	\$69.82
AP000164110317 ELECTRICITY	\$47,946.60
AP00024111091723 ELECTRICITY	\$79.52
<b>Subtotal for Cost Center Streets:</b>	<b>\$48,095.94</b>
AP00016611091723 ELECTRICITY	\$24,553.17
<b>Subtotal for Cost Center Waste Water:</b>	<b>\$24,553.17</b>
AP00016511091723 ELECTRICITY	\$21,873.20
<b>Subtotal for Cost Center Water:</b>	<b>\$21,873.20</b>
<b>Vendor Subtotal:</b>	<b>\$151,943.65</b>
<b>ROD BARSTAD'S PAINT &amp; AUTO BODY</b>	
6127 BODY SHOP REPAIRS/CLAIM 0963CA	\$1,022.45
<b>Subtotal for Cost Center Fleet Maintenance:</b>	<b>\$1,022.45</b>
<b>Vendor Subtotal:</b>	<b>\$1,022.45</b>

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>SAM PARSON'S UPHOLSTERY</b>	673683 STOCK, DOOR STRAP	\$21.00
	673681 REUPHOLSTER SEAT CUSHION	\$192.00
	<b>Subtotal for Cost Center Fleet Maintenance:</b>	<b>\$213.00</b>
	<b>Vendor Subtotal:</b>	<b>\$213.00</b>
<b>SHOSHONE DISTRIBUTING CO., INC.</b>	5404 RESALE ITEMS IN MUSEUM STORE	\$520.00
	<b>Subtotal for Cost Center General - Fort Caspar:</b>	<b>\$520.00</b>
	<b>Vendor Subtotal:</b>	<b>\$520.00</b>
<b>SKYLINE RANCHES</b>	RIN0028219 201 SEWER	\$980.96
	RIN0028219 201 SEWER	-\$98.09
	<b>Subtotal for Cost Center Sewer:</b>	<b>\$882.87</b>
	RIN0028219 201 SEWER	-\$349.20
	<b>Subtotal for Cost Center Waste Water:</b>	<b>-\$349.20</b>
	<b>Vendor Subtotal:</b>	<b>\$533.67</b>
<b>SMARSH, INC</b>	AP00017711091723 EMAIL MAINTENANCE-INV00290825	\$1,772.00
	<b>Subtotal for Cost Center Finance:</b>	<b>\$1,772.00</b>
	<b>Vendor Subtotal:</b>	<b>\$1,772.00</b>
<b>SOLID WASTE PROFESSIONALS OF WY LLC</b>	466 CASPER BALEFILL CLOSURE -	\$13,134.36
	<b>Subtotal for Cost Center Balefill:</b>	<b>\$13,134.36</b>
	<b>Vendor Subtotal:</b>	<b>\$13,134.36</b>
<b>STATE OF WY. - DEPT. OF REVENUE</b>	OCTOBER 2017 SALES TAX 10/2017	\$50.17
	OCTOBER 2017 SALES TAX 10/2017	\$5.20
	<b>Subtotal for Cost Center Aquatics:</b>	<b>\$55.37</b>
	OCTOBER 2017 SALES TAX 10/2017	\$48.71
	<b>Subtotal for Cost Center Balefill:</b>	<b>\$48.71</b>
	OCTOBER 2017 SALES TAX 10/2017	\$344.50
<b>Subtotal for Cost Center Fort Caspar:</b>	<b>\$344.50</b>	

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

OCTOBER 2017 SALES TAX 10/2017 \$343.14  
**Subtotal for Cost Center Ice Arena: \$343.14**

OCTOBER 2017 SALES TAX 10/2017 \$9.45  
**Subtotal for Cost Center Recreation: \$9.45**

**Vendor Subtotal: \$801.17**

## STELLAR PROGRAMMING & CONSULTING

2254 STELLAR PROGRAMMING \$5,500.00  
**Subtotal for Cost Center Refuse Collection: \$5,500.00**

**Vendor Subtotal: \$5,500.00**

## SUPERIOR INDUSTRIAL SUPPLY & EQUIPMENT INC

6826 2)CYLINDER, ROTFA299-15 \$399.72  
**Subtotal for Cost Center Fleet Maintenance: \$399.72**

**Vendor Subtotal: \$399.72**

## TIFFANY ELHART

37144D CLOTHING ALLOWANCE REIMB \$161.86  
**Subtotal for Cost Center Police: \$161.86**

**Vendor Subtotal: \$161.86**

## TRETO CONST.

RIN0028198 METRO KENNEL CONCRETE \$25,030.00  
RIN0028198 RETAINAGE 17-048 -\$1,255.00  
**Subtotal for Cost Center Metro Animal: \$23,775.00**

**Vendor Subtotal: \$23,775.00**

## TUGMAN, DENISE

0029761173 UTILITY REFUND \$26.74  
**Subtotal for Cost Center Water: \$26.74**

**Vendor Subtotal: \$26.74**

## TWEED'S WHOLESALE

351861 SUPPLIES \$141.62  
**Subtotal for Cost Center Recreation: \$141.62**

**Vendor Subtotal: \$141.62**

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>UNIVERSITY OF LOUISVILLE</b>	SPI-128K36-03 INTERNAL AFFAIRS TRAINING	\$695.00
	SPI-128G24-16 MANAGE MEDIA IN LE	\$840.00
	<b>Subtotal for Cost Center Police:</b>	<b>\$1,535.00</b>
	<b>Vendor Subtotal:</b>	<b>\$1,535.00</b>
<b>UV DOCTOR LAMPS LLC</b>	10936 TROJAN UV BALLASTS (5)	\$3,554.59
	<b>Subtotal for Cost Center Waste Water:</b>	<b>\$3,554.59</b>
	<b>Vendor Subtotal:</b>	<b>\$3,554.59</b>
<b>WAMCO LABS, INC.</b>	13460 FULL CHRONIC TOX TEST CDAPHNIA	\$1,000.00
	<b>Subtotal for Cost Center Waste Water:</b>	<b>\$1,000.00</b>
	<b>Vendor Subtotal:</b>	<b>\$1,000.00</b>
<b>WARDWELL WATER &amp; SEWER DISTRICT</b>	RIN0028189 BOOSTER IRRIGATION	\$50.60
	<b>Subtotal for Cost Center Water Treatment Plant:</b>	<b>\$50.60</b>
	<b>Vendor Subtotal:</b>	<b>\$50.60</b>
<b>WEST SAFETY SERVICES INC</b>	1054349 KEYPADS	\$165.00
	<b>Subtotal for Cost Center Communications Center:</b>	<b>\$165.00</b>
	<b>Vendor Subtotal:</b>	<b>\$165.00</b>
<b>WESTERN WATER CONSULTANTS, INC.</b>	160080019 15TH & ELM STREET	\$7,223.94
	<b>Subtotal for Cost Center Water:</b>	<b>\$7,223.94</b>
	<b>Vendor Subtotal:</b>	<b>\$7,223.94</b>
<b>WESTLAND PARK-RED BUTTES IMPROVEMENT &amp; SVC.</b>	RIN0028220 201 SEWER	\$3,316.00
	RIN0028220 201 SEWER	-\$331.60
	<b>Subtotal for Cost Center Sewer:</b>	<b>\$2,984.40</b>
	RIN0028220 201 SEWER	-\$976.89
	<b>Subtotal for Cost Center Waste Water:</b>	<b>-\$976.89</b>

# Bills & Claims

City of Casper

11/08/2017 to 11/21/2017

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<b>Vendor Subtotal:</b>	<b>\$2,007.51</b>
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**WILLIAMS, PORTER, DAY &  
NEVILLE, P.C.**

80936 LEGAL	\$57.00
<b>Subtotal for Cost Center Property &amp; Liability Insurance:</b>	<b>\$57.00</b>

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<b>Vendor Subtotal:</b>	<b>\$57.00</b>
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**WY. DEPT. OF  
TRANSPORTATION**

0000093119 PRINTING CITATIONS	\$111.00
<b>Subtotal for Cost Center Police:</b>	<b>\$111.00</b>

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<b>Vendor Subtotal:</b>	<b>\$111.00</b>
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**WYOMING MEDICAL  
CENTER**

1720600401 17-045139	\$718.20
<b>Subtotal for Cost Center Police:</b>	<b>\$718.20</b>

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<b>Vendor Subtotal:</b>	<b>\$718.20</b>
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**ZACK WINTER**

8873697 UNIFORM REIMBURSEMENTS	\$268.76
<b>Subtotal for Cost Center Police:</b>	<b>\$268.76</b>

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<b>Vendor Subtotal:</b>	<b>\$268.76</b>
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<b>Grand Total</b>	<b>\$1,762,822.19</b>
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CITY of CASPER, WYOMING  
 BILLS and CLAIMS ADDENDUM  
 Council Meeting  
 11/21/17

**Payroll Disbursements**

11/6/17	EXCEPTION PAYROLL	\$	347.36
11/6/17	BENEFITS & DEDUCTIONS	\$	63.22
11/3/17	FIRE PAYROLL	\$	166,841.37
11/3/17	BENEFITS & DEDUCTIONS	\$	27,975.93
11/16/17	CITY/FIRE PAYROLL	\$	1,209,199.99
11/16/17	BENEFITS & DEDUCTIONS	\$	172,238.14

	<b>Total Payroll</b>	<u><u>\$ 1,576,666.01</u></u>
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**Additional Fees**

	<b>Total Fees</b>	<u><u>\$ -</u></u>
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**Additional Accounts Payable**

11/2/17	Prewrits - utility refunds/unclaimed/petty cash	\$	5,568.53
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	<b>Total Additional AP</b>	<u><u>\$ 5,568.53</u></u>
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**ORDINANCE NO.18-17**

**AN ORDINANCE GRANTING AN ELECTRIC UTILITY FRANCHISE AND GENERAL UTILITY EASEMENT TO PACIFICORP, AN OREGON CORPORATION, DOING BUSINESS AS ROCKY MOUNTAIN POWER**

WHEREAS, under Wyoming Statute § 15-1-103(a)(xxxiii), the City of Casper, sets the franchise fee rates charged to utility companies for use of the City's right-of-ways; and,

WHEREAS, PacifiCorp, doing business as Rocky Mountain Power (hereinafter referred to as Rocky Mountain Power), is a regulated public utility that provides electric power and energy to the citizens of the City of Casper, Wyoming (the "City") and other surrounding areas; and,

WHEREAS, providing electrical power and energy requires the installation, operation and maintenance of power poles and other related facilities to be located within the public ways of the City; and,

WHEREAS, Ordinance 24-99, granted a franchise to Rocky Mountain Power, and Ordinance 19-13 amended the franchise fees; and,

WHEREAS, the current franchise, as amended, was scheduled to expire by its terms on May 4, 2017, which expiration date was extended to November 4, 2017, by the Franchise Extension Agreement between the parties as approved by the City Council on May 2, 2017, and further extended by the Second Franchise Extension Agreement between the parties as approved by the City Council on October 17, 2017, so as to expire on the earlier of (1) December 31, 2017, or (2) adoption of this new franchise ordinance by the City Council and its acceptance by Rocky Mountain Power; a new franchise (hereinafter referred to as the "franchise") is necessary; and,

WHEREAS, the City desires to set forth the terms and conditions by which Rocky Mountain Power may use the public ways of the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING:**

**SECTION 1. Grant of Franchise and General Utility Easement.**

A. Subject to the terms and conditions set forth in this franchise, the City hereby grants to Rocky Mountain Power the right, privilege and authority to construct, maintain, operate, upgrade, and relocate its electrical distribution and transmission lines and related appurtenances, including underground conduits and structures, poles, towers, wires, guy anchors, vaults, transformers, transmission lines, and communication lines (collectively referred to herein as "Electric Facilities") in, under, along, over and across the present and future streets, alleys, and rights-of-way, not including City parks, buildings or spaces not associated with City-owned

rights-of-way (collectively referred to herein as “Public Ways”) within the City, for the purpose of supplying and transmitting electric power and energy to the inhabitants of the City and persons and corporations beyond the limits thereof.

**B.** Nothing in this franchise shall be deemed to waive the lawful requirements of any generally applicable City ordinance existing as of the effective date of this franchise.

**C.** Unless otherwise agreed in writing, this franchise shall not be interpreted to prevent the City from imposing additional lawful conditions, including additional compensation conditions for use of Public Ways, should Rocky Mountain Power provide services other than an electrical system (for example, a cable system for purposes of providing a cable service).

**D.** This franchise is intended to convey limited rights and interests in Public Ways as set forth in Wyoming Statute § 15-1-103(a)(xxxiii) and its subsections. It is not a warranty of title or interest in any Public Way; it does not provide Rocky Mountain Power with any interest in any particular location within the Public Ways; and it does not confer rights other than as expressly provided in the grant hereof.

**SECTION 2. Term.** The term of this franchise is for twenty (20) years commencing on the date of acceptance by the Company as set forth in Section 3 below.

**SECTION 3. Publication and Acceptance by Company.** This ordinance shall be published once in a newspaper of general circulation within the City, pursuant to Wyoming statute § 15-1-116, and shall become effective on the day following its publication. Within sixty (60) days after the passage of this ordinance by the City, Rocky Mountain Power shall file an unqualified, written acceptance thereof with the City Clerk; otherwise, this ordinance and the rights, privileges and authority granted herein shall be null and void.

**SECTION 4. Non-Exclusive Franchise.** The right to use and occupy the Public Ways of the City is nonexclusive and the City reserves the right to use the Public Ways for itself or any other entity that provides service to City residences; provided, however, that such use shall not unreasonably interfere with Rocky Mountain Power’s Electric Facilities or Rocky Mountain Power’s rights as granted herein.

**SECTION 5. City Regulatory Authority.** In addition to the provision herein contained, the City reserves the right to adopt such additional ordinances and regulations as may be deemed necessary in the exercise of its police power for the protection of the health, safety and welfare of its citizens and their properties, and exercise any other rights, powers, or duties required or authorized, under the Constitution of the State of Wyoming, the laws of the State of Wyoming or City Ordinance.

**SECTION 6. Indemnification.**

**A. General Indemnification.** Rocky Mountain Power shall indemnify, defend and hold harmless, the City, its officers, elected and appointed officials, employees, agents and volunteers, from any action or claim for injury, death, damage, loss, liability, cost or expense, including

court appeal costs and reasonable attorney's fees or reasonable expenses, arising from any casualty or accident to person or property in any way arising out of, or by reason of, any construction, excavation, operation, maintenance, construction, or any other act done or neglect or omission under this franchise, by or for Rocky Mountain Power, its agents, or its employees. Rocky Mountain Power shall consult and cooperate with the City while conducting its defense of the City.

**B. Indemnification for Relocation.** Rocky Mountain Power shall indemnify the City for any damages, claims, additional costs or reasonable expenses assessed against, or payable by, the City arising out of, or resulting from, directly or indirectly, Rocky Mountain Power's failure to remove, adjust or relocate any of its Electric Facilities in the Public Ways in a timely manner in accordance with Section 11 of this franchise.

**C. Hazardous Substances Indemnification.** Rocky Mountain Power shall indemnify the City against any claims, costs and expenses of any kind, whether direct or indirect, incurred by the City arising out of a release of hazardous substances within the Public Ways caused by the System. For purposes of this franchise, "hazardous substances" shall have the same definition as set forth in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (U.S.C. § 42-103-9601, *et seq.*) as may be amended from time to time, or its successor.

**SECTION 7. Insurance Requirements.** If at any time during the term of this franchise Rocky Mountain Power ceases to be self-insured, Rocky Mountain Power shall procure and maintain for the remaining duration of this franchise insurance against claims for injuries to persons, death or damages to property which may arise from or in connection with Rocky Mountain Power's use of the Public Ways pursuant to this franchise, in such coverages as are commercially reasonable for a similarly-situated company providing similar goods and services; provided, however, in no event shall such insurance coverage be less than amounts for which the City would be liable under the Wyoming Governmental Claims Act, W.S. § 1-39-101 *et seq.*, as it may be amended from time to time.

## **SECTION 8. Annexation**

**A. Extension of City Limits.** Upon the annexation of any territory to the City, the rights granted herein shall extend to the annexed territory to the extent the City has such authority. All Electric Facilities owned, maintained, or operated by Rocky Mountain Power located within any Public Ways of the annexed territory shall thereafter be subject to all of the terms hereof.

**B. Notice of Annexation.** When any territory is approved for annexation to the City, the City's Community Development Director or his/her designee shall, not later than ten (10) working days after passage of an ordinance approving the proposed annexation, provide by certified mail to Rocky Mountain Power: (a) each site address to be annexed as recorded on county assessment and tax rolls; (b) a legal description of the proposed boundary change; and (c) a copy of the City's ordinance approving the proposed annexation. The notice shall be mailed as to the addressees below, or such other updated address as Rocky Mountain Power shall provide to the City in writing by certified mail, return receipt requested.

Rocky Mountain Power  
Attn: Annexations  
P.O. Box 400  
Portland, Oregon 97207-0400

With a copy to:

Rocky Mountain Power  
Attn: Office of the General Counsel  
1407 West North Temple, Room 320  
Salt Lake City, UT 84116

Notwithstanding the foregoing, failure of the City to provide the notice described herein shall not constitute a material breach of this franchise.

**SECTION 9. Plan, Design, Construction and Installation of Electric Facilities.**

**A.** All Electric Facilities installed or used under authority of this franchise shall be used, constructed and maintained in accordance with applicable federal, state and city laws, codes and regulations.

**B.** All Electric Facilities shall be located so as to cause minimum interference with the Public Ways of the City and shall be constructed, installed, maintained, cleared of vegetation, renovated or replaced in accordance with applicable rules, ordinances and regulations of the City, and as follows:

1. Rocky Mountain Power is authorized to make excavations in City streets, alleys and public rights-of-way for purposes of routine repair, replacement and maintenance of Electric Facilities. Rocky Mountain Power shall direct its subcontractors to obtain excavation permits for streets and alleys within City rights-of-way, regardless of surfacing types, and traffic control permits for all streets, and shall not unnecessarily obstruct the use of streets, alleys or public rights-of-way. In the week prior to any planned excavations in the Public Ways, Rocky Mountain Power shall provide notice to the City of such excavations via email to the City's Public Works Department at the email address(es) or other means of contact as set forth in the then-current Community Performance Plan, or to such other email address(es) or means of contact as the City may provide to Rocky Mountain Power in writing from time to time. All mains, services, and pipes laid or installed under this franchise shall be so located and placed as not to obstruct or interfere with any water pipes, drains, sewers or other structures already installed. Notwithstanding the foregoing, Rocky Mountain Power shall not be obligated to obtain a permit to perform emergency repairs, but shall provide notice to the City via the above email addresses within a week following the emergency work. All excavation shall be performed in a manner that is anticipated to create the least inconvenience to the public as practicable, and in accordance with any permits and manuals issued by the City.

2. Rocky Mountain Power, in doing any work in connection with its Electric Facilities, shall avoid, so far as practicable, interfering with the use of any street, alley or public

place, and where the paving or surface of any street, alley or public place is disturbed, Rocky Mountain Power, at its own expense, shall replace such paving or surface in accordance with the City of Casper's Standard Specifications for Street Construction in the Casper Municipal Code, and any other applicable ordinances, as they may be amended from time to time.

3. Paved streets shall be bored or drilled when they are crossed beneath the ground by Rocky Mountain Power's Electric Facilities so that the City's paved streets will not be unnecessarily damaged. The City Manager or his/her designee, in his/her sole discretion, may allow other construction methods when it is found that drilling or boring is unreasonable and will not provide a sufficient public benefit for the cost.

4. In the event the City desires to undertake a project that may interfere with Rocky Mountain Power's facilities located within the Public Ways, Rocky Mountain Power shall cooperate and coordinate with the City to provide information about the existence and location of Rocky Mountain Power's facilities.

5. This franchise does not establish priority for use of public rights-of-way over holders of other permits or franchises; it grants no vested interest in occupying any particular position in the public rights-of-way. The City shall control distribution of space in the public rights-of-way, but may not exercise that authority unreasonably or in a way that would cause a violation of the National Electrical Safety Code or any other applicable standard. No location of any Electric Facilities shall give rise to a vested interest in public property.

6. Before commencing any street improvements or other work within a Public Way that may affect Rocky Mountain Power's Electric Facilities, the City shall give written notice to Rocky Mountain Power.

**C.** If, during the course of work on its Electric Facilities, Rocky Mountain Power causes damage to or alters the Public Ways or public property, Rocky Mountain Power shall (at its own cost and expense and in a manner reasonably approved by the City) replace and restore it in as good a condition as existed before the work commenced.

**D.** In addition to the installation of underground electric distribution lines as provided by applicable state law and regulations, Rocky Mountain Power shall, upon payment of all charges provided in its tariffs or their equivalent, place newly constructed electric distribution lines underground as may be required by City ordinance.

**E.** The City shall have the right without cost to use all poles and suitable overhead structures owned by Rocky Mountain Power within Public Ways for City wires used in connection with its fire alarms, police signal systems, or other public safety communication lines used for governmental purposes; provided, however, any such uses shall be for activities owned, operated or used by the City for a public purpose and shall not include the provision of CATV, internet, or similar services to the public. Provided further, that Rocky Mountain Power shall assume no liability nor shall it incur, directly or indirectly, any additional expense in connection therewith, and the use of said poles and structures by the City shall be in such a manner as to prevent safety hazards or interferences with Rocky Mountain Power's use of same. Nothing

herein shall be construed to require Rocky Mountain Power to increase pole size, or alter the manner in which Rocky Mountain Power attaches its equipment to poles, or alter the manner in which it operates and maintains its Electric Facilities. City attachments shall be installed and maintained in accordance with the reasonable requirements of Rocky Mountain Power and the current edition of the National Electrical Safety Code pertaining to such construction. Further, City attachments shall be attached or installed only after written approval by Rocky Mountain Power in conjunction with Rocky Mountain Power's standard pole attachment application process. Rocky Mountain Power shall have the right to inspect, at the City's expense, such attachments to ensure compliance with this Section 9.E. and to require the City to remedy any defective attachments.

F. Rocky Mountain Power shall have the right to excavate the public right-of-ways subject to reasonable conditions and requirements of the City. Before installing new underground conduits or replacing existing underground conduits, Rocky Mountain Power shall first notify the City of such work by written notice and shall allow the City, at its own expense (to include a pro rata share of the trenching costs), to share the trench of Rocky Mountain Power to lay its own conduit therein, provided that such action by the City will not unreasonably interfere with Rocky Mountain Power's Electric Facilities or delay project completion.

**SECTION 10. Subdivision Plat Notification.** Before the City approves any new subdivision and before recordation of the plat, the City shall obtain Rocky Mountain Power's approval of Electrical Facilities, including underground facilities to be installed by the developer, and associated rights of way depicted on the plat. A copy of the plat shall be mailed for approval to Rocky Mountain Power:

Rocky Mountain Power  
Attn: Estimating Department  
2840 E. Yellowstone Highway  
Casper, WY 82609

**SECTION 11. Relocations of Electric Facilities.**

A. The City reserves the right to require Rocky Mountain Power to relocate its Electric Facilities, except for street lights, within the Public Ways for street and/or right-of-way projects in the interest of public convenience, necessity, health, safety or welfare, at no cost to the City. Within a reasonable period of time after written notice, Rocky Mountain Power shall promptly commence the relocation of its Electric Facilities. Before requiring a relocation of Electric Facilities, the City shall, with the assistance and consent of Rocky Mountain Power, identify a reasonable alignment for the relocated Electric Facilities within the Public Ways of the City. The City shall assign or otherwise transfer to Company all right it may have to recover the cost for the relocation work, and shall support the efforts of Rocky Mountain Power to obtain reimbursement by providing any relevant public records requested by Rocky Mountain Power that are available under the Wyoming Public Records Act, Wyoming Statutes § 16-4-201 *et seq.*

B. Rocky Mountain Power shall not be obligated to pay the cost of any relocation that is required or made a condition of a private development. If the removal or relocation of

Electric Facilities is caused directly or otherwise by an identifiable development of property in the area, or is made for the convenience of a customer, Rocky Mountain Power may charge the expense of removal or relocation to the developer or customer. For example, Rocky Mountain Power shall not be required to pay relocation costs in connection with a road widening or realignment where the road project is made a condition of or caused by a private development.

C. Indemnification for relocation is addressed in Section 6 B. of this franchise.

**SECTION 12. Vegetation Management.** Rocky Mountain Power or its contractor may prune all trees and vegetation which overhang the Public Ways, whether such trees or vegetation originate within or outside the Public Ways to prevent the branches or limbs or other part of such trees or vegetation from interfering with Rocky Mountain Power's Electric Facilities. Such pruning shall comply with *the American National Standard for Tree Care Operation (ANSI A300)* and be conducted under the direction of an arborist certified with the International Society of Arboriculture. A growth inhibitor treatment may be used for trees and vegetation species that are fast-growing and problematic. Nothing contained in this Section shall prevent Rocky Mountain Power, when necessary and with the approval of the owner of the property on which they may be located, from cutting down and removing any trees which overhang streets.

**SECTION 13. Compensation, Reopening, Audit and Reports**

A. **Franchise Fee.** In consideration of the rights, privileges, and franchise hereby granted, Rocky Mountain Power shall pay to the City from and after the effective date of the acceptance of this franchise, seven percent (7%) of its gross revenues derived from within the corporate limits of City. The term "gross revenue" as used herein shall be construed to mean any revenue of Rocky Mountain Power derived from the retail sale and use of electric power and energy within the municipal boundaries of the City after adjustment for the net write-off of uncollectible accounts and corrections of bills theretofore rendered. Notwithstanding any provision to the contrary, at any time during the term of this franchise, the City may elect to increase the franchise fee amount as may then be allowed by state law. The City shall provide Rocky Mountain Power with prior written notice of such increase following adoption of the change in percentage by the City. The increase shall be effective sixty (60) days after the City has provided such written notice to Rocky Mountain Power.

B. **Offset.** The franchise fee shall not be in addition to any other license, occupation, franchise or excise taxes or charges which might otherwise be levied or collected by the City from Grantee with respect to Rocky Mountain Power's exercise of this franchise within the corporate limits of the City, and the amount due to the City under any such other license, occupation, franchise or excise taxes or other charges for corresponding periods shall be reduced by deducting therefrom the amount of said franchise fee paid hereunder.

C. **Audit.** Rocky Mountain Power will provide the City with a current audit file upon request, but no more than every three (3) years, at no expense to the City. If a net franchise underpayment is discovered as a result of an audit, Rocky Mountain Power shall back-bill the customer(s) involved for the preceding six (6) months, in accordance with Wyoming Public Service Commission regulations.



**D. Payments and Reports.**

1. **Monthly Payments.** Rocky Mountain Power's franchise fee payments to the City shall be computed monthly and the check(s) forwarded to the City Treasurer within thirty (30) days following the end of each calendar month.

2. **Franchise Fee Reports.** Each payment shall be accompanied by a written report to the City, verified by an authorized representative of Rocky Mountain Power, containing an accurate statement of the company's revenue for that month within the City, the amount of the franchise fee, and the basis for the calculation.

3. **Annual Report.** The final report for each calendar year (December) shall reflect the total payments for that calendar year.

4. **No Accord and Satisfaction.** No acceptance of any payment shall be construed as an accord and satisfaction by the City that the amount paid is, in fact, the correct amount, nor shall any acceptance of payments be construed as a release of any claim the City may have for additional sums payable or for the performance of any other obligation of Rocky Mountain Power.

**SECTION 14. Renewal.** At least 180 days prior to the expiration of this franchise, Rocky Mountain Power and the City either shall agree to extend the term of this franchise for a mutually acceptable period of time or the parties shall use best faith efforts to renegotiate a replacement franchise. Rocky Mountain Power shall have the continued right to use the Public Ways of the City as set forth herein in the event an extension or replacement franchise is not entered into upon expiration of this franchise, provided that Rocky Mountain Power continues to pay the same compensation fee specified in Section 13 during that time, and provides the same insurance and indemnification to the City as described hereunder.

**SECTION 15. No Waiver.** Neither the City nor Rocky Mountain Power shall be excused from complying with any of the terms and conditions of this franchise by any failure of the other, or any of its officers, employees, or agents, upon any one or more occasions to insist upon or to seek compliance with any such terms and conditions.

**SECTION 16. Transfer of Franchise.** Rocky Mountain Power shall not transfer or assign any rights under this franchise to another entity, except transfers and assignments by operation of law, or to affiliates, parents or subsidiaries of Rocky Mountain Power which assume all of Rocky Mountain Power's obligations hereunder (including acceptance of all terms, conditions and provisions of this franchise), unless the City shall first give its approval in writing, which approval shall not be unreasonably withheld, conditioned or delayed; provided, however, Rocky Mountain Power may assign, mortgage, pledge, hypothecate or otherwise transfer without consent its interest in this franchise to any financing entity, or agent on behalf of any financing entity to whom Rocky Mountain Power (1) has obligations for borrowed money or in respect of guaranties thereof, (ii) has obligations evidenced by bonds, debentures, notes or similar

instruments, or (iii) has obligations under or with respect to letters of credit, bankers acceptances and similar facilities or in respect of guaranties thereof.

**SECTION 17. Amendment.** At any time during the term of this franchise, the City or Rocky Mountain Power may propose amendments to this franchise by giving thirty (30) days written notice to the other party of the proposed amendment(s) desired, and both parties thereafter, through their designated representatives, will, within a reasonable time, negotiate in good faith in an effort to agree upon mutually satisfactory amendment(s). No amendment or amendments to this franchise shall be effective until mutually agreed upon by the City and Rocky Mountain Power and formally adopted as an ordinance amendment, which is accepted in writing by Rocky Mountain Power.

**SECTION 18. Non-Contestability--Breach of Contract.**

A Neither the City nor Rocky Mountain Power will take any action for the purpose of securing modification of the terms and conditions of this franchise before either the Public Service Commission or any Court of competent jurisdiction. Provided, however, neither party shall be precluded from taking any action it deems necessary to resolve any differences in interpretation of the franchise, nor shall either party be precluded from seeking relief from the Courts in the event Public Service Commission orders, rules or regulations conflict with or make performance under the franchise illegal. Notwithstanding the foregoing, the parties shall first attempt to resolve any dispute through direct negotiation between the representatives of the parties. If the representatives are unable to reach agreement within (60) days after presentation of the dispute, then each of the parties may proceed with taking the dispute to the Public Services Commission.

B. In the event Rocky Mountain Power or the City fails to fulfill any of their respective obligations under this franchise, the City, or Rocky Mountain Power, whichever the case may be, will have a breach of contract claim and remedy against the other in addition to any other remedy provided by law, provided that no remedy which would have the effect of amending the specific provisions of this franchise shall become effective without such action which would be necessary to formally amend the franchise.

**SECTION 19. Notices.** Unless otherwise specified herein, all notices from Rocky Mountain Power to the City pursuant to or concerning this franchise shall be delivered to the City Manager's Office, with a copy to the City Attorney's office at 200 N David St., Casper, Wyoming 82601 or such other office as the City may advise Rocky Mountain Power of by written notice. Unless otherwise specified herein, all notices from the City to Rocky Mountain Power pursuant to or concerning this franchise shall be delivered to Community Manager, Rocky Mountain Power, 2840 E. Yellowstone Highway, Casper, Wyoming 82609, with a copy to Rocky Mountain Power, Attn: General Counsel, 1407 W. North Temple, Suite 320, Salt Lake City, Utah 84116, or such other office as Rocky Mountain Power may advise the City of by written notice.

**SECTION 20. Severability.** If any section, sentence, paragraph, term or provision hereof is for any reason determined to be illegal, invalid, or superseded by other lawful authority, including

any state or federal regulatory authority having jurisdiction thereof or unconstitutional, illegal or invalid by any court of common jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such determination shall have no effect on the validity of any other section, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of the franchise or any renewal or renewals thereof.

**SECTION 21. Arbitration.** In the event of any dispute arising under this franchise, the parties shall first attempt to resolve the matter through direct negotiation between the representatives of the parties. If the representatives are unable to resolve the issue within (60) days after presentation of the dispute, then each of the parties hereto agree to non-binding arbitration in accordance with Wyoming Statutes § 1-36-101 *et seq.* Each party shall select an arbitrator, and the two arbitrators shall jointly appoint a third arbitrator, who shall be the arbitrator to hear the dispute.

**SECTION 22. Governmental Claims Act.** The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, W.S. § 1-39-101, et seq., and the City specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

**SECTION 23. Repeal of previous franchise ordinances.** Upon the effective date hereof, and upon acceptance of the Company, the following will be repealed: Ordinance No. 24-99 of the City, passed and approved November 4, 1999, granting a franchise to Rocky Mountain Power; Ordinance No. 19-13 of the City, passed and approved on August 6, 2013; the Franchise Extension Agreement between the parties as approved by the City Council on May 2, 2017; and the Second Franchise Extension Agreement between the parties as approved by City Council on October 17, 2017.

PASSED on 1<sup>st</sup> reading the 17<sup>th</sup> day of October, 2017.

PASSED on 2nd reading the 7<sup>th</sup> day of November, 2017.

PASSED, APPROVED AND ADOPTED on the 3<sup>rd</sup> and final reading the \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM

Walker Tremel

ATTEST

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

ACCEPTED BY PACIFICORP:

By: \_\_\_\_\_  
Name: George Humbert  
Title: Director, Regional Business Management  
Date: \_\_\_\_\_

October 30, 2017

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Liz Becher, Community Development Director *LB*  
SUBJECT: Vacation of South Spruce Street near Dean Morgan Junior High

Meeting Type & Date: Regular Council Meeting, November 21, 2017.

Action Type: Ordinance and Public Hearing

Recommendation:

That Council consider an ordinance for the vacation of a portion of South Spruce Street, between 14<sup>th</sup> and 15<sup>th</sup> Street, located in the Carey Subdivision of the City of Casper, Wyoming.

Summary:

The Natrona County School District (NCSD) has proposed and requested that the City of Casper vacate Spruce Street between West 14<sup>th</sup> Street and West 15<sup>th</sup> Street. This street currently divides two grassed athletic fields on the Dean Morgan Junior High campus. NCSD would like to vacate Spruce Street in anticipation of future site improvements for the campus that may include connecting the two grassed fields and constructing a new additional off-street parking lot for the school. Furthermore, NCSD would like to connect the two properties to ensure student safety and staff safety for those crossing campus across the two properties.

Wyoming State Statute 15-4-305, regarding street vacations, states that “no vacation may be ordered except upon petition of a majority of the owners owning a majority of the property abutting on the portion proposed to be vacated and extending three hundred (300) feet in either direction from the portion proposed to be vacated.” Signatures have been obtained by the Casper Planning Division from a majority of the property owners owning a majority of the property within three hundred (300) feet of the subject alley parcel. Once vacated, the ownership of the alley will revert to the immediately-adjacent property owner(s). The City will maintain a utility and access easement within the existing right of way to provide for private and public utility infrastructure.

A notice of public hearing will be published in the Casper Star-Tribune advertising the City Council public hearing on November 21, 2017. All public hearings are also advertised on the City’s website (casperwy.gov).

Financial Considerations:

Based on the value of adjacent NCSD owned property, and the square footage of land to be vacated, the subject parcel has an estimated value of approximately \$27,403. Wyoming State

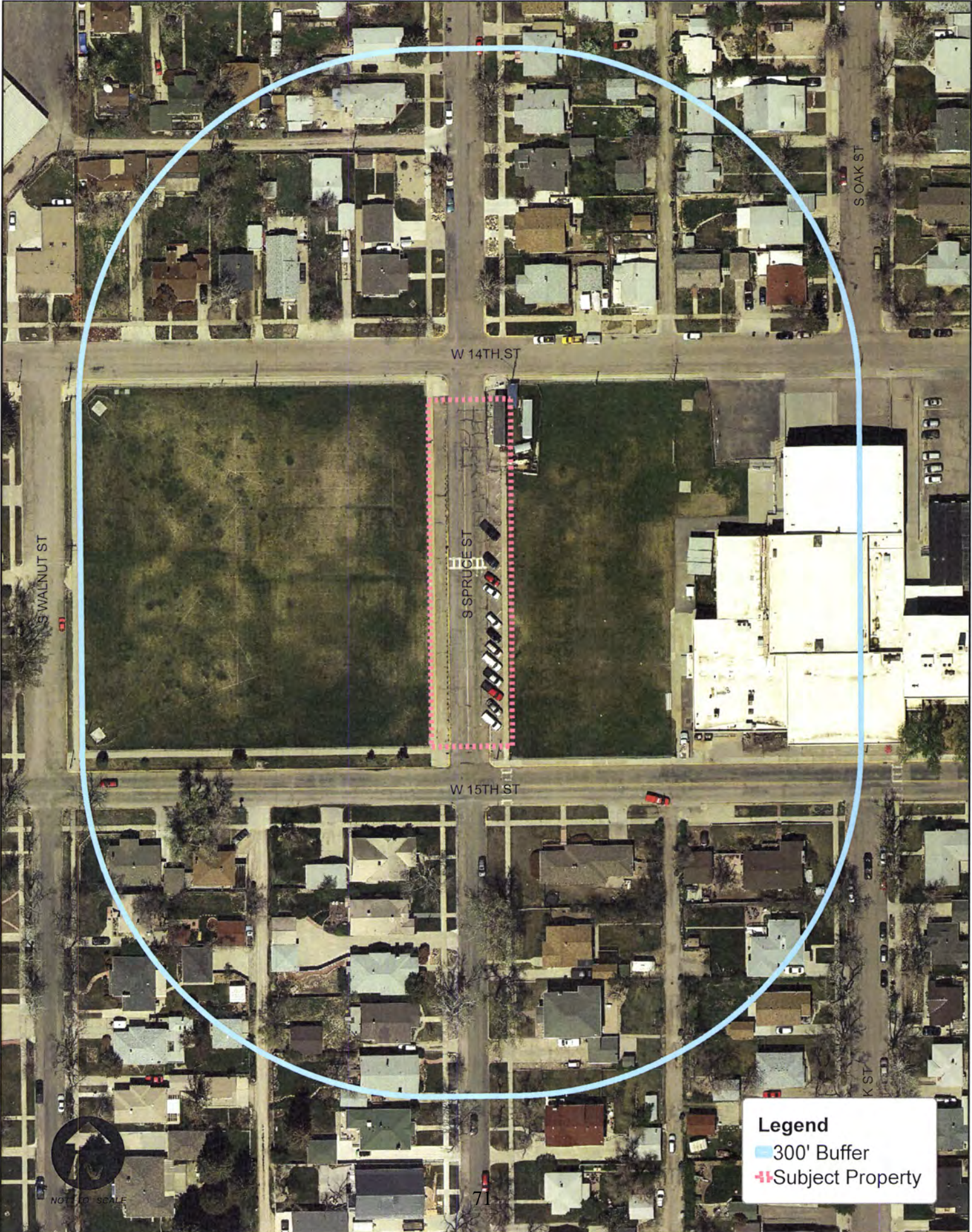
Statute 15-4-305 states that the City may demand and receive the value of the land vacated as consideration for the vacation.

Oversight/Project Responsibility:

Aaron Kloke, Planner I, is tasked with processing the vacation request.

Attachments: Aerial map, Ordinance

# Spruce Street Vacation



**Legend**

- 300' Buffer
- Subject Property

ORDINANCE NO. 20-17

AN ORDINANCE APPROVING THE VACATION OF A  
PORTION OF SOUTH SPRUCE STREET.

WHEREAS, the Natrona County School District has requested that a portion of South Spruce Street, located between West 15<sup>th</sup> Street and West 14<sup>th</sup> Street, in the Carey Subdivision, Blocks 211-214, be vacated as public right-of-way; and,

WHEREAS, a petition containing the signatures of a majority of the owners who own a majority of the property abutting the segments of the street proposed to be vacated and extending 300 feet in all directions from the street to be vacated has been submitted to the City as provided by W.S. §15-4-305; and,

WHEREAS, the City of Casper desires to retain a public access and utility easement within the boundaries of the to-be-vacated portion of South Spruce Street; and,

WHEREAS, the City of Casper has determined that said portion of South Spruce Street, located between West 15<sup>th</sup> Street and West 14<sup>th</sup> Street, Carey Subdivision, Block 211-214, can be vacated without adversely impacting utility services and traffic circulation within the area; and,

WHEREAS, it is the desire of the governing body of the City of Casper to approve said vacation of a portion South Spruce Street, located between West 15<sup>th</sup> Street and West 14<sup>th</sup> Street, Carey Subdivision, Block 211-214, as public right-of-way.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING:

SECTION 1:

That the vacation of the portion of South Spruce Street, located between West 15<sup>th</sup> Street and West 14<sup>th</sup> Street, Carey Subdivision, Block 211-214, as set forth in Exhibits “A” and “B”, which are attached hereto and are hereby made a part of this ordinance, is hereby approved and vacated.

SECTION 2:

That a public access and utility easement, as set forth in Exhibit “C” and “D” is hereby reserved for the purposes of public access and construction, operation, and maintenance of public and private utility lines, conduits, vaults, pedestals, and other utility appurtenances.



SECTION 3:

That the vacated sections of South Spruce Street, as described in Exhibit "B", shall revert to the adjoining land owners as provided by law.

SECTION 4:

This ordinance shall be in full force and effect from and after passage on three readings, publication pursuant to law.

PASSED on 1st reading the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

PASSED on 2nd reading the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:

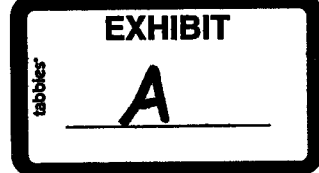
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Fleur D. Tremel  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_

Kenyne Humphrey  
Mayor

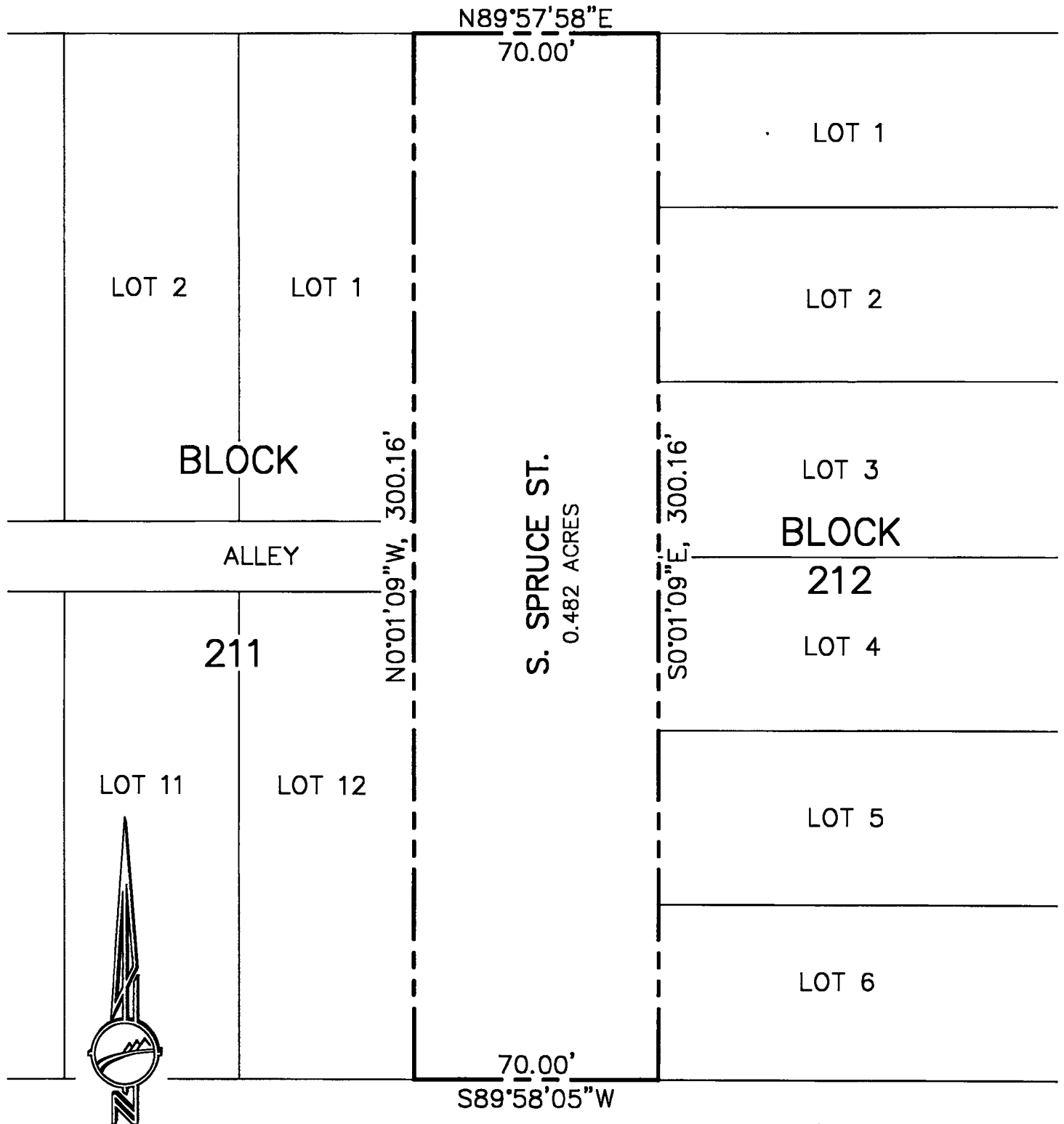


Client NATRONA COUNTY SCHOOL DISTRICT #1 Address 1038 N. GLENN ROAD  
 City CASPER State WYOMING Zip 82601

## VACATION EXHIBIT A

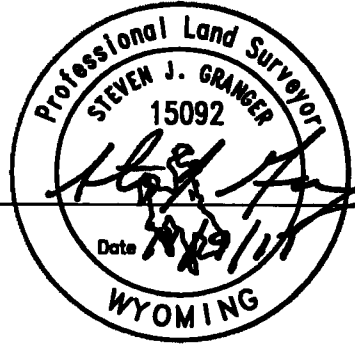
SW1/4 Section 9, T. 33 N., R. 79 W., 6th Principal Meridian, Wyoming  
 Lot PT. S. SPRUCE ST. Block BETWEEN 211 & 212 Subdivision CITY OF CASPER  
 City CASPER County NATRONA State WYOMING

### W. FOURTEENTH ST.



SCALE: 1"=40'  
 BASIS OF BEARING:  
 GEODETIC BASED ON GPS

### W. FIFTEENTH ST.

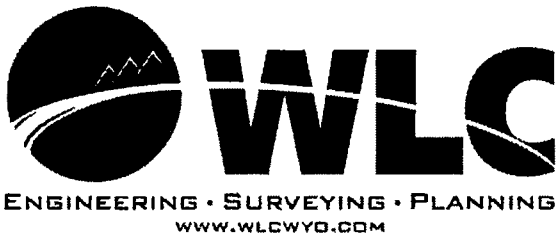


Date: 10-19-17 (REV. 11/9/17)

W.O. No. 16118-01

Drawn By: KRM

Acad File: SPRUCE STREET-DEAN MORGAN VACATION



CASPER  
200 PRONGHORN  
CASPER, WY 82601  
P: 307-266-2524



**EXHIBIT B**

October 19, 2017

Natrona County School District #1  
1038 N. Glenn Road  
Casper, WY 82601

W.O. No.: 16118-01

Description: (South Spruce Street Vacation – 0.482 Acres)

A Parcel located in and being a portion of South Spruce Street located between Blocks 211 and 212, City of Casper, Wyoming bounded on the north by West Fourteenth Street and on the South by West Fifteenth Street and located in the SW1/4, Section 9, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the northeasterly corner of the Parcel being described and also the northwesterly corner of Lot 1, Block 212, City of Casper; thence along the easterly line of said Parcel and westerly line of said Block 212, S.0°01'09"E., 300.16 feet to the southeasterly corner of said Parcel, the southwesterly corner of Lot 6, Block 212 and a point in and intersection with the northerly line of West Fifteenth Street; thence along the southerly line of said Parcel and the northerly line of said West Fifteenth Street, S.89°58'05"W., 70.00 feet to the southwesterly corner of said Parcel and the southeasterly corner of Lot 12, Block 211; thence along the westerly line of said Parcel and easterly line of said Block 211, N.0°01'09"W., 300.16 feet to the northwesterly corner of said Parcel, the northeasterly corner of Lot 1, Block 211 and a point in and intersection with the southerly line of said West Fourteenth Street; thence along the northerly line of said Parcel and the southerly line of said West Fourteenth Street, N.89°57'58"E., 70.00 feet to the Point of Beginning and containing 0.482 acres, more or less, as set forth by Exhibit A attached hereto and made a part hereof.

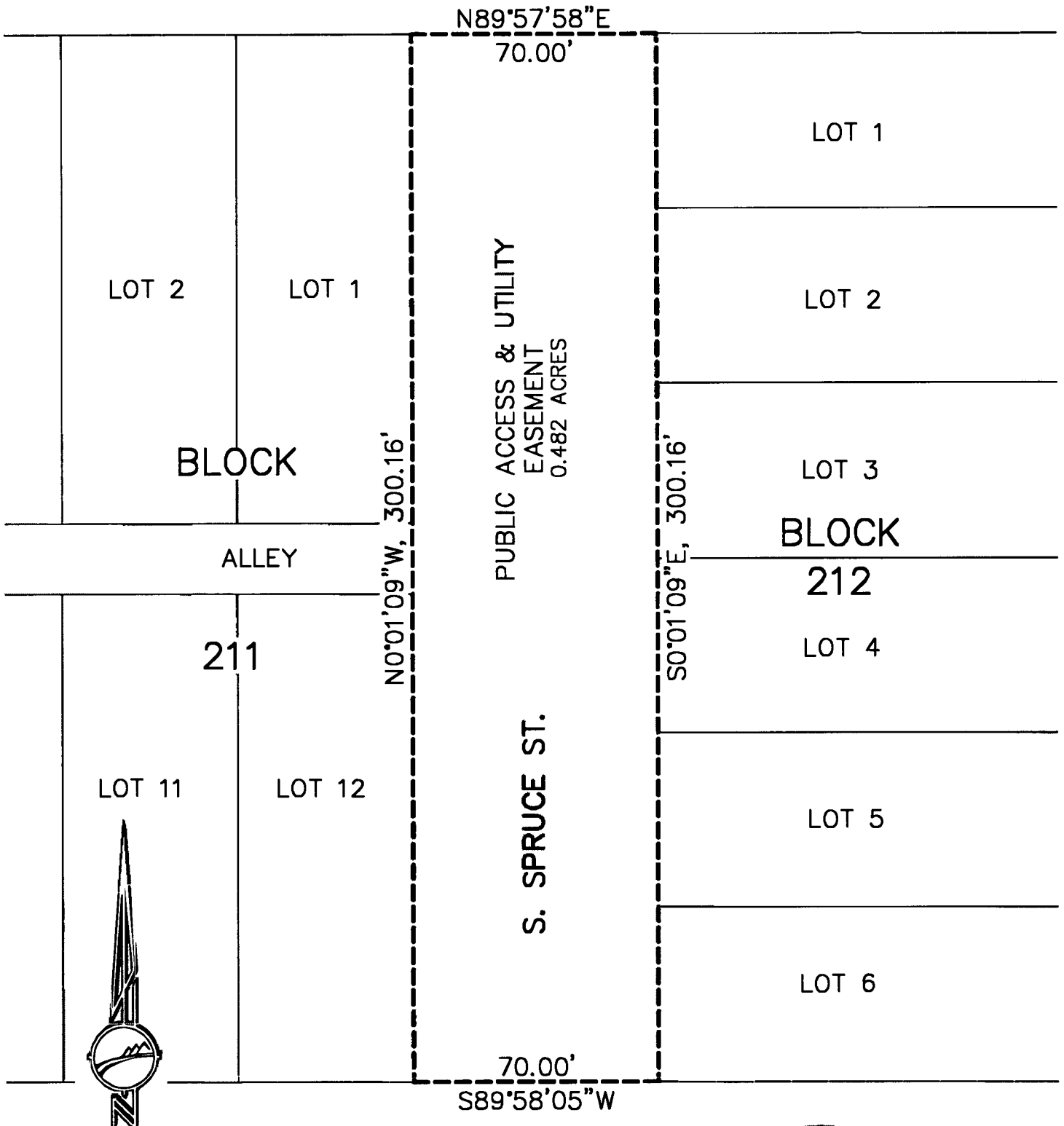


Client NATRONA COUNTY SCHOOL DISTRICT #1 Address 1038 N. GLENN ROAD  
 City CASPER State WYOMING Zip 82601

## EASEMENT EXHIBIT

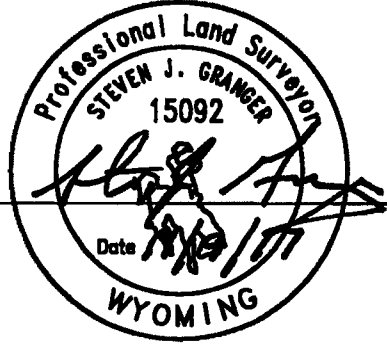
SW1/4 Section 9, T. 33 N., R. 79 W., 6th Principal Meridian, Wyoming  
 Lot PT. S. SPRUCE ST. Block BETWEEN 211 & 212 Subdivision CITY OF CASPER  
 City CASPER County NATRONA State WYOMING

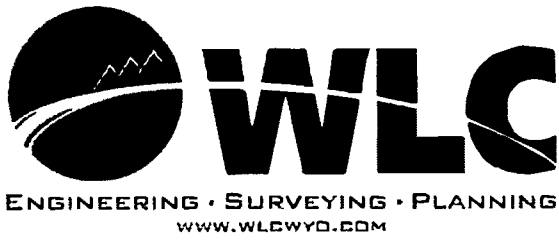
### W. FOURTEENTH ST.



SCALE: 1"=40'  
 BASIS OF BEARING:  
 GEODETIC BASED ON GPS

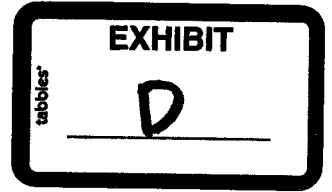
### W. FIFTEENTH ST.





CASPER  
200 PRONGHORN  
CASPER, WY 82601  
P: 307-266-2524

**EXHIBIT**



October 19, 2017

Natrona County School District #1  
1038 N. Glenn Road  
Casper, WY 82601


W.O. No.: 16118-01




Description: (Public Access and Utility Easement – 0.482 Acres)

A Parcel located in and being a portion of South Spruce Street located between Blocks 211 and 212, City of Casper, Wyoming bounded on the north by West Fourteenth Street and on the South by West Fifteenth Street and located in the SW1/4, Section 9, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the northeasterly corner of the Parcel being described and also the northwesterly corner of Lot 1, Block 212, City of Casper; thence along the easterly line of said Parcel and westerly line of said Block 212, S.0°01'09"E., 300.16 feet to the southeasterly corner of said Parcel, the southwesterly corner of Lot 6, Block 212 and a point in and intersection with the northerly line of West Fifteenth Street; thence along the southerly line of said Parcel and the northerly line of said West Fifteenth Street, S.89°58'05"W., 70.00 feet to the southwesterly corner of said Parcel and the southeasterly corner of Lot 12, Block 211; thence along the westerly line of said Parcel and easterly line of said Block 211, N.0°01'09"W., 300.16 feet to the northwesterly corner of said Parcel, the northeasterly corner of Lot 1, Block 211 and a point in and intersection with the southerly line of said West Fourteenth Street; thence along the northerly line of said Parcel and the southerly line of said West Fourteenth Street, N.89°57'58"E., 70.00 feet to the Point of Beginning and containing 0.482 acres, more or less, as set forth by Exhibit A attached hereto and made a part hereof.

November 15, 2017

MEMO TO: J. Carter Napier, City Manager 

FROM: Tom Pitlick, Financial Services Director   
Pete Meyers, Assistant Financial Services Director   
Kirk Gunderson, Accountant 

SUBJECT: Amendment to the Fiscal Year 2018 Budget

Meeting Type & Date:  
Regular Council Meeting  
November 21, 2017

Action type:  
Public Hearing  
Resolution

Recommendation:  
That Council, by Resolution, authorize an amendment to the Fiscal Year 2018 Budget.

Summary:  
Recently, a series of budget reviews were conducted with department heads and the City Manager. Each expenditure line item was reviewed, and in many places, budgeted expenditures were reduced. Revenue line items were reassessed, and some of them were recalculated based on new information, or they were revised to account for actual year-to-date activity. Each vacant position was evaluated, and many were eliminated. The result of those meetings is this proposed amendment to the FY 2018 budget.

The amendment, if approved, would have a positive budgetary impact of \$4,584,110, including \$4,308,721 to the General Fund and \$275,388 to other municipal funds. The proposed changes are summarized throughout this document. Specific changes, by line item, are provided in the attachments.

#### *Overview of General Fund Impacts*

General Fund Revenue – Increase budgeted revenues by \$2,305,543 in the following manner:

- Increase Sales Tax budgeted revenue by \$679,904 in recognition of collected sales tax revenues, which have been above budget for the first four months of FY18. This revision of budgeted revenue recognizes the extra revenue collected from July through October, but it does not rely on an assumption that this trend will continue for the rest of the fiscal year.
- Increase Mineral Tax budgeted revenue by \$539,767. State officials have recalculated the distribution of above-the-cap revenues. This budget amendment will recognize the extra revenue due to the city as a result of that recalculation.

- Increase Electrical Franchise Fee budgeted revenue by \$470,416. This would account for six months of enhanced revenue from the anticipated 2% rate increase in the Rocky Mountain Power franchise fee.
- Increase Interdepartmental Revenues by \$287,848. The methodology used to calculate interdepartmental charges should be updated to reflect actual service levels provided by various City departments.
- Increase Property Taxes by \$177,150. The County did not finalize Property Taxes until after the original budget was calculated. This year, the finalized number was greater than the estimate used for the original budget.
- Increase Building Rent by \$116,000. The annual rent payment for the Lenhart Building (135 North Ash Street) was originally budgeted as revenue for the Capital Projects Fund (Fund 30). This amendment would accrue that revenue to the General Fund.
- Other changes total a net revenue increase of \$34,457.

General Fund Expenditures – Decrease General Fund expenditures by \$2,003,179 in the following manner:

- Decrease transfers out to other funds by \$1,016,380
- Increase City Council expenditures by \$91
- Increase City Manager expenditures by \$83,866
- Reduce City Attorney expenditures by \$134,064
- Reduce Municipal Court expenditures by \$63,734
- Increase Finance expenditures by \$141,609
- Reduce Human Resources expenditures by \$97,032
- Reduce Planning expenditures by \$16,447
- Reduce Police expenditures by \$597,537
- Reduce Fire expenditures by \$12,461
- Reduce Code Enforcement expenditures by \$45,167
- Reduce Engineering expenditures by \$115,541
- Increase Streets expenditures by \$16,824
- Reduce Cemetery expenditures by \$23,290
- Reduce Fort Casper expenditures by \$7,048
- Reduce Parks expenditures by \$116,684

A more detailed description of the General Fund expenditure reductions is presented below and on the following pages.

City Council – Decrease net budgeted expenditures by \$91. Reductions would be generated by reducing Survey Services, Programs and Projects, and Council Goals by a total of \$24,067. This would be counteracted by rebudgeting \$23,976 of unspent funding that had been set aside for the Platte River Trails Trust in FY 2017.

City Manager – Increase net budgeted expenditures by \$83,866 in the following manner:

- Increase budgeted expenditures by \$97,372 to fill a new Assistant to the City Manager position. This individual has been transferred from the Engineering Division. This budget increase is mostly offset by the elimination of that individual's original position in Engineering.
- Decrease budgeted expenditures by \$13,506 to account for the elimination of step increases, the removal of disability buyback, and reductions in non-labor spending.

City Attorney – Decrease budgeted expenditures by \$134,064 in the following manner:

- Decrease budgeted expenditures by \$129,316 for the elimination of a vacant Assistant City Attorney II position.
- Decrease budgeted expenditures by \$4,748 to account for the elimination of step increases, the removal of disability buyback, and reductions in non-labor spending.

Municipal Court – Decrease budgeted expenditures by \$63,734 in the following manner:

- Decrease budgeted expenditures by \$52,430 to account for the elimination of a vacant Court Coordinator position.
- Decrease budgeted expenditures by \$11,304 to account for the elimination of step increases, the removal of disability buyback, and reductions in non-labor spending.

Finance – Increase net budgeted expenditures by \$141,609 in the following manner:

- Increase budgeted expenditures by \$124,200 to allow for the creation of a new Financial Services Director position. This amount includes non-salary benefits.
- Increase budgeted expenditures by \$70,032 to account for a transfer of the Payroll Technician to the Financial Services Department from the Support Services Department. This change is entirely offset by a decrease in the Human Resources cost center.
- Decrease budgeted expenditures by \$19,531 to account for the elimination of a vacant part time Administrative Tech position.
- Decrease budgeted expenditures by \$33,092 to account for the elimination of step increases, the removal of disability buyback, and reductions in non-labor spending.

Human Resources – Decrease budgeted expenditures by \$97,032 in the following manner:

- Decrease budgeted expenditures by \$70,032 to account for a transfer of the Payroll Technician to the Financial Services Department from the Support Services Department.
- Decrease budgeted expenditures by \$11,408 to account for the reclassification of an Assistant City Manager to Department Head.
- Decrease budgeted expenditures by \$15,592 to account for the elimination of step increases and the removal of disability buyback.

Planning – Decrease budgeted expenditures by \$16,447 to account for the elimination of step increases, the removal of disability buyback, and reductions in non-labor spending.

Police – Decrease net budgeted expenditures by \$597,537 in the following manner:



- Decrease budgeted expenditures by \$330,293 to account for savings from Police Officer positions that were vacant for the first three months of the fiscal year.
- Increase budgeted expenditures by \$106,151 to transfer a portion of the unspent overtime budget from the Variable Services Fund to the General Fund.
- Decrease budgeted expenditures by \$65,696 to account for the elimination of a vacant Criminal Evidence Technician position.
- Decrease budgeted expenditures by \$78,960 for the elimination of a vacant Community Service Officer position.
- Decrease budgeted expenditures by \$228,739 to account for the removal of step increases and the removal of disability buyback.

Fire – Decrease net budgeted expenditures by \$12,461 in the following manner:

- Decrease budgeted expenditures by \$53,949 for the elimination of a vacant Administrative Support Tech position.
- Increase budgeted expenditures by \$98,729 to transfer a portion of the unspent overtime budget from the Variable Services Fund to the General Fund.
- Decrease budgeted expenditures by \$57,241 for the adjustment of Accrued Leave and Holiday Pay to actual results, and to account for reductions in non-labor spending.

Code Enforcement – Decrease budgeted expenditures by \$45,167 to account for the elimination of step increases, the removal of disability buyback, and reductions in non-labor spending.

Engineering – Decrease budgeted expenditures by \$115,541 in the following manner:

- Decrease budgeted expenditures by \$93,127 to account for the transfer of a position to City Manager’s Office.
- Decrease budgeted expenditures by \$22,414 to account for the elimination of step increases, the removal of disability buyback, and reductions in non-labor spending.

Streets – Increase net budgeted expenditures by \$16,824 in the following manner:

- Increase budgeted expenditures by \$450,000 to account for the Ice Control Supplies budget that has been eliminated from Variable Services Fund.
- Increase budgeted expenditures by \$64,645 to transfer a portion of the unspent overtime budget from the Variable Services Fund to the General Fund.
- Decrease budgeted expenditures by \$89,119 to account for the elimination of a vacant Traffic Supervisor position.
- Decrease budgeted expenditures by \$104,531 to account for the transfer of two Equipment Operator II positions to the Refuse Collection Fund.
- Decrease budgeted expenditures by \$64,123 for the elimination of a vacant Equipment Operator II position.
- Decrease budgeted expenditures by \$150,000 to account for a reduction in the amount of asphalt that will be purchased this fiscal year.

- Decrease \$90,048 to account for the elimination of step increases, the removal of disability buyback, and reductions in non-labor spending.

Cemetery – Decrease budgeted expenditures by \$23,290 in the following manner:

- Decrease budgeted expenditures by \$15,640 for the elimination of a vacant part time Administrative Assistant position.
- Decrease budgeted expenditures by \$7,650 for the elimination of step increases, the removal of disability buyback, and reductions in non-labor spending.

Fort Caspar – Decrease budgeted expenditures by \$7,048 for the removal of step increases and the removal of disability buyback.

Parks – Decrease budgeted expenditures by \$116,684 for the removal of step increases, the removal of disability buyback, and reductions in non-labor spending.

General Fund Transfers Out – Net transfers from the General Fund to other funds will be reduced by \$1,016,380. In general, these transfers are the result of expenditure reductions in the funds that are subsidized by the General Fund.

*Overview of Impacts to Other Funds*

Weed and Pest – Decrease budgeted expenditures by \$12,674 for the removal of step increases, the removal of disability buyback, and reductions in non-labor spending.

CDBG – Decrease budgeted expenditures by \$4,421 for the removal of step increases, the removal of disability buyback, and reductions in non-labor spending. This decrease will be entirely offset by a decrease in transfers in from the General Fund.

Revolving Land – Increase net budgeted revenue by \$354,300 in the following manner:

- Increase anticipated revenue by \$522,000 from the sale of City owned property.
- Increase budgeted expenditures by \$168,000 for demolition work associated with the Plains Furniture Building.
- Decrease other non-labor spending by \$300.

Police Grants - Decrease budgeted expenditures by \$5,051 to account for the removal of step increases and the removal of disability buyback.

Fire Assistance Grants – Increase budgeted revenues by \$30,000 to recognize increased Wildfire reimbursements.

Transit – Decrease budgeted revenues by \$91,606 to account for a reduction in federal grant revenues. This decrease would be entirely offset by an increased transfer in from the General Fund.

MPO - Decrease budgeted expenditures by \$1,772 for the elimination of step increases and the removal of disability buyback. This decrease would be offset by \$177 of reduced transfer in from the General Fund, a decrease of \$1,540 of billable revenue from the federal grant, and \$55 of reduced contributions from the other local member agencies.

Opportunities Fund – Decrease transfers out by \$1,093,580. The original budget called for utilizing these funds to make up for other shortfalls in capital revenue. Those projects have been suspended, pending further review.

Capital Projects – Decrease net budgeted revenue by \$1,017,080 in the following manner:

- Account for the transfer of \$116,000 of building rent income for the Lenhart Building lease (135 North Ash Street). This income will now be recognized in the General Fund.
- Increase budgeted expenses by \$5,000 to renovate the front desk area of the Community Development Department.
- Decrease transfers in from the Opportunities Fund in the amount of \$896,080, to account for various projects that have been suspended and which are now under review.

Capital Equipment – Decrease transfers in from the Opportunities Fund by \$197,500 and decrease budgeted expenditures by \$53,000 to account for the removal of various Light Equipment purchases for the Community Development Department. The Community Development purchases will be postponed until FY19.

Water – Decrease budgeted expenditures by \$34,132 for the removal of step increases, the removal of disability buyback, and the recalculation of interdepartmental service charges.

Sewer – Decrease budgeted expenditures by \$52,452 for the removal of step increases, the removal of disability buyback, and the recalculation of interdepartmental service charges.

WWTP – Increase net budgeted expenditures by \$55,825 in the following manner:

- Increase budgeted expenditures by \$90,370 to account for increased Interdepartmental charges.
- Decrease budgeted expenditures by \$34,545 for the removal of step increases and the removal of disability buyback.

Refuse Collection – Increase net budgeted expenditures by \$68,672 in the following manner:

- Increase budgeted expenditures by \$104,532 to account for the transfer of two Equipment Operator II positions from the Streets Division to the Solid Waste Division.
- Decrease budgeted expenditures by \$35,860 for the removal of step increases, the removal of disability buyback, and changes to the calculation of interdepartmental services.

Balefill Fund – Increase net budgeted expenditures by \$102,465 in the following manner:

- Increase budgeted expenditures by \$128,326 to account for increased Interdepartmental charges.
- Decrease budgeted expenditures by \$25,861 for the removal of step increases and the removal of disability buyback.

Aquatics – Decrease budgeted expenditures by \$89,208 in the following manner:

- Decrease budgeted expenditures by \$78,837 for the elimination of a vacant Recreation Coordinator position.
- Decrease budgeted expenditures by \$10,371 for the removal of step increases and the removal of disability buyback.
- Offset the change to budgeted expenditures by decreasing the transfer in from the General Fund.

Golf – Decrease budgeted expenditures by \$87,474 in the following manner:

- Decrease budgeted expenditures by \$78,839 to account for the transfer of a Mechanic I position to the Fleet cost center.
- Decrease budgeted expenditures by \$8,635 for the removal of step increases and the removal of disability buyback.

Ice Arena – Decrease budgeted expenditures by \$12,619 for the removal of step increases, the removal of disability buyback, reductions in non-labor spending, and expectations of enhanced concessions revenue. This change would be entirely offset by a \$2,000 increase in projected revenue from enhanced concessions, and a \$14,619 reduction to the transfers in from the General Fund.

Hogadon – Decrease net budgeted expenditures by \$92,518 in the following manner:

- Increase budgeted revenue by \$39,500 to account for anticipated increases in building rentals.
- Decrease budgeted expenditures by \$34,249 for the replacement of an Assistant Superintendent position with a Ski Area Technician position.
- Decrease budgeted expenditures by \$18,769 for the removal of step increases, the removal of disability buyback, and reductions in non-labor spending.
- Offset the change to budgeted expenditures by decreasing the transfer in from the General Fund.

Casper Events Center – Decrease subsidies by \$112,476 based on FY17 performance. This would be entirely offset by a reduction of transfers in from the General Fund.

PSCC – Decrease budgeted expenditures by \$126,867 in the following manner:

- Decrease budgeted expenditures by \$47,635 to account for savings from positions that were vacant in the first three months of the fiscal year.

- Decrease budgeted expenditures by \$65,498 for the removal of step increases, the removal of disability buyback, and reductions in non-labor spending.
- Decrease budgeted revenue by \$120,000 to account for reductions in Telephone Service Charge revenues. This reduction in revenue largely offsets the reduction in spending. The remaining reductions in spending are offset by a \$4,151 of reduced contribution from member agencies and a \$2,717 reduction of transfers in from the General Fund.

Water Treatment Plant – Increase net budgeted expenditures by \$90,919 in the following manner:

- Increase budgeted expenditures by \$108,391 to account for changes in Interdepartmental Service charges.
- Decrease budgeted expenditures by \$17,472 for the removal of step increases and removal of disability buyback.

Casper Recreation Center – Decrease budgeted expenditures by \$56,766 in the following manner:

- Decrease budgeted expenditures by \$38,975 for the elimination of a vacant Custodial Maintenance Worker position.
- Decrease budgeted expenditures by \$17,791 to account for the removal of step increases, the removal of disability buyback, and reductions in non-labor spending.
- This reduction in budgeted expenditures would be entirely offset by a reduction of transfers in from the General Fund.

Fleet – Decrease net budgeted expenditures by \$85,186 in the following manner:

- Decrease budgeted expenditures by \$84,288 for the elimination of the vacant Fleet Maintenance Manager position.
- Increase budgeted expenditures by \$78,839 to account for the transfer of a Mechanic I position from the Municipal Golf Course.
- Decrease budgeted expenditures by \$79,737 to account for the removal of step increases, the removal of disability buyback, and reductions in non-labor spending.

IT – Decrease budgeted expenditures by \$76,666 in the following manner:

- Decrease \$59,512 for the elimination of a vacant GIS Specialist position.
- Decrease \$17,154 for removal of step increases, removal of disability buyback, and reductions in non-labor spending.
- This reduction in budgeted expenditures would be offset by a \$35,518 reduction of transfers in from the General Fund and a \$41,148 reduction of transfers in from other funds.

Buildings and Grounds – Decrease budgeted expenditures by \$49,241 in the following manner:

- Decrease budgeted expenditures by \$43,690 for the elimination of a vacant Custodial Maintenance Worker position.

- Decrease budgeted expenditures by \$5,551 for removal of step increases, the removal of disability buyback, and reductions in non-labor spending.
- This decrease in budgeted expenditures would be offset by a \$39,393 reduction of transfers in from the General Fund and a \$9,848 reduction of transfers in from other funds.

Variable Services Fund – Decrease budgeted expenditures by \$617,950 and transfer all non-eclipse related funding to Police, Fire, and Streets. This reduction in expenditures would be entirely offset by a reduced transfer in from the General Fund.

Metro Animal Services – Decrease budgeted expenditures by \$44,303 to account for the removal of step increases, the removal of disability buyback, and reductions in non-labor spending. This reduction in expenditures would be offset by a \$2,000 increase to operational revenues, a \$42,223 reduction of transfers in from the General Fund and a \$4,080 reduction in contributions from the other member agencies.

Financial Considerations:

The net impact of the enhancements to budgeted revenues and the reductions in budgeted expenditures will be \$4,584,110 which includes \$4,308,721 of net positive impact to the General Fund directly plus \$275,388 of net positive impact to other municipal funds.

Oversight/Project Responsibility:

Tom Pitlick, Financial Services Director

Attachments:

Resolution to Amend the FY 2018 Municipal Budget

City of Casper Budget Amendment FY 2018 – Summary

City of Casper Budget Amendment FY 2018 – Line by Line Detail

**City of Casper Budget Amendment FY2018  
Summary by Cost Center**

	<b>Expenditure</b>	<b>Revenue</b>	<b>Transfers</b>	<b>Total Impact</b>
<b>General Fund</b>	<b>\$986,799</b>	<b>\$2,305,543</b>	<b>\$1,016,380</b>	<b>\$4,308,721</b>
General Fund Revenue		\$2,305,543		\$2,305,543
Transfers Out			\$1,016,380	\$1,016,380
Cemetery	\$23,290			\$23,290
City Attorney	\$134,064			\$134,064
City Council	\$91			\$91
City Manager	(\$83,866)			(\$83,866)
Code Enforcement	\$45,167			\$45,167
Engineering	\$115,541			\$115,541
Finance	(\$141,609)			(\$141,609)
Fire	\$12,461			\$12,461
Ft Casper	\$7,048			\$7,048
Human Resources	\$97,032			\$97,032
Municipal Court	\$63,734			\$63,734
Parks	\$116,684			\$116,684
Planning	\$16,447			\$16,447
Police	\$597,537			\$597,537
Streets	(\$16,824)			(\$16,824)
<b>Other Funds</b>	<b>\$1,084,696</b>	<b>(\$95,542)</b>	<b>(\$713,766)</b>	<b>\$275,388</b>
Aquatics	\$89,208		(\$89,208)	\$0
Balefill	(\$102,465)			(\$102,465)
Capital Equipment fund	\$53,000		(\$197,500)	(\$144,500)
CDBG	\$4,421		(\$4,421)	\$0
Fire Assistance		\$30,000		\$30,000
Fleet	\$85,186			\$85,186
Golf	\$87,474			\$87,474
Hogadon	\$53,018	\$39,500	(\$92,518)	(\$0)
Ice Arena	\$12,619	\$2,000	(\$14,619)	\$0
IT	\$76,666	(\$41,148)	(\$35,518)	(\$0)
Metro Animal Control	\$44,303	(\$2,080)	(\$42,223)	(\$0)
MPO	\$1,772	(\$1,595)	(\$177)	(\$0)
Police Grants	\$5,051			\$5,051
PSCC	\$126,867	(\$124,151)	(\$2,717)	(\$0)
Recreation Center	\$56,766		(\$56,766)	\$0
Refuse Collection	(\$68,672)			(\$68,672)
Revolving Land Fund	(\$167,700)	\$522,000		\$354,300
Sewer	\$52,452			\$52,452
Transit		(\$91,606)	\$91,606	\$0
Variable Services	\$617,950		(\$617,950)	\$0
Water	\$34,132			\$34,132
Weed and Pest	\$12,674			\$12,674
WTP	(\$90,919)			(\$90,919)
WWTP	(\$55,825)			(\$55,825)
Casper Events Center	\$112,476		(\$112,476)	\$0
Buildings and Structures	\$49,241		(\$49,241)	(\$0)
Perpetual Care		(\$312,462)	\$312,462	\$0
Opportunities Fund			\$1,093,580	\$1,093,580
Capital Projects Fund	(\$5,000)	(\$116,000)	(\$896,080)	(\$1,017,080)
<b>Total Impact</b>	<b>\$2,071,495</b>	<b>\$2,210,001</b>	<b>\$302,614</b>	<b>\$4,584,110</b>

**City of Casper Budget Amendment FY 2018**  
**Line by Line Detail**

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
General Fund Revenue	01-100000-40010000000000	Property Tax	Adjusting estimate to actual report from County	\$ 177,150
General Fund Revenue	01-100000-40120000000000	Franchise Revenue-Electricity	Increase Franchise Fee for Electricity from 5 to 7% (Jan - June)	\$ 470,416
General Fund Revenue	01-100000-40130000000000	Franchise Fee-Natural Gas	New methodology-revise to three year average	\$ 36,347
General Fund Revenue	01-100000-40300000000000	Sales Tax	Change from FY18 projected to FY18 actual YTD only (Expectations exceeded Through October)	\$ 679,904
General Fund Revenue	01-100000-40540000000000	Mineral Taxes-Above the Cap	Revise to new number based on recalculation by State	\$ 539,767
General Fund Revenue	01-100000-41000000000000	Liquor License Revenue	Increase by \$31,500 for new bar and grill licenses less one \$1,500 restaurant license	\$ 30,000
General Fund Revenue	01-100000-41500000000000	Lottery	First quarter payment was much lower than budgeted	\$ (67,160)
General Fund Revenue	01-100000-44270000000000	Building Rent	Transfer lease for DDA/Lenhart Building from Capital Projects	\$ 116,000
General Fund Revenue	01-100000-44420000000000	Park Shelters	New methodology-revise to three year average	\$ 7,062
General Fund Revenue	01-100000-44800000000000	Interdepartmental Charges	Methodology updated	\$ 287,848
General Fund Revenue	01-100000-44900000000000	Cemetery	New methodology-revise revenue to a three year average	\$ 28,209
City Council	01-101000-52040000000000	Survey Services	Reduce by \$13,000 per department	\$ 13,000
City Council	01-101000-58200000000000	Programs and Projects	Reduce by \$5,000 per department	\$ 5,000
City Council	01-101000-60020000000000	Platte River Trails Trust	Increase by unspent balance from previous year	\$ (23,976)
City Council	01-101000-64000000000000	Council Goals	Reduce budget by \$6,067 per department	\$ 6,067
City Manager	01-121000-50100210000000	Administrative Analyst	Transfer position from Engineering less step increase	\$ (68,124)
City Manager	01-121000-50100220000000	Special Projects Coordinator	Savings from removal of step increases	\$ 3,359
City Manager	01-121000-51110000000000	Health Insurance	Position transferred from Engineering less savings from removal of step increases	\$ (10,878)
City Manager	01-121000-51130000000000	Other Insurance	Position transferred from Engineering less savings from removal of step increases	\$ (412)
City Manager	01-121000-51200000000000	SS Contributions	Position transferred from Engineering less savings from removal of step increases	\$ (4,764)
City Manager	01-121000-51300000000000	Retirement Contributions	Position transferred from Engineering less savings from removal of step increases	\$ (5,211)
City Manager	01-121000-51600000000000	Workers Comp	Position transferred from Engineering less savings from removal of step increases	\$ (1,836)
City Manager	01-121000-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 2,500
City Manager	01-121000-53910000000000	Other Contractual	Reduce by \$1,500 per department	\$ 1,500
City Attorney	01-131000-50100112000000	City Attorney	Savings from removal of step increases	\$ 6,968
City Attorney	01-131000-50100232000000	Asst. City Attorney II	Remove one position per department	\$ 94,703
City Attorney	01-131000-50100605000000	Legal Secretary	Savings from removal of step increases	\$ 556
City Attorney	01-131000-50320000000000	Overtime	Savings from removal of step increases	\$ 21
City Attorney	01-131000-51110000000000	Health Insurance	Savings from removal of step increases	\$ 16,120
City Attorney	01-131000-51130000000000	Other Insurance	Savings from removal of step increases	\$ 566
City Attorney	01-131000-51200000000000	SS Contributions	Savings from removal of step increases	\$ 6,661
City Attorney	01-131000-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 8,160
City Attorney	01-131000-51600000000000	Workers Comp	Savings from removal of step increases	\$ 2,720
City Attorney	01-131000-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 2,500
City Attorney	01-131000-51710000000000	Accrued Leave	Adjustment to actual results	\$ (12,019)
City Attorney	01-131000-53700000000000	Travel and Training	Reduce by 20% per department	\$ 7,108



Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
Municipal Court	01-141000-50100208000000	Court Coordinator	Vacated position not being refilled and transfer \$4,000 to Technologies line item	\$ 36,219
Municipal Court	01-141000-50100603000000	Administrative Asst II	Savings from removal of step increases	\$ 2,184
Municipal Court	01-141000-50100612000000	Customer Service Rep	Savings from removal of step increases	\$ 1,836
Municipal Court	01-141000-50100613000000	Court Clerk	Savings from removal of step increases	\$ 660
Municipal Court	01-141000-50207615000000	Court Bailiff	Savings from removal of step increases	\$ 2,079
Municipal Court	01-141000-50320000000000	Overtime	Savings from removal of step increases	\$ 16
Municipal Court	01-141000-51110000000000	Health Insurance	Savings from removal of step increases	\$ 8,986
Municipal Court	01-141000-51130000000000	Other Insurance	Savings from removal of step increases	\$ 391
Municipal Court	01-141000-51200000000000	SS Contributions	Savings from removal of step increases	\$ 3,409
Municipal Court	01-141000-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 3,554
Municipal Court	01-141000-51600000000000	Workers Comp	Savings from removal of step increases	\$ 1,191
Municipal Court	01-141000-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 1,581
Municipal Court	01-141000-57800000000000	Technologies	Create \$4,000 line item	\$ (4,000)
Municipal Court	01-141102-50207002000000	Municipal Court Judge	Savings from removal of step increases	\$ 5,088
Municipal Court	01-141102-51200000000000	SS Contributions	Savings from removal of step increases	\$ 389
Municipal Court	01-141102-51600000000000	Workers Comp	Savings from removal of step increases	\$ 150
Finance	01-161001-50100205000000	Assistant City Clerk	Savings from removal of step increases	\$ 2,285
Finance	01-161001-50100619000000	Records Management Tech	Savings from removal of step increases	\$ 2,403
Finance	01-161001-51130000000000	Other Insurance	Savings from removal of step increases	\$ 25
Finance	01-161001-51200000000000	SS Contributions	Savings from removal of step increases	\$ 537
Finance	01-161001-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 587
Finance	01-161001-51600000000000	Workers Comp	Savings from removal of step increases	\$ 86
Finance	01-161001-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 2,333
Finance	01-161112-50100111000000	Financial Services Director	New Financial Services Director position	\$ (97,083)
Finance	01-161112-50100631000000	Payroll Technician	Transfer position from HR less savings from removal of step increase	\$ (54,427)
Finance	01-161112-50207617000000	Administrative Support Tech	Remove part time position	\$ 17,659
Finance	01-161112-50320000000000	Overtime	Savings from removal of step increases	\$ 3
Finance	01-161112-51110000000000	Health Insurance	Creation of new Financial Services Director position and a position transferred from HR less savings from removal of step increases	\$ (8,749)
Finance	01-161112-51130000000000	Other Insurance	Creation of new Financial Services Director position and a position transferred from HR less savings from removal of step increases	\$ (682)
Finance	01-161112-51200000000000	SS Contributions	Creation of new Financial Services Director position and a position transferred from HR less savings from removal of step increases	\$ (9,834)
Finance	01-161112-51300000000000	Retirement Contributions	Creation of new Financial Services Director position and a position transferred from HR less savings from removal of step increases	\$ (11,880)
Finance	01-161112-51600000000000	Workers Comp	Creation of new Financial Services Director position and a position transferred from HR less savings from removal of step increases	\$ (3,808)
Finance	01-161112-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 5,301
Finance	01-161112-51750000000000	Allowances Other	New Financial Services Director position - phone allowance	\$ (4,180)
Finance	01-161113-50100611000000	Administrative Services Rep	Savings from removal of step increases	\$ 1,881
Finance	01-161113-50207828000000	Admin Services Couner/Floater	Savings from removal of step increases	\$ 928
Finance	01-161113-50320000000000	Overtime	Savings from removal of step increases	\$ 6
Finance	01-161113-51130000000000	Other Insurance	Savings from removal of step increases	\$ 15
Finance	01-161113-51200000000000	SS Contributions	Savings from removal of step increases	\$ 413
Finance	01-161113-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 373
Finance	01-161113-51600000000000	Workers Comp	Savings from removal of step increases	\$ 109
Finance	01-161113-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 2,504
Finance	01-161114-50100841000000	Meter Services Worker I	Savings from removal of step increases	\$ 4,236

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
Finance	01-161114-50310000000000	Standby	Savings from removal of step increases	\$ 131
Finance	01-161114-50320000000000	Overtime	Savings from removal of step increases	\$ 102
Finance	01-161114-51130000000000	Other Insurance	Savings from removal of step increases	\$ 34
Finance	01-161114-51200000000000	SS Contributions	Savings from removal of step increases	\$ 480
Finance	01-161114-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 526
Finance	01-161114-51600000000000	Workers Comp	Savings from removal of step increases	\$ 185
Finance	01-161114-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 1,811
Finance	01-161114-53910000000000	Other Contractual	Reduce by \$2,000 per department	\$ 2,000
Finance	01-161114-54780000000000	Bulk Fuel	Reduce by \$2,000 per department	\$ 2,000
Human Resources	01-163121-50100110000000	Support Services Director	Assistant City Manager to Department Head position	\$ 9,589
Human Resources	01-163121-50100340000000	Risk Management Specialist	Savings from removal of step increases	\$ 982
Human Resources	01-163121-50100603000000	Administrative Asst II	Savings from removal of step increases	\$ 2,020
Human Resources	01-163121-50100624000000	HR Info/Sys Tech	Transfer one position to Finance and another to HR Tech line item within HR	\$ 109,464
Human Resources	01-163121-50100625000000	Benefit Technician	Savings from removal of step increases	\$ 2,566
Human Resources	01-163121-50100630000000	HR Technician	Savings from removal of step increases	\$ 2,541
Human Resources	01-163121-50100630000000	HR Tech	Transfer position from HR Info/Sys Tech within HR	\$ (54,427)
Human Resources	01-163121-50320000000000	Overtime	Savings from removal of step increases	\$ 5
Human Resources	01-163121-51110000000000	Health Insurance	Savings from removal of step increases	\$ 4,256
Human Resources	01-163121-51130000000000	Other Insurance	Savings from removal of step increases	\$ 343
Human Resources	01-163121-51200000000000	SS Contributions	Savings from removal of step increases	\$ 5,946
Human Resources	01-163121-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 6,507
Human Resources	01-163121-51600000000000	Workers Comp	Savings from removal of step increases	\$ 2,240
Human Resources	01-163121-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 5,000
Planning	01-182000-50100110000000	Assistant City Manager-Comm Dev Director	Assistant City Manager to Department Head position	\$ (110,760)
Planning	01-182000-50100160000000	Community Development Director	Assistant City Manager to Department Head position	\$ 107,359
Planning	01-182000-50100225000000	City Planner	Savings from removal of step increases	\$ 4,617
Planning	01-182000-50100241000000	Planner I	Savings from removal of step increases	\$ 2,875
Planning	01-182000-51130000000000	Other Insurance	Savings from removal of step increases	\$ 9
Planning	01-182000-51200000000000	SS Contributions	Savings from removal of step increases	\$ 543
Planning	01-182000-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 594
Planning	01-182000-51600000000000	Workers Comp	Savings from removal of step increases	\$ 210
Planning	01-182000-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 3,000
Planning	01-182000-53330000000000	Postage	Reduce by \$300 per department	\$ 300
Planning	01-182000-53400000000000	Advertising	Reduce by \$4,000 per department	\$ 4,000
Planning	01-182000-53500000000000	Printing	Reduce by \$1,500 per department	\$ 1,500
Planning	01-182000-54000000000000	Office Supplies	Reduce by \$1,000 per department	\$ 1,000
Planning	01-182151-55800000000000	Technologies	Reduce by \$1,200 per department	\$ 1,200
Police	01-210001-50100218000000	Police Support Services Mgr	Savings from removal of step increases	\$ 4,232
Police	01-210001-50100222000000	Victim Services Specialist	Savings from removal of step increases	\$ 3,121
Police	01-210001-50100253000000	Police Technologies Manager	Savings from removal of step increases	\$ 4,074
Police	01-210001-50100320000000	Criminal Intell Tech	Vacant position not being refilled	\$ 49,626
Police	01-210001-50100424000000	Community Services Officer	Savings from removal of step increases	\$ 2,223
Police	01-210001-50100424000000	Community Services Officer	Vacant position not being refilled	\$ 52,374
Police	01-210001-50100425000000	Property Evidence Tech I	Savings from removal of step increases	\$ 2,436
Police	01-210001-50100426000000	Police Officer	Reduce for first quarter vacancies within PD of \$269K and savings from removal of step increases \$61K	\$ 330,293
Police	01-210001-50100427000000	Police Sergeant	Savings from removal of step increases	\$ 10,268

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
Police	01-210001-50100428000000	Police Lieutenant	Savings from removal of step increases	\$ 4,196
Police	01-210001-50100440000000	Police Recruit	Savings from removal of step increases	\$ 15,693
Police	01-210001-50100603000000	Administrative Asst II	Savings from removal of step increases	\$ 2,153
Police	01-210001-50100634000000	Police Records Clerk	Savings from removal of step increases	\$ 1,928
Police	01-210001-50100801000000	Police Fleet Coordinator	Savings from removal of step increases	\$ 2,331
Police	01-210001-50207424000000	CSO	Savings from removal of step increases	\$ 938
Police	01-210001-50207634000000	Police Records Clerks	Savings from removal of step increases	\$ 570
Police	01-210001-50320000000000	Overtime	Overtime transferred from Variable Services and adjusted to recent average Less savings from removal of step increases (\$5K)	\$ (106,151)
Police	01-210001-50330000000000	Holiday Pay	Savings from removal of step increases	\$ 1,375
Police	01-210001-50370000000000	Other Pay	Savings from removal of step increases	\$ 1,119
Police	01-210001-50420000000000	Contract Wages	Savings from removal of step increases	\$ 645
Police	01-210001-51110000000000	Health Insurance	Savings from removal of step increases	\$ 84,668
Police	01-210001-51130000000000	Other Insurance	Savings from removal of step increases	\$ 3,826
Police	01-210001-51200000000000	SS Contributions	Savings from removal of step increases	\$ 8,014
Police	01-210001-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 38,896
Police	01-210001-51600000000000	Workers Comp	Savings from removal of step increases	\$ 13,160
Police	01-210001-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 70,000
Police	01-210001-51710000000000	Accrued Leave	Adjust to actual results	\$ (4,472)
Fire	01-240001-50100617000000	Admin Support Tech	Vacant position not being refilled	\$ 43,040
Fire	01-240001-50320000000000	Overtime	Overtime transferred from Variable Services and adjusted to recent average.	\$ (98,729)
Fire	01-240001-50330000000000	Holiday Pay	Reduce by \$14,739 per department	\$ 14,739
Fire	01-240001-51110000000000	Health Insurance	Savings from removal of step increases	\$ 847
Fire	01-240001-51130000000000	Other Insurance	Savings from removal of step increases	\$ 336
Fire	01-240001-51200000000000	SS Contributions	Increase from transfer of OT from Variable Services	\$ (3,481)
Fire	01-240001-51300000000000	Retirement Contributions	Increase from transfer of OT from Variable Services	\$ (234)
Fire	01-240001-51600000000000	Workers Comp	Increase from transfer of OT from Variable Services	\$ (57)
Fire	01-240001-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 9,000
Fire	01-240001-51710000000000	Accrued Leave	Adjustment to actual results	\$ 30,000
Fire	01-240232-55400000000000	Light Equipment	Reduce by \$17,000 per department	\$ 17,000
Code Enforcement	01-261241-50100321000000	Code Enforcement Inspector II	Savings from removal of step increases	\$ 3,349
Code Enforcement	01-261241-50100324000000	Building Inspector Supervisor	Savings from removal of step increases	\$ 569
Code Enforcement	01-261241-50100342000000	Code Enforcement Inspector I	Savings from removal of step increases	\$ 2,535
Code Enforcement	01-261241-50100608000000	Permit Technician	Savings from removal of step increases	\$ 2,621
Code Enforcement	01-261241-50100620000000	Administrative Support Tech	Savings from removal of step increases	\$ 2,380
Code Enforcement	01-261241-51130000000000	Other Insurance	Savings from removal of step increases	\$ 57
Code Enforcement	01-261241-51200000000000	SS Contributions	Savings from removal of step increases	\$ 1,622
Code Enforcement	01-261241-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 1,776
Code Enforcement	01-261241-51600000000000	Workers Comp	Savings from removal of step increases	\$ 494
Code Enforcement	01-261241-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 6,000
Code Enforcement	01-261241-51710000000000	Accrued Leave	Adjustment to actual results	\$ 3,764
Code Enforcement	01-261241-52600000000000	Lawn and Tree Care	Reduce by \$13,000 per department	\$ 13,000
Code Enforcement	01-261241-53330000000000	Postage	Reduce by \$500 per department	\$ 500
Code Enforcement	01-261241-53500000000000	Printing	Reduce by \$500 per department	\$ 500
Code Enforcement	01-261241-54000000000000	Office Supplies	Reduce by \$2,000 per department	\$ 2,000
Code Enforcement	01-261241-54820000000000	Bulk Fuel	Reduce by \$4,000 per department	\$ 4,000

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
Engineering	01-301001-5010021000000	Administrative Analyst	Transfer position to City Manager office	\$ 68,769
Engineering	01-301001-5010023100000	Associate Engineer II	Savings from removal of step increases	\$ 3,943
Engineering	01-301001-5010033200000	Engineering Tech II	Savings from removal of step increases	\$ 2,964
Engineering	01-301001-5010060200000	Administrative Asst II	Savings from removal of step increases	\$ 1,997
Engineering	01-301001-5111000000000	Health Insurance	Savings from removal of step increases	\$ 10,878
Engineering	01-301001-5113000000000	Other Insurance	Savings from removal of step increases	\$ 471
Engineering	01-301001-5120000000000	SS Contributions	Savings from removal of step increases	\$ 6,571
Engineering	01-301001-5130000000000	Retirement Contributions	Savings from removal of step increases	\$ 7,189
Engineering	01-301001-5160000000000	Workers Comp	Savings from removal of step increases	\$ 2,535
Engineering	01-301001-5170000000000	Disability Buyback	Removal of Disability Buyback program	\$ 8,224
Engineering	01-301001-5370000000000	Travel and Training	Reduce by \$2,000 per department	\$ 2,000
Streets	01-310000-5010033500000	Signal Tech	Savings from removal of step increases	\$ 2,398
Streets	01-310000-5010033600000	Traffic Supervisor	Vacant position not being refilled	\$ 69,349
Streets	01-310000-5010073200000	Street Supervisor	Savings from removal of step increases	\$ 9,468
Streets	01-310000-5010074200000	Streets and Traffic Manager	Savings from removal of step increases	\$ 3,126
Streets	01-310000-5010075200000	Equipment Operator I	Savings from removal of step increases	\$ 12,387
Streets	01-310000-5010075200000	Equipment Operator I	Transfer 2 positions to Refuse for street cleaning	\$ 76,409
Streets	01-310000-5010075200000	Equipment Operator I	Vacant position not being refilled	\$ 43,273
Streets	01-310000-5032000000000	Overtime	Overtime transferred to Streets	\$ (64,645)
Streets	01-310000-5032000000000	Overtime	Savings from removal of step increases	\$ 1,526
Streets	01-310000-5111000000000	Health Insurance	Savings from removal of step increases	\$ 31,465
Streets	01-310000-5113000000000	Other Insurance	Savings from removal of step increases	\$ 1,562
Streets	01-310000-5120000000000	SS Contributions	Savings from removal of step increases	\$ 12,612
Streets	01-310000-5130000000000	Retirement Contributions	Savings from removal of step increases	\$ 13,800
Streets	01-310000-5160000000000	Workers Comp	Savings from removal of step increases	\$ 4,866
Streets	01-310000-5170000000000	Disability Buyback	Removal of Disability Buyback program	\$ 14,300
Streets	01-310000-5171000000000	Accrued Leave	Adjustment to actual results	\$ (2,720)
Streets	01-310000-5370000000000	Travel and Training	Reduce by \$4,000 per department	\$ 4,000
Streets	01-310000-5474000000000	Asphalt	Reduce by \$150,000 per department	\$ 150,000
Streets	01-310000-5475000000000	Concrete	Reduce by \$30,000 per department	\$ 30,000
Streets	01-310000-5476000000000	Ice Control Supplies	Transfer \$450,000 from Variable Services Fund for ice control supplies	\$ (450,000)
Streets	01-310000-5482000000000	Bulk Fuel	Reduce by \$20,000 per department	\$ 20,000
Cemetery	01-380000-5010075200000	Equipment Operator I	Savings from removal of step increases	\$ 2,219
Cemetery	01-380000-5020681200000	Laborer	Savings from removal of step increases	\$ 876
Cemetery	01-380000-5020760100000	Admin assistant	Vacant position not being refilled	\$ 14,141
Cemetery	01-380000-5032000000000	Overtime	Savings from removal of step increases	\$ 16
Cemetery	01-380000-5113000000000	Other Insurance	Savings from removal of step increases	\$ 18
Cemetery	01-380000-5120000000000	SS Contributions	Savings from removal of step increases	\$ 1,383
Cemetery	01-380000-5130000000000	Retirement Contributions	Savings from removal of step increases	\$ 257
Cemetery	01-380000-5160000000000	Workers Comp	Savings from removal of step increases	\$ 533
Cemetery	01-380000-5170000000000	Disability Buyback	Removal of Disability Buyback program	\$ 848
Cemetery	01-380000-5482000000000	Bulk Fuel	Reduce by \$3,000 per department	\$ 3,000
Ft Casper	01-561562-5020685200000	Recreation Worker	Savings from removal of step increases	\$ 333
Ft Casper	01-561562-5020786500000	Museum Education Worker	Savings from removal of step increases	\$ 217
Ft Casper	01-561562-5032000000000	Overtime	Savings from removal of step increases	\$ 16
Ft Casper	01-561562-5120000000000	SS Contributions	Savings from removal of step increases	\$ 455

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
Ft Casper	01-561562-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 452
Ft Casper	01-561562-51600000000000	Workers Comp	Savings from removal of step increases	\$ 175
Ft Casper	01-561562-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 5,400
Parks	01-571000-54820000000000	Bulk Fuel	Reduce by \$13,000 per department	\$ 13,000
Parks	01-571572-50100754000000	Parks and Rec Worker	Savings from removal of step increases	\$ 3,244
Parks	01-571572-50100755000000	Parks Supervisor II	Savings from removal of step increases	\$ 1,706
Parks	01-571572-50100816000000	Municipal Worker II	Savings from removal of step increases	\$ 8,272
Parks	01-571572-50100817000000	Municipal Worker III	Savings from removal of step increases	\$ 4,582
Parks	01-571572-50206812000000	Laborer	Savings from removal of step increases	\$ 2,193
Parks	01-571572-50207815000000	Municipal Worker I	Savings from removal of step increases	\$ 690
Parks	01-571572-50320000000000	Overtime	Savings from removal of step increases	\$ 163
Parks	01-571572-51130000000000	Other Insurance	Savings from removal of step increases	\$ 133
Parks	01-571572-51200000000000	SS Contributions	Savings from removal of step increases	\$ 1,834
Parks	01-571572-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 1,764
Parks	01-571572-51600000000000	Workers Comp	Savings from removal of step increases	\$ 706
Parks	01-571572-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 3,100
Parks	01-571572-51760000000000	Clothing Allowance	Reduce by \$1,000 per department	\$ 1,000
Parks	01-571572-52500000000000	Water	Reduce by \$74,297 per department and allocate over two cost centers	\$ 49,531
Parks	01-571574-52500000000000	Water	Reduce by \$74,297 per department and allocate over two cost centers	\$ 24,766
Transfers Out	01-902000-59000000000000	Transfers Out	Reduction of transfers out from the General Fund to General Fund Dependent Funds	\$ 1,016,380
Weed and Pest	10-370000-50100815000000	Muni Worker I	Savings from removal of step increases	\$ 1,633
Weed and Pest	10-370000-50100816000000	Muni Worker II	Savings from removal of step increases	\$ 1,822
Weed and Pest	10-370000-50206812000000	Laborer	Savings from removal of step increases	\$ 207
Weed and Pest	10-370000-50320000000000	Overtime	Savings from removal of step increases	\$ 33
Weed and Pest	10-370000-51130000000000	Other Insurance	Savings from removal of step increases	\$ 27
Weed and Pest	10-370000-51200000000000	SS Contributions	Savings from removal of step increases	\$ 280
Weed and Pest	10-370000-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 289
Weed and Pest	10-370000-51600000000000	Workers Comp	Savings from removal of step increases	\$ 109
Weed and Pest	10-370000-53800000000000	Interdepartmental Expenses	Methodology updated	\$ 5,274
Weed and Pest	10-370000-54820000000000	Bulk Fuel	Reduce by \$3,000 per department	\$ 3,000
CDBG	12-611000-48000000000000	Transfers In	Reduced subsidy from the General Fund	\$ (4,421)
CDBG	12-611000-50100328112000	Community Development Tech	Savings from removal of step increases	\$ 2,809
CDBG	12-611000-51130000000000	Other Insurance	Savings from removal of step increases	\$ 8
CDBG	12-611000-51200000000000	SS Contributions	Savings from removal of step increases	\$ 284
CDBG	12-611000-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 310
CDBG	12-611000-51600000000000	Workers Comp	Savings from removal of step increases	\$ 109
CDBG	12-611000-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 243
CDBG	12-611000-5170000111000	Disability Buyback	Removal of Disability Buyback program	\$ 657
Revolving Land Fund	14-632000-44960000000000	Revenue from Sale of Land	Change to \$2.3 M due to anticipated sale of Source Gas for \$1.2 M from sale of Source Gas, \$862K from sale of three other properties and \$365K from sale of Bernadine	\$ 522,000
Revolving Land Fund	14-632000-52100000000000	Investment Fees	Eliminate \$300 investment fee as this fund is not in investment pool.	\$ 300
Revolving Land Fund	14-632000-52290000000000	Property Tax	Transfer entire budget of \$16,804 to Other Contractual	\$ (16,804)
Revolving Land Fund	14-632000-53910000000000	Other Contractual	Increase by \$168,000 for payment involved in demolition work on Plains Furniture. Transfer entire budget of \$16,804 from property tax	\$ (151,196)
Perpetual Care	15-621000-48000000000000	Transfer In	Reduced transfer in from the General Fund	\$ (312,462)
Perpetual Care	15-621605-59000000000159	Transfer Out	Ice Arena	\$ 14,619
Perpetual Care	15-621605-59000000000159	Transfer Out	Aquatics	\$ 89,208

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
Perpetual Care	15-621605-5900000000159	Transfer Out	Recreation	\$ 56,766
Perpetual Care	15-621605-5900000000159	Transfer Out	CEC	\$ 112,476
Perpetual Care	15-621605-5900000000159	Transfer Out	BAGS	\$ 39,393
Police Grants	16-211211-50100653249000	IACP Grant Assistant	Savings from removal of step increases	\$ 2,046
Police Grants	16-211211-51130000000000	Other Insurance	Savings from removal of step increases	\$ 18
Police Grants	16-211211-51200000000000	SS Contributions	Savings from removal of step increases	\$ 175
Police Grants	16-211211-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 191
Police Grants	16-211211-51600000000000	Workers Comp	Savings from removal of step increases	\$ 67
Police Grants	16-211212-50100418201225	Victim Services Technician	Savings from removal of step increases	\$ 2,283
Police Grants	16-211212-51130000000000	Other Insurance	Savings from removal of step increases	\$ 5
Police Grants	16-211212-51200000000000	SS Contributions	Savings from removal of step increases	\$ 115
Police Grants	16-211212-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 124
Police Grants	16-211212-51600000000000	Workers Comp	Savings from removal of step increases	\$ 27
Fire Assistance	17-840000-47010000000000	Wildfire Reimbursements	Recognize profit associated with this program	\$ 30,000
Transit	18-431000-42300000024000	Fed Grant	Reduce by \$125,006 per department	\$ (125,006)
Transit	18-431000-47330000000000	Contributions	Contributions should be \$396,054	\$ 33,400
Transit	18-431000-48000000000000	Transfers in	Increased subsidy from the General Fund due to lowered revenue estimate	\$ 91,606
MPO	19-184001-42300000028000	Grant Revenue	Reduced grant reimbursement due to lowered expenses	\$ (1,540)
MPO	19-184001-42500000000000	MPO Member contributions	Reduced member contributions due to lowered expenses	\$ (55)
MPO	19-184001-48000000000000	Transfers In	Reduced subsidy from the General Fund	\$ (177)
MPO	19-184001-50100620028000	Administrative Support Tech	Savings from removal of step increases	\$ 639
MPO	19-184001-51130000000000	Other Insurance	Savings from removal of step increases	\$ 11
MPO	19-184001-51200000000000	SS Contributions	Savings from removal of step increases	\$ 110
MPO	19-184001-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 120
MPO	19-184001-51600000000000	Workers Comp	Savings from removal of step increases	\$ 42
MPO	19-184001-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 81
MPO	19-184001-51700000028000	Disability Buyback	Removal of Disability Buyback program	\$ 769
Capital Projects Fund	30-182000-55300000000000	Community Development	Increase by \$5,000 to renovate front desk area within Community Development	\$ (5,000)
Capital Projects Fund	30-850000-44270000000000	Building Rent	Transfer lease for DDA/Lenhardt Building from Capital Projects	\$ (116,000)
Capital Projects Fund	30-850000-4800000608000	Transfers In	Eliminate transfers in from Opportunity Fund	\$ (896,080)
Capital Equipment fund	31-261000-57400000000000	Light Equipment	Projects delayed until FY19	\$ 53,000
Capital Equipment Fund	31-860000-48000000000000	Transfers In	Eliminate transfers in from Opportunity Fund	\$ (197,500)
Opportunities Fund	38-878000-59000000000000	Transfers Out	Eliminate transfers out to other capital funds	\$ 1,093,580
Water	40-350001-50320000000000	Overtime	Savings from removal of step increases	\$ 8
Water	40-350001-51200000000000	SS Contributions	Savings from removal of step increases	\$ 180
Water	40-350001-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 197
Water	40-350001-51600000000000	Workers Comp	Savings from removal of step increases	\$ 69
Water	40-350001-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 2,352
Water	40-350001-53800000000000	Interdepartmental Expenses	Methodology updated	\$ (6,494)
Water	40-350351-50100746000000	Water Distribution Manager	Savings from removal of step increases	\$ 2,920
Water	40-350351-50100845000000	Utility Worker I	Savings from removal of step increases	\$ 1,887
Water	40-350351-50100846000000	Utility Worker II	Savings from removal of step increases	\$ 7,734
Water	40-350351-50100850000000	Utility Worker III	Savings from removal of step increases	\$ 111
Water	40-350351-50310000000000	Standby	Savings from removal of step increases	\$ 286
Water	40-350351-50320000000000	Overtime	Savings from removal of step increases	\$ 741
Water	40-350351-51130000000000	Other Insurance	Savings from removal of step increases	\$ 56

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
Water	40-350351-5120000000000	SS Contributions	Savings from removal of step increases	\$ 1,773
Water	40-350351-5130000000000	Retirement Contributions	Savings from removal of step increases	\$ 1,939
Water	40-350351-5160000000000	Workers Comp	Savings from removal of step increases	\$ 684
Water	40-350351-5170000000000	Disability Buyback	Removal of Disability Buyback program	\$ 12,360
Water	40-350351-5171000000000	Accrued Leave	Adjust to actual results	\$ (2,874)
Water	40-350353-50100845000000	Utility Worker I	Savings from removal of step increases	\$ 930
Water	40-350353-50100846000000	Utility Worker II	Savings from removal of step increases	\$ 3,809
Water	40-350353-50310000000000	Standby	Savings from removal of step increases	\$ 141
Water	40-350353-50320000000000	Overtime	Savings from removal of step increases	\$ 423
Water	40-350353-51130000000000	Other Insurance	Savings from removal of step increases	\$ 27
Water	40-350353-51200000000000	SS Contributions	Savings from removal of step increases	\$ 655
Water	40-350353-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 716
Water	40-350353-51600000000000	Workers Comp	Savings from removal of step increases	\$ 252
Water	40-350353-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 3,250
Sewer	41-360001-53800000000000	Interdepartmental Expenses	Methodology updated	\$ 31,441
Sewer	41-360361-50100223000000	Sanitary Sewer/Stormwater Mgr	Savings from removal of step increases	\$ 4,201
Sewer	41-360361-50100743000000	Utility Supervisor II	Savings from removal of step increases	\$ 3,674
Sewer	41-360361-50100846000000	Utility Worker II	Savings from removal of step increases	\$ 5,063
Sewer	41-360361-50310000000000	Standby	Savings from removal of step increases	\$ 275
Sewer	41-360361-50320000000000	Overtime	Savings from removal of step increases	\$ 169
Sewer	41-360361-51130000000000	Other Insurance	Savings from removal of step increases	\$ 52
Sewer	41-360361-51200000000000	SS Contributions	Savings from removal of step increases	\$ 1,345
Sewer	41-360361-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 1,475
Sewer	41-360361-51600000000000	Workers Comp	Savings from removal of step increases	\$ 520
Sewer	41-360361-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 4,237
WWTP	42-361050-50100337000000	WWTP Manager	Savings from removal of step increases	\$ 3,748
WWTP	42-361050-50100719000000	WWTP Operator III	Savings from removal of step increases	\$ 2,611
WWTP	42-361050-50100729000000	WWTP Lead Operator	Savings from removal of step increases	\$ 3,639
WWTP	42-361050-50100744000000	Plant Mechanic II	Savings from removal of step increases	\$ 2,858
WWTP	42-361050-50100745000000	Lab Tech II	Savings from removal of step increases	\$ 2,014
WWTP	42-361050-50100838000000	Plant Mechanic I	Savings from removal of step increases	\$ 2,042
WWTP	42-361050-50310000000000	Standby	Savings from removal of step increases	\$ 136
WWTP	42-361050-50320000000000	Overtime	Savings from removal of step increases	\$ 529
WWTP	42-361050-51130000000000	Other Insurance	Savings from removal of step increases	\$ 67
WWTP	42-361050-51200000000000	SS Contributions	Savings from removal of step increases	\$ 1,813
WWTP	42-361050-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 1,984
WWTP	42-361050-51600000000000	Workers Comp	Savings from removal of step increases	\$ 697
WWTP	42-361050-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 7,021
WWTP	42-361050-51710000000000	Accrued Leave	Adjustment to actual results	\$ (900)
WWTP	42-361050-53800000000000	Interdepartmental Expenses	Methodology updated	\$ (90,370)
WWTP	42-361371-50100337000000	WWTP Manager	Savings from removal of step increases	\$ 218
WWTP	42-361371-50100338000000	Industrial Pre Treatment Supervisor	Savings from removal of step increases	\$ 3,089
WWTP	42-361371-50100745000000	Lab Tech II	Savings from removal of step increases	\$ 24
WWTP	42-361371-50320000000000	Overtime	Savings from removal of step increases	\$ 5
WWTP	42-361371-51130000000000	Other Insurance	Savings from removal of step increases	\$ 10
WWTP	42-361371-51200000000000	SS Contributions	Savings from removal of step increases	\$ 334

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
WWTP	42-361371-5130000000000	Retirement Contributions	Savings from removal of step increases	\$ 365
WWTP	42-361371-5160000000000	Workers Comp	Savings from removal of step increases	\$ 129
WWTP	42-361371-5170000000000	Disability Buyback	Removal of Disability Buyback program	\$ 1,059
WWTP	42-361372-50100337000000	WWTP Manager	Savings from removal of step increases	\$ 392
WWTP	42-361372-50100719000000	WWTP Operator III	Savings from removal of step increases	\$ 31
WWTP	42-361372-50100744000000	Plant Mechanic II	Savings from removal of step increases	\$ 34
WWTP	42-361372-50310000000000	Standby	Savings from removal of step increases	\$ 7
WWTP	42-361372-50320000000000	Overtime	Savings from removal of step increases	\$ 11
WWTP	42-361372-51130000000000	Other Insurance	Savings from removal of step increases	\$ 1
WWTP	42-361372-51200000000000	SS Contributions	Savings from removal of step increases	\$ 50
WWTP	42-361372-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 55
WWTP	42-361372-51600000000000	Workers Comp	Savings from removal of step increases	\$ 20
WWTP	42-361372-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 259
WWTP	42-361373-50100338000000	Industrial Pre Treatment Supervisor	Savings from removal of step increases	\$ 163
WWTP	42-361373-51200000000000	SS Contributions	Savings from removal of step increases	\$ 12
WWTP	42-361373-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 14
WWTP	42-361373-51600000000000	Workers Comp	Savings from removal of step increases	\$ 5
Refuse	43-330331-50100752000000	Equipment Operator I	Savings from removal of step increases	\$ 2,252
Refuse	43-330331-50100752000000	Equipment Operator I	Transfer 2 positions to Solid Waste for street cleaning	\$ (76,409)
Refuse	43-330331-50100830000000	Solid Collection Operator III	Savings from removal of step increases	\$ 2,886
Refuse	43-330331-50100834000000	Solid Collection Operator II	Savings from removal of step increases	\$ 2,808
Refuse	43-330331-50320000000000	Overtime	Savings from removal of step increases	\$ 745
Refuse	43-330331-51110000000000	Health Insurance	Position transferred from Streets less savings from removal of step increases	\$ (13,021)
Refuse	43-330331-51130000000000	Other Insurance	Position transferred from Streets less savings from removal of step increases	\$ (566)
Refuse	43-330331-51200000000000	SS Contributions	Position transferred from Streets less savings from removal of step increases	\$ (5,297)
Refuse	43-330331-51300000000000	Retirement Contributions	Position transferred from Streets less savings from removal of step increases	\$ (5,797)
Refuse	43-330331-51600000000000	Workers Comp	Position transferred from Streets less savings from removal of step increases	\$ (2,044)
Refuse	43-330331-51710000000000	Accrued Leave	Adjust to actual results	\$ (1,531)
Refuse	43-330332-50100602000000	Administrative Asst I	Savings from removal of step increases	\$ 1,943
Refuse	43-330332-50100833000000	Solid Collection Operator I	Savings from removal of step increases	\$ 7,286
Refuse	43-330332-51130000000000	Other Insurance	Savings from removal of step increases	\$ 62
Refuse	43-330332-51200000000000	SS Contributions	Savings from removal of step increases	\$ 705
Refuse	43-330332-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 773
Refuse	43-330332-51600000000000	Workers Comp	Savings from removal of step increases	\$ 221
Refuse	43-330333-50206812000000	Laborer	Savings from removal of step increases	\$ 491
Refuse	43-330333-50207815000000	Municipal Worker	Savings from removal of step increases	\$ 696
Refuse	43-330333-50310000000000	Standby	Savings from removal of step increases	\$ 83
Refuse	43-330333-51200000000000	SS Contributions	Savings from removal of step increases	\$ 470
Refuse	43-330333-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 415
Refuse	43-330333-51600000000000	Workers Comp	Savings from removal of step increases	\$ 181
Refuse	43-330333-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 4,958
Refuse	43-330333-53800000000000	Interdepartmental Expenses	Methodology updated	\$ 9,018
Balefill	44-331341-50100752000000	Equipment Operator I	Savings from removal of step increases	\$ 87
Balefill	44-331341-50100753000000	Equipment Operator II	Savings from removal of step increases	\$ 7,179
Balefill	44-331341-50100815000000	Muni Worker I	Savings from removal of step increases	\$ 70
Balefill	44-331341-50100850000000	Equipment Operator III	Savings from removal of step increases	\$ 111



Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
Balefill	44-331341-50206815000000	Municipal Worker I	Savings from removal of step increases	\$ 430
Balefill	44-331341-50207642000000	Balefill Clerk I	Savings from removal of step increases	\$ 782
Balefill	44-331341-50208815000000	Municipal Worker I	Savings from removal of step increases	\$ 770
Balefill	44-331341-50310000000000	Standby	Savings from removal of step increases	\$ 83
Balefill	44-331341-50320000000000	Overtime	Savings from removal of step increases	\$ 478
Balefill	44-331341-51130000000000	Other Insurance	Savings from removal of step increases	\$ 8
Balefill	44-331341-51200000000000	SS Contributions	Savings from removal of step increases	\$ 397
Balefill	44-331341-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 270
Balefill	44-331341-51600000000000	Workers Comp	Savings from removal of step increases	\$ 153
Balefill	44-331341-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 8,768
Balefill	44-331341-53800000000000	Interdepartmental Expenses	Methodology updated	\$ (128,326)
Balefill	44-331342-50100753000000	Equipment Operator II	Savings from removal of step increases	\$ 6,275
Aquatics	45-511050-48000000000000	Transfers in	Reduced subsidy from Perpetual Care	\$ (89,208)
Aquatics	45-511050-50100250000000	Recreation Supervisor II	Savings from removal of step increases	\$ 1,355
Aquatics	45-511050-50206653000000	Assistant Recreation Coordinator	Savings from removal of step increases	\$ 50
Aquatics	45-511050-50206852000000	Recreation Worker	Savings from removal of step increases	\$ 792
Aquatics	45-511050-50206888000000	Lifeguard II	Savings from removal of step increases	\$ 1,632
Aquatics	45-511050-50206890000000	Lifeguard I	Savings from removal of step increases	\$ 1,014
Aquatics	45-511050-50206892000000	Shift Leader	Savings from removal of step increases	\$ 996
Aquatics	45-511050-50206893000000	Pool Supervisor I	Savings from removal of step increases	\$ 782
Aquatics	45-511050-50320000000000	Overtime	Savings from removal of step increases	\$ 11
Aquatics	45-511050-51130000000000	Other Insurance	Savings from removal of step increases	\$ 4
Aquatics	45-511050-51200000000000	SS Contributions	Savings from removal of step increases	\$ 507
Aquatics	45-511050-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 113
Aquatics	45-511050-51600000000000	Workers Comp	Savings from removal of step increases	\$ 195
Aquatics	45-511511-50206653000000	Assistant Recreation Coordinator	Savings from removal of step increases	\$ 69
Aquatics	45-511511-50206888000000	Lifeguard II	Savings from removal of step increases	\$ 408
Aquatics	45-511511-50206890000000	Lifeguard I	Savings from removal of step increases	\$ 254
Aquatics	45-511511-50206892000000	Shift Leader	Savings from removal of step increases	\$ 249
Aquatics	45-511511-50206893000000	Pool Supervisor I	Savings from removal of step increases	\$ 196
Aquatics	45-511511-51200000000000	SS Contributions	Savings from removal of step increases	\$ 90
Aquatics	45-511511-51600000000000	Workers Comp	Savings from removal of step increases	\$ 35
Aquatics	45-511512-50206653000000	Assistant Recreation Coordinator	Savings from removal of step increases	\$ 149
Aquatics	45-511512-50206852000000	Recreation Worker	Savings from removal of step increases	\$ 78
Aquatics	45-511512-51200000000000	SS Contributions	Savings from removal of step increases	\$ 17
Aquatics	45-511512-51600000000000	Workers Comp	Savings from removal of step increases	\$ 7
Aquatics	45-511513-50100250000000	Recreation Supervisor II	Savings from removal of step increases	\$ 2,033
Aquatics	45-511513-50207811000000	Custodial Maint One	Savings from removal of step increases	\$ 315
Aquatics	45-511513-50207852000000	Recreation Worker	Savings from removal of step increases	\$ 360
Aquatics	45-511513-50207888000000	Lifeguard II	Savings from removal of step increases	\$ 1,800
Aquatics	45-511513-50207890000000	Lifeguard I	Savings from removal of step increases	\$ 1,152
Aquatics	45-511513-50207893000000	Pool Supervisor I	Savings from removal of step increases	\$ 912
Aquatics	45-511513-51130000000000	Other Insurance	Savings from removal of step increases	\$ 6
Aquatics	45-511513-51200000000000	SS Contributions	Savings from removal of step increases	\$ 503
Aquatics	45-511513-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 170
Aquatics	45-511513-51600000000000	Workers Comp	Savings from removal of step increases	\$ 194

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
Aquatics	45-511514-50100350000000	Recreation Coordinator	Vacant position not being refilled	\$ 52,372
Aquatics	45-511514-50207888000000	Lifeguard II	Savings from removal of step increases	\$ 450
Aquatics	45-511514-50207890000000	Lifeguard I	Savings from removal of step increases	\$ 288
Aquatics	45-511514-50207893000000	Pool Supervisor I Classes	Savings from removal of step increases	\$ 228
Aquatics	45-511514-50207897000000	Swim Instructor	Savings from removal of step increases	\$ 105
Aquatics	45-511514-51110000000000	Health Insurance	Savings from removal of step increases	\$ 13,614
Aquatics	45-511514-51130000000000	Other Insurance	Savings from removal of step increases	\$ 308
Aquatics	45-511514-51200000000000	SS Contributions	Savings from removal of step increases	\$ 3,826
Aquatics	45-511514-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 3,530
Aquatics	45-511514-51600000000000	Workers Comp	Savings from removal of step increases	\$ 1,476
Aquatics	45-511514-51710000000000	Accrued Leave	Adjustment to actual results	\$ (3,435)
Golf	46-521050-50100756000000	Mechanic I	Transfer position to Fleet	\$ 52,374
Golf	46-521050-50100816000000	Municipal Worker II	Savings from removal of step increases	\$ 1,498
Golf	46-521050-50100860000000	Golf Course Superintendent	Savings from removal of step increases	\$ 3,552
Golf	46-521050-50320000000000	Overtime	Savings from removal of step increases	\$ 21
Golf	46-521050-51110000000000	Health Insurance	Savings from removal of step increases	\$ 16,120
Golf	46-521050-51130000000000	Other Insurance	Savings from removal of step increases	\$ 433
Golf	46-521050-51200000000000	SS Contributions	Savings from removal of step increases	\$ 4,692
Golf	46-521050-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 4,973
Golf	46-521050-51600000000000	Workers Comp	Savings from removal of step increases	\$ 1,811
Golf	46-521050-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 2,000
Ice Arena	47-531000-48000000000000	Transfers In	Reduced subsidy from the Perpetual Care	\$ (14,619)
Ice Arena	47-531050-50100812000000	Custodial Maint Worker II	Savings from removal of step increases	\$ 1,723
Ice Arena	47-531050-50207811000000	Custodial Maintenance Worker I	Savings from removal of step increases	\$ 1,920
Ice Arena	47-531050-50207852000000	Recreation Worker	Savings from removal of step increases	\$ 1,610
Ice Arena	47-531050-51130000000000	Other Insurance	Savings from removal of step increases	\$ 14
Ice Arena	47-531050-51200000000000	SS Contributions	Savings from removal of step increases	\$ 523
Ice Arena	47-531050-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 277
Ice Arena	47-531050-51600000000000	Workers Comp	Savings from removal of step increases	\$ 202
Ice Arena	47-531050-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 1,590
Ice Arena	47-531050-53700000000000	Travel and Training	Reduce by \$750 per department	\$ 750
Ice Arena	47-531511-50100350000000	Recreation Coordinator	Savings from removal of step increases	\$ 2,408
Ice Arena	47-531511-50206853000000	Recreation Instructor	Savings from removal of step increases	\$ 150
Ice Arena	47-531511-50206859000000	Recreation Instructor II	Savings from removal of step increases	\$ 105
Ice Arena	47-531511-51130000000000	Other Insurance	Savings from removal of step increases	\$ 18
Ice Arena	47-531511-51200000000000	SS Contributions	Savings from removal of step increases	\$ 258
Ice Arena	47-531511-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 261
Ice Arena	47-531511-51600000000000	Workers Comp	Savings from removal of step increases	\$ 100
Ice Arena	47-531511-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 710
Ice Arena	47-531512-44310000000000	Concessions	Increase revenue by \$2,000 per department	\$ 2,000
Hogadon	48-541000-48000000000000	Transfers In	Reduced subsidy from the General Fund	\$ (92,518)
Hogadon	48-541001-50206874000000	Ticket Seller	Savings from removal of step increases	\$ 372
Hogadon	48-541001-51200000000000	SS Contributions	Savings from removal of step increases	\$ 28
Hogadon	48-541001-51600000000000	Workers Comp	Savings from removal of step increases	\$ 11
Hogadon	48-541050-44270000000000	Building Rent	Increase revenue by \$39,500 per department	\$ 39,500
Hogadon	48-541050-50100351000000	Ski Area Superintendent	Savings from removal of step increases	\$ 1,800

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
Hogadon	48-541050-50100757000000	Assistant Superintendent	Vacant position being refilled with Tech position	\$ 61,068
Hogadon	48-541050-50100885000000	Ski Area Operations Tech	Savings from removal of step increases	\$ 2,266
Hogadon	48-541050-50100885000000	Ski Area Operations Tech	Position refilling Asst Superintendent position	\$ (26,819)
Hogadon	48-541050-50206880000000	Lift Operator	Savings from removal of step increases	\$ 996
Hogadon	48-541050-50206882000000	Snowgroomer	Savings from removal of step increases	\$ 420
Hogadon	48-541050-50320000000000	Overtime	Savings from removal of step increases	\$ 30
Hogadon	48-541050-51110000000000	Health Insurance	Savings from removal of step increases	\$ 1,182
Hogadon	48-541050-51130000000000	Other Insurance	Savings from removal of step increases	\$ 114
Hogadon	48-541050-51200000000000	SS Contributions	Savings from removal of step increases	\$ 2,822
Hogadon	48-541050-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 2,971
Hogadon	48-541050-51600000000000	Workers Comp	Savings from removal of step increases	\$ 1,089
Hogadon	48-541050-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 1,900
Hogadon	48-541050-51710000000000	Accrued Leave	Adjust to actual results	\$ (4,732)
Hogadon	48-541050-54820000000000	Bulk Fuel	Reduce by \$7,500 per department	\$ 7,500
Casper Events Center	49-551000-48000000000000	Transfers In	Reduced subsidy from Perpetual Care	\$ (112,476)
Casper Events Center	49-551001-53910000000000	Other Contractual	Assumption of increased benefit from management agreement with Spectra	\$ 112,476
PSCC	52-220000-40600000000000	Telephone Service Charges	Reduce revenue by \$120,000 per department	\$ (120,000)
PSCC	52-220000-44810000000000	Intergovernmental Services	Reduced member contributions due to lowered expenses	\$ (3,362)
PSCC	52-220000-44820000000000	Wyoming Medical Center	Reduced member contributions due to lowered expenses	\$ (789)
PSCC	52-220000-48000000000000	Transfers In	Reduced subsidy from the General Fund	\$ (2,717)
PSCC	52-220222-50100419000000	Call Taker	Savings from removal of step increases	\$ 7,138
PSCC	52-220222-50100420000000	Dispatcher I	Savings from removal of step increases	\$ 11,135
PSCC	52-220222-50100420000000	Personnel	Reduce by \$47,635 for 1st quarter short term vacancies	\$ 47,635
PSCC	52-220222-50100421000000	Lead Dispatcher	Savings from removal of step increases	\$ 5,280
PSCC	52-220222-50100429000000	Dipsatcher II	Savings from removal of step increases	\$ 10,386
PSCC	52-220222-50100520000000	PSCC Comm Supervisor	Savings from removal of step increases	\$ 3,300
PSCC	52-220222-50207422000000	Dispatcher II	Savings from removal of step increases	\$ 945
PSCC	52-220222-50320000000000	Overtime	Savings from removal of step increases	\$ 1,016
PSCC	52-220222-50330000000000	Holiday Pay	Savings from removal of step increases	\$ 1,246
PSCC	52-220222-51110000000000	Health Insurance	Savings from removal of step increases	\$ 10,400
PSCC	52-220222-51130000000000	Other Insurance	Savings from removal of step increases	\$ 659
PSCC	52-220222-51200000000000	SS Contributions	Savings from removal of step increases	\$ 7,502
PSCC	52-220222-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 8,216
PSCC	52-220222-51600000000000	Workers Comp	Savings from removal of step increases	\$ 2,010
PSCC	52-220222-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 5,500
PSCC	52-220222-51710000000000	Accrued Leave	Adjustment to actual results	\$ 4,500
WTP	55-340401-50100357000000	WTP Operator IV	Savings from removal of step increases	\$ 3,077
WTP	55-340401-50100720000000	Instrument and Controls Tech	Savings from removal of step increases	\$ 720
WTP	55-340401-50207602000000	Administrative Assistant I	Savings from removal of step increases	\$ 578
WTP	55-340401-50310000000000	Standby	Savings from removal of step increases	\$ 160
WTP	55-340401-50320000000000	Overtime	Savings from removal of step increases	\$ 317
WTP	55-340401-51130000000000	Other Insurance	Savings from removal of step increases	\$ 11
WTP	55-340401-51200000000000	SS Contributions	Savings from removal of step increases	\$ 1,126
WTP	55-340401-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 1,185
WTP	55-340401-51600000000000	Workers Comp	Savings from removal of step increases	\$ 433
WTP	55-340401-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 10,024

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
WTP	55-340401-51710000000000	Accrued Leave	Adjustment to actual results	\$ (159)
WTP	55-340402-53800000000000	Interdepartmental Expenses	Methodology updated	\$ (108,391)
Recreation Center	56-501000-48000000000000	Transfers In	Reduced subsidy from the Perpetual Care	\$ (56,766)
Recreation Center	56-501001-53700000000000	Travel and Training	Reduce by \$958 per department	\$ 958
Recreation Center	56-501501-50206653000000	Assistant Recreation Coordinator	Savings from removal of step increases	\$ 228
Recreation Center	56-501501-50206849000000	Camp Leader	Savings from removal of step increases	\$ 3,210
Recreation Center	56-501501-50206853000000	Recreation Instructor I	Savings from removal of step increases	\$ 525
Recreation Center	56-501501-50206859000000	Recreation Instructor II	Savings from removal of step increases	\$ 795
Recreation Center	56-501501-51200000000000	SS Contributions	Savings from removal of step increases	\$ 619
Recreation Center	56-501501-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 279
Recreation Center	56-501501-51600000000000	Workers Comp	Savings from removal of step increases	\$ 238
Recreation Center	56-501501-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 3,335
Recreation Center	56-501502-50100812000000	Custodial Maint Worker	Vacant position not being refilled	\$ 32,543
Recreation Center	56-501502-50207811000000	Custodial Maintenance Worker I	Savings from removal of step increases	\$ 1,255
Recreation Center	56-501502-50207852000000	Recreation Worker	Savings from removal of step increases	\$ 2,292
Recreation Center	56-501502-51130000000000	Other Insurance	Savings from removal of step increases	\$ 259
Recreation Center	56-501502-51200000000000	SS Contributions	Savings from removal of step increases	\$ 2,799
Recreation Center	56-501502-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 2,766
Recreation Center	56-501502-51600000000000	Workers Comp	Savings from removal of step increases	\$ 1,080
Recreation Center	56-501502-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 500
Recreation Center	56-501503-51200000000000	SS Contributions	Savings from removal of step increases	\$ 137
Recreation Center	56-501503-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 150
Recreation Center	56-501503-51600000000000	Workers Comp	Savings from removal of step increases	\$ 53
Recreation Center	56-501503-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 1,792
Recreation Center	56-501504-50206653000000	Assistant Recreation Coordinator	Savings from removal of step increases	\$ 108
Recreation Center	56-501504-50206852000000	Recreation Worker	Savings from removal of step increases	\$ 216
Recreation Center	56-501504-51200000000000	SS Contributions	Savings from removal of step increases	\$ 63
Recreation Center	56-501504-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 42
Recreation Center	56-501504-51600000000000	Workers Comp	Savings from removal of step increases	\$ 25
Recreation Center	56-501504-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 500
Fleet	60-392000-50100135000000	Fleet Maintenance Manager	Vacant position not being refilled	\$ 59,007
Fleet	60-392000-50100709000000	Fleet Maint Supervisor	Savings from removal of step increases	\$ 3,638
Fleet	60-392000-50100734000000	Mechanic II	Savings from removal of step increases	\$ 10,447
Fleet	60-392000-50100849000000	Mechanic I	Savings from removal of step increases	\$ 2,219
Fleet	60-392000-50100849000000	Mechanic I	Transfer position from Golf	\$ (52,374)
Fleet	60-392000-50310000000000	Standby Time	Reduce by \$3,112 per department	\$ 3,112
Fleet	60-392000-50310000000000	Standby	Savings from removal of step increases	\$ 21
Fleet	60-392000-50320000000000	Overtime	Savings from removal of step increases	\$ 106
Fleet	60-392000-51110000000000	Health Insurance	Net Increase due to transfer in of position from Golf and removal of vacant position	\$ (2,480)
Fleet	60-392000-51130000000000	Other Insurance	Savings from removal of step increases	\$ 111
Fleet	60-392000-51200000000000	SS Contributions	Savings from removal of step increases	\$ 2,256
Fleet	60-392000-51300000000000	Retirement Contributions	Savings from removal of step increases	\$ 2,298
Fleet	60-392000-51600000000000	Workers Comp	Savings from removal of step increases	\$ 918
Fleet	60-392000-51700000000000	Disability Buyback	Removal of Disability Buyback program	\$ 5,800
Fleet	60-392000-51710000000000	Accrued Leave	Adjustment to actual results	\$ (4,513)
Fleet	60-392000-51750000000000	Allowances Other	Reduce by \$4,620 per department	\$ 4,620

Cost Center/Fund Name	Account Number	Account Description	Explanation	Change
Fleet	60-392000-5482000000000	Bulk Fuel	Reduce by \$50,000 per department	\$ 50,000
IT	62-190000-4800000000000	Transfers In	Reduced payments from the General Fund	\$ (35,518)
IT	62-190000-4800000000000	Transfers In	Reduced payments from Enterprise Funds	\$ (41,148)
IT	62-190000-5010030500000	Network Engineer	Savings from removal of step increases	\$ 831
IT	62-190000-5010031100000	IT Technician II	Savings from removal of step increases	\$ 3,064
IT	62-190000-5010031800000	GIS Specialist	Vacant position not being refilled	\$ 43,142
IT	62-190000-5010062900000	Systems Analyst	Savings from removal of step increases	\$ 6,847
IT	62-190000-5032000000000	Overtime	Savings from removal of step increases	\$ 16
IT	62-190000-5111000000000	Health Insurance	Savings from removal of step increases	\$ 7,876
IT	62-190000-5113000000000	Other Insurance	Savings from removal of step increases	\$ 342
IT	62-190000-5120000000000	SS Contributions	Savings from removal of step increases	\$ 4,474
IT	62-190000-5130000000000	Retirement Contributions	Savings from removal of step increases	\$ 4,897
IT	62-190000-5160000000000	Workers Comp	Savings from removal of step increases	\$ 550
IT	62-190000-5170000000000	Disability Buyback	Removal of Disability Buyback program	\$ 4,626
Buildings and Structures	63-390000-4800000000000	Transfers In	Reduced subsidy from the Perpetual Care	\$ (39,393)
Buildings and Structures	63-390000-4800000000000	Transfers In	Reduced transfer in from Enterprise Funds	\$ (9,848)
Buildings and Structures	63-390381-5010081000000	Custodial Maint Worker	Vacant position not being refilled and removal of step increases	\$ 30,035
Buildings and Structures	63-390381-5032000000000	Overtime	Savings from removal of step increases	\$ 16
Buildings and Structures	63-390381-5111000000000	Health Insurance	Savings from removal of step increases	\$ 9,596
Buildings and Structures	63-390381-5113000000000	Other Insurance	Savings from removal of step increases	\$ 241
Buildings and Structures	63-390381-5120000000000	SS Contributions	Savings from removal of step increases	\$ 2,533
Buildings and Structures	63-390381-5130000000000	Retirement Contributions	Savings from removal of step increases	\$ 2,772
Buildings and Structures	63-390381-5160000000000	Workers Comp	Savings from removal of step increases	\$ 978
Buildings and Structures	63-390381-5170000000000	Disability Buyback	Removal of Disability Buyback program	\$ 5,000
Buildings and Structures	63-390381-5171000000000	Accrued Leave	Adjustment to actual results	\$ (1,929)
Variable Services	64-315000-4800000000000	Transfers In	Reduced subsidy from the General Fund	\$ (617,950)
Variable Services	64-315000-5800000000000	Transfer Out to Variable Services	Transfer all non-Eclipse related expenses back to Police, Fire and Streets departments.	\$ 617,950
Metro Animal Control	70-270000-4130000000000	Pet Licenses	Increase revenue by \$2,000 per department	\$ 2,000
Metro Animal Control	70-270000-4484000000000	Intergovernmental User Charges	Reduced intergovernmental revenue from partner agencies	\$ (4,080)
Metro Animal Control	70-270000-4800000000000	Transfers In	Reduced subsidy from the General Fund	\$ (42,223)
Metro Animal Control	70-270001-5010041600000	Animal Protection Officer I	Savings from removal of step increases	\$ 4,191
Metro Animal Control	70-270001-5010042200000	Animal Protection Officer II	Savings from removal of step increases	\$ 5,165
Metro Animal Control	70-270001-5010043800000	Metro Animal Services Manager	Savings from removal of step increases	\$ 4,141
Metro Animal Control	70-270001-5010043900000	Metro Animal Services Supervisor	Savings from removal of step increases	\$ 3,617
Metro Animal Control	70-270001-5010082400000	Kennel Worker	Savings from removal of step increases	\$ 6,849
Metro Animal Control	70-270001-5032000000000	Overtime	Savings from removal of step increases	\$ 212
Metro Animal Control	70-270001-5113000000000	Other Insurance	Savings from removal of step increases	\$ 144

RESOLUTION NO.17-210

A RESOLUTION AMENDING THE FISCAL YEAR 2018 BUDGET OF THE CITY OF CASPER, AUTHORIZING THE ADJUSTMENT OF FUNDS THEREUNDER.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING:

SECTION 1.

Pursuant to published notice and a hearing conducted as provided by law, the Council of the City of Casper, Natrona County, Wyoming, hereby amends the budget of the City of Casper for Fiscal Year 2018 in the following manner:

	<b>FY 2018 Original Budgeted Expenditures</b>	<b>Expenditure Changes (Increase)/Decrease</b>	<b>FY 2018 Revised Budgeted Expenditures</b>
General Fund	\$46,078,329	\$2,003,179	\$44,075,150
<i>Transfers Out</i>	\$6,659,408	\$1,016,380	\$5,643,028
<i>Cemetery</i>	\$378,793	\$23,290	\$355,503
<i>City Attorney</i>	\$844,707	\$134,064	\$710,643
<i>City Council</i>	\$335,124	\$91	\$335,033
<i>City Manager</i>	\$580,422	(\$83,866)	\$664,288
<i>Code Enforcement</i>	\$1,052,949	\$45,167	\$1,007,782
<i>Engineering</i>	\$1,030,932	\$115,541	\$915,391
<i>Finance</i>	\$2,567,073	(\$141,609)	\$2,708,682
<i>Fire</i>	\$8,961,091	\$12,461	\$8,948,630
<i>Fort Caspar</i>	\$386,544	\$7,048	\$379,496
<i>Health, Social &amp;     Community</i>	\$1,143,290	\$0	\$1,143,290
<i>Human Resources</i>	\$991,995	\$97,032	\$894,963
<i>Municipal Court</i>	\$650,670	\$63,734	\$586,936
<i>Parks</i>	\$2,627,014	\$116,684	\$2,510,330
<i>Planning</i>	\$541,476	\$16,447	\$525,029
<i>Police</i>	\$13,218,023	\$597,537	\$12,620,486
<i>Streets</i>	\$4,108,818	(\$16,824)	\$4,125,642
Aquatics	\$1,039,637	\$89,208	\$950,429
Balefill	\$8,951,582	(\$102,465)	\$9,054,047
Buildings and Structures	\$829,233	\$49,241	\$779,992
Capital Equipment fund	\$1,894,935	\$53,000	\$1,841,935

Capital Projects	\$10,091,160	(\$5,000)	\$10,096,160
Casper Events Center	\$955,395	\$112,476	\$842,919
CDBG	\$314,105	\$4,421	\$309,684
City Campus	\$291,888	\$0	\$291,888
Debt Service	\$1,835	\$0	\$1,835
Fire Assistance	\$189,000	\$0	\$189,000
Fleet	\$2,574,289	\$85,186	\$2,489,103
Golf	\$707,481	\$87,474	\$620,007
Health Insurance	\$10,509,932	\$0	\$10,509,932
Hogadon	\$874,942	\$53,018	\$821,924
Ice Arena	\$591,647	\$12,619	\$579,028
IT	\$1,446,687	\$76,666	\$1,370,021
Metro Animal Control	\$1,354,083	\$44,303	\$1,309,780
MPO	\$772,661	\$1,772	\$770,889
One Cent 13	\$1,002,498	\$0	\$1,002,498
One Cent 14	\$5,008,837	\$0	\$5,008,837
One Cent 15	\$15,367,748	\$0	\$15,367,748
Opportunities	\$1,099,943	\$1,093,580	\$6,363
Parking Lots	\$21,335	\$0	\$21,335
Perpetual Care	\$2,655,423	\$312,462	\$2,342,961
Police Grants	\$319,565	\$5,051	\$314,514
Property and Liability	\$1,651,643	\$0	\$1,651,643
PSCC	\$2,557,563	\$126,867	\$2,430,696
Recreation Center	\$1,066,124	\$56,766	\$1,009,358
Redevelopment Loan	\$262,850	\$0	\$262,850
Refuse Collection	\$7,045,471	(\$68,672)	\$7,114,143
Revolving Land Fund	\$22,104	(\$167,700)	\$189,804
Sewer	\$6,460,028	\$52,452	\$6,407,576
Special Reserves	\$420,281	\$0	\$420,281
Transit	\$1,997,611	\$0	\$1,997,611
Variable Services	\$724,054	\$617,950	\$106,104
Water	\$18,505,358	\$34,132	\$18,471,226
Weed and Pest	\$659,322	\$12,674	\$646,648
WTP	\$3,108,850	(\$90,919)	\$3,199,769
WWTP	\$6,381,646	(\$55,825)	\$6,437,471
<b>Total Expenditure</b>	<b>\$165,807,075</b>	<b>\$4,493,917</b>	<b>\$161,313,158</b>

	<b>FY 2018 Original Budgeted Revenue</b>	<b>Revenue Changes Increase/(Decrease)</b>	<b>FY 2018 Revised Budgeted Revenue</b>
General Fund	\$41,535,623	\$2,305,543	\$43,841,166
Aquatics	\$1,039,637	(\$89,208)	\$950,429
Balefill	\$12,899,239	\$0	\$12,899,239
Buildings and Structures	\$829,233	(\$49,241)	\$779,992
Capital Equipment	\$2,185,873	(\$197,500)	\$1,988,373
Capital Projects	\$15,895,932	(\$1,012,080)	\$14,883,852
Casper Events Center	\$994,919	(\$112,476)	\$882,443
CDBG	\$314,105	(\$4,421)	\$309,684
City Campus	\$291,888	\$0	\$291,888
Debt Service	\$85,060	\$0	\$85,060
Fire Assistance	\$189,000	\$30,000	\$219,000
Fleet	\$2,616,202	\$0	\$2,616,202
Health Insurance	\$8,125,452	\$0	\$8,125,452
Hogadon	\$874,942	(\$53,018)	\$821,924
Ice Arena	\$591,647	(\$12,619)	\$579,028
IT	\$1,446,687	(\$76,666)	\$1,370,021
Metro Animal Control	\$1,354,083	(\$44,303)	\$1,309,780
MPO	\$772,661	(\$1,772)	\$770,889
Municipal Golf Course	\$852,421	\$0	\$852,421
One Cent 13	\$40,244	\$0	\$40,244
One Cent 14	\$106,411	\$0	\$106,411
One Cent 15	\$12,118,367	\$0	\$12,118,367
Opportunities	\$115,119	\$0	\$115,119
Parking Lots	\$12,100	\$0	\$12,100
Perpetual Care	\$2,539,030	(\$312,462)	\$2,226,568
Police Grants	\$317,049	\$0	\$317,049
Property and Liability	\$1,495,168	\$0	\$1,495,168
PSCC	\$2,557,563	(\$126,868)	\$2,430,695
Recreation Center	\$1,066,124	(\$56,766)	\$1,009,358
Redevelopment Loan	\$73,642	\$0	\$73,642
Refuse Collection	\$6,413,430	\$0	\$6,413,430
Revolving Land Fund	\$1,781,000	\$522,000	\$2,303,000
Sewer	\$5,972,573	\$0	\$5,972,573
Special Reserves	\$480,000	\$0	\$480,000
Transit	\$1,997,611	\$0	\$1,997,611
Variable Services	\$724,054	(\$617,950)	\$106,104
Water Distribution	\$22,746,743	\$0	\$22,746,743




Weed and Pest	\$529,359	\$0	\$529,359
WTP	\$3,110,064	\$0	\$3,110,064
WWTP	\$8,623,969	\$0	\$8,623,969
<hr/>			
<b>Total Revenue</b>	<b>\$165,714,224</b>	<b>\$90,193</b>	<b>\$165,804,417</b>

SECTION 2.

Should any of the funds hereby adjusted under this amended budget not be completely expended or encumbered they shall revert to the year-end fund balance.

PASSED, APPROVED, AND ADOPTED this 21st day of November, 2017.

APPROVED AS TO FORM:




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ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation


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Fleur Tremel  
City Clerk

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Kenyne Humphrey  
Mayor

November 6, 2017

MEMO TO: J. Carter Napier, City Manager 

FROM: Tom Pitlick, Financial Services Director   
Pete Meyers, Assistant Financial Services Director   
Carla Mills-Laatsch, Licensing Specialist

SUBJECT: Public Hearing for a Transfer of Ownership Interest in Retail Liquor License No. 7, Love Holdings, LLC d/b/a C85@ The Branding Iron.

Meeting Type & Date  
Regular Council Meeting  
November 21, 2017

Action type  
Public Hearing  
Minute Action

Recommendation  
That Council, by minute action, consider the application for a transfer of ownership interest in Retail Liquor License No. 7, Love Holdings, LLC d/b/a C85 @ The Branding Iron, from Tony Cercy to Cole Cercy.

Summary  
Currently, the interest in this liquor license is held by Tony Cercy and Cole Cercy as equal partners. This transfer will make Cole Cercy the sole interest holder. Casper Municipal Code 5.08.050 (B) requires that a new application be submitted at this time because more than 10% of the corporation's ownership interest is being transferred.

As required by Municipal Code 05.08.070, a notice was published in a local newspaper once a week for two consecutive weeks. As required by State Statute 12-4-104(a) it is being advertised on the City's website ([www.casperwy.gov](http://www.casperwy.gov)).

Financial Considerations  
No Financial Considerations

Oversight/Project Responsibility  
Carla Mills-Laatsch, Licensing Specialist, Financial Services

Attachments  
Copy of Application  
Affidavit of Website Publication

# NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #	_____	
Trf from	_____	
Reviewer	Initials	Date
Agent	_____	____/____/____
Chief	_____	____/____/____

**To be completed by City/County Clerk**

Local License # Retail 7

License Fees Annual Fee: \$ 1500.00 Date filed with clerk: 10 120 2017

Prorated Fee: \$ \_\_\_\_\_ Advertising Dates: (2 Weeks) 11/8/2017 & 11/21/2017

Transfer Fee: \$ \_\_\_\_\_ Hearing Date: 11 21 2017

Publishing Fee: \$ \_\_\_\_\_

Publishing Fee Direct Billed to Applicant:

License Term 11 122 2017 Through 03 131 2018

Month Day Year Month Day Year

**LICENSING AUTHORITY:** Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

- Applicant: Loce Holdings, LLC

Trade/Business Name (dba): C85@DBA "Casper Liquor Outlet"

Building to be licensed/Building Address: 241 S. CENTER

Number & Street

Casper, WY Natrona 82601

City State Zip County

Mailing Address: 323 S. David St.

Number & Street or P O Box

Casper, WY 82601

City State Zip

Business Telephone Number: ( 307 ) 333-3668 Fax Number: ( 307 ) 333-3669

E-Mail Address: Ccercy@cercyinvestments.com

Brief legal description and the zoning of the licensed building or site for licensed building: W S. 12-4-102 (a) (vi)

Pending

FILING FOR	FILING IN (CHOOSE ONLY ONE)	FILING AS (CHOOSE ONLY ONE)
<input type="checkbox"/> NEW LICENSE	<input checked="" type="checkbox"/> CITY OF <u>Casper</u>	<input type="checkbox"/> INDIVIDUAL
<input checked="" type="checkbox"/> TRANSFER OF LOCATION	<input type="checkbox"/> COUNTY OF _____	<input type="checkbox"/> PARTNERSHIP
<input type="checkbox"/> TRANSFER OWNERSHIP	<input type="checkbox"/> ASSIGNMENT LETTER ATTACHED	<input type="checkbox"/> LP/LLP
FORMERLY HELD BY _____		<input checked="" type="checkbox"/> LLC
		<input type="checkbox"/> CORPORATION
		<input type="checkbox"/> LTD PARTNERSHIP
		<input type="checkbox"/> ORGANIZATION
		<input type="checkbox"/> OTHER _____

**TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)**

<input type="checkbox"/> RETAIL LIQUOR LICENSE <input type="checkbox"/> ON-PREMISE ONLY (BAR)	<input type="checkbox"/> RESTAURANT LIQUOR LICENSE <input type="checkbox"/> RESORT LIQUOR LICENSE <input type="checkbox"/> BAR AND GRILL	<input type="checkbox"/> MICROBREWERY <input type="checkbox"/> WINERY <input type="checkbox"/> DISTILLERY SATELLITE <input type="checkbox"/> WINERY SATELLITE <input type="checkbox"/> COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT
<input type="checkbox"/> OFF-PREMISE ONLY (PACKAGE STORE)	LIMITED RETAIL (CLUB) <input type="checkbox"/> VETERANS CLUB <input type="checkbox"/> FRATERNAL CLUB <input type="checkbox"/> GOLF CLUB <input type="checkbox"/> SOCIAL CLUB	<b>SPECIAL DESIGNATIONS</b> <input type="checkbox"/> CONVENTION FACILITY <input type="checkbox"/> CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM <input type="checkbox"/> GOLF CLUB <input type="checkbox"/> GUEST RANCH <input type="checkbox"/> RESORT
<input checked="" type="checkbox"/> COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)		

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

FULL TIME (e.g. Jan through Dec)  SEASONAL/PART-TIME   NON-OPERATIONAL/PARKED

(specify months of operation) DAYS OF WEEK (e.g. Mon through Sat) HOURS OF OPERATION (e.g. 10a - 2a)

from \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

**ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6**

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) OWN the licensed building?  YES (own)

(2) LEASE the licensed building? (Lease must be through the term of the liquor license)  YES (lease)

If Yes, please submit a copy of the lease and indicate

(A) When the lease expires, located on page 2 paragraph 2 of lease These are pending

(B) Where the Sales provision for alcoholic or malt beverages is located, on page \_\_\_\_\_ paragraph \_\_\_\_\_ of lease  
(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES) Appendix - LAST PAGE

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b)  YES  NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

(a) Hold any interest in the license applied for?  YES  NO

(b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business?  YES  NO

(c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs?  YES  NO

(d) If you answered YES to any of the above, explain fully and submit any documents in connection there within:

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by this licensing authority? W.S. 12-4-103 (b)  YES  NO

If "YES", explain: \_\_\_\_\_

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer, and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Cole Cercy						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application)

**7. BAR AND GRILL LICENSE:**

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) Pending  
 YES  NO

**8. RESTAURANT LICENSE:**

- (a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b) (e.g. 10 x 12 room in SE corner of building): \_\_\_\_\_
- (b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a)  YES  NO
- (c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f)  YES  NO

**9. RESORT LICENSE:**

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i)  YES  NO
- (b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii)  YES  NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii)  YES  NO
- (d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv)  YES  NO
- (e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)
  - 1. If Yes, have you submitted a copy of the food and beverage contract/lease?  YES  NO

**10. MICROBREWERY LICENSE:**

- Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii)  YES  NO
- (a) If "YES", please specify type:  RETAIL  RESTAURANT  RESORT  BAR AND GRILL  WINERY
- (b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division)  YES  NO
- (c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division)  YES  NO

**11. WINERY LICENSE:**

- Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii)  YES  NO
- (a) If "YES", please specify type  RETAIL  RESTAURANT  RESORT  BAR AND GRILL  MICROBREWERY

**12. LIMITED RETAIL (CLUB) LICENSE:**

**FRATERNAL CLUBS** W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states?  YES  NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years?  YES  NO

**13. LIMITED RETAIL (CLUB) LICENSE:**

**VETERANS CLUBS** W.S. 12-1-101(a)(iii)(A).

- (a) Does the Veteran's organization hold a charter by the Congress of the United States?  YES  NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary?  YES  NO

**14. LIMITED RETAIL (CLUB) LICENSE:**

**GOLF CLUBS** W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

- (a) Do you have more than fifty (50) bona fide members?  YES  NO
- (b) Do you own, maintain, or operate a bona fide golf course together with clubhouse?  YES  NO
- (c) Are you a political subdivision of the state that owns, maintains, or operates a golf course?  YES  NO
  - 1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g)  YES  NO
  - 2. If Yes, have you submitted a copy of the food and beverage contract/lease?  YES  NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b)

- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located?  YES  NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state?  YES  NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service?  YES  NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year?  YES  NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues?  YES  NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club?  YES  NO
- (g) Have you filed a true copy of your bylaws with this application?  YES  NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached)  YES  NO

REQUIRED ATTACHMENTS:

- A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi)
- Restaurants include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).
- Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).
- If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

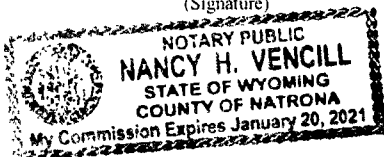
(Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or TWO (2) Club Officers.) W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING )  
 ) SS.  
COUNTY OF Natrona )

Signed and sworn to before me on this 20<sup>th</sup> day of September, 2017 that the facts alleged in the foregoing instrument are true by the following:

1)	<u>Cole Carney</u> (Signature)	<u>Cole Carney</u> (Printed Name)	<u>manager</u> Title
2)	_____ (Signature)	_____ (Printed Name)	_____ Title
3)	_____ (Signature)	_____ (Printed Name)	_____ Title
4)	_____ (Signature)	_____ (Printed Name)	_____ Title
5)	_____ (Signature)	_____ (Printed Name)	_____ Title
6)	_____ (Signature)	_____ (Printed Name)	_____ Title



Witness my hand and official seal:

Nancy H. Vencill  
Signature of Notary Public



AFFIDAVIT OF WEBSITE PUBLICATION

State of Wyoming )  
County of Natrona )

I, the undersigned, being in the employ of the City of Casper and responsible for the publishing and posting of notices for the Casper City Council’s public hearings concerning liquor licensing, and knowing the facts herein set forth do solemnly swear that:

- Notice of the public hearing set forth below was posted continually on the City of Casper website in accordance with W.S. 12-4-104. The said posting commenced on 11/08/2017 and ended on 11/22/2017 and
- Attached is image of the Notice as actually posted on the City of Casper website ([www.casercwy.gov](http://www.casercwy.gov)) for the entire period referenced above.

By: Carla Mills - Laatsch Date: 11/6/2017

Title: Licensing Specialist

Scribed in my presence and sworn before me on this

6<sup>th</sup> day of November, 2017

Heidi Hood

Provide to City of Casper Central Records

## Love Holdings, LLC.

Notice is hereby given that on the 5th day of September, 2017, Love Holdings, LLC applied for a transfer of ownership interest in Retail Liquor License No. 7 in the office of the Clerk of the City of Casper, Wyoming for the following described place 129 West 2nd Street, and protests, if any there be, against the issuance of the license will be heard at the hour of 6 p.m., on the 21st day of November, 2017 in the City Council Chambers at 200 North David.

Dated: 09/11/2017



October 16, 2017

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Tom Pitlick, Financial Services Director *TP*  
Pete Meyers, Assistant Financial Services Director *PM*  
Carla Mills-Laatsch, Licensing Specialist

SUBJECT: Public Hearing Date for a New Bar and Grill Liquor License No. 9 for Moreno and Moreno, LLC. d/b/a Guadalajara Family Mexican Restaurant located at 3350 CY Ave

Meeting Type & Date  
Regular Council Meeting  
November 21, 2017

Action type  
Public Hearing  
Minute Action

Recommendation  
That Council, by minute action, consider the application for new Bar and Grill License No. 9 for Moreno and Moreno, LLC. d/b/a Guadalajara Family Mexican Restaurant.

Summary  
At the October 10th, 2017 work session City Council gave direction to move forward with the official approval process for a Bar and Grill License. Guadalajara has been a successful Mexican restaurant for the last 20 years and has operated with a restaurant liquor license. If this bar and grill liquor license is approved they will immediately relinquish their restaurant liquor license.

As required by Municipal Code 05.08.070, a notice was published in a local newspaper once a week for two consecutive weeks. As required by State Statute 12-4-104(a) it is being advertised on the City's website ([www.casperwy.gov](http://www.casperwy.gov)).

Financial Considerations  
No Financial Considerations

Oversight/Project Responsibility  
Carla Mills-Laatsch, Licensing Specialist, Financial Services

Attachments  
Copy of Application  
Affidavit of Website Publication

# NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #		
Product		
Receiver	Initials	Date
Agent		
Chief		

**To be completed by City/County Clerk**

Local License # Bar + Grill No 9

License Fees: Annual Fee \$ 10,500.00 Date filed with clerk 10 / 10 / 2017  
 Prorated Fee \$ \_\_\_\_\_ Advertising Dates (2 Weeks): 11/8/2017 & 11/12/2017  
 Transfer Fee \$ — — Hearing Date 11 / 21 / 2017  
 Publishing Fee \$ \_\_\_\_\_

Publishing Fee Direct Billed to Applicant

License Term 11 / 22 / 2017 Through 03 / 31 / 2018  
 Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.

Applicant MORENO and MORENO, LLC

Trade/Business Name (dba) Guadalajara FAMILY MEXICAN RESTAURANT

Building to be licensed/Building Address 3350 CY AVE  
CASPER WY 82604 NATRONA  
 City State Zip County

Mailing Address 3350 CY AVE  
CASPER WY 82604  
 City State Zip

Business Telephone Number (307) 234-4699 Fax Number (307) 234-5018

E-Mail Address N/A

Brief legal description and the zoning of the licensed building or site for licensed building W.S. 12-4-100 (a) (vi)  
TRACT 6 PART OF TRACTS BROKERAGE PLAZA, CASPER, WY ZONE C-2

<b>FILING FOR</b>	<b>FILING IN (CHOOSE ONLY ONE)</b>	<b>FILING AS (CHOOSE ONLY ONE)</b>
<input checked="" type="checkbox"/> NEW LICENSE	<input checked="" type="checkbox"/> CITY OF <u>CASPER</u>	<input type="checkbox"/> INDIVIDUAL
<input type="checkbox"/> TRANSFER OF LOCATION	<input checked="" type="checkbox"/> COUNTY OF <u>NATRONA</u>	<input type="checkbox"/> PARTNERSHIP
<input type="checkbox"/> TRANSFER OWNERSHIP	<input type="checkbox"/> ASSIGNMENT LETTER ATTACHED	<input type="checkbox"/> LLP
FORMERLY HELD BY _____		<input checked="" type="checkbox"/> LLC
		<input type="checkbox"/> CORPORATION
		<input type="checkbox"/> LTD PARTNERSHIP
		<input type="checkbox"/> ORGANIZATION
		<input type="checkbox"/> OTHER _____

**TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)**

<input type="checkbox"/> RETAIL LIQUOR LICENSE ON-PREMISE ONLY (BAR)	<input type="checkbox"/> RESTAURANT LIQUOR LICENSE	<input type="checkbox"/> MICROBREWERY
<input type="checkbox"/> OFF-PREMISE ONLY (PACKAGE STORE)	<input checked="" type="checkbox"/> RESORT LIQUOR LICENSE	<input type="checkbox"/> WINERY
<input type="checkbox"/> COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)	<input checked="" type="checkbox"/> BAR AND GRILL	<input type="checkbox"/> DIST. SATELLITE
	<input type="checkbox"/> LIMITED RETAIL CLUB	<input type="checkbox"/> WINERY SATELLITE
	<input type="checkbox"/> VETERANS CLUB	<input type="checkbox"/> COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT
	<input type="checkbox"/> FRATERNAL CLUB	<b>SPECIAL DESIGNATIONS</b>
	<input type="checkbox"/> GOLF CLUB	<input type="checkbox"/> CONVENTION FACILITY
	<input type="checkbox"/> SOCIAL CLUB	<input type="checkbox"/> CIVIC CENTER, EVENT CENTER
		<input type="checkbox"/> PUBLIC AUDITORIUM
		<input type="checkbox"/> GOLF CLUB
		<input type="checkbox"/> GUEST RANCH
		<input type="checkbox"/> RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

FULL TIME (e.g. Jan through Dec) (specify months of operation) from JAN. to DEC.

SEASONAL PART-TIME DAYS OF WEEK (e.g. Mon through Sat) from \_\_\_\_\_ to \_\_\_\_\_

NON-OPERATIONAL/PARKED HOURS OF OPERATION (e.g. 10a - 2a) from \_\_\_\_\_ to \_\_\_\_\_

**ALL APPLICANTS MUST COMPLETE QUESTIONS 1-6**

1. BUILDING OWNERSHIP Does the applicant? W.S. 12-4-103 (a) (ii)

(1) OWN the licensed building?  YES (own)  YES (lease)

(2) LEASE the licensed building? (Lease must be through the term of the liquor license)

If Yes, please submit a copy of the lease and indicate

(A) When the lease expires, located on page \_\_\_\_\_ paragraph \_\_\_\_\_ of lease

(B) Where the Sales provision for alcoholic or malt beverages is located, on page \_\_\_\_\_ paragraph \_\_\_\_\_ of lease

(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W/S 12-4-601 (b)  YES  NO **CASPER GUADALAJARA OPERATIONS, LLC**
3. Does any manufacturer, brewer, rectifier, wholesaler or through a subsidiary affiliate, officer, director or member of any such firm W/S 12-5-401 12-5-402 12-5-403

- (a) Hold any interest in the license applied for?  YES  NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business?  YES  NO
- (c) Furnish, give, rent or loan any equipment, fixtures interior decorations or signs other than standard brewery or manufacturer's signs?  YES  NO
- (d) If you answered YES to any of the above explain fully and submit any documents in connection there with

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by this licensing authority? W/S 12-4-103 (b)  YES  NO
- If "YES", explain \_\_\_\_\_

5. If applicant is filing as an Individual, Partnership or Club: W/S 12-4-102 (a) (ii) & (iii)

Each individual, partner or club officer must complete the box below

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application)

6. If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W/S 12-4-102 (a) (iv) & (v)

Each stockholder holding either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership or limited partnership, and every officer and every director must complete the box below

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
<b>CLEMENTE MORENO</b>						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<b>JUAN C MORENO</b>						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<b>HECTOR MORENO</b>						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<b>MARIA MICHEL</b>						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413(a)

YES  NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408(b) (e.g. 10 x 12 room in SE corner of building) \_\_\_\_\_

N/A

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407(a)

YES  NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410(f)

YES  NO

9. RESORT LICENSE:

Does the resort complex

(a) Have an actual valuation of at least one million dollars or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i)

YES  NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii)

YES  NO

N/A

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii)

YES  NO

(d) If no on question (b), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv)

YES  NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)  
1. If Yes, have you submitted a copy of the food and beverage contract/lease?

YES  NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(i)

YES  NO

N/A

(a) If "YES", please specify type:  RETAIL  RESTAURANT  RESORT  BAR AND GRILL  WINERY

YES  NO

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division)

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(ii) (Requires authorization to sell license with the Liquor Division)

YES  NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(ii)

YES  NO

N/A

(a) If "YES", please specify type:  RETAIL  RESTAURANT  RESORT  BAR AND GRILL  MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(ii)(B)

N/A

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states?  YES  NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years?  YES  NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A)

N/A

(a) Does the Veteran's organization hold a charter by the Congress of the United States?  YES  NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary?  YES  NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D); W.S. 12-4-301(a)

N/A

(a) Do you have more than fifty (50) bona fide members?  YES  NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse?  YES  NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course?  YES  NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g)

2. If Yes, have you submitted a copy of the food and beverage contract/lease?  YES  NO

**15. LIMITED RETAIL (CLUB) LICENSE:**

**SOCIAL CLUBS** W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

N/A

- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located?  YES  NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state?  YES  NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service?  YES  NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year?  YES  NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues?  YES  NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club?  YES  NO
- (g) Have you filed a true copy of your bylaws with this application?  YES  NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached)  YES  NO

**REQUIRED ATTACHMENTS:**

- A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi)
- Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f)
- N/A  Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e)
- N/A  If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b)

**OATH OR VERIFICATION**

*(Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or TWO (2) Club Officers.) W.S. 12-4-102(b)*

*Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.*

STATE OF WYOMING )  
COUNTY OF Natrona ) SS.

Signed and sworn to before me on this 12th day of October,

20   that the facts alleged in the foregoing instrument are true by the following:

- |    |             |                             |       |
|----|-------------|-----------------------------|-------|
| 1) |             | <u>Clemente Moreno</u>      | _____ |
|    | (Signature) | (Printed Name)              | Title |
| 2) |             | <u>Juan Carlos Moreno</u>   | _____ |
|    | (Signature) | (Printed Name)              | Title |
| 3) |             | <u>HECTOR MORENO</u>        | _____ |
|    | (Signature) | (Printed Name)              | Title |
| 4) |             | <u>Maria Angelia Michel</u> | _____ |
|    | (Signature) | (Printed Name)              | Title |
| 5) | _____       | _____                       | _____ |
|    | (Signature) | (Printed Name)              | Title |
| 6) | _____       | _____                       | _____ |
|    | (Signature) | (Printed Name)              | Title |



Witness my hand and official seal:

Carla Mills-Laatsch  
Signature of Notary Public

117 My commission expires: 10/27/2017



AFFIDAVIT OF WEBSITE PUBLICATION

State of Wyoming )  
County of Natrona )

I, the undersigned, being in the employ of the City of Casper and responsible for the publishing and posting of notices for the Casper City Council’s public hearings concerning liquor licensing, and knowing the facts herein set forth do solemnly swear that:

- Notice of the public hearing set forth below was posted continually on the City of Casper website in accordance with W.S. 12-4-104. The said posting commenced on 11/08/2017 and ended on 11/22/2017 and
- Attached is image of the Notice as actually posted on the City of Casper website ([www.casperwy.gov](http://www.casperwy.gov)) for the entire period referenced above.

By: Carla Mills-Lautsch

Date: 10/16/2017

Title: Licensing Specialist

Scribed in my presence and sworn before me on this

16<sup>th</sup> day of October, 2017

Heidi Reed


Provide to City of Casper Central Records



## Moreno and Moreno

Notice is hereby given that on the 10th day of October, 2017, Moreno and Moreno, LLC applied for a new Bar and Grill License No. 9 in the office of the Clerk of the City of Casper, Wyoming for the following described place 3350 CY Avenue, and protests, if any there be, against the issuance of the license will be heard at the hour of 6 p.m., on the 21st day of November, 2017 in the City Council Chambers at 200 North David.

Dated: 10/16/2017

October 24, 2017

MEMO TO: J. Carter Napier, City Manager 

FROM: Tom Pitlick, Financial Services Director   
Pete Meyers, Assistant Financial Services Director   
Carla Mills-Laatsch, Licensing Specialist

SUBJECT: Public Hearing Date for New Resort Liquor License No. 6 for City of Casper  
d/b/a Hogadon Basin Ski Area, Located at 2500 West Hogadon Road.

Meeting Type & Date

Regular Council Meeting  
November 21, 2017

Action type

Public Hearing  
Minute Action

Recommendation

That Council, by minute action, consider the application for new Resort Liquor License No. 6 for City of Casper d/b/a Hogadon Basin Ski Area, located at 2500 Hogadon Road.

Summary

Hogadon Lodge opened on August 18, 2017. The lodge has a commercial kitchen and a restaurant-style seating area, and it is now being booked for wedding receptions. The City is looking to contract with a firm to oversee the lodge's food and beverage operation.

Prior to this year, Casper Municipal Code 5.08.240 did not allow a ski resort to qualify for a resort liquor license. The municipal code is now being changed to match Wyoming State Statute, and State Statute does allow ski areas to qualify for a resort liquor license.

As required by Municipal Code 05.08.070, a notice was published in a local newspaper once a week for two consecutive weeks. As required by State Statute 12-4-104(a) it is being advertised on the City's website ([www.casperwy.gov](http://www.casperwy.gov)).

Financial Considerations

The resort liquor license will generate revenue for the Hogadon Ski Area. This should help to reduce the operational subsidy from the City's General Fund.

Oversight/Project Responsibility

Carla Mills-Laatsch, Licensing Specialist, Financial Services

Attachments

Copy of Application  
Affidavit of Website Publication



# NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY			
Customer #:	_____		
Trf from:	_____		
Reviewer:	Initials	Date	
Agent:		/	/
Chief:		/	/

### To be completed by City/County Clerk

License Fees Annual Fee: \$ \_\_\_\_\_  
 Prorated Fee: \$ \_\_\_\_\_  
 Transfer Fee: \$ \_\_\_\_\_  
 Publishing Fee: \$ \_\_\_\_\_

Local License #: Resort No. 6  
 Date filed with clerk: 09 10 1 2017  
 Advertising Dates: (2 Weeks) EPH 10/17/2017  
10/18/2017 & 10/22/2017  
 Hearing Date: 11 1 07 1 2017

Publishing Fee Direct Billed to Applicant:

License Term: 11 1 08 1 2017 Through 03 13 1 2018  
 Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: CITY OF CASPER

Trade/Business Name (dba): HOGADOO BASIN SKI AREA

Building to be licensed/Building Address: 2500 WEST HOGADOO RD.  
Number & Street

CASPER WY 82601 NIWOTNA  
 City State Zip County

Mailing Address: 1800 EAST 'K' ST.  
Number & Street or P O Box

CASPER WY 82601  
 City State Zip

Business Telephone Number: (307) 235-8379 Fax Number: ( )

E-Mail Address: chsmith@casper.wy.gov

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vi) NO ZONING  
PT TR 9, LOT 12, LOT 44 ABDFG, WEST HALF LOT 44, SECTION 7, TOWNSHIP 32N, RANGE 79W

### FILING FOR

- NEW LICENSE
- TRANSFER OF LOCATION

### FILING IN (CHOOSE ONLY ONE)

- CITY OF: CASPER
- COUNTY OF: \_\_\_\_\_

### FILING AS (CHOOSE ONLY ONE)

- INDIVIDUAL
- PARTNERSHIP
- LP/LLP
- LLC
- CORPORATION
- LTD PARTNERSHIP
- ORGANIZATION
- OTHER \_\_\_\_\_

- TRANSFER OWNERSHIP
- ASSIGNMENT LETTER ATTACHED

FORMERLY HELD BY: \_\_\_\_\_

### TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE  
 ON-PREMISE ONLY (BAR)

OFF-PREMISE ONLY (PACKAGE STORE)

COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

- RESTAURANT LIQUOR LICENSE
- RESORT LIQUOR LICENSE
- BAR AND GRILL

#### LIMITED RETAIL (CLUB)

- VETERANS CLUB
- FRATERNAL CLUB
- GOLF CLUB
- SOCIAL CLUB

- MICROBREWERY
- WINERY
- DISTILLERY SATELLITE
- WINERY SATELLITE
- COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

#### SPECIAL DESIGNATIONS

- CONVENTION FACILITY
- CIVIC CENTER/EVENT CENTER/PUBLIC AUDITORIUM
- GOLF CLUB
- GUEST RANCH
- RESORT

### To Assist the Liquor Division with scheduling inspections: WHEN DO YOU OPERATE?

FULL TIME (e.g. Jan through Dec)

(specify months of operation)

from JAN to DEC

SEASONAL/PART-TIME

DAYS OF WEEK (e.g. Mon through Sat)

from \_\_\_\_\_ to \_\_\_\_\_

NON-OPERATIONAL/PARKED

HOURS OF OPERATION (e.g. 10a - 2a)

from \_\_\_\_\_ to \_\_\_\_\_

### ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)

(1) **OWN** the licensed building?

YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license)

YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page \_\_\_\_\_ paragraph \_\_\_\_\_ of lease.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page \_\_\_\_\_ paragraph \_\_\_\_\_ of lease. (MUST contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES.**)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b)  YES  NO
3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403
- (a) Hold any interest in the license applied for?  YES  NO
  - (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business?  YES  NO
  - (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs?  YES  NO
  - (d) If you answered YES to any of the above, explain fully and submit any documents in connection there within:

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by this licensing authority? W.S. 12-4-103 (b)  YES  NO
- If "YES", explain: \_\_\_\_\_

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer, and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Kenye Humphrey Reyes Pacheco							
						NO <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application)

**7. BAR AND GRILL LICENSE:**

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a)  YES  NO

**8. RESTAURANT LICENSE:**

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b) (e.g. 10 x 12 room in SE corner of building): \_\_\_\_\_

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a)  YES  NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f)  YES  NO

**9. RESORT LICENSE:**

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i)  YES  NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii)  YES  NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii)  YES  NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended at least one million dollars (\$1,000,000.00)? W.S. 12-4-401(b)(iv)  YES  NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)  
1. If Yes, have you submitted a copy of the food and beverage contract/lease?  YES  NO

**10. MICROBREWERY LICENSE:**

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii)  YES  NO

(a) If "YES", please specify type:  RETAIL  RESTAURANT  RESORT  BAR AND GRILL  WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division)  YES  NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division)  YES  NO

**11. WINERY LICENSE:**

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii)  YES  NO

(a) If "YES", please specify type:  RETAIL  RESTAURANT  RESORT  BAR AND GRILL  MICROBREWERY

**12. LIMITED RETAIL (CLUB) LICENSE:**

**FRATERNAL CLUBS** W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states?  YES  NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years?  YES  NO

**13. LIMITED RETAIL (CLUB) LICENSE:**

**VETERANS CLUBS** W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States?  YES  NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary?  YES  NO

**14. LIMITED RETAIL (CLUB) LICENSE:**

**GOLF CLUBS** W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members?  YES  NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse?  YES  NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course?  YES  NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g)  YES  NO

2. If Yes, have you submitted a copy of the food and beverage contract/lease?  YES  NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located?  YES  NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state?  YES  NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service?  YES  NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year?  YES  NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues?  YES  NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club?  YES  NO
- (g) Have you filed a true copy of your bylaws with this application?  YES  NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached)  YES  NO

REQUIRED ATTACHMENTS:

- A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).
- Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).
- Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).
- If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

(Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or TWO (2) Club Officers.) W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING )  
COUNTY OF Natrona ) SS.

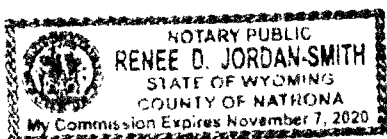
Signed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_ that the facts alleged in the foregoing instrument are true by the following:

1) <u>Kryne Humphrey</u> (Signature)	<u>Kryne Humphrey</u> (Printed Name)	<u>Mayor</u> Title
2) <u>Ray Pacheco</u> (Signature)	<u>Ray Pacheco</u> (Printed Name)	<u>Vice President of Court</u> Title
3) _____ (Signature)	_____ (Printed Name)	_____ Title
4) _____ (Signature)	_____ (Printed Name)	_____ Title
5) _____ (Signature)	_____ (Printed Name)	_____ Title
6) _____ (Signature)	_____ (Printed Name)	_____ Title

Witness my hand and official seal:

Renee Jordan Smith  
Signature of Notary Public



(SEAL)

124My commission expires: Nov. 7, 2020



AFFIDAVIT OF WEBSITE PUBLICATION

State of Wyoming )  
County of Natrona )

I, the undersigned, being in the employ of the City of Casper and responsible for the publishing and posting of notices for the Casper City Council's public hearings concerning liquor licensing, and knowing the facts herein set forth do solemnly swear that:

- Notice of the public hearing set forth below was posted continually on the City of Casper website in accordance with W.S. 12-4-104. The said posting commenced on 11/08/2017 and ended on 11/22/2017 and
- Attached is image of the Notice as actually posted on the City of Casper website (www.caserwy.gov) for the entire period referenced above.

By: Carla Mills - Laatoch Date: 10/25/2017

Title: Licensing Specialist

Scribed in my presence and sworn before me on this

25<sup>th</sup> day of October, 2017

Heidi Hood

Provide to City of Casper Central Records

## City of Casper

Notice is hereby given that on the 6th day of September, 2017, City of Casper applied for a new Resort Liquor License No. 6 in the office of the Clerk of the City of Casper, Wyoming for the following described place 2500 West Hogadon Road, and protests, if any there be, against the issuance of the license will be heard at the hour of 6 p.m., on the 21st day of November, 2017 in the City Council Chambers at 200 North David.

Dated: 10/24/2017

ORDINANCE NO.15-17

AN ORDINANCE APPROVING A ZONE CHANGE FOR LOTS 1-4, THOMAS D. ROSS #1 ADDITION IN THE CITY OF CASPER, WYOMING.

WHEREAS, after a public hearing on August 17, 2017, the City of Casper Planning and Zoning Commission, by a 5-2 vote, failed to pass a motion recommending that the City Council approve a zone change of Lots 1-4, Thomas D Ross #1 Addition, located at 802-808 North Washington Street, from R-3 (One to Four Unit Residential) to C-2 (General Business); and,

WHEREAS, pursuant to Section 17.12.170(E) of the Casper Municipal Code, if a zone change is denied, the Commission shall state, in writing, the reasons for its decision. Decisions of the Commission to deny a zone change may be appealed to the City Council, in writing, within ten calendar days from the date of the written decision, pursuant to Section 17.12.170(G) of the Casper Municipal Code; and,

WHEREAS, the Commission's written decision is dated August 17, 2017, and the applicant provided a written appeal to the City dated August 18, 2017; and,

WHEREAS, the governing body of the City of Casper finds that the Planning and Zoning Commission's decision to deny the zone change should be overturned, and the above-described zone change should be approved.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING:

SECTION 1:

That a zone change of Lots 1-4, Thomas D Ross #1 Addition, located at 802-808 North Washington Street, from R-3 (One to Four Unit Residential) to C-2 (General Business), is hereby approved.

SECTION 2:

This ordinance shall be in full force and effect from and after passage on three readings and publication pursuant to law.

PASSED on 1st reading the 7<sup>th</sup> day of November, 2017.

PASSED on 2nd reading the \_\_\_\_ day of \_\_\_\_\_, 2017.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:



---

ATTEST:

---

Fleur D. Tremel  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

---

Kenyne Humphrey  
Mayor



ORDINANCE NO.19-17

AN ORDINANCE APPROVING A ZONE CHANGE FOR LOTS 1-8 OF THE CPH ADDITION IN THE CITY OF CASPER, WYOMING.

WHEREAS, an application has been made to rezone the above described lots from zoning classification R-2 (One Unit Residential) to R-3 (One to Four Unit Residential); and,

WHEREAS, after a public hearing on September 28, 2017, the City of Casper Planning and Zoning Commission passed a motion recommending that City Council approve the zone change request; and,

WHEREAS, the governing body of the City of Casper finds that the above described zone change should be approved.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING:

SECTION 1:

Lots 1-8, CPH Addition of the City of Casper, located on Aryn Lane, are hereby rezoned from R-2 (One Unit Residential) to R-3 (One to Four Unit Residential).

SECTION 2:

This ordinance shall be in full force and effect from and after passage on three readings and publication pursuant to law.

PASSED on 1st reading the 7<sup>th</sup> day of November, 2017.

PASSED on 2nd reading the \_\_\_\_ day of \_\_\_\_\_, 2017.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

*Walter Tremel*

---

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

---

Fleur D. Tremel  
City Clerk

---

Kenyne Humphrey  
Mayor

October 25, 2017

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Andrew Beamer, P.E., Public Services Director  
Bruce Martin, Public Utilities Manager  
Scott R. Baxter, P.E., Associate Engineer

SUBJECT: Accepting Two Utility Easements from landowners on South Forest Drive as part of the South Forest Drive Street Right-of-Way Vacation, Project No. 17-088.

Meeting Type & Date

Regular Council Meeting  
November 21, 2017

Action Type

Resolution

Recommendation

That Council, by resolution, accept two utility easements from landowners on South Forest Drive, as part of the South Forest Drive Street Right-of-Way Vacation, Project No. 17-088.

Summary

Rustic Pines is a residential development south of East 15<sup>th</sup> Street and west of Manor Heights School. The Rustic Pines subdivision agreement required the developer to connect Pinyon Parkway to East 15<sup>th</sup> Street. With this connection, the existing access point to East 15<sup>th</sup> off of Forest Drive became redundant. As part of the subdivision agreement, the developer was obligated to close Forest Drive, with the City to then vacate the Forest Drive right-of-way. Upon vacation, the right-of-way reverts to the adjoining property owners.

As the City continues to own and maintain utilities within the vacated portion of Forest Drive, utility easements are required from the new property owners. The adjacent landowners, Lucas M. Johnson and Roy E. Prior, have agreed to grant these easements.

Financial Considerations

None

Oversight/Project Responsibility

Scott R. Baxter, P.E., Associate Engineer, Public Services Department

Attachments

Resolutions  
Easements

## EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

That for and in consideration of the sum of Ten (\$10.00) Dollars and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and confessed, the parties agree as follows:

1. Lucas M. Johnson, whose address is 1530 South Forest Drive, Casper, Wyoming 82609 (herein referred to as "Grantor"), HEREBY GRANTS to the City of Casper, Wyoming, a Municipal Corporation, whose principal offices are located at 200 North David Street, Casper, Wyoming, 82601 (herein referred to as "Grantee"), a perpetual easement for the construction, maintenance, repair, replacement, and removal of pipes and structures for utility lines (herein referred to as "the Facilities") over, across and under the real property located within the County of Natrona, Wyoming and legally described on EXHIBIT "A", and as depicted on EXHIBIT "B" attached hereto and hereinafter referred to as the Easement Property. Grantor also grants the right of access on and along the Easement Property for any and all purposes necessary for laying out, constructing, inspecting, maintaining, and replacing the Facilities located on the Easement Property.

2. Grantee shall restore all areas disturbed for the purpose of laying out, constructing, inspecting, operating, maintaining, and replacing the utility lines located on the Easement Property to pre-existing conditions, or better.

3. Grantor reserves unto themselves such rights in the Easement Property for any purpose that does not interfere with the rights granted to Grantee herein, and to create and grant such other easements, rights of way, rights and privileges in, on, under, or across the Easement Property to such persons and for such purposes as Grantor may elect.

4. Grantee does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and Grantee hereby specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

5. This Instrument, and any subsequent amendments, shall be recorded in the real property records of the Clerk and Recorder of Natrona County, Wyoming.

6. All provisions of this Instrument, including the benefits and burdens, are appurtenant to and run with the real property and are binding upon and inure to the benefit of the successors and assigns of the parties hereto.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_

GRANTOR:

By: *Lucas M. Johnson*  
Lucas M. Johnson  
Property Owner

CITY OF CASPER:

By: \_\_\_\_\_  
Kenyne Humphrey  
Mayor

Attest:

By: \_\_\_\_\_  
Fleur D. Tremel  
City Clerk

STATE OF WYOMING     )  
  )ss.  
COUNTY OF NATRONA    )

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by Kenyne Humphrey as the Mayor of the City of Casper.

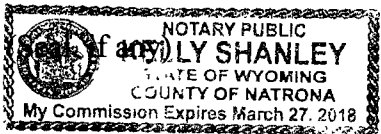
(Seal, if any)

\_\_\_\_\_  
(Signature of notarial officer)

[My Commission Expires: \_\_\_\_\_]

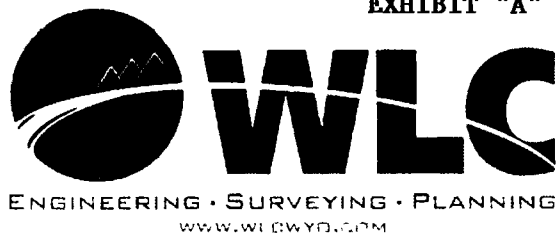
STATE OF WYOMING     )  
  )ss.  
COUNTY OF NATRONA    )

This instrument was acknowledged before me on this 3rd day of November, 2017, by Lucas M. Johnson, Grantor.



*Kelly Shanley*  
(Signature of notarial officer)

[My Commission Expires: 3/27/18]



CASPER  
200 PRONGHORN  
CASPER, WY 82601  
P: 307-266-2524

July 24, 2017

City of Casper  
200 N. David St.  
Casper, Wyoming 82601

W.O. No.: 14694

Page 1 of 2

Description: (W1/2, Forest Drive Vacation, Pratt Addition No. 6 – 3,748 Sq. Ft.)

A Parcel located in and being the westerly 1/2 of Forest Drive located between Blocks 10 and 11, Pratt Addition No. 6, a subdivision of a portion of the NW1/4NE1/4, Section 14, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the northwesterly corner of the Parcel being described, the northeasterly corner of said Lot 1, Block 11, Pratt Addition No. 6 and a point in the southerly line of East 15<sup>th</sup> Street; thence along the northerly line of said Parcel and Forest Drive and the southerly line of said East 15<sup>th</sup> Street, N.89°12'31"E., 25.00 feet to the northeasterly corner of said Parcel and a point in and intersection with the centerline of said Forest Drive; thence along the easterly line of said Parcel and centerline of said Forest Drive, S.0°47'29"E., 103.58 feet to a point of curve; thence along the arc of a true curve to the left, having a radius of 175.00 feet and through a central angle of 13°32'05", southeasterly, 41.34 feet and the chord of which bears S.7°33'33"E., 41.24 feet to the southeasterly corner of said Parcel and a point in and intersection with the northerly line of Pratt Boulevard; thence along the southerly line of said Parcel, the northerly line of said Pratt Boulevard and along the arc of a true curve to the left, having a radius of 450.00 feet and through a central angle of 5°35'18", southwestly, 43.89 feet and the chord of which bears S.78°16'37"W., 43.87 feet to the southwestly corner of said Parcel, the end of said curve and a point in and intersection with the southerly line of Lot 1, Block 11, Pratt Addition No. 6; thence along the westerly line of said Parcel and Forest Drive and the easterly line of said Lot 1, Block 11, Pratt Addition No. 6 and the arc of a true curve to the left, having a radius of 20.00 feet and through a central angle of

84°04'15", northeasterly, 29.35 feet and the chord of which bears N.33°26'47"E., 26.78 feet to a point of reverse curve;

City of Casper

Description: (W1/2, Forest Drive Vacation, Pratt Addition No. 6 – 3,748 Sq. Ft.)

Page 2 of 2

thence along the arc of a true curve to the right, having a radius of 200.00 feet and through a central angle of 7°47'51", northwesterly, 27.22 feet and the chord of which bears N.4°41'25"W., 27.20 feet to a point of tangency; thence continuing along the westerly line of said Parcel and Forest Drive and the easterly line of said Lot 1, Block 11, Pratt Addition No. 6, N.0°47'29"W., 103.58 feet to the Point of Beginning and containing 3,748 square feet, more or less, as set forth by the plat attached and made a part hereof.

EXHIBIT "B"  
**WLC ENGINEERING, SURVEYING & PLANNING**  
 200 PRONGHORN STREET, CASPER, WYOMING 82601

FOR

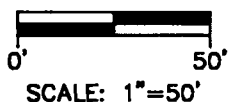
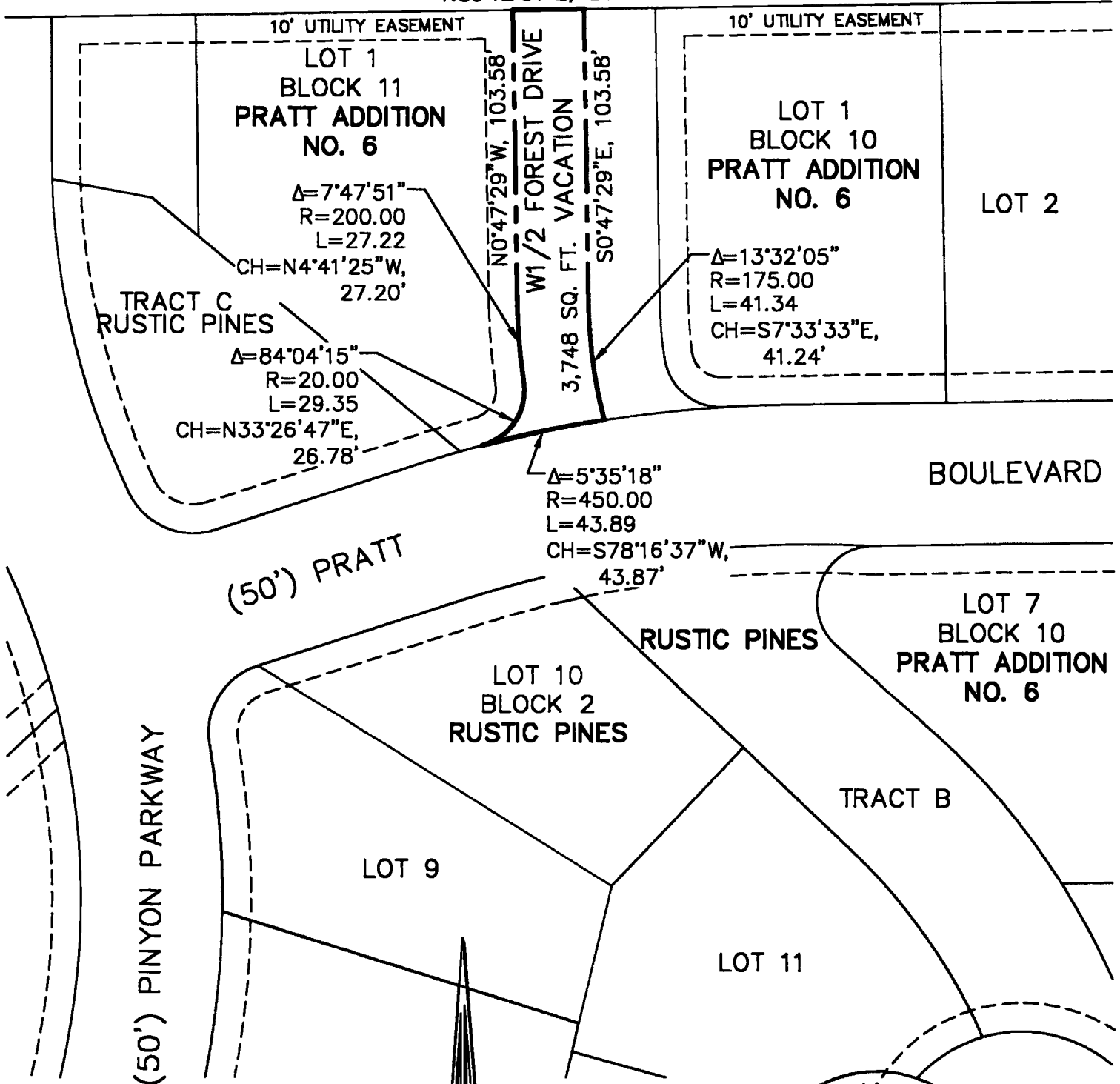
Client CITY OF CASPER Address 200 N. DAVID STREET  
 City CASPER State WYOMING Zip 82601

## PLAT FOR STREET VACATION

NW1/4NE1/4 Section 14, T. 33 N., R. 79 W., 6th Principal Meridian, Wyoming  
 Lot FOREST DRIVE Block \_\_\_\_\_ Subdivision PRATT ADDITION NO. 6  
 City CASPER County NATRONA State WYOMING

### (VARIABLE WIDTH) EAST 15TH STREET

N89°12'31"E, 25.00'



Date: 7-24-17  
 W.O. No. 14694  
 SUBSISTING RECORDS  
 Drawn By: KRM  
 Acad File: FOREST DR VACATION



RESOLUTION NO.17-211

A RESOLUTION AUTHORIZING A UTILITY EASEMENT WITH LUCAS M. JOHNSON FOR THE SOUTH FOREST DRIVE STREET VACATION.

WHEREAS, the City of Casper is vacating existing street right-of-way on South Forest Drive from 15<sup>th</sup> Street to Pratt Boulevard; and,

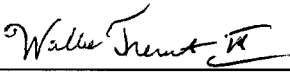
WHEREAS, approval of a utility easement with Lucas M. Johnson will allow approximately 145 linear feet along the west half of the right-of-way to be vacated; and,

WHEREAS, the utility easement with Lucas M. Johnson requires no compensation.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, a 145-linear foot utility easement with Lucas M. Johnson for the South Forest Drive Street Vacation, and specifically subject to the conditions set forth therein.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenye Humphrey  
Mayor

October 25, 2017

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Andrew Beamer, P.E., Public Services Director  
Bruce Martin, Public Utilities Manager  
Scott R. Baxter, P.E., Associate Engineer

SUBJECT: Accepting Two Utility Easements from landowners on South Forest Drive as part of the South Forest Drive Street Right-of-Way Vacation, Project No. 17-088.

Meeting Type & Date

Regular Council Meeting  
November 21, 2017

Action Type

Resolution

Recommendation

That Council, by resolution, accept two utility easements from landowners on South Forest Drive, as part of the South Forest Drive Street Right-of-Way Vacation, Project No. 17-088.

Summary

Rustic Pines is a residential development south of East 15<sup>th</sup> Street and west of Manor Heights School. The Rustic Pines subdivision agreement required the developer to connect Pinyon Parkway to East 15<sup>th</sup> Street. With this connection, the existing access point to East 15<sup>th</sup> off of Forest Drive became redundant. As part of the subdivision agreement, the developer was obligated to close Forest Drive, with the City to then vacate the Forest Drive right-of-way. Upon vacation, the right-of-way reverts to the adjoining property owners.

As the City continues to own and maintain utilities within the vacated portion of Forest Drive, utility easements are required from the new property owners. The adjacent landowners, Lucas M. Johnson and Roy E. Prior, have agreed to grant these easements.

Financial Considerations

None

Oversight/Project Responsibility

Scott R. Baxter, P.E., Associate Engineer, Public Services Department

Attachments

Resolutions  
Easements

## EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

That for and in consideration of the sum of Ten (\$10.00) Dollars and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and confessed, the parties agree as follows:

1. Roy E. Prior, whose address is 3010 Pratt Boulevard, Casper, Wyoming 82609 (herein referred to as "Grantor"), HEREBY GRANTS to the City of Casper, Wyoming, a Municipal Corporation, whose principal offices are located at 200 North David Street, Casper, Wyoming, 82601 (herein referred to as "Grantee"), a perpetual easement for the construction, maintenance, repair, replacement, and removal of pipes and structures for utility lines (herein referred to as "the Facilities") over, across and under the real property located within the County of Natrona, Wyoming and legally described on EXHIBIT "A", and as depicted on EXHIBIT "B" attached hereto and hereinafter referred to as the Easement Property. Grantor also grants the right of access on and along the Easement Property for any and all purposes necessary for laying out, constructing, inspecting, maintaining, and replacing the Facilities located on the Easement Property.

2. Grantee shall restore all areas disturbed for the purpose of laying out, constructing, inspecting, operating, maintaining, and replacing the utility lines located on the Easement Property to pre-existing conditions, or better.

3. Grantor reserves unto themselves such rights in the Easement Property for any purpose that does not interfere with the rights granted to Grantee herein, and to create and grant such other easements, rights of way, rights and privileges in, on, under, or across the Easement Property to such persons and for such purposes as Grantor may elect.

4. Grantee does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and Grantee hereby specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

5. This Instrument, and any subsequent amendments, shall be recorded in the real property records of the Clerk and Recorder of Natrona County, Wyoming.

6. All provisions of this Instrument, including the benefits and burdens, are appurtenant to and run with the real property and are binding upon and inure to the benefit of the successors and assigns of the parties hereto.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_

GRANTOR:

CITY OF CASPER:

By: Roy E. Prior  
Roy E. Prior  
Property Owner

By: \_\_\_\_\_  
Kenyne Humphrey  
Mayor

Attest:

By: \_\_\_\_\_  
Fleur D. Tremel  
City Clerk

STATE OF WYOMING     )  
  )ss.  
COUNTY OF NATRONA    )

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by Kenyne Humphrey as the Mayor of the City of Casper.

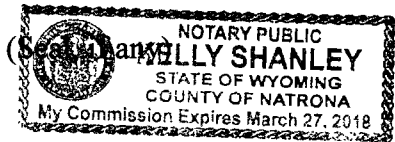
(Seal, if any)

\_\_\_\_\_  
(Signature of notarial officer)

[My Commission Expires: \_\_\_\_\_]

STATE OF WYOMING     )  
  )ss.  
COUNTY OF NATRONA    )

This instrument was acknowledged before me on this 3rd day of November, 2017, by Roy E. Prior, Grantor.



Kelly Shanley  
\_\_\_\_\_  
(Signature of notarial officer)

[My Commission Expires: 3/27/18]



CASPER  
200 PRONGHORN  
CASPER, WY 82601  
P: 307-266-2524

July 24, 2017

City of Casper  
200 N. David St.  
Casper, Wyoming 82601

W.O. No.: 14694  
Page 1 of 2

Description: (E1/2, Forest Drive Vacation, Pratt Addition No. 6 – 3,650 Sq. Ft.)

A Parcel located in and being the easterly 1/2 of Forest Drive located between Blocks 10 and 11, Pratt Addition No. 6, a subdivision of a portion of the NW1/4NE1/4, Section 14, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the northeasterly corner of the Parcel being described, the northeasterly corner of said Forest Drive, the northwesterly corner of Lot 1, Block 10, Pratt Addition No. 6 and a point in the southerly line of East 15<sup>th</sup> Street; thence along the easterly line of said Parcel and Forest Drive and the westerly line of said Lot 1, Block 10, Pratt Addition No. 6, S.0°47'29"E., 103.58 feet to a point of curve; thence along the arc of a true curve to the left, having a radius of 150.00 feet and through a central angle of 7°49'48", southeasterly, 19.63 feet and the chord of which bears S.4°32'23"E., 19.61 feet to a point of compound curve; thence along the arc of a true curve to the left, having a radius of 20.00 feet and through a central angle of 85°14'29", southeasterly, 29.75 feet and the chord of which bears S.50°54'31"E., 27.09 feet to the southeasterly corner of said Parcel and a point in the southerly line of said Lot 1, Block 10, Pratt Addition No. 6 and the northerly line of Pratt Boulevard; thence along the southerly line of said Parcel and the northerly line of Pratt Boulevard and along the arc of a true curve to the left, having a radius of 450.00 feet and through a central angle of 5°24'02", southwesterly, 42.42 feet and the chord of which bears S.83°46'18"W., 42.40 feet to the southwesterly corner of said Parcel, the end of said curve and a point in and intersection with the centerline of said Forest Drive; thence along the westerly line of said Parcel and the centerline of said Forest Drive and the arc of a true curve to the right, having a radius of 175.00 feet and

City of Casper

Description: (E1/2, Forest Drive Vacation, Pratt Addition No. 6 – 3,650 Sq. Ft.)

Page 2 of 2

through a central angle of  $13^{\circ}32'05''$ , northwesterly, 41.34 feet and the chord of which bears  $N.7^{\circ}33'33''W.$ , 41.24 feet to a point of tangency; thence continuing along the westerly line of said Parcel and centerline of said Forest Drive,  $N.0^{\circ}47'29''W.$ , 103.58 feet to the northwesterly corner of said Parcel and a point in and intersection with the southerly line of said East 15<sup>th</sup> Street; thence along the northerly line of said Parcel and Forest Drive and the southerly line of said East 15<sup>th</sup> Street,  $N.89^{\circ}12'31''E.$ , 25.00 feet to the Point of Beginning and containing 3,650 square feet, more or less, as set forth by the plat attached and made a part hereof.

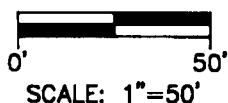
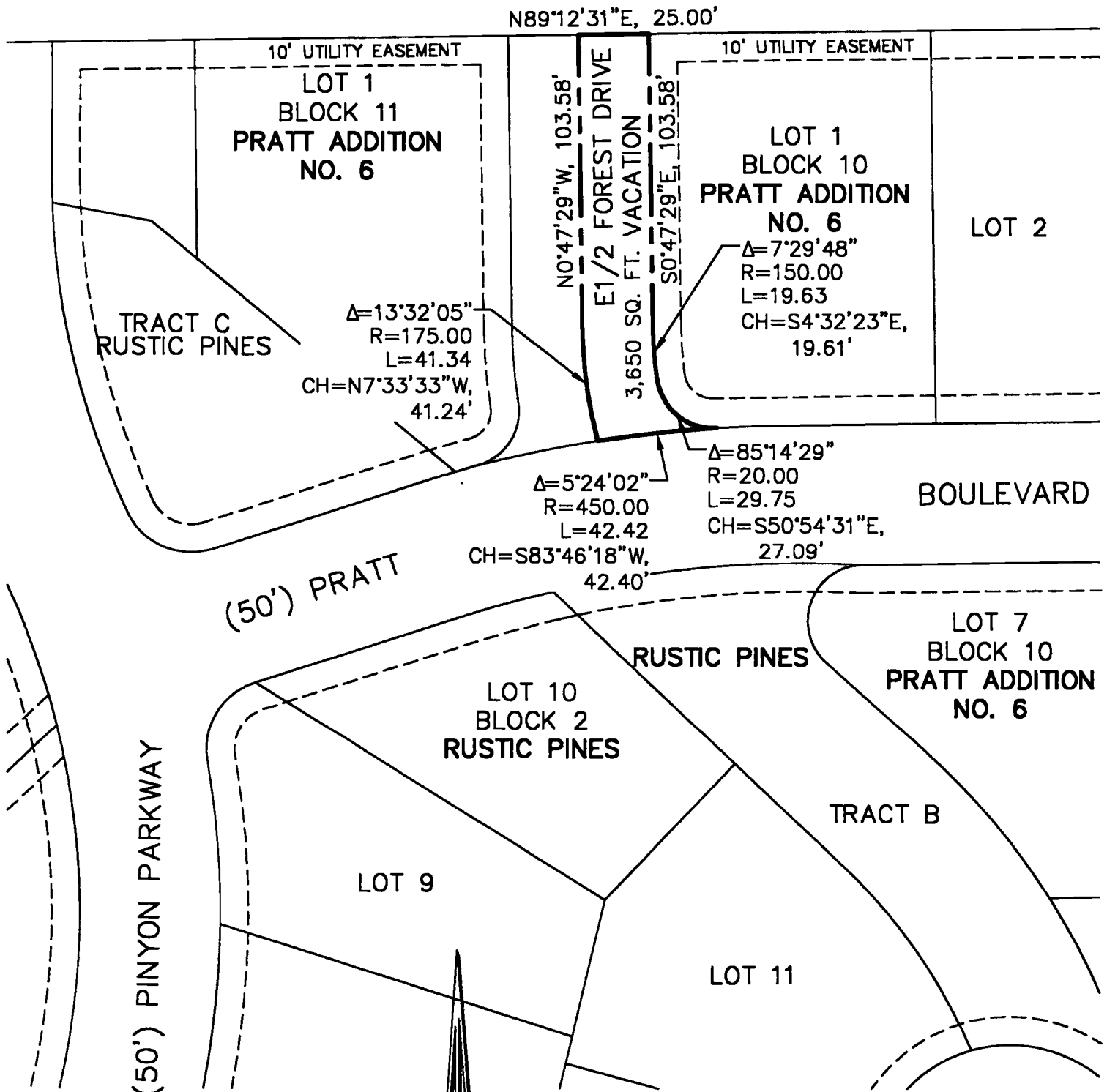
EXHIBIT "B"  
**WLC ENGINEERING, SURVEYING & PLANNING**  
 200 PRONGHORN STREET, CASPER, WYOMING 82601  
 FOR

Client CITY OF CASPER Address 200 N. DAVID STREET  
 City CASPER State WYOMING Zip 82601

## PLAT FOR STREET VACATION

NW1/4NE1/4 Section 14, T. 33 N., R. 79 W., 6th Principal Meridian, Wyoming  
 Lot FOREST DRIVE Block \_\_\_\_\_ Subdivision PRATT ADDITION NO. 6  
 City CASPER County NATRONA State WYOMING

### (VARIABLE WIDTH) EAST 15TH STREET



Date: 7-24-17  
 W.O. No. 14694  
 SUBSISTING RECORDS  
 Drawn By: KRM  
 Acad File: FOREST DR VACATION



RESOLUTION NO.17-212

A RESOLUTION AUTHORIZING A UTILITY EASEMENT WITH ROY E. PRIOR FOR THE SOUTH FOREST DRIVE STREET VACATION.

WHEREAS, the City of Casper is vacating existing street right-of-way on South Forest Drive from 15<sup>th</sup> Street to Pratt Boulevard; and,

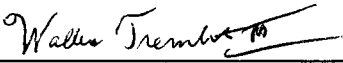
WHEREAS, approval of a utility easement with Roy E. Prior will allow approximately 123 linear feet along the east half of the right-of-way to be vacated; and,

WHEREAS, the utility easement with Roy E. Prior requires no compensation.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, a 145-linear foot utility easement with Roy E. Prior for the South Forest Drive Street Vacation, and specifically subject to the conditions set forth therein.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenye Humphrey  
Mayor



October 3, 2017

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Andrew Beamer, Public Services Director *AB*  
Dan Coryell, Parks Manager

SUBJECT: Authorizing an Amendment to the Lease Agreement with Casper Legion Baseball Club, Inc., for Mike Lansing Field.

Meeting Type & Date

Regular Council Meeting

November 21, 2017

Action Type

Resolution

Recommendation

That Council, by resolution, authorize an Amendment to the Lease Agreement with Casper Legion Baseball Club, Inc., (Legion) for Mike Lansing Field.

Summary

Legion has a lease agreement for Mike Lansing Field that is in effect through December 31, 2020. Under the terms of the current lease agreement, Legion is responsible for mowing the infield, raking the mounds and base paths, and field striping. Legion has since approached the City about taking over these responsibilities.

This amendment to the lease agreement removes these obligations from Legion and establishes fees to cover costs for City staff to perform the work. Legion will now pay the City for all material and labor costs for infield maintenance.

Financial Considerations

See Attachment Amendment showing fees.

Oversight/Project Responsibility

Dan Coryell, Parks Manager

Attachments

Resolution

Amendment

## AMENDMENT TO THE LEASE

The Amendment to the Lease (“Amendment”) is entered into on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the following parties:

1. The City of Casper of Casper, Wyoming, a Wyoming municipal corporation, the “Lessor” hereinafter referred to as the “City,” whose address is 200 North David Street, Casper, Wyoming 82601.

2. Casper Legion Baseball Club, Inc., a Wyoming Corporation, the “Lessee” hereinafter referred to as the “Legion,” whose address is P.O. Box 3554, Casper, Wyoming 82602-3554.

Throughout this document, the City and the Legion may be individually referred to as a “party” or collectively referred to as the “parties.”

### RECITALS

A. On August 15, 2000, the City and Legion entered into a Lease Agreement for Mike Lansing Field.

B. The Lease is for the purpose of conducting Legion Baseball League activities.

C. This Lease Amendment reflects the good faith negotiations of the parties.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties hereto agree by and between them to amend the Lease as follows:

#### 1. INCORPORATION OF RECITALS

The recitals set forth above are hereby incorporated herein at this point as if fully set forth as part of this Amendment.

2. Exhibit A referenced in Section 1 shall be replaced with Exhibit A attached to this Lease Amendment.

3. Section 13.B shall be replaced with the following:

B. Turf and Irrigation

Legion shall rake the mound and base paths and stripe the field at a schedule determined by Legion, and pay the agreed upon yearly fees associated with the maintenance and materials needed as shown in Exhibit “B”. These fees are subject to yearly increases commensurate with increased material and labor costs. The City shall water, fertilize, aerate, and treat for weeds both the infield and outfield, and mow the infield and outfield at a schedule determined by the City.

City shall maintain the irrigation system. Legion shall have access to the irrigation system to turn irrigation water on or off as necessary to accommodate game schedules, however, the City shall retain final authority over the watering schedule.

**4. RATIFICATION**

The terms and conditions of the Lease, as modified herein, are hereby ratified by the parties and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the undersigned duly authorized representatives of the Parties have executed this Amendment as of the day and year above.

APPROVED AS TO FORM

Walter Tremel

ATTEST

CITY OF CASPER, WYOMING  
A Municipal Corporation

Fleur D. Tremel  
Clerk

Kenyne Humphrey  
Mayor

WITNESS

LESSEE  
Casper Legion Baseball Club, Inc.

By: William J. Ahmct  
Printed Name: William Ahmct  
Title: Casper Legion Baseball  
Vice President

By: J.C. Kirk  
Printed Name: J.C. KIRK  
Title: CASPER LEGION BASEBALL  
PRESIDENT

## EXHIBIT "A"

### LEGAL DESCRIPTION

A Parcel of land being a part of the SE ¼ NW ¼ and the NE ¼ NW ¼ of Section 4, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming, and being a part of the North Platte River Park Addition, being more particularly described as follows:

Commencing at the northeast corner of the CKT Addition which is the Point of Beginning; thence S. 65° 38' 14" W. a distance of 109 feet to a point; thence N. 34° 31' 14" W. a distance of 20 feet to a point; thence S. 66° 56' 7" W. a distance of 48 feet to a point; thence N. 31° 33' 57" W. a distance of 83 feet to a point; thence N. 16° 8' 52" W. a distance of 104 feet to a point; thence N. 3° 24' 42" W. 140 feet to a point; thence N. 9° 58' 11" E. a distance of 180 feet to a point; thence N. 10° 44' 22" E. a distance of 68 feet to a point; thence N. 40° 24' 21" E. a distance of 17 feet to a point; thence N. 88° 49' 31" E. a distance of 31 feet to a point; thence S. 48° 27' 52" E. a distance of 15 feet to a point; thence S. 88° 18' 36" E. a distance of 9 feet to a point; thence N. 4° 43' 23" E. a distance of 30 feet to a point; thence S. 84° 39' 33" E. a distance of 20 feet to a point; thence N. 86° 46' 32" E. a distance of 229 feet to a point; thence S. 48° 21' 51" E. a distance of 168 feet to a point; thence S. 6° 52' 44" E. a distance of 207 feet to a point; thence N. 85° 13' 25" E. a distance of 29 feet to a point; thence S. 7° 20' 11" E. a distance of 100 feet to a point; thence S. 49° 26' 7" E. a distance of 89 feet to a point; thence S. 0° 26' 30" E. a distance of 102 feet to a point; thence S. 29° 13' 24" E. a distance of 136 feet to a point; thence S. 89° 24' 42" W. a distance of 130 feet to a point; thence S. 7° 7' 25" W. a distance of 88 feet to a point; thence S. 87° 30' 4" W. a distance of 49 feet to a point; thence S. 77° 30' 20" W. a distance of 38 feet to a point; thence S. 89° 21' 21" W. a distance of 78 feet to a point; thence N. 30° 46' 29" W. a distance of 280.4 feet to the Point of Beginning.

The above described parcel contains 7.93 acres, more or less.

## EXHIBIT B

### Yearly maintenance and material costs associated with Mike Lansing Field

- One (1) super sack of clay for pitcher's mound and home plate areas for a total cost of **\$600.00**.
- One and a half (1.5) pallets of infield conditioner are needed. Each pallet is \$600.00 for a total cost of **\$900.00**
- Every other year a laser leveling is to be done at Mike Lansing. The total Legion Baseball cost for leveling is \$2,500.00. That cost divided in half for yearly charges is **\$1,250.00**.
- Yearly costs for infield mix = **\$1,000.00**
- Field prep per game with staff costs **\$95.00**.

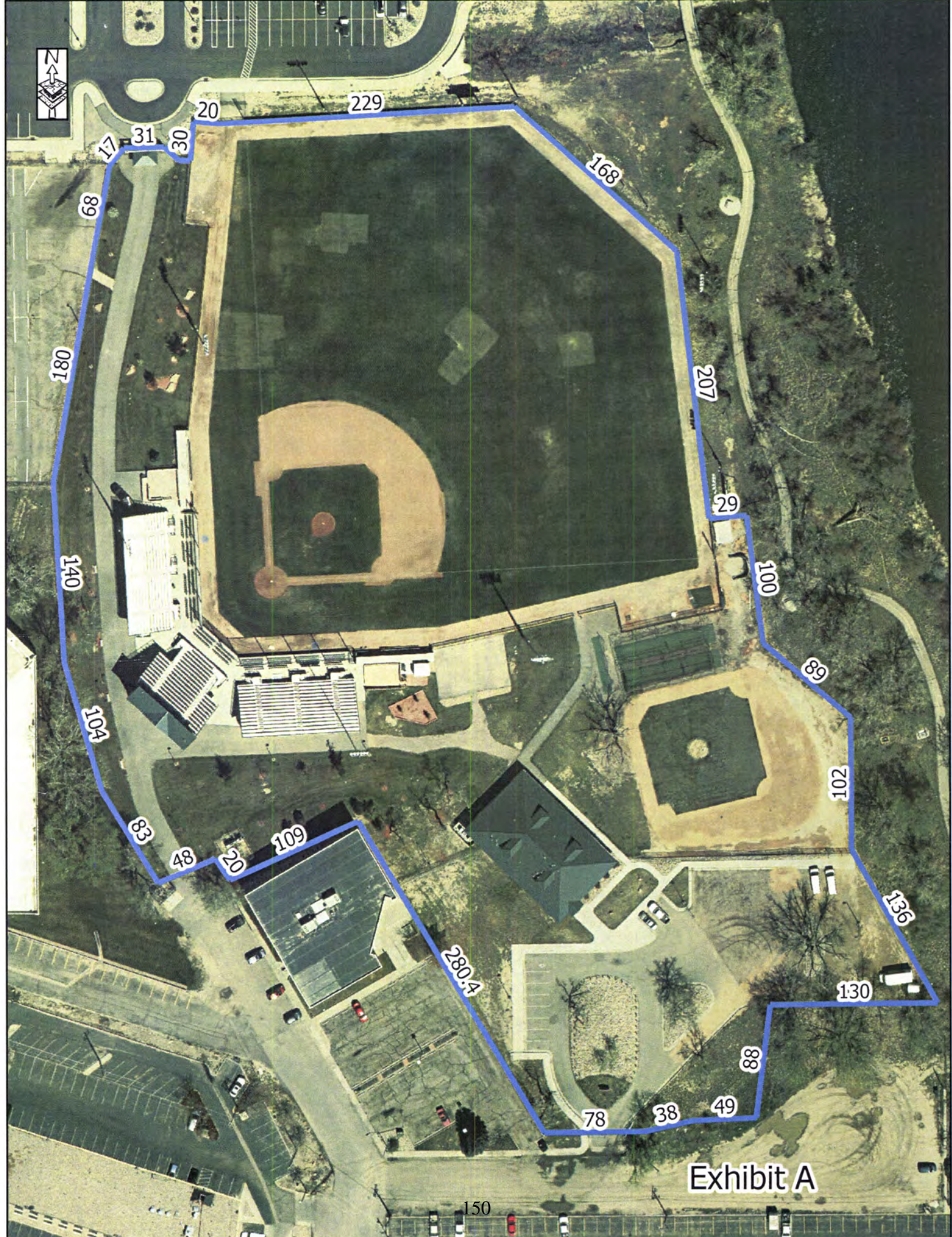


Exhibit A

150

RESOLUTION NO. 17-213

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE LEASE BETWEEN THE CITY OF CASPER AND CASPER LEGION BASEBALL CLUB, INC., FOR MIKE LANSING FIELD.

WHEREAS, Casper Legion Baseball Club, Inc., currently holds the lease for Mike Lansing Field through December 31<sup>st</sup>, 2020; and,

WHEREAS, Casper Legion Baseball Club, Inc., has approached the City of Casper about changing the terms of the lease by having City staff take over maintenance responsibilities for the infield; and,

WHEREAS, the City of Casper and Casper Legion Baseball Club, Inc., agree to the terms and conditions of the lease amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, an amendment to the lease between the City of Casper and Casper Legion Baseball Club, Inc., for Mike Lansing Field.

PASSED, APPROVED, AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

October 25, 2017

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Andrew Beamer, P.E., Public Services Director *AB*  
Scott R. Baxter, P.E., Associate Engineer

SUBJECT: Authorizing Change Order No. 1 with Treto Construction, LLC, for a Time Extension of 241 Days for the Center & 9<sup>th</sup> Streets Intersection Controls, Project No. 17-053.

Meeting Type & Date

Regular Council Meeting  
November 21, 2017

Action Type

Resolution

Recommendation

That Council, by resolution, authorize Change Order No. 1 with Treto Construction, LLC (Treto) for a time extension of 241 days for the Center & 9<sup>th</sup> Streets Intersection Controls, Project No. 17-053.

Summary

The City of Casper entered into a contract with Treto on September 5, 2017 for the Center & 9<sup>th</sup> Streets Intersection Controls Project. The project includes the installation of four stop signs, curb extensions to shorten pedestrian crossing distances, replacement of curb ramps for ADA compliance, modifications to storm sewer piping, and surface improvements. The overall cost of the construction contract is currently \$154,795.00. The project was to be substantially complete by October 27, 2017 and finally complete by November 3, 2017.

The purpose of Change Order No. 1 is to extend the contract time due to two issues. Primarily, the project has become a late fall construction project affecting two sides of Park Elementary School. The design process began in late June and was finished by July 20<sup>th</sup>, but the standard review and bidding process takes a minimum of six weeks to reach the date to be awarded by City Council. Officials from Natrona County School District, although willing to endure difficulties with school traffic and construction traffic conflicts, have encouraged City staff to construct the project during the summer.

Secondarily, the owner of Treto suffered severe health issues a few days before the project was awarded and required surgery in early September. The award documents were completed within the City's required 30-day time frame but approximately three (3) weeks of potential construction time were lost. This left an effective construction time period of only fifteen (15) days available upon Notice to Proceed. The ordering and shipment lead time is four (4) weeks



for the specialized stop sign poles needed for this project, and this lead time would not have allowed for delivery, much less the installation, of the poles prior to the project deadline.

Treto has requested a time extension associated with the school session, equating to two hundred forty-one (241) days, including only the remaining fifteen (15) days of contract time, effectively transferring this time from October of 2017 to June of 2018. The last day of school is Thursday, June 7, 2018, and Treto will be required to begin construction work no sooner than Monday, June 11, 2018. The City's engineering consultant for this project, Environmental and Civil Solutions, LLC, has reviewed this request and recommends approval. This change order brings the Substantial Completion Deadline to June 25, 2018 and the Final Completion Deadline to July 2, 2017.

Financial Considerations

None

Oversight/Project Responsibility

Scott R. Baxter, P.E., Associate Engineer, Public Services Department.

Attachments

Resolution

Contractor's Change Order/Time Extension Proposal

Consultant's Change Order/Time Extension Recommendation

Change Order Form

Treto Construction, LLC  
P. O. Box 50610  
Casper, WY 82609

---

October 20, 2017

Re: 9<sup>th</sup> and Center Streets

Dear Scott:

Treto Construction, LLC. would like to request that the referenced project be delayed for completion to June, 2018 after school is out. I expect the project to take 15 days +/- . As you are aware, the project was scheduled to be completed Fall, 2017. Due to circumstances beyond my control, including but not limited to, a five bypass surgery.

We feel at this time, that there is not ample time to get the project completed before winter weather arrives.

Thank you for your time and consideration on this matter. Any questions please contact my office.

Sincerely,

Treto Construction, LLC

Gustavo Treto





October 24, 2017

Mr. Scott Baxter PE, Associate City Engineer  
City of Casper Public Services Department  
City Engineering Division  
200 North David  
Casper, WY 82601

**RE: Request for Time Extension for Center and 9<sup>th</sup> Street Intersection improvements, Project # 17-053**

Mr. Baxter:

ECS Engineers has reviewed the Request for Time Extension for Treto Construction LLC and offer the following recommendation:

The contract for design and construction administration was awarded very late in the design season, June 23, 2017, to ECS Engineers. Our design was completed on 3 July 20,2017, but this was still too late to go through the mandatory City of Casper review and approval process to complete construction prior to the September 5, 2017 back-to-school date. The project received bids on August 11, 2017 and awarded by Council on awarded on September 5, 2017. The owner of Treto Construction Gustavo Treto, suffered a heart attack prior to award which delayed his signing of the contract and notice to proceed significantly. The project is located directly adjacent to Park Elementary School and NCSD Staff have voiced concerns over construction during fall school days.

On October 20, 2017 Treto Construction LLC requested that the project be delayed until after school is out in June of 2018 and that they expect the project to take +/- 15 days to complete. ECS recommends the request be granted as follows:

*15 days be allowed for substantial completion in June of 2018 . Last day of school being Thursday, June 7, 2017. Construction start date being Monday, June 11,2018. Substantial Completion Deadline being Monday, June 25, 2018. Fina Completion Deadline being Monday, July 2, 2018.*

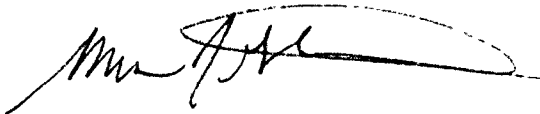
All other terms of the contract be upheld and unchanged.

This will allow just enough time in acceptable weather conditions to complete the project, providing a better opportunity for a successful and acceptable project to the City of Casper, rather than pushing a completion date yet this fall, with the added benefit of construction not going on during school hours, next to the school. This should help provide a safer and less distracting environment for Park Elementary students as well as allowing Treto to work without the added traffic from school activities(busses, teachers, parents etc.).

Treto Construction must procure all necessary materials during the winter months down time. The specialty stop signs will have a long lead time for ordering.

Thank you for your time and effort concerning this important matter and please contact me with any questions or needs.

Respectfully Submitted:  
***Environmental & Civil Solutions LLC.***

A handwritten signature in black ink, appearing to read 'Shawn J. Gustafson', with a long horizontal flourish extending to the right.

Shawn J. Gustafson P.E.  
Principal

CITY OF CASPER  
CHANGE ORDER

NO. One (1)

PROJECT: Center & 9<sup>th</sup> Streets Intersection Controls  
Project No. 17-053

DATE OF ISSUANCE: October 25, 2017

OWNER: City of Casper, Wyoming

CONTRACTOR: Treto Construction, LLC

ENGINEER: Environmental & Civil Solutions, LLC (ECS)

You are directed to make the following changes in the Contract Documents:

Description: Time Extension Only – Winter Shutdown

Attachments: Memo & Contractor's Letter

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ <u>154,795.00</u>	Original Contract Time: (days or date) <u>Substantial completion: October 27, 2017</u> <u>Final completion: November 3, 2017</u>
Previous Change Orders No. <u>---</u> to <u>---</u> \$ <u>00.00</u>	Net change from previous Change Orders (days): <u>-- 0 --</u>
Contract Price prior to this Change Order: \$ <u>154,795.00</u>	Contract Time Prior to this Change Order: (date) <u>Substantial completion: October 27, 2017</u> <u>Final completion: November 3, 2017</u>
Net Increase/ <del>Decrease</del> of this Change Order: \$ <u>0.00</u>	Net Increase/ <del>Decrease</del> of this Change Order: (days) <u>-- 241 --</u> <u>Construction may begin no sooner than June 11, 2018</u>
Contract Price with all approved Change Orders: \$ <u>154,795.00</u>	Contract Time with all approved Change Orders:(date) <u>Construction Start Date: June 11, 2018 (no sooner)</u> <u>Substantial completion: June 25, 2018</u> <u>Final completion: July 2, 2017</u>

ACCEPTED:

RECOMMENDED:

APPROVED:

BY: [Signature] BY: [Signature] BY: \_\_\_\_\_

Contractor

Engineer

Owner

RESOLUTION NO.17-214

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO THE AGREEMENT WITH TRETTO CONSTRUCTION, LLC, FOR A TIME EXTENSION OF TWO HUNDRED FORTY-ONE (241) DAYS FOR THE CENTER & 9<sup>TH</sup> STREETS INTERSECTION CONTROLS, PROJECT NO. 17-053.

WHEREAS, the City of Casper desires to extend the contract time for the Center & 9<sup>th</sup> Streets Intersection Controls, Project No. 17-053; and,


WHEREAS, Tretto Construction, LLC, is able and willing to provide those services, specified as Change Order No. 1 to the agreement for a time extension of two hundred forty-one (241) days for the Center & 9<sup>th</sup> Streets Intersection Controls, Project No. 17-053, and further described therein.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, Change Order No. 1 to the agreement with Tretto Construction, LLC, for a time extension of two hundred forty-one (241) days for the Center & 9<sup>th</sup> Streets Intersection Controls, Project No. 17-053, for those services.

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to make verified partial payments and contract extensions throughout the project, retaining those amounts prescribed by the agreement, equal to a total price not to exceed One Hundred Fifty-Four Thousand Seven Hundred Ninety-Five Dollars (\$154,795).

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:


\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

October 25, 2017

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew B. Beamer, P.E., Public Services Director   
Alex Sveda, P.E., Associate Engineer

SUBJECT: Authorizing Change Order No. 1 (CO1) with Treto Construction, LLC (Treto) for a time extension of 175 days (143 winter shutdown days and 32 working-days), for the Columbine Street Improvements Project, No. 17-003.

Meeting Type & Date:

Regular Council Meeting  
November 21, 2017

Action Type:

Resolution

Recommendation:

That Council, by resolution, authorize CO1 with Treto for a time extension of 175 days (143 winter shutdown days and 32 working-days), for the Columbine Street Improvements Project, No. 17-003.

Summary:

The proposed improvements include replacement of the existing street surfacing (mill and overlay and full-depth), miscellaneous curbside, driveway and alley concrete approaches, ADA ramps and valley gutters; replacement of sewer manhole risers and concrete diamonds; and fire hydrant replacement. Thirty-two (32) additional working days are being requested to replace additional curbside to improve drainage in the area. The cost for the additional curbside will be offset from not having to install paving fabric for the project.

The new schedule includes a construction stop date of November 10, 2017, at which time the Contractor will demobilize all equipment and materials from the site, and the winter shutdown period of 143 days shall begin. Prior to winter shutdown, the Contractor will ensure the street is paved and fully accessible by the public. On April 2, 2018, the winter shutdown shall end and construction shall commence, which starts the 32 working-day time extension. May 4, 2018 will be the new Substantial Completion date. After this date, Liquidated Damages shall accrue if the work cannot be completed to allow the street to be fully opened to traffic.

Financial Considerations:

None.

CO1 Treto Construction, LLC  
Columbine Street Improvements  
Project, No. 17-003

Oversight/Project Responsibility:  
Alex Sveda, Associate Engineer

Attachments:  
CO1; Resolution.

CO1 Treto Construction, LLC  
Columbine Street Improvements  
Project, No. 17-003



CITY OF CASPER  
CHANGE ORDER

NO. One (1)

PROJECT: Columbine Street Improvements, Project No. 17-003

DATE OF ISSUANCE: October 19, 2017

OWNER: City of Casper, Wyoming

CONTRACTOR: Treto Construction, LLC

ARCHITECT/ENGINEER: City of Casper

You are directed to make the following changes in the Contract Documents:

Description:

Time Extension Request with the following stipulations required as part of this Change Order:

1. By **November 10, 2017**: All work shall stop; a winter shutdown of 143 days shall commence; Contractor shall demobilize all equipment and materials.
2. By **April 2, 2018**: the winter shutdown shall end; work start-up shall commence, which starts the 32 working-day time extension.
3. **May, 4, 2018** is the new Substantial completion date, which shall end the 32 working-day time extension. Liquidated Damages shall begin to accrue if work is not completed by **May, 4, 2018**.
4. All demobilization and remobilization costs shall be borne by the Contractor.
5. All of the above must comply with the specifications set forth in the Contract Documents.
6. Contractor must submit additional time extension requests in writing per Article 12 of the Standard General Conditions of the Construction Contract.

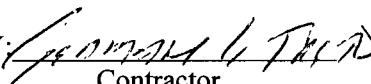
Attachments: Time Extension Request from Treto Construction, LLC.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ <u>558,967.00</u>	Original Contract Time: (days or date) Substantial completion: November 3, 2017; Final completion: November 10, 2017
Previous Change Orders No. <u>0</u> to <u>1</u> : \$ <u>0</u>	Net change from previous Change Orders (days): <u>--0--</u> (days): <u>--0--</u>
Contract Price prior to this Change Order: \$ <u>558,967.00</u>	Contract Time prior to this Change Order: Substantial completion: November 3, 2017; Final completion: November 10, 2017
Net Increase/Decrease change of this Change Order: \$ <u>0</u>	Net Increase/Decrease of this Change Order: (days) <u>-- 175 --</u>
Contract Price with all approved Change Orders: \$ <u>558,967.00</u>	Contract Time with all approved Change Orders:(date) <u>Substantial completion: May 4, 2017;</u> <u>Final completion: May 11, 2017</u>

ACCEPTED:

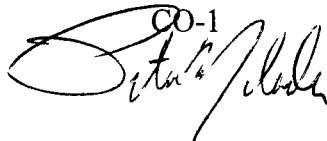
RECOMMENDED:

APPROVED:

BY:   
Contractor

BY:   
Architect/Engineer

BY: \_\_\_\_\_  
Owner

CO-1  


**Treto Construction, LLC**

**P.O. Box 50610**

**Casper, WY 82609**

Re: Columbine Street Improvements

Dear Mr. Sveda

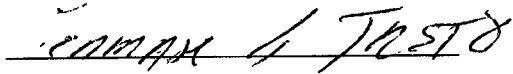
Treto Construction, LLC. Would like to request a time extension and work extension on the referenced project. As you are aware, the project was scheduled to be completed by November 3, 2017. Due to some unfortunate circumstances on our end and delays with coordination of the project, we would like to propose a new completion date on May 31, 2018 and be complete and ready for a Final pay on June 8, 2018.

We plan to stop the work for this year on November 30, 2017 and re-start on March 1, 2018 and plan to finish the project on May 31, 2018 dependent on the weather conditions.

Thank you for your time and consideration on this matter. Any questions please contact my office

Sincerely,

Treto Construction, LLC

A handwritten signature in black ink that reads "German G. Treto". The signature is written in a cursive style and is positioned above a horizontal line.

German G. Treto

## Alex Sveda

---

**From:** Peter T. Melander <pmelander@inberg-miller.com>  
**Sent:** Monday, October 16, 2017 10:21 AM  
**To:** Alex Sveda  
**Cc:** Jeffrey H. Krantz  
**Subject:** RE: Columbine Schedule Update

**Categories:** Capital Projects

Alex,  
I agree with this extension. I will submit to the contactor, and bring hard copies to our meeting on Wednesday.

Thanks,

**Peter Melander, E.I.T.**  
Civil Engineer / Lab Manager

INBERG-MILLER ENGINEERS  
civil | geotechnical | environmental | materials testing | surveying

p: 307-577-0806 EX:1218

c: 307-259-2530

w: [inberg-miller.com](http://inberg-miller.com)



**We've opened a new office!**

1300 East US Hwy 14-16

Gillette, Wyoming 82716

(307) 682-5000

**From:** Alex Sveda [mailto:asveda@casperwy.gov]  
**Sent:** Friday, October 13, 2017 2:12 PM  
**To:** Peter T. Melander <pmelander@inberg-miller.com>  
**Cc:** Jeffrey H. Krantz <jkrantz@inberg-miller.com>  
**Subject:** RE: Columbine Schedule Update

Peter,

I've reviewed Treto's time extension request for a total of 99 working days (210 calendar days) and have determined that 33 working days (182 calendar days) seems reasonable based on the additional curbside and driveway approach work (~6,360 sf) added to the project. The following stipulations shall also apply:

1. All concrete and asphalt Paving shall stop by the original contract date of November 3, 2017.
2. The Contractor shall demobilize by November 10, 2018.
3. The Contractor shall be allowed to continue work starting April 1, 2018. The beginning of this work by April 1, 2018 will begin the Contractor's working 33-day time extension, making the new substantial completion date May 4, 2018.
4. All demobilization and remobilization costs shall be borne by the Contractor.
5. All of the above must comply with the specifications set forth in the Contract Documents.

6. Contractor must submit additional time extension requests in writing per Article 12 of the Standard General Conditions of the Construction Contract.

I have spoken to Gustavo about the about the above. Please let me know if you agree with the above with attached CO and have anything to add. If all looks sufficient, please issue a formal response to the Contractor with the change order for 182 days.

Thanks,

Alex Sveda, P.E.  
Associate Engineer  
City of Casper  
200 North David St  
Casper, WY 82601  
P: 307 235-8341  
F: 307 234-0709  
[asveda@casperwy.gov](mailto:asveda@casperwy.gov)

**From:** Alex Sveda  
**Sent:** Wednesday, October 11, 2017 10:40 AM  
**To:** 'Peter T. Melander' <[pmelander@inberg-miller.com](mailto:pmelander@inberg-miller.com)>  
**Cc:** Jeffrey H. Krantz <[jkrantz@inberg-miller.com](mailto:jkrantz@inberg-miller.com)>  
**Subject:** RE: Columbine Schedule Update

Peter,

Compared to the original schedule, I see that they are asking for:

- 6 extra days for mill and overlay
- 31 extra days for concrete work
- 8 extra days for full depth road and asphalt work
- 1 less day for fire hydrant work
- 5 extra days for landscaping repairs
- 2 less days for utility adjustments

Thanks,

Alex Sveda, P.E.  
Associate Engineer  
City of Casper  
200 North David St  
Casper, WY 82601  
P: 307 235-8341  
F: 307 234-0709  
[asveda@casperwy.gov](mailto:asveda@casperwy.gov)

**From:** Peter T. Melander [<mailto:pmelander@inberg-miller.com>]  
**Sent:** Friday, September 29, 2017 2:31 PM  
**To:** Alex Sveda <[asveda@casperwy.gov](mailto:asveda@casperwy.gov)>  
**Subject:** FW: Columbine Schedule Update

RESOLUTION NO.17-215

A RESOLUTION AUTHORIZING CHANGE ORDER NO.1 WITH TRETO CONSTRUCTION, LLC (TRETO) FOR THE COLUMBINE STREET IMPROVEMENTS, PROJECT NO. 17-003.

WHEREAS, Treto is currently under contract with the City of Casper for the Columbine Street Improvements Project, No. 17-003; and,

WHEREAS, the City of Casper desires a time extension of One Hundred Seventy Five (175) days (One Hundred Forty Three (143) winter shutdown days and Thirty Two (32) working-days) added to the project’s substantial completion date; and,


WHEREAS, Treto is able and willing to complete the work with a revised substantial completion date of May, 4 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute Change Order No. 1 to the agreement between the City of Casper and Treto for performing additional work related to Columbine Street Improvements Project, No. 17-003, for a time extension of One Hundred Seventy Five (175) days.

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to make verified partial payments and contract extensions throughout the project, retaining those amounts prescribed by the agreement, equal to a total price not to exceed Five Hundred Fifty Eight Thousand, Nine Hundred Sixty Seven and 00/100 (\$558,967.00).

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenye Humphrey  
Mayor

October 26, 2017

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Andrew Beamer, P.E., Public Services Director *AB*  
Terry Cottenoir, Engineering Technician

SUBJECT: Authorizing Amendment No. 1 to the Agreement with the Wyoming Department of Transportation for the Transportation Alternatives Program Funded Robertson Road South Pathway.

Meeting Type & Date

Regular Council Meeting  
November 21, 2017

Action Type

Resolution

Recommendation

That Council, by resolution, authorize Amendment No. 1 to the Agreement with the Wyoming Department of Transportation (WYDOT) for a time extension of the Transportation Alternatives Program (TAP) funded Robertson Road South Pathway, Project No. 15-41. The amendment extends the completion date of the project to April 20, 2019.

Summary

The City of Casper is the recipient of Transportation Alternative Program (TAP) funds for constructing a pedestrian pathway alongside Robertson Road. The proposed project is to complete the pedestrian pathway along Robertson Road from the Green Valley Mobile Home Subdivision to the Robertson Road Bridge. TAP funding through WYDOT has been secured in the amount of \$359,810, with the balance of \$89,952.68 coming from the General Fund Reserves budgeted in FY15 allocated to Walkability Improvements.

The project was awarded on June 20, 2017, and the Contractor was given a Notice to Proceed on July 31, 2017. The Contractor recently submitted a revised construction schedule indicating that they do not believe they will finish the project prior to winter setting in. Liquidated damages will be assessed upon completion of the project.

Due to the unexpected set back from the revised project schedule, the City of Casper requested a time extension to the agreement with WYDOT. WYDOT prepared Amendment No. 1 to the Agreement for the project that calls for a new completion date of April 20, 2019, and requests that two (2) originals be signed and returned to WYDOT for full execution.

Financial Considerations

N/A

Oversight/Project Responsibility

Terry Cottenoir, Engineering Technician, Public Services Department.

Attachments

Resolution

Two (2) Copies of Amendment No. 1

**AMENDMENT NUMBER ONE  
TO THE TRANSPORTATION ALTERNATIVES PROGRAM  
SUBRECIPIENT AGREEMENT  
BETWEEN THE  
WYOMING DEPARTMENT OF TRANSPORTATION  
AND THE CITY OF CASPER**

<b>Federal Award Information - Required by 2 CFR § 200.331</b>	
<b>Subrecipient Name:</b> Casper, City of	<b>Subrecipient DUNS:</b> 152720140
<b>Federal Award Identification Number (FAIN):</b> 56CD16205M30201	<b>Federal Award Date:</b> TBD
<b>Period of Performance Start and End Date:</b> 24 months from the Federal Award Date	<b>Federal Award this Agreement:</b> \$0
<b>Total Federal Award to Subrecipient:</b> \$359,810	<b>Total Federal Award:</b> \$449,762.68
<b>Awarding Federal Agency:</b> Federal Highway Administration	<b>Federal Highway Administration:</b> Wyoming Division Office <b>Telephone:</b> (307) 772-2101 <b>Email:</b> <a href="mailto:HDAWY@dot.gov">HDAWY@dot.gov</a>
<b>Pass-through Agency:</b> Wyoming Department of Transportation (WYDOT)	<b>WYDOT Program Mgr.:</b> Kacey Brown <b>Telephone:</b> (307) 777-3938 <b>Email:</b> <a href="mailto:kacey.brown@wyo.gov">kacey.brown@wyo.gov</a>
<b>Sponsor Contact:</b> Terry Cottenoir <b>Phone:</b> (307) 235-8366 <b>Email:</b> <a href="mailto:tcottenoir@cityofcasperwy.com">tcottenoir@cityofcasperwy.com</a>	<b>WYDOT Contact for Confirmation of Funds:</b> Barbara MacKenzie <b>Telephone:</b> (307) 777-4039 <b>Email:</b> <a href="mailto:barbara.mackenzie@wyo.gov">barbara.mackenzie@wyo.gov</a>
<b>CFDA No.:</b> 20.205	<b>CFDA Title:</b> Highway Planning and Construction
<b>Research and Development:</b> No	<b>Indirect Cost Rate (ICAP):</b> N/A
<b>Project Name:</b> Robertson Road Pathway Extension	<b>Recipient County:</b> Natrona
<b>Agreement No.:</b> CD 0.00 CD16205	<b>Project No.:</b> CD16205

1. **Parties.** The parties to this Agreement are the Wyoming Department of Transportation, hereinafter referred to as "WYDOT", whose address is 5300 Bishop Blvd., Cheyenne, Wyoming 82009, and the City of Casper, hereinafter referred to as the "Sponsor", whose address is, 200 North David Street Casper, Wyoming 82601.
2. **Purpose of this Amendment.** This Amendment shall constitute the First Amendment to the Original Agreement between WYDOT and the Sponsor which was duly executed on April 20, 2016 and which became effective April 20, 2016. The purpose of this Amendment is to incorporate updates to the Special Provisions and General Provisions for





the original agreement as outlined below. Additionally, this amendment will extend the end date of the project until April 20, 2019.

The Original Agreement dated April 20, 2016 provided for (provide project description) for the total Agreement amount of \$449,762.68 comprised of \$359,810 Federal and \$89,952.68 Local matching funds.

3. **Term of Amendment.** This Amendment shall commence upon the date the last required signature is affixed hereto and shall remain in full force and effect for twenty-four (24) months, unless terminated at an earlier date pursuant to the provisions of the Agreement, or pursuant to federal or state statute or rule or regulation.
4. **The Special Provisions of the original agreement are hereby deleted and the updated Special Provisions shall be as follows:**
  - A. **Assumption of Risk.** The Sponsor shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Sponsor's failure to comply with state or federal requirements. WYDOT shall notify the Sponsor of any state or federal determination of noncompliance.
  - B. **Conflict of Interest.** Per 2 CFR 200.112, the Sponsor must disclose in writing any potential conflict of interest to WYDOT including financial or other personal interests.
  - C. **Environmental Policy Acts.** The Sponsor agrees all activities under this Agreement will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
  - D. **Human Trafficking:** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Agreement may be terminated without penalty if a private entity that receives funds under this Agreement:
    - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
    - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
    - (iii) Uses forced labor in the performance of the award or subawards under the award.
  - E. **Kickbacks.** The Sponsor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this



Agreement. If the Sponsor breaches or violates this warranty, WYDOT may, at its discretion, terminate this Agreement without liability to WYDOT, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

This Act provides that the Sponsor is prohibited from inducing, by any means, a person employed in the construction, completion, or repair of public works to give up any part of the compensation to which he or she is otherwise entitled.

- F. Limitations on Lobbying Activities.** By signing this Agreement, the Sponsor certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by the Sponsor or its subcontractor in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.

The Sponsor and subcontractors may also be required to submit an additional certification statement and disclosure form acceptable to WYDOT before commencement of the work.

- G. Mandatory Disclosures.** Per 2 CFR 200.113, the Sponsor must disclose, in a timely manner, in writing to WYDOT all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in remedies for noncompliance including suspension or debarment.

- H. Monitoring Activities.** WYDOT shall have the right to monitor all activities related to this Agreement that are performed by the Sponsor or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and, to observe personnel in every phase of performance of the related work.

- I. Nondiscrimination.** The Sponsor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement.

Federal law requires the Sponsor to include all relevant special provisions of this Agreement in every subcontract awarded over ten thousand dollars (\$10,000.00) so that such provisions are binding on each subcontractor.



- J. **No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.
- K. **Publicity.** Any publicity given to the program or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Sponsor and related to the services and work to be performed under this Agreement, shall identify WYDOT as the sponsoring agency and shall not be released without prior written approval of WYDOT.
- L. **Suspension and Debarment.** By signing this Agreement, the Sponsor certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, the Sponsor agrees to notify WYDOT by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Agreement.
- M. **Administration of Federal Funds.** The Sponsor agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 CFR Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by WYDOT.
- N. **Copyright License and Patent Rights.** The Sponsor acknowledges that federal grantor, the State of Wyoming, and WYDOT reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Agreement; and (2) any rights of copyright to which the Sponsor purchases ownership using funds awarded under this Agreement. The Sponsor must consult with WYDOT regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.
- O. **Federal Audit Requirements.** The Sponsor agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. The Sponsor agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 CFR Part 200, Subpart F. If findings are made which cover any part of this Grant, the Sponsor shall provide one (1) copy of



the audit report to WYDOT and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to WYDOT's records.

- P. Non-Supplanting Certification.** The Sponsor hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. The Sponsor should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Agreement.
- Q. Program Income.** The Sponsor shall not deposit grant funds in an interest bearing account without prior approval of WYDOT. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to WYDOT.

**5. The General Provisions of the original agreement are hereby deleted and the updated General Provisions shall be as follows:**

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed and signed by all parties to this Agreement.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment/Agreement Not Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The City shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of WYDOT.
- D. Audit/Access to Records.** WYDOT and its representatives shall have access to any books, documents, papers, electronic data, and records of the Sponsor which are pertinent to this Agreement. The Sponsor shall immediately, upon receiving written instruction from WYDOT, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Sponsor which are pertinent to this Agreement. The Sponsor shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by WYDOT.



- E. Availability of Funds.** Each payment obligation of WYDOT is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by WYDOT at the end of the period for which the funds are available. WYDOT shall notify the Sponsor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to WYDOT in the event this provision is exercised, and WYDOT shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Agreements.** WYDOT may award supplemental or successor Agreements for work related to this Agreement. The Sponsor shall cooperate fully with other contractors and WYDOT in all such cases.
- G. Certificate of Good Standing.** The Sponsor shall provide to WYDOT a Certificate of Good Standing verifying compliance with all applicable unemployment insurance and workers' compensation programs before and during performance of work under this Agreement, if applicable.
- H. Compliance with Laws.** The Sponsor shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Agreement.
- I. Confidentiality of Information.** All documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Sponsor in the performance of this Agreement shall be kept confidential by the Sponsor unless written permission is granted by WYDOT for its release. If and when the Sponsor receives a request for information subject to this Agreement, the Sponsor shall notify WYDOT within ten (10) days of such request and shall not release such information to a third party unless directed to do so by WYDOT.
- J. Ethics.** The Sponsor shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing the Sponsor's profession.
- K. Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein. Any extension of this Agreement shall be initiated by WYDOT and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Agreement or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Agreement.



- L. Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- M. Indemnification.** Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. Independent Contractor.** The Sponsor shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Sponsor shall be free from control or direction over the details of the performance of services under this Agreement. The Sponsor shall assume sole responsibility for any debts or liabilities that may be incurred by the Sponsor in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the Sponsor or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or WYDOT or to incur any obligation of any kind on the behalf of the State of Wyoming or WYDOT. The Sponsor agrees that no health/hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Sponsor or the Sponsor's agents or employees as a result of this Agreement.
- O. Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.
- P. Ownership and Destruction of Documents/Information.** WYDOT owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Sponsor in the performance of this Agreement. Upon termination of services, for any reason, the Sponsor agrees to return all such original and derivative information/documents to WYDOT in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon WYDOT's verified receipt of such information, the Sponsor agrees to physically and electronically destroy any



residual WYDOT-owned data, regardless of format, and any other storage media or areas containing such information. The Sponsor agrees to provide written notice to WYDOT confirming the destruction of any such residual WYDOT-owned data.

- Q. Patent or Copyright Protection.** The Sponsor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Sponsor or its subcontractors will violate any such restriction. The Sponsor shall defend and indemnify WYDOT for any violation or alleged violation of such patent, trademark, copyright, license, or other restrictions.
- R. Prior Approval.** This Agreement shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2- 1016(b)(iv).
- S. Proof of Insurance.** The Sponsor shall not commence work under this Agreement until it has obtained all the insurance required by WYDOT and the State and such insurance has been approved by WYDOT and the State. Approval of insurance by WYDOT and the State shall not relieve or decrease the liability of the Sponsor. The Sponsor shall file a Certificate of Insurance with WYDOT verifying each type of coverage required.
- T. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and WYDOT expressly reserve sovereign immunity by entering into this Agreement and the Sponsor does not waive governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, et seq., and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. The parties further acknowledge that there are constitutional and statutory limitations on the authority of the State of Wyoming and its agencies or instrumentalities to enter into certain terms and conditions supplied by the Sponsor, including, but not limited to, the following: liability for damages; choice of law; conflicts of law; venue and forum-selection clauses; defense or control of litigation or settlement; liability for acts or omissions of third parties; payment of attorneys' fees or costs; additional insured provisions; dispute resolution, including, but not limited to, arbitration; indemnification of another party; and confidentiality. Any such provisions in the Agreement, or in any attachments or documents incorporated by reference, will not be binding on the State of Wyoming except to the extent authorized by the laws and Constitution of the State of



Wyoming. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

- U. **Taxes.** The Sponsor shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
  - V. **Termination of Agreement.** This Agreement may be terminated, without cause, by WYDOT upon thirty (30) days written notice. This Agreement may be terminated by WYDOT immediately for cause if the Sponsor fails to perform in accordance with the terms of this Agreement.
  - W. **Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.
  - X. **Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
  - Y. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
  - Z. **Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
6. **Entirety of Agreement.** The Original Agreement, consisting of thirteen (13) page(s), Attachment "A" consisting of one (1) page(s), and Attachment "B" consisting of one (1) page(s), and Amendment One consisting of ten (10) page(s) represent(s) the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

**"THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK"**





7. **Signatures.** In witness thereof, the parties to this Amendment through their duly authorized representatives have executed this Amendment, known as Amendment Number One to the Original Agreement between WYDOT and the Sponsor, on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Amendment as set forth herein.

The effective date of this Amendment is the date last signed and executed by the duly authorized representatives of the parties to this Amendment shown below.

**ATTEST:**

**City of Casper:**

\_\_\_\_\_  
Name

By: \_\_\_\_\_  
Kenyne Humphrey, Mayor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

(SEAL)

**ATTEST:**

**WYOMING DEPARTMENT OF  
TRANSPORTATION:**

By: \_\_\_\_\_  
Sandra J. Scott, Secretary

By: \_\_\_\_\_  
Keith R. Fulton, P.E., Assistant Chief  
Engineer - Planning and Engineering

Transportation Commission of Wyoming

(SEAL)

\_\_\_\_\_  
Date

Approved as to form:

By: \_\_\_\_\_  
Michael T. Kahler  
Senior Assistant Attorney General  
State of Wyoming

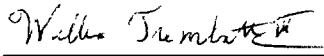
Date agreement prepared 10/25/2017



APPROVAL AS TO FORM

I have reviewed the attached "*Amendment No. 1 to the Transportation Alternatives Program Subrecipient Agreement Between the Wyoming Department of Transportation and the City of Casper,*" and approve it as to form on behalf of the City of Casper, Wyoming.

Dated: October 31, 2017.



Wallace Trembath III  
Assistant City Attorney

RESOLUTION NO. 17-216

A RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO THE AGREEMENT WITH THE WYOMING DEPARTMENT OF TRANSPORTATION FOR A TIME EXTENSION FOR THE TRANSPORTATION ALTERNATIVES PROGRAM FUNDED ROBERTSON ROAD SOUTH PATHWAY, PROJECT NO. 15-41.

WHEREAS, the City of Casper was awarded a Transportation Alternatives Program (TAP) grant from the Wyoming Department of Transportation (WYDOT) to complete the Robertson Road South Pathway, Project No. 15-41; and,


WHEREAS, the Wyoming Department of Transportation desires to extend the contract time for the Robertson Road South Pathway Project, Project No. 15-41; and,

WHEREAS, the City of Casper is able and willing to provide those services as specified in the Amendment to the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING that the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, Amendment No. 1 to the Agreement with the Wyoming Department of Transportation for a time extension for the Transportation Alternatives Program funded Robertson Road South Pathway, Project No. 15-41.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_


ATTEST:


CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

October 30, 2017

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director   
Bruce Martin, Public Utilities Manager  
Alex Sveda, P.E., Associate Engineer

SUBJECT: Authorizing Contract for Professional Services with Civil Engineering Professionals, Inc. (CEPI) in the amount of \$249,000 for the CY Booster Station Replacement Project, No. 16-024.

Meeting Type & Date:  
Regular Council Meeting  
November 21, 2017

Action Type:  
Resolution

Recommendation:  
That Council, by resolution, authorize a contract for professional services with CEPI, in the amount of \$249,000, for engineering, design and construction administration services related to the CY Booster Station Replacement Project.

Summary:  
The CY Booster Station was built in 1953 and provides water to Valley Hills and Sunrise I water storage tanks, serving approximately 8,000 residents in Zone II. The facility was expanded in 1981 which included new valve assemblies, fittings and piping. The existing pumps have been rebuilt several times and have been operating for over forty (40) years. Due to the age of the facility and equipment, a new booster station is recommended with new pumps sized for future growth in Zone II.

A grant agreement has been executed between the Wyoming Water Development Commission (WWDC) and the City of Casper. Sixty-Seven percent (67%) of the project costs will be paid by WWDC with the remaining Thirty-Seven percent (33%) paid by the City. The projected cost for this project is \$1,273,000.

The project includes a new booster station located on the same site as the existing facility near the existing 1 million gallon water storage tank. The professional services includes design for the new booster station and roughly 600-feet of new transmission main, asbestos and lead paint inspections for demolition of the old booster station, and Supervisory Controls and Data Acquisition (SCADA) improvements for the booster station and existing water storage tank. The existing facility will remain in operation until construction of the new facility is completed and put into operation.

City Staff recommends awarding CEPI the work for a price of \$249,000. CEPI demonstrated the highest level of expertise in booster station construction and was selected to provide the professional services utilizing the City of Casper's RFP and interview process.

Financial Considerations:

The improvements will be funded through a 67% or \$166,830 grant from WWDC. The 33% local match of \$82,170 will be obtained from FY18 Water Fund Reserves.

Oversight/Project Responsibility:

Alex Sveda, Associate Engineer

Attachments:

Resolution; Professional Services Agreement.

# CONTRACT FOR PROFESSIONAL SERVICES

## PART I - AGREEMENT

This Contract for Professional Services (“Contract”) is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the following parties:

1. The City of Casper, Wyoming, a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601 (“City”).

2. Civil Engineering Professionals, Inc. (“CEPI”) 6080 Enterprise Drive, Casper, WY, 82609 (“Consultant”).

Throughout this document, the City and Consultant may be collectively referred to as the “parties.”

### RECITALS

A. The City is undertaking a project to replace the Domestic Water Pumping Station and related transmission piping located at 2201 Essex Drive.

B. The project requires professional services for engineering design, bidding and construction administration.

C. Consultant represents that it is ready, willing, and able to provide the professional services to City as required by this Contract.

D. The City desires to retain Consultant for such services.

**NOW, THEREFORE**, in consideration of the covenants and conditions set forth herein to be performed, the parties agree as follows:

1. SCOPE OF SERVICES:

Consultant shall perform the following services in connection with and respecting the project:

A. General

1. Consultant shall include Wyoming Water Development Commission (“WWDC”) in scheduling all meeting dates and times dealing with the project. Prior to scheduling meetings, Consultant shall coordinate meeting times and dates acceptable to WWDC staff wishing to attend a project meeting.

2. Consultant shall submit its monthly invoice and the Construction Contractor's monthly invoices to WWDC at the time of submission to the City.
3. Consultant shall provide WWDC and City with all compliance requirements of Section 4.H and 4.I of the Project Agreement Casper CY Booster Station Replacement 2017 Project (RN03117/F) between the City and WWDC.

B. CY Booster Station

1. Consultant shall design a booster pumping station to be located on the same City of Casper property (2201 ESSEX DRIVE, CASPER, WY 82601 S17-T33-R79) as the existing CY Booster Station. The pumping facility shall be designed in accordance with Wyoming Department of Environmental Qualities (WDEQ) Rules and Regulations and in accordance with all applicable WWDC, State and Federal regulations. Consultant shall provide design for the existing CY Booster Station to be abated of asbestos containing material (ACM) and lead paint, demolished, and removed. Consultant shall provide an ACM and lead paint inspection, sampling/testing/results, and a report to include in the Construction Documents for any ACM and/or lead paint found from inspection.
2. Consultant shall design approximately 600-feet of existing cast iron yard and transmission water piping, located in and adjacent to the site, to be replaced as part of this project.
3. Consultant shall design for improvements to the site including, but not limited to, retaining wall improvements near the existing Water Tank at the site.
4. Consultant shall conduct a Geotechnical Investigation for the work. Consultant will be responsible for hiring and paying for geotechnical services. The geotechnical report shall contain information necessary to construct the new booster station and related work. Information shall contain, but not be limited to, soil characteristic and engineering properties; soil classification; and foundation recommendation.
5. Consultant shall consider, in the design, the hydraulics for the proposed pump station under existing and proposed and future conditions/expansion and operational pressures in the booster station's pressure zones.
6. Consultant shall investigate and design appropriate surge control devices for the booster station and the necessary inlet and any discharge piping replacements of the distribution system to protect the pump station and distribution system in the

event of a sudden pump failure.

7. Consultant shall include in the construction documents specifications and details for installation of a magnetic flowmeter. The flow meter design shall be consistent with the other magnetic flow meters in the City's water system and compatible with the SCADA system.
8. Contract documents shall include provisions for installation of new remote telemetry units (RTU's). Consultant shall ensure that all equipment installed under this project is compatible and compliant with the existing SCADA system. Consultant shall design a RTU panel for the new booster station that will be available for manufacture and installation by the Contractor. Consultant shall ensure that all electrical panels are UL-listed. Consultant shall also ensure design and specifications includes any the necessary programming changes to the existing SCADA system to ensure that the new booster station is integral to the operation of the complete water system of the City of Casper (hereinafter referred to as "City"). Design drawings for the RTU shall include detailed wire landing diagrams for all analog and discrete inputs for the booster station.
9. Consultant shall design all power requirements for the new booster station. Consultant shall coordinate all work with Rocky Mountain Power (RMP) and assist the City in applying for a new power service at the site to serve the facility. It is anticipated that new power service will be required at the site. Consultant shall consider, in the design, RMP energy efficiency incentives (FinAnswers Express and/or Wattsmart).
10. Consultant shall design a building, fence enclosure and all other necessary appurtenances to house the new booster station.
11. Drawings and specifications shall be of such quality and contain sufficient details so that no misunderstanding may reasonably arise as to the extent of the work to be performed, the materials to be used, the equipment to be installed or the quality of the workmanship.
12. Drawings for the pump station shall include a site plan drawn to a scale of not less than 1" equals 20' and shall contain existing and proposed contours on a one-foot contour interval. The boundaries of the site shall be clearly shown on the site plan and shall be permanently monumented in the field prior to completion of construction.
13. Drawings for pumping stations shall be drawn on a scale of not less than 1/4" equals 1'-0". Drawings required to clarify construction details shall be drawn on an appropriately larger scale.



C. Computer-Aided Drafting Format.

1. Consultant shall prepare final drawings on in AUTOCAD Version 2015 release or earlier AND PDF format.

D. Location, Survey, and Construction Drawings.

1. Plan and profile sheets shall consist of a horizontal scale of not less than 1"=50', and an appropriate vertical scale, indicating all features necessary to construct the improvements.
2. Conduct field surveys to collect topographic data, surface elevations, and utilities information as needed.
3. Contact other utilities (i.e. - telephone, power, cable TV, gas, etc.) to obtain location of their utilities within project locations and to coordinate any required adjustments.
4. Plan and plan profile sheets shall contain the following information:
  - a. Plan and profile sheets shall contain sufficient detail and information in order to determine construction cost of the improvement and to construct the improvements.
  - b. Consultant's professional engineering stamp in accordance with Wyoming State Statutes.
  - c. Consultant shall provide the City Engineering Office and WWDC a copy of final drawings of the Project in AutoCAD and PDF format labeled as "Final Design Drawings – CY Booster Station Replacement Project No. 16-024."
  - d. All AutoCAD drawing materials generated by the chosen Consultant shall utilize the Natrona a Regional Geospatial Cooperative (NRGC) standard template. The template may be obtained through either of the following links:

<http://www.casperwy.gov/cms/one.aspx?pageId=87224>

[ftp://Csprftp\\_CoCST:C0C\\$T1f!9@ftp1.casperwy.gov/CoCST/CoCST.zip](ftp://Csprftp_CoCST:C0C$T1f!9@ftp1.casperwy.gov/CoCST/CoCST.zip)

5. Consultant shall provide the Public Services Department and WWDC three (3) copies of all "draft" construction drawings and project manuals to be reviewed by City and WWDC staff, all in accordance with Section 1.D.8 of

this Contract.

6. Consultant shall incorporate into the construction drawings a Legend Sheet with symbols and legends. All drawing symbols shall be approved by the Public Services Department and WWDC prior to commencement of work. These symbols, legends, and layer identification symbols shall be incorporated into the drawings.
7. Consultant shall meet with representatives from the City Public Services Department and WWDC during the course of preparing drawings and specifications to discuss the status of the project. Meeting dates and times shall be coordinated by Consultant and shall be set with input from the City and WWDC. In addition, Consultant shall attend any interim special meetings with City staff relating to the performance of this Contract. The purpose of the meetings will be to discuss elements of design alternatives, project criteria, project status, and design options. Consultant shall prepare and distribute minutes of all interim special meetings.
8. Consultant shall hold progress review meetings at the ten percent (10%), fifty percent (50%), and ninety percent (90%) progress levels of completion of the project plans at a location decided by the City and provide project cost estimates updates with each progress level. Plans at the ten percent (10%) and fifty percent (50%) progress levels shall be provided to the City and WWDC a minimum of two (2) weeks prior to the scheduled review meetings. Plans at the ninety percent (90%) progress level shall be provided to the City and WWDC a minimum of four (4) weeks prior to the scheduled review meetings. Consultant shall schedule progress review meetings with City Staff and WWDC staff. Consultant shall prepare and distribute minutes of all progress review meetings to WWDC and City.
9. Consultant shall prepare and provide the Casper Public Services Department and WWDC for approval, final plans and specifications, incorporating changes requested by the City and WWDC.
10. Consultant shall provide the Casper Public Services Department four (4) sets and WWDC one (1) set of final plans, project manuals and contract documents prior to public advertisement of bids. The final plans, project manuals and contract documents shall include and address all of the ninety percent (90%) progress level review comments prior to submittal to WDEQ. Approval from City and WWDC staff must be received prior to advertisement for bids.
11. Final drawings shall be placed on 11" x 17" inch paper sheets.

E. Project Manual.

1. Consultant shall prepare Technical Specifications covering the required work for the CY Booster Station Replacement Project.
2. Consultant shall prepare Construction Drawings and Specifications in accordance with the City of Casper "Standard Specifications for Street Construction," latest version, and the Casper Public Utilities "Water Distribution Facilities Standard Specifications," latest version.
3. General Conditions and Supplemental Conditions of the Specifications shall be based on current City of Casper approved documents.
4. Consultant shall prepare a Project Manual (for City and WWDC review) to include the following:
  - a. Technical Specifications.
  - b. Bid Schedule to accompany the City's Bid Form.
  - c. Edit "front end" documents of the Project Manual supplied by the City Engineering Office. Documents supplied will consist of all WWDC required Bidding Documents, Advertisement for Bids, Instructions to Bidders, Performance and Payment Bonds, Bid Bond and Form, Agreement between City and Contractor, General Conditions, and Supplementary Conditions. Consultant shall review these documents, insert modifications where necessary, and return them for final review. After review by the City, Consultant shall incorporate any City-comments or modifications into the Project Manual.
5. Consultant shall affix his professional engineer's stamp, date, and signature to the front cover of the project manual and in accordance with Wyoming State Registration Statutes.

F. Sub-consultants.

1. Consultant shall procure any necessary sub-consultant to complete the work.
2. The City and Consultant shall mutually approve, in writing, the use of any sub-consultants that Consultant desires to use.

3. Consultant shall be responsible for the administration, management, procurement, and payment of services provided by sub-consultant(s).

G. Advertising and Bidding Phase.

1. Consultant shall use QuestCDN for advertising, making plans and specifications available, distributing addenda and distributing bidding results. Consultant shall acquire a login and password from the City of Casper Engineering Office and shall set up the project and include information for advertising on QuestCDN and Casper local newspapers.
2. Consultant shall add WWDC as a planholder to the QuestCDN planholder's list for all bidding notifications.
3. Consultant shall prepare Advertisement for Bids in conformance with WWDC Standards and Requirements and the City of Casper Standards and furnish City for publication.
4. Consultant shall arrange for and conduct a pre-bid conference ten (10) day prior to the bid opening. Consultant shall take minutes of the meeting and distribute them to all parties listed on the planholders sheet, City and WWDC. Consultant shall invite City and WWDC staff to the meeting.
5. Consultant shall prepare and distribute addenda to all planholders, City of Casper representatives and WWDC, if necessary.
6. Consultant shall assist the City in opening, tabulating, and evaluating bids.
7. Consultant shall provide a bid tabulation summary and written opinion to the Casper Public Services Department and WWDC stating their recommendation for awarding the bid.

H. Construction Phase:

1. General Administration of Construction Contract. Consultant shall consult with and advise City and act as City's representative as provided in Articles 1 through 17, inclusive, of the Standard General Conditions of the Construction Contract, No. 1910-8 (1996 edition) of the Engineers' Joint Contract Documents Committee, as amended by the Supplementary Conditions. The extent and limitations of the duties, responsibilities and authority of Consultant, as assigned in said Standard General Conditions, as amended, shall not be modified, except as Consultant and City may otherwise agree in writing. All of City's instructions to Contractor(s) will be

issued through Consultant who will have authority to act on behalf of City to the extent provided in said Standard General Conditions, as amended, except as otherwise provided in writing. Consultant shall meet with City throughout the construction phase as deemed necessary by Consultant or City, but not less than one (1) time per week.

2. Pre-construction Conference. Consultant shall organize and conduct a pre-construction conference with the successful bidder, and shall invite representatives of all affected utilities, City and WWDC staff, and the project team. Consultant will prepare minutes and attendee sign-up sheet of this conference for future reference, and shall supply a copy to the City, and WWDC. At this conference, Consultant will deliver not more than five (5) copies of the Contract Documents to the successful bidder.
3. Project Coordination. Consultant shall be responsible for coordination with the WDEQ and other entities as required to construct the improvements, as well as with all affected property owners within the project areas. This shall include timely notification of construction activities as necessary and the procurement of all necessary certifications from the appropriate agency or agencies.
4. Visits to Site and Observation of Construction. In connection with observations of the Work of Contractor(s) while it is in progress:
  - a. Consultant shall make visits to the site at intervals appropriate to the various stages of construction as Consultant deems necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of Contractor(s)' work. Consultant shall provide the services of a Resident Project Representative (RPR), and at least one (1) full time assistant (or as agreed) at the site to assist Consultant and to provide continuous observation of such Work. Based on information obtained during such visits and on such observations, Consultant shall endeavor to determine if such Work is proceeding in accordance with the Contract Documents, and Consultant shall keep City informed of the progress of the Work. The RPR or the assistant will be on site for an average of nine (9) hours per day, depending on the activities of the Contractor and the progression of the Work.
  - b. The RPR will be Consultant's agent or employee and under Consultant's supervision. The duties and responsibilities of the RPR are set forth in "Exhibit A, Duties, Responsibilities, and Limitations

of Authority of The Resident Project Representative”, which is attached hereto and hereby made part of this Contract.

- c. 1) The purpose of Consultant's visits to and representation by the RPR at the site will be to enable Consultant to carry out the duties and responsibilities assigned to, and undertaken, by Consultant during the construction phase, and, in addition, by exercise of Consultant's efforts as an experienced and qualified design professional, to provide City with a degree of confidence that the completed Work of Contractor(s) will conform to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by Contractor(s). Subject to other terms of this agreement, Consultant shall not, during such visits or as a result of such observations of Contractor(s)' Work in progress, supervise, direct, or have control over Contractor(s)' Work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the Work of Contractor(s) or for any failure of Contractor(s) to comply with Laws and Regulations applicable to Contractor(s) furnishing and performing their Work.  
  
2) Accordingly, Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their Work in accordance with the Contract Documents. During such visits, and based on his on-site observations, as an experienced and qualified design professional, Consultant shall keep City informed of the progress of the Work, and will alert City to defects and deficiencies in the Work of Contractor(s) and may disapprove or reject Work as failing to conform to the Contract Documents.
- d. Consultant shall prepare daily reports of the Contractor(s)' activities and maintain an accurate daily "construction diary". Construction diary shall contain notes of material conversations with the Contractor(s) or other entities on behalf of the City, a copy of which shall be given to City and WWDC no less frequently than fourteen (14) days following the Saturday ending the workweek reported during construction of the Project.
- e. Consultant shall maintain a photograph log during the course of construction. Photograph notations shall contain the location, direction of the photo, a brief description of the activity and date,

and the digital timestamp. The photograph log shall be delivered to the City upon completion of the Project. Photographs shall be taken randomly during critical stages of construction, but in no event shall they be taken less than once a week.

- f. Consultant shall maintain a correspondence file including but not limited to all memoranda, correspondence, and minutes of the progress meetings. Consultant shall copy the City's representative, WWDC on all correspondence between all parties dealing with project issues and construction conflicts.
  - g. Consultant shall, during construction, coordinate and hold progress meetings which are to include City's representative, WWDC, Consultant, and Contractor(s) and subcontractors, as applicable, shall be held no less than on a weekly basis. Consultant shall be responsible for keeping minutes of these progress meetings, and for circulating the minutes to all attendees within four (4) days following the meeting.
  - h. In order to track progress of construction, Consultant shall prepare weekly progress reports to be provided to the City. This report shall include information on major progress during the past week, assess construction progress with respect to the Contractor's construction schedule, and note any outstanding claims or potential changes in the scope of the project as identified or conveyed to Consultant during that week of construction activity. Consultant shall sign this report and obtain a signature from the Contractor(s) that he is in agreement.
  - i. Consultant shall conduct all erosion control inspections at least once a week and after every rain event. Reports shall be submitted to City once a month.
  - j. Consultant shall maintain a tabulated "Project Record Folder" containing all executed easement and right-of-way descriptions and exhibits, all executed project notices, final bidding and contract documents, final drawings and specifications, all addenda issued, all executed agreements, all executed applications with application requirements, and all executed WWDC required documents. The folder shall also contain this executed Contract.
5. Construction Staking. Consultant shall provide limited construction staking services for the Contractor, as follows:

- a. Establish horizontal and vertical control for construction.
  - b. All staking will be done once, and contractor will be responsible for additional staking at his cost.
6. Defective Work. During such visits and on the basis of such observations, Consultant may disapprove of or reject Contractor(s)' Work while it is in progress if Consultant believes that such Work does not conform to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents.
  7. Interpretations and Clarifications. Consultant shall issue necessary interpretations and clarifications of the Contract Documents and in connection therewith evaluate, prepare and process Work Directive Changes and Change Orders as required, for submittal to City and WWDC.
  8. Shop Drawings and Material Submittals. Consultant shall review and approve, or take other appropriate action with respect to, Shop Drawings (as that term is defined in the aforesaid Standard General Conditions), samples and other data which Contractor(s) are required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions or programs incident thereto.
  9. Substitutes. Consultant shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s).
  10. Inspection and Tests. Consultant shall provide for material testing as specified in the Contract Documents and City of Casper Standard Specifications for Public Works Construction and Infrastructure Improvements.
  11. Disputes between City and Contractor. Consultant shall act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the Work thereunder and make decisions on all claims of City and Contractor(s) relating to the acceptability of the Work thereunder or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Work. Consultant shall not be liable for the results of any such interpretations or decisions rendered in good faith. City reserves the right to render final decisions on all



Contractor(s) claims, acceptability of the Work, and interpretation of the requirements of the Contract Documents.

12. Applications for Payment. Based on Consultant's on-site observations as an experienced and qualified design professional, on information provided by the Resident Project Representative and on review of Applications for Payment and the accompanying data and schedules:
  - a. Consultant shall determine the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment will constitute a representation to City, based on such observations and review, that the Work has progressed to the point indicated, and that, to the best of Consultant's knowledge, information and belief, the quality of such Work is in accordance with the Contract Documents (subject to an evaluation of such Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract documents, and to any other qualifications stated in the recommendation). In the case of unit price work, Consultant's recommendations of payment will include final determinations of quantities and classifications of such Work (subject to any subsequent adjustments allowed by the Contract Documents).
  - b. By recommending any payment, Consultant will not thereby be deemed to have represented that exhaustive, continuous or detailed reviews or examinations have been made by Consultant to check the quality or quantity of Contractor(s)' Work as it is furnished and performed beyond the responsibilities specifically assigned to Consultant in this Contract and the Contract Documents. Consultant's review of Contractor(s)' Work for the purposes of recommending payments will not impose on Consultant responsibility to supervise, direct or control such Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto or Contractor(s)' compliance with Laws and Regulations applicable to their furnishing and performing the Work. It will also not impose responsibility on Consultant to make any examination to ascertain how or for what purposes any Contractor has used the monies paid on account of the Contract Price, or to determine that title to any of the Work, materials, or equipment has passed to City free and clear of any lien, claims, security interests or encumbrances, or that

there may not be other matters at issue between City and Contractor that might affect the amount that should be paid.

13. Contractor(s)' Completion Documents. Consultant shall receive and review tests and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents (but such review will only be to determine that their content complies with the requirements of, and in the case of tests and approvals the results certified indicate compliance with, the Contract Documents), and shall transmit them to City with written comments.
14. Walk-Through. Consultant shall conduct a walk-through to determine if the Work is Substantially Complete and a final walk-through to determine if the completed work is acceptable so that Consultant may recommend, in writing, final payment to Contractor(s) and may give written notice to City and City and the Contractor(s) that the Work is acceptable (subject to any conditions therein expressed), but any such recommendation and notice will be subject to limitations expressed in paragraph H.12.b (Construction Phase). Consultant shall provide City and WWDC with a writing status report of the project including all remaining work and any outstanding issues. Consultant shall not provide Substantial Completion or Final Completion certificates to the Contractor(s) without written approval from WWDC. Prior to Substantial Completion, Consultant shall finalize the project quantities with a Change Order that shall include all bid items that were under or overrun, and Consultant shall provide a brief explanation describing each. Consultant shall provide WWDC and City with copies of the executed Substantial and Final Completion Certificates. Consultant shall invite WWDC staff to the walk through. Consultant shall provide City and WWDC with a copy of the Contractor's Punch List after all walk-throughs and shall notify City and WWDC of subsequent updates.
15. Record/As-built Drawings. Consultant shall provide the City and WWDC, one (1) certified hardcopy set of reproducible record prints of drawings, each, showing those changes made during the construction process, based on the marked-up prints, drawings, and other data furnished by Contractors to Consultant and which Consultant considers significant. Consultant shall also maintain a regularly updated set of "as-constructed" drawings indicating Consultants observations of "as-constructed" Work performed by the Contractor. Within thirty (30) days after Substantial Completion, Consultant shall submit one (1) reproducible set of 11" by 17" record drawings, each, to City and WWDC. Consultant shall also provide to City, and WWDC a copy of record drawings of the Project in AutoCAD and PDF format labeled as "Record Drawings – CY

Booster Station Project No. 16-024". All AutoCAD drawings shall utilize the Natrona Regional Geospatial Cooperative (NRGC) standard template and shall be formatted for uploading and processing into City's GIS system.

16. Operation and Maintenance Manuals. Consultant shall review and approve all Operation and Maintenance Manuals before distribution to City and WWDC. After approval, Consultant shall provide City and WWDC, each, one (1) certified hardcopy of all Operation and Maintenance Manuals from the project and one (1) certified digital copy in pdf format, all on or before the date of Substantial Completion.
17. Warranty Period Inspections. Consultant shall provide WWDC and City with a copy of any Contractor's executed project warranty. Consultant shall perform warranty period inspections for completed construction, during a one (1) year period after Final Completion of the construction phase. Warranty inspections shall include, but not be limited to, assisting City in addressing public complaints concerning construction deficiencies during the warranty period, attending an on-site project inspection walk-through of the project and preparing a listing of noted construction deficiencies at approximately eleven (11) months after the Final Completion date for construction, and follow-up.
18. Change Orders and Field Orders. Consultant shall evaluate and make recommendations for all requests for change orders during the construction of the Work. Consultant shall prepare and submit construction change orders along with all necessary documentation to the City and WWDC for approval. Provide WWDC with a copies of all executed Field Orders.
19. Limitation of Responsibilities. Unless otherwise provided in this Contract, Consultant shall not be responsible for the acts or omissions of any Contractor, or of any Subcontractor or Supplier, or any of the Contractor(s)' or Subcontractor(s)' or Supplier(s)' agents or employees or any other persons (except Consultant's own employees and agents) at the site or otherwise furnishing or performing any of the Contractor(s)' Work; however, nothing contained in paragraphs H.1 through H.18 (Construction Phase), inclusive shall be construed to release Consultant from liability for failure to properly perform duties and responsibilities assumed by Consultant in the Contract Documents.

2. TIME OF PERFORMANCE:

The services of Consultant shall be undertaken and completed on or before the 8<sup>th</sup> day of March 2019.

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, Consultant shall be compensated for services performed in accordance with paragraph 1, not to exceed a lump sum of Two Hundred Forty Nine Thousand and 00/100 Dollars (\$249,000.00).

4. METHOD OF PAYMENT:

Payment will be made following receipt of an itemized invoice from Consultant for services rendered in conformance with the Contract, and following approval by the Casper City Council. Consultant shall submit an invoice for payment specifying that it has performed the services rendered under this Contract, in conformance with the Contract, and that it is entitled to receive the amount requested under the terms of the Contract.

If amounts owed by Consultant to the City for any goods, services, licenses, permits or any other items or purpose remain unpaid beyond the City's general credit policy, those amounts may be deducted from the payment being made by the City to Consultant pursuant to this Contract.

5. TERMS AND CONDITIONS:

This Contract is subject to and incorporates the provisions attached hereto as PART II -- GENERAL TERMS AND CONDITIONS.

6. EXTENT OF CONTRACT:

This Contract represents the entire and integrated Agreement between the City and Consultant, and supersedes all prior negotiations, representations, or agreements, either written or oral. The Contract may be amended only by written instrument signed by both the City's and Consultant's authorized representatives.

The City and Consultant each individually represent that they have the requisite authority to execute this Contract and perform the services described in this Contract.

**IN WITNESS WHEREOF**, the undersigned duly authorized representatives of the parties have executed this Contract as of the day and year above.

APPROVED AS TO FORM:

Walter Tremel

ATTEST

CITY OF CASPER, WYOMING  
A Municipal Corporation

Fleur D. Tremel  
City Clerk

Kenyne Humphrey  
Mayor

WITNESS:

CONSULTANT:

By: Scott R. Baxter

CEPI  
By: Nicholas Larson

Printed Name: Scott R. Baxter

Printed Name: Nicholas Larson

Title: City - Associate Engineer

Title: Project Manager

## **CONTRACT FOR PROFESSIONAL SERVICES**

### **PART II - GENERAL TERMS AND CONDITIONS**

1. TERMINATION OF CONTRACT:

1.1 The City may terminate this Contract anytime by providing thirty (30) days written notice to Consultant of intent to terminate said Contract. In such event, all finished or unfinished documents, data, studies and reports prepared by the Consultant under this Contract shall, at the option of the City, become its property, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

1.2 Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City, by virtue of termination of the Contract by Consultant, or any breach of the Contract by the Consultant, and the City may withhold any payments to the Consultant for the purpose of setoff until such time as the exact amount of damages due the City from the Consultant are determined.

2. CHANGES:

The City may, from time to time, request changes in the scope of the services of the Contract. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon between the City and the Consultant, shall be incorporated in written amendments to this Contract. There shall be no increase in the amount of Consultant's compensation unless approved by Resolution adopted by City.

3. ASSIGNABILITY:

The Consultant shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the City: provided, however, that claims for money due or to become due the Consultant from the City under this Contract may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer shall be furnished to the City within five (5) business days of any assignment or transfer.

4. AUDIT:

The City or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Consultant which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.

5. EQUAL EMPLOYMENT OPPORTUNITY:

In carrying out the program, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Consultant shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices required by the government setting forth the provisions of this nondiscrimination clause. The Consultant shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.

6. OWNER OF PROJECT MATERIALS:

All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, and reports prepared by the Consultant under this Contract shall be considered the property of the City, and upon completion of the services to be performed, they will be turned over to the City provided that, in any case, the Consultant may, at no additional expense to the City, make and retain such additional copies thereof as Consultant desires for its own use; and provided further, that in no event may any of the documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, or other reports retained by the Consultant be released to any person, agency, corporation, or organization without the written consent of the City.

7. FINDINGS CONFIDENTIAL:

All reports, information, data, etc., given to or prepared, or assembled by the Consultant under this Contract are confidential and shall not be made available to any individual or organization by the Consultant without the prior written consent of the City.

8. GOVERNING LAW:

This Contract shall be governed by the laws of the State of Wyoming. The Consultant shall also comply with all applicable laws, ordinances, and codes of the local, state, or federal governments and shall not trespass on any public or private property in performing any of the work embraced by this Contract.

9. PERSONNEL:

The Consultant represents that it has, or will secure, all personnel required in performing the services under this Contract. Such personnel shall not be employees of the City. All of the services required shall be performed by the Consultant, or under its supervision, and all personnel engaged in the work shall be fully qualified. All personnel employed by Consultant shall be employed in conformity with applicable local, state or federal laws.

10. SUBCONSULTANT:

The Consultant shall not employ any subconsultant to perform any services in the scope of this project, unless the subconsultant is approved in writing by the City. Any approved subconsultant shall be paid by the Consultant.

11. INSURANCE AND INDEMNIFICATION:

A. **Prior to the commencement of work**, Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its subconsultants, agents, representatives, or employees.

B. *Minimum Scope and limit of Insurance.*

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location. The CGL policy shall be endorsed to contain Employers Liability/Stop Gap Coverage
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than Five Hundred Thousand (\$500,000) per accident for bodily injury and property damage.
3. Workers’ Compensation: as required by the State of Wyoming with Statutory Limits.



4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location.

C. *Higher Limits.* If the Consultant maintains higher limits than required under this Agreement, then the City shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

D. *Other Insurance Provisions*

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. *Additional Insured Status*

The City, its officers, elected and appointed officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

2. *Primary Coverage*

For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, elected and appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, elected and appointed officials, employees, agents or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3. *Notice of Cancellation*

Each insurance policy required above shall state that coverage shall not be canceled, materially changed, or reduced, except with notice to the City. Such notice to the City shall be provided in a commercially reasonable time.

4. *Waiver of Subrogation*

Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

5. *Deductibles and Self-Insured Retentions*

Consultant has two options regarding deductibles and self-insured retentions:

- a. Option 1: Any deductibles or self-insured retentions must be declared to and approved by the City. Unless otherwise approved by the City in writing, any deductible may not exceed Ten Thousand Dollars (\$10,000). Unless otherwise approved in writing by the City, self-insured retentions may not exceed Ten Thousand Dollars (\$10,000), and the City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- b. Option 2: Consultant shall carry insurance with terms that require its insurance company to pay the full value of a covered claim from the first dollar of coverage, even if the Consultant is unable to pay any deductible or self-insured retention amount(s) required by the insurance policy. Consultant shall provide a written endorsement from its insurance carrier that such insurance coverage is in place, and shall keep such coverage in place during the term of this Contract and any subsequent time period required for claims made policies.

6. *Acceptability of Insurers*

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise agreed to in writing by the City.

7. *Claims Made Policies*

If any of the required policies provide coverage on a claims-made basis:

- c. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- d. Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the contract of work.* However, Consultant's liabilities under this Contract shall not be deemed limited in any way by the insurance coverage required.

e. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of *three (3) years* after completion of contract work and at all times thereafter until the applicable statute of limitations runs.

8. *Verification of Coverage*

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant’s obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. *Subconsultants*

Consultant shall require and verify that all subconsultants maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the City is an additional insured on insurance required from subconsultants.

10. *Special Risks or Circumstances*

City reserves the right to reasonably modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

E. Consultant agrees to indemnify the City, the City’s employees, elected officials, appointed officials, agents, and volunteers, and all additional insured and hold them harmless from all liability for damages to property or injury to or death to persons, including all reasonable costs, expenses, and attorney's fees incurred related thereto, to the extent arising from negligence of the Consultant and any subconsultant thereof.

12. INTENT:

Consultant represents that it has read and agrees to the terms of this Contract and further agrees that it is the intent of the parties that Consultant shall perform all of the services for the compensation set forth in this Contract. Consultant also agrees that it is the specific intent of the parties, and a material condition of this Contract, that it shall not be entitled to compensation for other services rendered unless specifically authorized by the City by Resolution of its governing body. Consultant agrees that it has carefully examined the Scope of Services, and that the compensation is adequate for performance of this Contract.

13. WYOMING GOVERNMENTAL CLAIMS ACT:

The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the City specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

14. NO THIRD PARTY BENEFICIARY RIGHTS:

The parties to this Contract do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties and obligations contained in this Contract shall operate only between the parties to this Contract, and shall inure solely to the benefit of the parties to this Contract. The parties to this Contract intend and expressly agree that only parties signatory to this Contract shall have any legal or equitable right to seek to enforce this Contract, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Contract, or to bring an action for the breach of this Contract.

EXHIBIT A  
TO  
CONTRACT FOR PROFESSIONAL SERVICES

DUTIES, RESPONSIBILITIES, AND LIMITATIONS  
OF AUTHORITY OF THE RESIDENT PROJECT REPRESENTATIVE

Consultant shall furnish a Resident Project Representative (RPR), assistants and other field staff to assist Consultant in observing performance of the work of Consultant(s). The duties and responsibilities of the RPR are limited to those of Consultant in Consultant's agreement with the Owner and in the construction Contract Documents, and are further limited and described as follows:

A. General

RPR is Consultant's agent at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on-site work shall in general be with Consultant and Contractor keeping Owner advised as necessary. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR.

1. Schedules. Review the progress schedule, schedule of Shop Drawing submittals, and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings. Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison.
  - a. Serve as Consultant's liaison with Contractor, working principally through Contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-site operations.
  - b. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.

4. Shop Drawings and Samples.
  - a. Record date of receipt of Shop Drawings and samples.
  - b. Receive samples which are furnished at the site by Contractor, and notify Consultant of availability of samples for examination.
  - c. Advise Consultant and Contractor of the commencement of any Work requiring a Shop Drawing or sample if the submittal has not been approved by Consultant.
  
5. Review of Work, Rejection of Defective Work, Inspections, and Tests.
  - a. Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
  - b. Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty, or defective, or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test, or approval required to be made; and advise Consultant of Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
  - c. Verify that tests are conducted in the presence of appropriate personnel, and observe, record, and report to Consultant appropriate details relative to the test procedures.
  - d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to Consultant.
  
6. Interpretation of Contract Documents. Report to Consultant when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by Consultant.
  
7. Modifications. Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report with RPR's recommendation to Consultant. Transmit to Contractor decisions as issued by Consultant.

8. Records.

- a. Maintain orderly files for correspondence, reports of job conferences, Shop Drawings and samples, reproductions of original Contract Documents including all Work Directive Changes, Addenda, Change Orders, Field Orders, additional Drawings issued subsequent to the execution of the Contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other Project related documents.
- b. To the extent permitted by RPR's presence on the site in accordance with Paragraph 4 of the Agreement, keep a diary or logbook, recording Contractor hours on the job site, weather conditions, data relative to questions of Work Directive Changes, Change Orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
- c. Record names, addresses, and telephone numbers of all Contractors, Subcontractors, and major suppliers of materials and equipment.

9. Reports.

- a. Furnish Consultant periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and Schedule of Shop Drawing and sample submittals.
- b. Consult with Consultant in advance of scheduled major tests, inspections, or start of important phases of the Work.
- c. Draft proposed Change Orders and Work Directive Changes, obtaining backup material from Contractor and recommend to Consultant Change Orders, Work Directive Changes, and Field Orders.
- d. Report immediately to Consultant and Owner upon the occurrence of any accident.

10. Payment Requests. Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values. Work completed and materials and equipment delivered at the site but not incorporated in the Work.

11. Completion.

- a. Before Consultant issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction.
- b. Conduct final inspection in the company of Consultant, Owner, and Contractor and prepare a final list of items to be completed or corrected.
- c. Observe that all items on final list have been completed or corrected and make recommendations to Engineer concerning acceptance.

C. Limitations of Authority.

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Consultant.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement or the Contract Documents.
3. Shall not undertake any of the responsibilities of Contractor, Subcontractors, or Contractor's superintendent.
4. Shall not advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
5. Shall not advise on, issue directions regarding, or assume control over safety precautions and programs in connection with the Work.
6. Shall not accept Shop Drawing or sample submittals from anyone other than Contractor.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specially authorized by Consultant.



RESOLUTION NO. 17-217

A RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES WITH CIVIL ENGINEERING PROFESSIONALS, INC., FOR THE CY BOOSTER STATION REPLACEMENT, PROJECT NO. 16-024.

WHEREAS, the City of Casper desires to secure an engineering firm to provide design and construction engineering services for the CY Booster Station Replacement, Project No. 16-024; and,

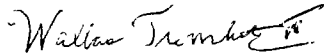
WHEREAS, Civil Engineering Professionals, Inc., is able and willing to provide those professional services.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, a contract for professional services with Civil Engineering Professionals, Inc., in the amount of Two Hundred Forty-Nine Thousand and 00/100 Dollars (\$249,000.00) for services more specifically delineated in the contract.

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to make verified partial payments and contract extensions, using appropriate funds throughout the project as prescribed by the agreement, for a total amount not to exceed Two Hundred Forty-Nine Thousand and 00/100 Dollars (\$249,000.00).

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

October 10, 2017

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Liz Becher, Community Development Director *LB*  
SUBJECT: Resolution Authorizing a Quitclaim Deed for Closing on the Sale of the “Wolf Creek Cemetery” parcel, described as Lot 1, Block 1, Cemetery Addition to the City of Casper.

Meeting Type & Date:

Regular Council Meeting, November 21, 2017.

Action Type:

Resolution.

Recommendation:

That Council, by resolution, accept Two Hundred Eighty Six Thousand Dollars (\$286,000) as the highest responsible bid for the “Wolf Creek Cemetery” parcel, more particularly described as Lot 1, Block 1, Cemetery Addition to the City of Casper, located southeast of the intersection of Moose Street and West 46<sup>th</sup> Street, and authorize a Quitclaim Deed for Closing on the sale of said property.

Summary:

The City of Casper requested sealed bids for three (3) City-owned properties. The City Council opened said bids at a special public meeting on August 8, 2017 and discussed the bids that were received at a public pre-meeting on October 3, 2017. The City Council directed staff to move forward with two (2) of the three (3) bids, including the Wolf Creek Cemetery parcel. The following is a summary of the bids that were received for the subject property:

**Wolf Creek Cemetery**  
*Appraised Value \$345,000*

- Endeavor Enterprises, LLC - \$379,500. *A Resolution of Directors Authorizing Purchase of Corporate Property* was provided, which authorized Kevin James Miller to purchase property on behalf of Endeavor Enterprises. The form was signed, but there is no “printed name” shown on the form, the signatures are illegible. In addition, the bid included a contingency that there is City water available to the property, adequate to supply up to 30 single-family households. Under the terms and conditions of the legal notice, #1 stated that all properties will be sold “as-is, where-is,” and that the City of Casper makes no warranties or guarantees whatsoever. Bid does not meet terms and conditions.

- Measurement Investments, LLC (Tony Cercy, Sole Member/Manager) - **\$286,000**. Bid meets all terms and conditions.
- JH/SW Investments, LLC – (Steven Wilson) - \$253,050. A page was provided labeled “Article V. Books and Records.” The page was provided without context. It does not state the name of the LLC, or the names of the members of the LLC, or who may sign on behalf of the company (by name). Bid does not meet terms and conditions.

Financial Considerations:

The sale of the property will generate \$286,000 in revenue for the City of Casper. In addition, the property will be added to the County’s property tax roll, and will be transitioned from vacant public property into beneficial private use.

Oversight/Project Responsibility:

Craig Collins, AICP, City Planner.

Attachments:

Resolution  
Quitclaim Deed  
Legal Notice  
Report of Title

**QUITCLAIM DEED**

The City of Casper, Wyoming, a Wyoming Municipal Corporation, 200 North David Street, Casper, Wyoming, 82601, as Grantor, for and in consideration of Two Hundred Eighty Six Thousand Dollars (\$286,000.00) in hand paid, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby conveys and quitclaims to Measurement Investments, LLC, 4410 Wolf Creek Road, Casper, Wyoming 82604, as Grantee, all interest in the following described real estate, situated in Natrona County and State of Wyoming, to-wit:

LOT 1, BLOCK 1, CEMETERY ADDITION TO THE CITY OF CASPER, SITUATED IN THE COUNTY OF NATRONA, AND THE STATE OF WYOMING.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Attest:

City of Casper Wyoming, Grantor:

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

(Seal)

STATE OF WYOMING     )  
  ) ss.  
COUNTY OF NATRONA    )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by Kenyne Humphrey as Mayor of the City of Casper, Wyoming on its behalf as Grantor.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

LEGAL NOTICE  
SALE OF MULTIPLE CITY-OWNED PROPERTIES

The City of Casper, Wyoming will accept sealed bids for the purchase of the following described, three (3) real properties. All sealed bids must be received no later than 5:00 P.M. on July 28, 2017, in the City Manager's Office, City Hall, 200 North David Street, Casper, Wyoming 82601.

PROPERTY DESCRIPTIONS

Legal descriptions for the three (3) parcels are listed below. Vicinity maps and supporting documents for the properties may be viewed on the City of Casper website, casperwy.gov, under the "Public Notices" section.

PARCEL 1:

**A 33-acre, more or less parcel commonly described as the "Wolf Creek Cemetery parcel" - located southeast of the intersection of Moose Street and West 46<sup>th</sup> Street, zoned AG (Urban Agriculture), and described as follows:**

Lot 1, Block 1, Cemetery Addition to the City of Casper, situated in the County of Natrona, State of Wyoming.

Based on an appraisal, dated January 23, 2017, said property has an "As-Is" "Market Value" of Three Hundred Forty-Five Thousand Dollars (\$345,000).

PARCEL 2:

**777 Bernadine Street, zoned C-4 (Highway Business), and described as follows:**

Lots 24-28, Block 2, Keystone Addition to the City of Casper, situated in the County of Natrona, and the State of Wyoming.

Based on an appraisal, dated January 23, 2017, said property has an "As-Is" "Market Value" of One Hundred Forty-Five Thousand Dollars (\$145,000).

PARCEL 3:

**334 Lark Street, zoned R-2 (One Unit Residential), and described as follows:**

Lot 9, Block 1, Eastdale Addition to the City of Casper, situated in the County of Natrona, State of Wyoming.

Based on an appraisal, dated January 23, 2017, said property has an “As-Is” “Market Value” of Thirty Thousand Dollars (\$30,000).

TERMS AND CONDITIONS:

1. All properties will be sold “as-is, where-is” and are subject to all defects, liens, encumbrances and faults, environmental or other. The City of Casper makes no warranties or guarantees whatsoever, whether written, oral, or implied, as to quality, condition or habitability;
2. The City reserves the right to reject any and all bids, and to waive any technical defects;
3. The successful Bidder will be required to submit a cashier’s check payable to the City of Casper in an amount equal to ten percent (10%) of the accepted bid price as an earnest money deposit within ten (10) business days of notification from the City of the acceptance of said bid by the Casper City Council. This earnest money deposit shall be held by the City of Casper for the faithful payment of the balance of the purchase price by the successful Bidder at the closing on said real property. The terms of the sale are cash with a cashier’s check due at closing;
4. Payment to the City of Casper shall be by cash, or cash equivalent. Failure to obtain financing during the closing process does not relieve the buyer of his/her legal responsibility and obligation for completion of the contract. Failure to comply with all provisions of the sale, terms and conditions may result in termination of the sale;
5. Title will be conveyed by Quit Claim Deed at the time of closing;
6. Issuance of a deed will be held, subject to clearance of funds;
7. The properties shall be sold to the highest responsible bidder. The responsibility of the bidders shall be determined solely by the Casper City Council;
8. Each property will be sold separately;
9. All property sales are contingent on final Casper City Council approval;
10. Successful bidder shall be solely responsible for any and all costs related to title and lien searches against the real property, as well as for any title insurance commitment or policy;
11. The successful bidder shall be solely responsible for any and all real estate taxes and special assessments levied against the real property from, and after, the date of closing;

12. The closing on the individual properties shall be scheduled at a time convenient for both the successful Bidder and the City, within thirty (30) days after the Casper City Council has approved the purchase at a scheduled public hearing;
13. Bidders are invited, urged, and cautioned to inspect the property prior to submitting a bid. Failure to inspect the property shall not constitute cause for cancellation of the sale;
14. The placement of a successful bid establishes a legally binding contract between the successful bidder and the City of Casper. The City Council's acceptance of the high bid establishes the contract, and the bidder may not withdraw its bid;
15. All Bidders shall be eighteen (18) years of age, or older, on the date of submittal of the bid;
16. In the event a person is bidding on behalf of another party, an original notarized Power of Attorney must be presented with the bid. Said Power of Attorney must contain appropriate language for having the authority to bid/purchase real property;
17. Persons bidding in the name of a corporation, business, or LLC must present appropriate official documentation to show proof of eligibility to bid on behalf of the entity;
18. Bidders must present a copy of valid government issued photo ID with the bid;
19. Changes may be made on the day of the sale to the property status or descriptions. These changes take precedence over previous information pertaining to that property, but do not alter in any way the basic terms and conditions of the sale;
20. All information contained in the notice was derived from sources believed to be correct, however, there is no guarantee. Bidders acknowledge that they have relied entirely on his/her own information, judgment and inspection of the property;
21. It is the buyer's responsibility to ascertain and comply with all applicable federal, state, and local laws, ordinances and regulations;
22. The buyer shall pay one hundred percent (100%) of closing costs and fees.
23. The City of Casper reserves the right to withdraw any or all of the properties from the auction at any time, for any reason.

For questions about any of the properties, or about the auction terms and conditions, please contact Craig Collins, City Planner, City of Casper, Wyoming, 200 N. David, Casper, WY 82601, (307) 235-8241, [ccollins@casperwy.gov](mailto:ccollins@casperwy.gov).

Dated this 23rd day of June, 2017.

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Craig Collins  
City of Casper, Community  
Development Department

Please Publish:      Sunday, July 2, 2017  
                                 Sunday, July 9, 2017  
                                 Sunday, July 16, 2017



# INVOICE

## AMERICAN TITLE AGENCY

315 WEST FIRST STREET  
CASPER, WY 82601  
(307) 266-4672  
Fax: (307) 266-0154

CITY OF CASPER  
PLANNING OFFICE

**ATTENTION:** CRAIG COLLINS

**INVOICE NO. :** 80-117422  
**INVOICE DATE :** 08/23/16

**REFERENCE :**  
CITY OF CASPER

<b>DESCRIPTION</b>	<b>AMOUNT</b>
O & E REPORT	\$85.00

LOT 1, BLOCK 1, CEMETERY ADDITION

*THANK YOU FOR YOUR BUSINESS!*

**TOTAL DUE: \$85.00**

## AMERICAN TITLE AGENCY

315 WEST FIRST STREET CASPER, WY 82601  
PHONE: (307)266-4672 FAX: (307)266-0154

### REPORT OF TITLE

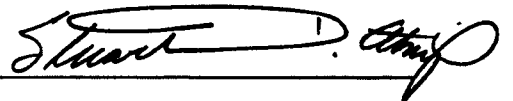
THIS REPORT IS BASED ON A CURSORY EXAMINATION OF THE TITLE PLANT INFORMATION OF RECORDS AVAILABLE TO THIS COMPANY. IT DOES NOT PURPORT TO ASSUME OR GUARANTEE THE CONDITION OF TITLE TO THE HEREIN DESCRIBED LAND. IT MAY NOT BE RELIED UPON BY ANY PARTY AS A TRUE AND CORRECT REFLECTION OF THE CONDITION OF TITLE TO THE HEREIN DESCRIBED LAND. IT IS NOT TO BE CONSTRUED AS AN OFFER TO ISSUE A POLICY OF TITLE INSURANCE OR GUARANTEE OF COMMITMENT TO ISSUE A POLICY OF TITLE INSURANCE. LIABILITY, IF ANY, IS LIMITED TO THE AMOUNT PAID FOR THIS REPORT.

#### SCHEDULES OF EXCLUSIONS FROM COVERAGE OF THIS REPORT

THE FOLLOWING MATTERS ARE EXPRESSLY EXCLUDED FROM THE COVERAGE OF THIS REPORT:

1. NO LIABILITY IS ASSUMED AS TO THE VALIDITY OF ANY INSTRUMENT IN RECORDED CHAIN OF TITLE TO LANDS.
2. ANY LAW, ORDINANCE OR GOVERNMENTAL REGULATION (INCLUDING BUT NOT LIMITED TO BUILDING AND ZONING ORDINANCES) RESTRICTING OR REGULATING OR PROHIBITING THE OCCUPANCY, USE OR ENJOYMENT OF THE LAND, OR REGULATING THE CHARACTER, DIMENSIONS OR LOCATION OF ANY IMPROVEMENT NOW OR HEREAFTER ERECTED ON THE LAND, OR PROHIBITING A SEPARATION IN OWNERSHIP OR A REDUCTION IN THE DIMENSIONS OR AREA OF THE LAND, OR THE EFFECT OF ANY VIOLATION OF ANY SUCH LAW, ORDINANCE OR GOVERNMENTAL REGULATION.
3. RIGHTS OF EMINENT DOMAIN OR GOVERNMENTAL RIGHTS OF POLICE POWER UNLESS NOTICE OF THE EXERCISE OF SUCH RIGHTS APPEARS IN THE PUBLIC RECORDS AT DATE OF THIS REPORT.
4. DEFECTS, LIENS, ENCUMBRANCES, ADVERSE CLAIMS OR OTHER MATTERS CREATED, SUFFERED, ASSUMED OR AGREED TO BY THE BENEFICIARY, NOT KNOWN TO THE COMPANY AND NOT SHOWN BY THE PUBLIC RECORDS, BUT KNOWN TO THE BENEFICIARY AT DATE OF REPORT AND NOT DISCLOSED IN WRITING BY THE BENEFICIARY TO THE COMPANY PRIOR TO THE DATE HEREOF, RESULTING IN NO LOSS OR DAMAGE TO THE BENEFICIARY, ATTACHING OR CREATED SUBSEQUENT TO DATE OF REPORT, OR RESULTING IN LOSS OR DAMAGE WHICH WOULD NOT HAVE BEEN SUSTAINED IF THE BENEFICIARY HAS BEEN A BONA FIDE PURCHASER FOR VALUE.

AMERICAN TITLE AGENCY

BY: 

**SCHEDULE "A"**

TOTAL FEE FOR TITLE REPORT: **\$85.00**

REPORT NO. **80-117422**

AMOUNT OF LIABILITY NOT TO EXCEED: **\$85.00**

DATE OF REPORT: **AUGUST 23, 2016 AT 8:00 O'CLOCK A.M.**

1. THIS REPORT HAS BEEN PREPARED FOR THE SOLE USE AND BENEFIT OF (BENEFICIARY):  
**CITY OF CASPER, PLANNING OFFICE**
  
2. THE DOCUMENT RECORDED **JULY 24, 1981 AS INSTRUMENT NO. 316278** OF THE OFFICIAL RECORDS OF NATRONA COUNTY, WYOMING PURPORTING TO VEST A FEE ESTATE IN THE LAND DESCRIBED HEREIN IS:  
**CITY OF CASPER, WYOMING, A MUNICIPAL CORPORATION**
  
3. THE LAND REFERRED TO IN THIS REPORT IS SITUATED IN THE COUNTY OF NATRONA, STATE OF WYOMING, AND IS DESCRIBED AS FOLLOWS:  
**LOT 1, BLOCK 1, CEMETERY ADDITION TO THE CITY OF CASPER, NATRONA COUNTY, WYOMING, AS PER PLAT RECORDED NOVEMBER 21, 1985, AS INSTRUMENT NO. 398455.**

**SCHEDULE "B"**

THIS REPORT DOES NOT CERTIFY AGAINST LOSS OR DAMAGE, NOR AGAINST COSTS, ATTORNEY'S FEES OR EXPENSES, ANY OR ALL OF WHICH ARISE BY REASON OF THE FOLLOWING:

**PART ONE:**

1. RIGHTS OF CLAIMS OF PARTIES IN POSSESSION.
2. EASEMENTS, LIENS OR ENCUMBRANCES, OR CLAIMS THEREOF, WHICH ARE NOT SHOWN BY THE PUBLIC RECORDS.
3. FACTS WHICH WOULD BE DISCLOSED BY A COMPREHENSIVE SURVEY OF THE PREMISES HEREIN DESCRIBED.
4. COVENANTS, CONDITIONS, RESTRICTIONS AND RESERVATIONS.
5. OWNERSHIP OF MINERALS AND MINERAL RIGHTS.
6. EASEMENTS, RESERVATIONS AND SERVITUDES IMPOSED BY OPERATION OF LAW OR CONTAINED IN INSTRUMENTS OF RECORD.
7. ANY BANKRUPTCY PROCEEDINGS.
8. ALL GENERAL TAXES AND SPECIAL ASSESSMENTS.

**NOTE: TAXES ARE EXEMPT FOR THE YEAR 2015.  
TAX NOTICE NO. 33793020100100**

9. COUNTY TREASURER: (307) 235-9470 COUNTY ASSESSOR: (307) 235-9444

**PART TWO:**

SUBJECT TO THE FOLLOWING MORTGAGES, LIENS, JUDGMENTS AND MONETARY ENCUMBRANCES OF RECORD, IF ANY:

**"NO MONETARY ENCUMBRANCES OF RECORD"**

RESOLUTION NO.17-218

A RESOLUTION AUTHORIZING A QUITCLAIM DEED FOR  
CLOSING ON THE SALE OF LOT 1, BLOCK 1, CEMETERY  
ADDITION (WOLF CREEK CEMETERY PROPERTY)

WHEREAS, the City of Casper is the owner of real property described as Lot 1, Block 1, Cemetery Addition, commonly referred to as the Wolf Creek Cemetery property; and,

WHEREAS, pursuant to W.S. §15-1-112(a), an advertisement of the sale, describing the property and the terms of the sale, was published once each week for three (3) consecutive weeks in the Casper Star Tribune, calling for sealed bids for the purchase of the property; and,

WHEREAS, the City of Casper opened the bids at a public meeting which occurred on August 8, 2017; and,

WHEREAS, Measurement Investments, LLC was determined to be the highest responsible bidder for said real property; and,

WHEREAS, a Quitclaim Deed has been prepared for the transfer of said real property from the City to Measurement Investments, LLC, pursuant to the terms and conditions of the public notice; and,

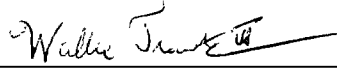
WHEREAS, the governing body of the City of Casper finds that the real property described herein should be sold to the highest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, a Quitclaim Deed for the sale of the above described real property to Measurement Investments, LLC, pursuant to the terms and conditions of the public notice, and the accepted bid documents.

BE IT FURTHER RESOLVED that Liz Becher, Community Development Director, or her designee, is hereby authorized to close this transaction and to sign any and all documents as are necessary to close on and complete the sale of the above described real property by the City of Casper, Wyoming.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

October 16, 2017

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Liz Becher, Community Development Director *LB*  
SUBJECT: Resolution Authorizing a Quitclaim Deed for Closing on the Sale of the 777 Bernadine Street Property, described as Lots 24-28, Block 2, Keystone Addition to the City of Casper.

Meeting Type & Date:

Regular Council Meeting, November 21, 2017.

Action Type:

Resolution.

Recommendation:

That Council, by resolution, accept Eighty Thousand Dollars (\$80,000) as the highest responsible bid for the 777 Bernadine Street property, more particularly described as Lots 24 – 28, Block 2, Keystone Addition to the City of Casper; and authorize a Quitclaim Deed for Closing on the sale of said property.

Summary:

The City of Casper requested sealed bids for three (3) City-owned properties. The City Council opened said bids at a special public meeting on August 8, 2017 and discussed the bids that were received at a public pre-meeting on October 3, 2017. The City Council directed staff to move forward with two (2) of the three (3) bids, including the 777 Bernadine Street parcel. The City received a single bid of \$80,000 for the property from Measurement Investments, LLC. The submitted bid did meet all terms and conditions.

Financial Considerations:

The sale of the property will generate \$80,000 in revenue for the City of Casper. In addition, the property will be added to the County's property tax roll, and will be transitioned from vacant public property into beneficial private use.

Oversight/Project Responsibility:

Craig Collins, AICP, City Planner.

Attachments:

Resolution  
Quitclaim Deed  
Legal Notice  
Report of Title

**QUITCLAIM DEED**

The City of Casper, Wyoming, a Wyoming Municipal Corporation, 200 North David Street, Casper, Wyoming, 82601, as Grantor, for and in consideration of Eighty Thousand Dollars (\$80,000.00) in hand paid, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby conveys and quitclaims to Measurement Investments, LLC, 4410 Wolf Creek Road, Casper, Wyoming 82604, as Grantee, all interest in the following described real estate, situated in Natrona County and State of Wyoming, to-wit:

LOTS 24, 25, 26, 27 AND 28, BLOCK 2, KEYSTONE ADDITION TO THE CITY OF CASPER, SITUATED IN THE COUNTY OF NATRONA, AND THE STATE OF WYOMING.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Attest:

City of Casper Wyoming, Grantor:

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

(Seal)

STATE OF WYOMING     )  
  ) ss.  
COUNTY OF NATRONA    )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by Kenyne Humphrey as Mayor of the City of Casper, Wyoming on its behalf as Grantor.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



LEGAL NOTICE  
SALE OF MULTIPLE CITY-OWNED PROPERTIES

The City of Casper, Wyoming will accept sealed bids for the purchase of the following described, three (3) real properties. All sealed bids must be received no later than 5:00 P.M. on July 28, 2017, in the City Manager’s Office, City Hall, 200 North David Street, Casper, Wyoming 82601.

PROPERTY DESCRIPTIONS

Legal descriptions for the three (3) parcels are listed below. Vicinity maps and supporting documents for the properties may be viewed on the City of Casper website, casperwy.gov, under the “Public Notices” section.

PARCEL 1:

**A 33-acre, more or less parcel commonly described as the “Wolf Creek Cemetery parcel” - located southeast of the intersection of Moose Street and West 46<sup>th</sup> Street, zoned AG (Urban Agriculture), and described as follows:**

Lot 1, Block 1, Cemetery Addition to the City of Casper, situated in the County of Natrona, State of Wyoming.

Based on an appraisal, dated January 23, 2017, said property has an “As-Is” “Market Value” of Three Hundred Forty-Five Thousand Dollars (\$345,000).

PARCEL 2:

**777 Bernadine Street, zoned C-4 (Highway Business), and described as follows:**

Lots 24-28, Block 2, Keystone Addition to the City of Casper, situated in the County of Natrona, and the State of Wyoming.

Based on an appraisal, dated January 23, 2017, said property has an “As-Is” “Market Value” of One Hundred Forty-Five Thousand Dollars (\$145,000).

PARCEL 3:

**334 Lark Street, zoned R-2 (One Unit Residential), and described as follows:**

Lot 9, Block 1, Eastdale Addition to the City of Casper, situated in the County of Natrona, State of Wyoming.

Based on an appraisal, dated January 23, 2017, said property has an “As-Is” “Market Value” of Thirty Thousand Dollars (\$30,000).

TERMS AND CONDITIONS:

1. All properties will be sold “as-is, where-is” and are subject to all defects, liens, encumbrances and faults, environmental or other. The City of Casper makes no warranties or guarantees whatsoever, whether written, oral, or implied, as to quality, condition or habitability;
2. The City reserves the right to reject any and all bids, and to waive any technical defects;
3. The successful Bidder will be required to submit a cashier’s check payable to the City of Casper in an amount equal to ten percent (10%) of the accepted bid price as an earnest money deposit within ten (10) business days of notification from the City of the acceptance of said bid by the Casper City Council. This earnest money deposit shall be held by the City of Casper for the faithful payment of the balance of the purchase price by the successful Bidder at the closing on said real property. The terms of the sale are cash with a cashier’s check due at closing;
4. Payment to the City of Casper shall be by cash, or cash equivalent. Failure to obtain financing during the closing process does not relieve the buyer of his/her legal responsibility and obligation for completion of the contract. Failure to comply with all provisions of the sale, terms and conditions may result in termination of the sale;
5. Title will be conveyed by Quit Claim Deed at the time of closing;
6. Issuance of a deed will be held, subject to clearance of funds;
7. The properties shall be sold to the highest responsible bidder. The responsibility of the bidders shall be determined solely by the Casper City Council;
8. Each property will be sold separately;
9. All property sales are contingent on final Casper City Council approval;
10. Successful bidder shall be solely responsible for any and all costs related to title and lien searches against the real property, as well as for any title insurance commitment or policy;
11. The successful bidder shall be solely responsible for any and all real estate taxes and special assessments levied against the real property from, and after, the date of closing;

12. The closing on the individual properties shall be scheduled at a time convenient for both the successful Bidder and the City, within thirty (30) days after the Casper City Council has approved the purchase at a scheduled public hearing;
13. Bidders are invited, urged, and cautioned to inspect the property prior to submitting a bid. Failure to inspect the property shall not constitute cause for cancellation of the sale;
14. The placement of a successful bid establishes a legally binding contract between the successful bidder and the City of Casper. The City Council's acceptance of the high bid establishes the contract, and the bidder may not withdraw its bid;
15. All Bidders shall be eighteen (18) years of age, or older, on the date of submittal of the bid;
16. In the event a person is bidding on behalf of another party, an original notarized Power of Attorney must be presented with the bid. Said Power of Attorney must contain appropriate language for having the authority to bid/purchase real property;
17. Persons bidding in the name of a corporation, business, or LLC must present appropriate official documentation to show proof of eligibility to bid on behalf of the entity;
18. Bidders must present a copy of valid government issued photo ID with the bid;
19. Changes may be made on the day of the sale to the property status or descriptions. These changes take precedence over previous information pertaining to that property, but do not alter in any way the basic terms and conditions of the sale;
20. All information contained in the notice was derived from sources believed to be correct, however, there is no guarantee. Bidders acknowledge that they have relied entirely on his/her own information, judgment and inspection of the property;
21. It is the buyer's responsibility to ascertain and comply with all applicable federal, state, and local laws, ordinances and regulations;
22. The buyer shall pay one hundred percent (100%) of closing costs and fees.
23. The City of Casper reserves the right to withdraw any or all of the properties from the auction at any time, for any reason.

For questions about any of the properties, or about the auction terms and conditions, please contact Craig Collins, City Planner, City of Casper, Wyoming, 200 N. David, Casper, WY 82601, (307) 235-8241, [ccollins@casperwy.gov](mailto:ccollins@casperwy.gov).

Dated this 23rd day of June, 2017.

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Craig Collins  
City of Casper, Community  
Development Department

Please Publish:      Sunday, July 2, 2017  
                                 Sunday, July 9, 2017  
                                 Sunday, July 16, 2017

**AMERICAN TITLE AGENCY**

**INVOICE**

**315 WEST FIRST STREET  
CASPER, WY 82601  
(307) 266-4672  
Fax: (307) 266-0154**

CITY OF CASPER  
CODE ENFORCEMENT

**INVOICE NO. : 80-117917  
INVOICE DATE : 10/11/16**

**ATTENTION: CRAIG COLLINS**

**REFERENCE :  
CITY OF CASPER**

<b>DESCRIPTION</b>	<b>AMOUNT</b>
O & E REPORT	\$85.00

LOTS 24, 25, 26 AND 27, BLOCK 2, KEYSTONE

*THANK YOU FOR YOUR BUSINESS!*

**TOTAL DUE: \$85.00**

## AMERICAN TITLE AGENCY

315 WEST FIRST STREET CASPER, WY 82601  
PHONE: (307)266-4672 FAX: (307)266-0154

### REPORT OF TITLE

THIS REPORT IS BASED ON A CURSORY EXAMINATION OF THE TITLE PLANT INFORMATION OF RECORDS AVAILABLE TO THIS COMPANY. IT DOES NOT PURPORT TO ASSUME OR GUARANTEE THE CONDITION OF TITLE TO THE HEREIN DESCRIBED LAND. IT MAY NOT BE RELIED UPON BY ANY PARTY AS A TRUE AND CORRECT REFLECTION OF THE CONDITION OF TITLE TO THE HEREIN DESCRIBED LAND. IT IS NOT TO BE CONSTRUED AS AN OFFER TO ISSUE A POLICY OF TITLE INSURANCE OR GUARANTEE OF COMMITMENT TO ISSUE A POLICY OF TITLE INSURANCE. LIABILITY, IF ANY, IS LIMITED TO THE AMOUNT PAID FOR THIS REPORT.

#### SCHEDULES OF EXCLUSIONS FROM COVERAGE OF THIS REPORT

THE FOLLOWING MATTERS ARE EXPRESSLY EXCLUDED FROM THE COVERAGE OF THIS REPORT:

1. NO LIABILITY IS ASSUMED AS TO THE VALIDITY OF ANY INSTRUMENT IN RECORDED CHAIN OF TITLE TO LANDS.
2. ANY LAW, ORDINANCE OR GOVERNMENTAL REGULATION (INCLUDING BUT NOT LIMITED TO BUILDING AND ZONING ORDINANCES) RESTRICTING OR REGULATING OR PROHIBITING THE OCCUPANCY, USE OR ENJOYMENT OF THE LAND, OR REGULATING THE CHARACTER, DIMENSIONS OR LOCATION OF ANY IMPROVEMENT NOW OR HEREAFTER ERECTED ON THE LAND, OR PROHIBITING A SEPARATION IN OWNERSHIP OR A REDUCTION IN THE DIMENSIONS OR AREA OF THE LAND, OR THE EFFECT OF ANY VIOLATION OF ANY SUCH LAW, ORDINANCE OR GOVERNMENTAL REGULATION.
3. RIGHTS OF EMINENT DOMAIN OR GOVERNMENTAL RIGHTS OF POLICE POWER UNLESS NOTICE OF THE EXERCISE OF SUCH RIGHTS APPEARS IN THE PUBLIC RECORDS AT DATE OF THIS REPORT.
4. DEFECTS, LIENS, ENCUMBRANCES, ADVERSE CLAIMS OR OTHER MATTERS CREATED, SUFFERED, ASSUMED OR AGREED TO BY THE BENEFICIARY, NOT KNOWN TO THE COMPANY AND NOT SHOWN BY THE PUBLIC RECORDS, BUT KNOWN TO THE BENEFICIARY AT DATE OF REPORT AND NOT DISCLOSED IN WRITING BY THE BENEFICIARY TO THE COMPANY PRIOR TO THE DATE HEREOF, RESULTING IN NO LOSS OR DAMAGE TO THE BENEFICIARY, ATTACHING OR CREATED SUBSEQUENT TO DATE OF REPORT, OR RESULTING IN LOSS OR DAMAGE WHICH WOULD NOT HAVE BEEN SUSTAINED IF THE BENEFICIARY HAS BEEN A BONA FIDE PURCHASER FOR VALUE.

AMERICAN TITLE AGENCY

BY: 

**SCHEDULE "A"**

TOTAL FEE FOR TITLE REPORT: **\$85.00**

REPORT NO. **80-117917**

AMOUNT OF LIABILITY NOT TO EXCEED: **\$85.00**

DATE OF REPORT: **OCTOBER 11, 2016 AT 8:00 O'CLOCK A.M.**

1. THIS REPORT HAS BEEN PREPARED FOR THE SOLE USE AND BENEFIT OF (BENEFICIARY):  
**CITY OF CASPER, CODE ENFORCEMENT**
  
2. THE DOCUMENT RECORDED **MAY 24, 2002 AS INSTRUMENT NO. 693317 AND INSTRUMENT NO. 693318 AND RECORDED MAY 30, 2002 AS INSTRUMENT NO. 693568** OF THE OFFICIAL RECORDS OF NATRONA COUNTY, WYOMING PURPORTING TO VEST A FEE ESTATE IN THE LAND DESCRIBED HEREIN IS:  
**CITY OF CASPER, A MUNICIPAL CORPORATION**
  
3. THE LAND REFERRED TO IN THIS REPORT IS SITUATED IN THE COUNTY OF NATRONA, STATE OF WYOMING, AND IS DESCRIBED AS FOLLOWS:  
**LOTS 24, 25, 26 AND 27, BLOCK 2, KEYSTONE ADDITION TO THE CITY OF CASPER, NATRONA COUNTY, WYOMING**

**SCHEDULE "B"**

THIS REPORT DOES NOT CERTIFY AGAINST LOSS OR DAMAGE, NOR AGAINST COSTS, ATTORNEY'S FEES OR EXPENSES, ANY OR ALL OF WHICH ARISE BY REASON OF THE FOLLOWING:

PART ONE:

1. RIGHTS OF CLAIMS OF PARTIES IN POSSESSION.
2. EASEMENTS, LIENS OR ENCUMBRANCES, OR CLAIMS THEREOF, WHICH ARE NOT SHOWN BY THE PUBLIC RECORDS.
3. FACTS WHICH WOULD BE DISCLOSED BY A COMPREHENSIVE SURVEY OF THE PREMISES HEREIN DESCRIBED.
4. COVENANTS, CONDITIONS, RESTRICTIONS AND RESERVATIONS.
5. OWNERSHIP OF MINERALS AND MINERAL RIGHTS.
6. EASEMENTS, RESERVATIONS AND SERVITUDES IMPOSED BY OPERATION OF LAW OR CONTAINED IN INSTRUMENTS OF RECORD.
7. ANY BANKRUPTCY PROCEEDINGS.
8. ALL GENERAL TAXES AND SPECIAL ASSESSMENTS.

NOTE: **TAXES ARE EXEMPT FOR THE YEAR 2016.**  
**TAX NOTICE NO. 33790310300200**

9. COUNTY TREASURER: (307) 235-9470 COUNTY ASSESSOR: (307) 235-9444

PART TWO:

SUBJECT TO THE FOLLOWING MORTGAGES, LIENS, JUDGMENTS AND MONETARY ENCUMBRANCES OF RECORD, IF ANY:

**"NO MONETARY ENCUMBRANCES OF RECORD"**



# INVOICE

## AMERICAN TITLE AGENCY

315 WEST FIRST STREET  
CASPER, WY 82601  
(307) 266-4672  
Fax: (307) 266-0154

CITY OF CASPER  
PLANNING OFFICE

INVOICE NO. : 80-117420  
INVOICE DATE : 08/23/16

ATTENTION: CRAIG COLLINS

REFERENCE :  
CITY OF CASPER

DESCRIPTION	AMOUNT
O & E REPORT	\$85.00

LOT 28, BLOCK 2, KEYSTONE ADDITION

THANK YOU FOR YOUR BUSINESS!

**TOTAL DUE: \$85.00**

## AMERICAN TITLE AGENCY

315 WEST FIRST STREET CASPER, WY 82601  
PHONE: (307)266-4672 FAX: (307)266-0154

### REPORT OF TITLE

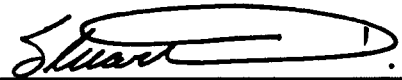

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3. RIGHTS OF EMINENT DOMAIN OR GOVERNMENTAL RIGHTS OF POLICE POWER UNLESS NOTICE OF THE EXERCISE OF SUCH RIGHTS APPEARS IN THE PUBLIC RECORDS AT DATE OF THIS REPORT.
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AMERICAN TITLE AGENCY

BY:  

**SCHEDULE "A"**

TOTAL FEE FOR TITLE REPORT: **\$85.00**

REPORT NO. **80-117420**

AMOUNT OF LIABILITY NOT TO EXCEED: **\$85.00**

DATE OF REPORT: **AUGUST 23, 2016 AT 8:00 O'CLOCK A.M.**

1. THIS REPORT HAS BEEN PREPARED FOR THE SOLE USE AND BENEFIT OF (BENEFICIARY):  
**CITY OF CASPER, PLANNING OFFICE**
  
2. THE DOCUMENT RECORDED **JUNE 20, 2008 AS INSTRUMENT NO. 846157** OF THE OFFICIAL RECORDS OF NATRONA COUNTY, WYOMING PURPORTING TO VEST A FEE ESTATE IN THE LAND DESCRIBED HEREIN IS:  
**CITY OF CASPER**
  
3. THE LAND REFERRED TO IN THIS REPORT IS SITUATED IN THE COUNTY OF NATRONA, STATE OF WYOMING, AND IS DESCRIBED AS FOLLOWS:  
**LOT 28, BLOCK 2, KEYSTONE ADDITION TO THE CITY OF CASPER, NATRONA COUNTY, WYOMING**
  
4. PURPORTED ADDRESS: **777 BERNADINE STREET, CASPER, WY 82601**

**SCHEDULE "B"**

THIS REPORT DOES NOT CERTIFY AGAINST LOSS OR DAMAGE, NOR AGAINST COSTS, ATTORNEY'S FEES OR EXPENSES, ANY OR ALL OF WHICH ARISE BY REASON OF THE FOLLOWING:

PART ONE:

1. RIGHTS OF CLAIMS OF PARTIES IN POSSESSION.
2. EASEMENTS, LIENS OR ENCUMBRANCES, OR CLAIMS THEREOF, WHICH ARE NOT SHOWN BY THE PUBLIC RECORDS.
3. FACTS WHICH WOULD BE DISCLOSED BY A COMPREHENSIVE SURVEY OF THE PREMISES HEREIN DESCRIBED.
4. COVENANTS, CONDITIONS, RESTRICTIONS AND RESERVATIONS.
5. OWNERSHIP OF MINERALS AND MINERAL RIGHTS.
6. EASEMENTS, RESERVATIONS AND SERVITUDES IMPOSED BY OPERATION OF LAW OR CONTAINED IN INSTRUMENTS OF RECORD.
7. ANY BANKRUPTCY PROCEEDINGS.
8. ALL GENERAL TAXES AND SPECIAL ASSESSMENTS.

NOTE: **TAXES ARE EXEMPT FOR THE YEAR 2015.**  
**TAX NOTICE NO. 33790310300300**

9. COUNTY TREASURER: (307) 235-9470 COUNTY ASSESSOR: (307) 235-9444

PART TWO:

SUBJECT TO THE FOLLOWING MORTGAGES, LIENS, JUDGMENTS AND MONETARY ENCUMBRANCES OF RECORD, IF ANY:

**"NO MONETARY ENCUMBRANCES OF RECORD"**

RESOLUTION NO. 17-219

A RESOLUTION AUTHORIZING A QUITCLAIM DEED FOR CLOSING ON THE SALE OF THE 777 BERNADINE STREET PROPERTY, DESCRIBED AS LOTS 24-28, BLOCK 2, KEYSTONE ADDITION TO THE CITY OF CASPER

WHEREAS, the City of Casper is the owner of real property described as Lots 24-28, Keystone Addition to the City of Casper, Wyoming, commonly described as 777 Bernadine Street; and,

WHEREAS, pursuant to W.S. §15-1-112(a), an advertisement of the sale, describing the property and the terms of the sale, was published once each week for three (3) consecutive weeks in the Casper Star Tribune, calling for sealed bids for the purchase of the property; and,

WHEREAS, the City of Casper opened the bids that were received at a public meeting which occurred on August 8, 2017; and,

WHEREAS, Measurement Investments, LLC was determined to be the highest responsible bidder for said real property; and,

WHEREAS, a Quitclaim Deed has been prepared for the transfer of said real property from the City to Measurement Investments, LLC, pursuant to the terms and conditions of the public notice; and,

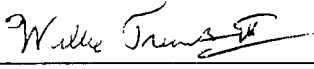
WHEREAS, the governing body of the City of Casper finds that the real property described herein should be sold to the highest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, a Quitclaim Deed for the sale of the above described real property to Measurement Investments, LLC, pursuant to the terms and conditions of the public notice and the accepted bid documents.

BE IT FURTHER RESOLVED that Liz Becher, Community Development Director, or her designee, is hereby authorized to close this transaction and to sign any and all documents as are necessary to close on and complete the sale of the above described real property by the City of Casper, Wyoming.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

November 9, 2017

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Liz Becher, Community Development Director *LB*  
Andrew Beamer, Public Services Director  
Craig Collins, City Planner  
Dan Elston, Building Division Supervisor

SUBJECT: Resolution Amending the Community Development Department Fee Schedule

Meeting Type & Date: Regular Council Meeting, November 21, 2017.

Action Type: Resolution.

Recommendation: That Council, by resolution, amend the Community Development Department Fee Schedule.

Summary:

During this economic downturn, the City is once again reminded that the municipal funding model in Wyoming is unfortunately, extremely volatile, and mostly uncontrollable. One revenue source which the City does exercise control over is fees that citizens pay for services. Citizens of Casper have been fortunate through the years to pay much less than the actual cost to provide services because of traditionally robust mineral extraction revenues, which have subsidized the cost of those services. The City's current challenge is that there are only two (2) options available to balance the budget in lean times, decrease services, and/or increase revenues. Neither are popular options. The City has spent years trimming costs and restructuring the organization to continue to provide services to the public at the levels that they expect. Unfortunately, cuts can only take the organization so far, and eventually, the City must look to changing its various fee structures and subsidies to balance the revenue side of the equation.

The City Council reviewed fees for building permits, planning/engineering services and professional services to adjacent communities at a public work session on September 26, 2017. Detailed information was provided by staff that showed that the fees that the City charges for those services have not kept pace with inflation, are significantly low in comparison to other jurisdictions in the region, and do not reflect true costs. The City Council supported staff's recommendation to move forward with a resolution to increase the building permit fees by forty (40) percent, and to increase planning and engineering fees to reflect approximately seventy (70) percent of the actual cost to provide the service, and a much-reduced thirty (30) percent subsidy from the general fund accounting for the balance of the cost.

Financial Considerations: The amended fees, as proposed, are estimated to generate approximately \$400,000 in additional revenue yearly, thereby reducing the dependence of development-related City services on the general fund.

Attachments: Resolution.



RESOLUTION NO.17-220

A RESOLUTION AMENDING THE COMMUNITY  
DEVELOPMENT DEPARTMENT FEE SCHEDULE

WHEREAS, the City Council has the authority to, by resolution, set or amend fees intended to help defer the cost of project reviews, inspections and administration for Community Development Department Services; and,

WHEREAS, previous application fees for the Planning Division and the Building Division were established, most recently, by resolution numbers 13-316, 12-161, 12-162, 12-163 and 12-164; and,

WHEREAS, it is the desire of the governing body of the City of Casper to rescind the previous resolutions listed above, and to establish a new Community Development Department fee schedule; and,

WHEREAS, the new Building Division fee schedule is a simplification of previous fee schedules which, in the past, utilized complex methods of calculating electrical, mechanical and plumbing permit fees; and,

WHEREAS, the new Building Division fee schedule applies a valuation-based approach to all building-related permits and will simplify the application process for contractors and citizens; and,

WHEREAS, the new Building Division fee schedule applies separately to each type of permit, (building, electrical, plumbing and mechanical) and is a simplification of the method of calculating fees, not a combination of those separate permits; and,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That resolution numbers 13-316, 12-161, 12-162, 12-163 and 12-164 are hereby rescinded, and a new Community Development Department fee schedule is hereby adopted, effective January 1, 2018, as follows:

COMBINED BUILDING, ELECTRICAL, PLUMBING AND MECHANICAL PERMIT  
FEE SCHEDULE (“BUILDING PERMIT FEE”)

VALUATION		PERMIT FEE
\$1	\$1,000	\$35
\$1,001	\$1,200	\$37
\$1,201	\$1,300	\$39
\$1,301	\$1,400	\$41
\$1,401	\$1,500	\$46
\$1,501	\$1,600	\$50
\$1,601	\$1,700	\$53
\$1,701	\$1,800	\$54
\$1,801	\$1,900	\$57
\$1,901	\$2,000	\$60
\$2,001	\$3,000	\$69
\$3,001	\$4,000	\$83
\$4,001	\$5,000	\$95
\$5,001	\$6,000	\$105
\$6,001	\$7,000	\$117
\$7,001	\$8,000	\$127
\$8,001	\$9,000	\$139
\$9,001	\$10,000	\$149
\$10,001	\$11,000	\$162
\$11,001	\$12,000	\$172
\$12,001	\$13,000	\$185
\$13,001	\$14,000	\$195
\$14,001	\$15,000	\$207
\$15,001	\$16,000	\$217
\$16,001	\$17,000	\$228
\$17,001	\$18,000	\$239
\$18,001	\$19,000	\$251
\$19,001	\$20,000	\$263
\$20,001	\$21,000	\$281
\$21,001	\$22,000	\$285
\$22,001	\$23,000	\$295
\$23,001	\$24,000	\$308
\$24,001	\$25,000	\$318
\$25,001	\$26,000	\$326
\$26,001	\$27,000	\$335
\$27,001	\$28,000	\$342
\$28,001	\$29,000	\$350
\$29,001	\$30,000	\$360
\$30,001	\$31,000	\$370
\$31,001	\$32,000	\$375
\$32,001	\$33,000	\$386

\$33,001	\$34,000	\$393
\$34,001	\$35,000	\$400
\$35,001	\$36,000	\$410
\$36,001	\$37,000	\$417
\$37,001	\$38,000	\$427
\$38,001	\$39,000	\$435
\$39,001	\$40,000	\$444
\$40,001	\$41,000	\$451
\$41,001	\$42,000	\$459
\$42,001	\$43,000	\$468
\$43,001	\$44,000	\$477
\$44,001	\$45,000	\$485
\$45,001	\$46,000	\$494
\$46,001	\$47,000	\$500
\$47,001	\$48,000	\$508
\$48,001	\$49,000	\$517
\$49,001	\$50,000	\$526
\$50,001	\$51,000	\$533
\$51,001	\$52,000	\$539
\$52,001	\$53,000	\$545
\$53,001	\$54,000	\$549
\$54,001	\$55,000	\$555
\$55,001	\$56,000	\$562
\$56,001	\$57,000	\$566
\$57,001	\$58,000	\$573
\$58,001	\$59,000	\$578
\$59,001	\$60,000	\$582
\$60,001	\$61,000	\$589
\$61,001	\$62,000	\$594
\$62,001	\$63,000	\$601
\$63,001	\$64,000	\$605
\$64,001	\$65,000	\$612
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\$66,001	\$67,000	\$620
\$67,001	\$68,000	\$627
\$68,001	\$69,000	\$634
\$69,001	\$70,000	\$639
\$70,001	\$71,000	\$647
\$71,001	\$72,000	\$651
\$72,001	\$73,000	\$656
\$73,001	\$74,000	\$662
\$74,001	\$75,000	\$668
\$75,001	\$76,000	\$673
\$76,001	\$77,000	\$678
\$77,001	\$78,000	\$683

\$78,001	\$79,000	\$690
\$79,001	\$80,000	\$694
\$80,001	\$81,000	\$701
\$81,001	\$82,000	\$707
\$82,001	\$83,000	\$711
\$83,001	\$84,000	\$716
\$84,001	\$85,000	\$724
\$85,001	\$86,000	\$728
\$86,001	\$87,000	\$733
\$87,001	\$88,000	\$739
\$88,001	\$89,000	\$745
\$89,001	\$90,000	\$752
\$90,001	\$91,000	\$757
\$91,001	\$92,000	\$762
\$92,001	\$93,000	\$767
\$93,001	\$94,000	\$773
\$94,001	\$95,000	\$780
\$95,001	\$96,000	\$784
\$96,001	\$97,000	\$791
\$97,001	\$98,000	\$797
\$98,001	\$99,000	\$801
\$99,001	\$100,000	\$806

- ❖ For valuations exceeding \$100,000, the building permit fee shall be \$806 for the first \$100,000, plus \$5.60 for each additional \$1,000, or fraction thereof.
- ❖ A plan check fee is assessed on building permits that exceed \$25,000 in valuation for multi-family, commercial and industrial buildings. This is calculated at 65% of the building permit fee.
- ❖ A plan check fee of \$280 is assessed on all new one (1) and two (2) family residential buildings.
- ❖ After-the-fact permits (*construction initiated before review and approval of a complete building permit application*) shall be assessed double the building permit fee.

MISCELLANEOUS BUILDING DIVISION  
APPLICATION FEES

TYPE	APPLICATION FEE
Residential Demolition Permit	\$200, plus Erosion Control Permit if applicable

Commercial Demolition Permit	\$300, plus Erosion Control Permit if applicable
Erosion Control Permit	\$50 per acre, plus bond/surety
Code Compliance Inspection	\$75-Residential, \$150-Commercial
Re-inspections	\$75 per re-inspect
Research	\$50/hour
Initial Building Permit	\$35
Sewer Permit	\$35
Water Permit	\$35

PLANNING/ENGINEERING DIVISION(S)  
DEVELOPMENT REVIEW  
FEE SCHEDULE

TYPE OF REVIEW	APPLICATION FEE
Preliminary Plat	\$1,000
Final Plat/Re-Plat (25 lots or less)	\$1,200
Final Plat/Re-plat (26 lots or more)	\$1,800
Minor Boundary Adjustment Plat	\$200
Right-Of-Way Vacation	\$400
Zone Change	\$750
Conditional Use Permit	\$600
Variance/Exception	\$600
Site Plan (up to 20,000 square feet)	\$600
Site Plan (20,001-43,560 square feet)	\$1,200
Site Plan (43,561 square feet or more)	\$2,000
Old Yellowstone District Architectural Design Review	Free (Other Fees May Apply, i.e. Site Plan, Plat, etc.)
PUD Guidelines/Site Plan (Initial Review)	\$2,300
PUD Amendment	\$1,000
Annexation	\$1,000 (Other Fees May Apply, i.e. Plat, Zone Change, etc.)
Zoning Research	\$50/Hour
City-Owned Property License/Lease Application	\$250

- ❖ After-the-fact permits (*development initiated before review and approval of a complete application*) may be assessed double the initial fee.
- ❖ County Clerk Recording fees are included in applicable application fees.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:



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ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation


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Fleur D. Tremel  
City Clerk

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Kenyne Humphrey  
Mayor

November 3, 2017

**MEMO TO:** J. Carter Napier, City Manager 

**FROM:** Andrew Beamer, Public Services Director  
Dan Coryell, Parks Manager

**SUBJECT:** Amendment to the Lease between the City of Casper and Spectra Venue Management

Meeting Type & Date  
Regular Council Meeting  
November 21, 2017

Action type  
Resolution

Recommendation  
That Council, by resolution, authorize an amendment to the lease agreement between the City of Casper and Spectra Venue Management (Spectra) to manage, operate, and provide food and beverage at Hogadon Basin Ski Area.

Summary  
A Request for Proposals was advertised in September to procure the services of a professional concessionaire to develop, improve, manage, and operate the food, beverages, restaurant, bar, lounge, and dining areas at Hogadon Basin Ski Area. Two proposals were submitted for review. After the interview process, Spectra was selected to manage the food and beverage operations.

Hogadon Basin Ski Area's food and beverage operation is a stand-alone operation. Located inside the lodge stands an industrial sized back-of-house kitchen with all new appliances, scramble area, full bar with pour room, grand dining area and two outdoor decks. Spectra will provide food & beverage services during normal operating hours, 5 days a week. These services include breakfast, lunch, beverage, snack and dinner related items geared toward a skier during the ski season. Spectra will also have exclusivity for reserving the spaces in the lodge for banquets, weddings, and all catered style events.

Spectra has a history of working with the City of Casper by providing management, food and beverage operations, and partnership services to the City of Casper's Events Center. This relationship provides Spectra with a comprehensive understanding of the market, which is enhanced by their on-site team at the Casper Events Center who will be able to provide oversight and support to the Hogadon Basin food and beverage operation. Utilization of Spectra's staff from the events center will offer Hogadon and the City a seamless transition, as all staff at Hogadon will already have been trained in Spectra's management and operation philosophies. Key trainings for Spectra's staff include first and foremost excellent customer service, food safety training, guest relations, point of sale usage, alcohol awareness and responsible vending, company policies and procedures, and food allergies.

Maximizing revenues at Hogadon is a top priority. Spectra is affiliated with Comcast Corporation which offers significant industry contacts and resources to assist in their marketing research and advertising. Spectra will work with the City of Casper to not only drive revenues for food and beverage but also drive catering sales, increase repeat business, convert attendees into food and beverage buyers, and drive season pass sales.

To have better flow and one source of communication for reserving areas in Hogadon's lodge for weddings, banquets, and meetings, the City is requesting to amend resolution 17-165 that established fees for the use of Hogadon Basin Ski Area. Staff has created an amendment that adds a subsection to the Lodge/Venue pricing. This new subsection will allow the manager of the food and beverage operations at Hogadon (Spectra) to handle all reservations and create different rate styles according to the size of each reservation.

Spectra has agreed to make a contribution of Fifty Thousand Dollars (\$50,000) to the Hogadon Basin Ski Area and shall be used for mutually agreed upon improvements to the Hogadon Basin food and beverage areas, including a Point of Sale System and the purchase of all needed small wares. The City will pay Spectra a base management fee for their services in the amount of \$35,000 for the first year of the contract. Starting with the period of July 1, 2018 to June 30, 2019, and continuing in each subsequent 12-month period, the Hogadon Base Fee shall be increased over the Hogadon Base Fee from the previous Operating Year in accordance with the percentage increase in the CPI over the previous twelve (12) month period. Spectra's incentive fee is to earn ten percent (10%) of net profits which will be calculated as all revenues minus all operating expenses including the base management fee. All other profits/revenues will belong to the City.

The term for this agreement will be for 5 years. It will become effective on November 23, 2017 and expire at 11:59pm on November 23, 2022. At the end of the term, the agreement shall renew automatically for additional one (1) year periods, unless and until either party terminates this agreement effective at the end of any operating year by giving not less than 120 days prior written notice to the other party.

#### Financial Considerations

Attached Amendment showing fees

#### Oversight/Project Responsibility

Dan Coryell, Parks Manager

#### Attachments

Resolution for the Amendment to the Spectra Management Agreement  
Amendment  
Resolution to Amend Resolution 17-165



## AMENDMENT TO MANAGEMENT AGREEMENT

This Amendment to Management Agreement (this "Amendment") is entered into as of \_\_\_\_\_, 2017, between Global Spectrum, L.P., a Delaware limited partnership d/b/a Spectra Venue Management ("Manager"), and the City of Casper ("City").

WHEREAS, Manager and City are parties to a certain Management Agreement dated October 1, 2016, (the "Agreement"), pursuant to which City engaged Manager to manage, operate and provide food and beverage at the Casper Events Center (the "Center"); and

WHEREAS, the City owns the Hogadon Basin Ski Area, a ski resort with two (2) concessions stands and a catering hall of approximately 18,000 square feet ("Hogadon Basin"); and

WHEREAS, the parties now desire to amend the Agreement to expand Manager's scope of service thereunder to include operation of the food and beverage service at Hogadon Basin, subject to and in accordance with the terms hereof;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

1. Capitalized terms used in this Amendment and not otherwise defined in this Amendment shall have the meaning given to such terms in the Agreement.

2. The Term of the Agreement is hereby extended to expire on November 23, 2022. To effectuate such change, Section 4.1 of the Agreement is hereby amended and restated as follows:

"The term of this Agreement shall begin on the Effective Date, and, unless sooner terminated pursuant to the provisions of Section 4.2 below, shall expire at 11:59 p.m. on November 23, 2022 ("Term"). At the end of the Term, this Agreement shall renew automatically for additional one (1) year periods, unless and until either party terminates this Agreement effective at the end of any Operating Year by giving not less than 120 days' prior written notice to the other party. There is no limit to the number of one-year automatic renewals."

3. A new Article 19 is added to the Agreement, as follows:

### "ARTICLE 19 HOGADON BASIN FOOD AND BEVERAGE SERVICE

19.1 Commencing November 24, 2017, Manager shall have the sole and exclusive right to manage and perform, and Manager hereby agrees to manage and perform, all food and beverage concession and catering service at the Hogadon Basin (as more fully described below,

the “Hogadon Basin Food/Beverage Service”). No other third party shall perform food or beverage service at the Hogadon Basin without Manager’s prior written consent (which it may withhold in its discretion). Manager may engage sub-contractors to sell food and beverages at the Hogadon Basin when approved in writing by the City. For the sake of clarity, Manager’s services at the Hogadon Basin shall be limited to operating and providing food and beverage services, and shall not include management, operation, promotion, marketing, or maintenance of the ski slope areas or any other areas of the Hogadon Basin other than the duties and services specifically described herein as being part of the Hogadon Basin Food/Beverage Services.

19.2 Manager shall have the exclusive right to use (or permit a third party to use, as applicable) the concession stands, novelty stands, customer serving locations, food preparation areas, vendor commissaries, kitchen and warehouse facilities, catering areas, and other food service related areas of the Hogadon Basin, together with the improvements, equipment and personal property upon or within such areas, for the purpose of providing the Hogadon Basin Food/Beverage Service. The City shall provide, at no cost to Manager, all small wares and equipment reasonably required by Manager to perform the Hogadon Basin Food/ Beverage Service. Any new small wares and equipment reasonably necessary to provide food and beverages at the Hogadon Basin shall be treated as an Operating Expense or Capital Expenditures, as applicable.

19.3 The Hogadon Basin Food/Beverage Services to be provided by Manager shall consist of the following duties:

(a) Develop and implement all necessary policies and procedures for the food and beverage operations;

(b) Engage and oversee employees necessary to perform the Hogadon Food/Beverage Services;

(c) Manage the food service operation in compliance with and subject to all federal, state and local laws, ordinances and regulations (including, without limitation, health, alcohol, and sanitation codes and regulations with respect to the sanitation and purity of the food and beverage products for sale);

(d) Arrange for all minor repairs and routine maintenance to the equipment used in the operation of the Hogadon Basin Food/Beverage Service;

(e) Keep the food and beverage facilities and equipment neat, clean and in a sanitary condition;

(f) Undertake appropriate advertising, marketing and promotion of the food and beverage offerings at the Hogadon Basin;

(g) Develop menus, portions, brands, prices, themes and marketing approaches. Manager shall be entitled to set the prices for such items for sale, but Manager agrees to confer with the City Contract Administrator and take the City’s views into account prior to setting (or changing) such prices; and

(h) Order, stock, prepare, pay for (as an Operating Expense) and sell appropriate foods and beverages.

19.4. The City shall apply for and maintain in its name all appropriate alcohol licenses and permits at the Hogadon Basin, and shall permit Manager to sell alcohol under such licenses and permits, subject to applicable law. All costs associated with this process shall be Operating Expenses. Manager shall be authorized to sell alcohol during normal Lodge hours of 9 am to 5 pm, and at catered events in Lodge up to 11:30 pm.

19.5 All revenue to the Facility from operation of the Hogadon Food/Beverage Service shall be deemed to be Revenue, and shall be deposited by Manager into the Operating Account. All expenses incurred in connection with the provision of the Hogadon Food/Beverage Service shall be Operating Expenses, payable by Manager with funds from the Operating Account.

19.6 Manager shall have the right to sell advertising, sponsorship and other commercial rights at the Hogadon Basin and, in such case, Manager shall be entitled to receive a commission on such sales consistent with the terms of Section 3.5 of this Agreement.

19.7 Manager shall not provide off-site catering from Hogadon Basin without the prior approval of the City.

19.8 The City shall initially set the rates for rental of the catering premises at the Hogadon Basin. Manager may modify such rates, with the prior, written, approval of the City Manager or his/her designee, based upon catering levels to be purchased by the customer (e.g., rent could be waived if food/beverages purchases exceed a pre-determined amount), provided such modifications are non-discriminatory and applied consistently.

19.9 Manager shall ensure that each of its employees serving alcohol at Hogadon Basin is properly trained in alcohol safety and serving, through TIPS, TEAM, ServSafe or other similar program.”

4. A new Article 20 is added to the Agreement, as follows:

“ARTICLE 20  
FEE FOR PROVISION OF SERVICES AT HOGADON BASIN

20.1 In consideration of Manager’s provision of the Hogadon Basin Food/Beverage Services, the City shall pay Manager an additional fee (above and beyond the fees described in Article 3 of the Agreement), which shall be comprised of both a base fee (“Hogadon Base Fee”) and an incentive fee (“Hogadon Incentive Fee”), as follows:

(a) Hogadon Base Fee. The Hogadon Base Fee shall be as follows:

From November 24, 2017, to June 30, 2018: \$35,000.

Beginning on July 1, 2018, and continuing on each July 1 that follows, the Hogadon Base Fee shall be increased over the Hogadon Base Fee from the previous Operating Year in accordance with the percentage increase in the CPI over the previous twelve (12) month period (i.e., the difference, expressed as a percentage, between the value of the CPI published most recently prior to the commencement of the preceding Operating Year and the value of the CPI published most recently prior to the commencement of the Operating Year for which the CPI adjustment will apply).

The Hogadon Base Fee shall be payable to Manager monthly, in advance, beginning on November 23, 2017, and payable on the first (1<sup>st</sup>) day of each month thereafter (prorated as necessary for any partial months). Manager shall be entitled to pay itself such amount from the Operating Account.

(b) Hogadon Incentive Fee. In addition to the Hogadon Base Fee, Manager shall be paid ten percent (10%) of Net Profits from the Hogadon Basin Food/Beverage Services. "Net Profits" shall mean all Revenue from the Hogadon Basin Food/Beverage Services, less all Operating Expenses from the Hogadon Food/Beverage Services. This computation shall take Revenue and Operating Expenses only from the Hogadon Basin Food/Beverage Service into account, and shall be separate and distinct from the fees and calculations set forth in Article 3 of this Agreement, which calculations shall not take into account any Revenue or Operating Expenses from the Hogadon Basin Food/Beverage Services. For purposes of computing the Net Profits under this paragraph, the Base Fee shall be considered an Operating Expense. The incentive fee described in this paragraph shall be paid to Manager no later than 120 days of the end of each Operating Year."

5. A new Article 21 is added to the Agreement, as follows:

"ARTICLE 21  
ADDITIONAL TERMS FOR PROVISION OF SERVICES AT HOGADON BASIN

21.1 All expenses related to Manager's performance of the Hogadon Basin Food/Beverage Services shall be funded by the City, consistent with Article 10 of the Agreement. Manager shall have no costs for its own account with respect to such duties. Such expenses shall be deemed to be Operating Expenses, subject to the provisions of the Agreement relating to Operating Expenses. All revenue generated by Manager's performance of the Hogadon Basin Food/Beverage Services shall be for the account of the City, and shall be deemed to be Revenue, subject to the provisions of the Agreement relating to Revenue.

21.2 The parties agree that Manager shall develop a separate Operating Budget for the Hogadon Basin Food/Beverage Services each Operating Year (separate than the Operating Budget described under Section 8.1 of the Agreement). The Operating Budget for the period of November 24, 2017, through June 30, 2018, shall be developed and agreed upon no later than December 15, 2017. The Operating Budget for each succeeding Operating Year shall be developed and agreed upon no later than March 31 prior to the start of such year. The City agrees

not to unreasonably withhold its approval of any budget submitted by Manager. The provisions of Sections 8.2 and 8.3 of the Agreement shall apply to the Operating Budget for the Hogadon Basin Food/Beverage Services.

21.3 Manager shall deposit all Revenue from the Hogadon Basin Food/Beverage Services into the Operating Account. Manager shall pay all Operating Expenses related to the Hogadon Basin Food/Basin Beverage Services from such account. The administration and funding of such accounts shall be as set forth in Articles 8 and 9 of the Agreement, except that no Event Account shall be established for the Hogadon Basin Food/Beverage Services. The City shall, no later than November 24, 2017, deposit into the Operating Account the budgeted or otherwise approved expenses for the months of November and December 2017, and January 2018, and shall thereafter on the 1<sup>st</sup> day of each month (starting with January 2018) fund the account with the budgeted or otherwise approved expenses for that month (leaving at all times an extra month of expenses in such account to be available for deficits or emergency funding). Manager shall be authorized to access such account to pay Operating Expenses at the Hogadon Basin. If, at any time, Manager anticipates that the actual expenses to be incurred hereunder for the Hogadon Basin will exceed the amounts budgeted for, Manager shall notify the City and work together with the City to develop a plan to limit such expenses with the goal of achieving the budget. If it is determined by the parties that additional expenses are necessary and consistent with the terms of this Amendment, the City shall fund such additional amounts. The cost of any capital projects, replacements of equipment, renovations or refurbishments at the Hogadon Basin shall be borne by the City outside of the Operating Budget.

21.4 Manager shall maintain separate financial records, and provide to the City separate financial reports, for the Hogadon Basin Food/Beverage Services in accordance with the terms in Article 11 of the Agreement.

21.5 In order to capitalize on efficiencies, the parties acknowledge that Manager intends to utilize certain staff members or other resources from its management and provision of food/beverages at the Events Center to provide services at the Hogadon Basin. In such case, the cost of employing such individuals or cost of other shared resources shall be allocated between the Operating Budgets for the Event Center and the Hogadon Basin in a manner mutually agreed between the City and Manager.

21.6 Manager Contribution. Manager hereby agrees to make a contribution of Fifty Thousand Dollars (\$50,000) to the Hogadon Basin (the “**Contribution**”). The Contribution shall be paid to the Events Center operating account within sixty (60) days following the Effective Date, and shall be used for mutually agreed upon improvements to the Hogadon Basin food and beverage areas, including possibly a Point of Sale System and for the purchase of small wares. All equipment and improvements purchased with the Contribution shall be owned by the City upon installation thereof, but shall be subject to a lien and security interest in favor of Manager until the Contribution is fully amortized. The Contribution shall be amortized on a straight line basis over a five (5) year period (at the rate of 1/60 per month), commencing on the Effective Date. Upon the expiration or termination (for any reason whatsoever, including without limitation if due to a breach, default or bankruptcy event by or affecting Manager) of this Agreement, the City shall immediately pay to Manager the unamortized amount of the Contribution.”

6. To the extent the foregoing is inconsistent with the Agreement, the Agreement is deemed amended hereby. All references to the Agreement in the Agreement or in any other document referencing the Agreement shall be deemed to refer to the Agreement as amended hereby. Except for the specific modifications set forth above, all of the provisions of the Agreement shall remain unmodified and in full force and effect.

7. This Amendment shall be governed by and construed in accordance with the laws of the State of Wyoming, without regard to conflicts of law.

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment as of the date first set forth above.

APPROVED AS TO FORM:

*Fleur D. Tremel*

\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A municipal corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

WITNESS:

GLOBAL SPECTRUM, L.P.  
d/b/a Spectra Venue Management

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

RESOLUTION NO. 17-221

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE  
MANAGEMENT AGREEMENT BETWEEN THE CITY OF  
CASPER AND GLOBAL SPECTRUM, L.P. A DELAWARE  
LIMITED PARTNERSHIP D/B/A SPECTRA VENUE  
MANAGEMENT

WHEREAS, Spectra and City are parties to a certain Management Agreement dated October 1, 2016 (the "Agreement"), pursuant to which City engaged Spectra to manage, operate and provide food and beverage at the Casper Events Center; and


WHEREAS, the City owns Hogadon Basin Ski Area, a ski resort with two (2) concession stands and a catering hall of approximately 18,000 square feet; and

WHEREAS, the parties now desire to amend the Agreement to expand Spectra's scope of service thereunder to include operation of the food and beverage service at the Hogadon Basin, subject to and in accordance with the terms hereof;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, an amendment to the Agreement between the City of Casper and Global Spectrum, L.P., a Delaware limited partnership d/b/a Spectra Venue Management for the operation of food and beverage at Hogadon Basin Ski Area.

PASSED, APPROVED, AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Kenyne Humphrey  
Mayor

November 3, 2017

**MEMO TO:** J. Carter Napier, City Manager *JCN*

**FROM:** Andrew Beamer, Public Services Director  
Dan Coryell, Parks Manager

**SUBJECT:** Amendment to the Lease between the City of Casper and Spectra Venue Management

Meeting Type & Date  
Regular Council Meeting  
November 21, 2017

Action type  
Resolution

Recommendation

That Council, by resolution, authorize an amendment to the lease agreement between the City of Casper and Spectra Venue Management (Spectra) to manage, operate, and provide food and beverage at Hogadon Basin Ski Area.

Summary

A Request for Proposals was advertised in September to procure the services of a professional concessionaire to develop, improve, manage, and operate the food, beverages, restaurant, bar, lounge, and dining areas at Hogadon Basin Ski Area. Two proposals were submitted for review. After the interview process, Spectra was selected to manage the food and beverage operations.

Hogadon Basin Ski Area's food and beverage operation is a stand-alone operation. Located inside the lodge stands an industrial sized back-of-house kitchen with all new appliances, scramble area, full bar with pour room, grand dining area and two outdoor decks. Spectra will provide food & beverage services during normal operating hours, 5 days a week. These services include breakfast, lunch, beverage, snack and dinner related items geared toward a skier during the ski season. Spectra will also have exclusivity for reserving the spaces in the lodge for banquets, weddings, and all catered style events.

Spectra has a history of working with the City of Casper by providing management, food and beverage operations, and partnership services to the City of Casper's Events Center. This relationship provides Spectra with a comprehensive understanding of the market, which is enhanced by their on-site team at the Casper Events Center who will be able to provide oversight and support to the Hogadon Basin food and beverage operation. Utilization of Spectra's staff from the events center will offer Hogadon and the City a seamless transition, as all staff at Hogadon will already have been trained in Spectra's management and operation philosophies. Key trainings for Spectra's staff include first and foremost excellent customer service, food safety training, guest relations, point of sale usage, alcohol awareness and responsible vending, company policies and procedures, and food allergies.



Maximizing revenues at Hogadon is a top priority. Spectra is affiliated with Comcast Corporation which offers significant industry contacts and resources to assist in their marketing research and advertising. Spectra will work with the City of Casper to not only drive revenues for food and beverage but also drive catering sales, increase repeat business, convert attendees into food and beverage buyers, and drive season pass sales.

To have better flow and one source of communication for reserving areas in Hogadon's lodge for weddings, banquets, and meetings, the City is requesting to amend resolution 17-165 that established fees for the use of Hogadon Basin Ski Area. Staff has created an amendment that adds a subsection to the Lodge/Venue pricing. This new subsection will allow the manager of the food and beverage operations at Hogadon (Spectra) to handle all reservations and create different rate styles according to the size of each reservation.

Spectra has agreed to make a contribution of Fifty Thousand Dollars (\$50,000) to the Hogadon Basin Ski Area and shall be used for mutually agreed upon improvements to the Hogadon Basin food and beverage areas, including a Point of Sale System and the purchase of all needed small wares. The City will pay Spectra a base management fee for their services in the amount of \$35,000 for the first year of the contract. Starting with the period of July 1, 2018 to June 30, 2019, and continuing in each subsequent 12-month period, the Hogadon Base Fee shall be increased over the Hogadon Base Fee from the previous Operating Year in accordance with the percentage increase in the CPI over the previous twelve (12) month period. Spectra's incentive fee is to earn ten percent (10%) of net profits which will be calculated as all revenues minus all operating expenses including the base management fee. All other profits/revenues will belong to the City.

The term for this agreement will be for 5 years. It will become effective on November 23, 2017 and expire at 11:59pm on November 23, 2022. At the end of the term, the agreement shall renew automatically for additional one (1) year periods, unless and until either party terminates this agreement effective at the end of any operating year by giving not less than 120 days prior written notice to the other party.

#### Financial Considerations

Attached Amendment showing fees

#### Oversight/Project Responsibility

Dan Coryell, Parks Manager

#### Attachments

Resolution for the Amendment to the Spectra Management Agreement  
Amendment  
Resolution to Amend Resolution 17-165

RESOLUTION NO.17-222

A RESOLUTION AMENDING RESOLUTION 17-165 REGARDING THE FEES FOR THE USE OF HOGADON BASIN SKI AREA.

WHEREAS, the Casper City Council passed Resolution 17-165 on August 15, 2017; and,

WHEREAS, Resolution 17-165 established rates for the use of Hogadon Basin Ski Area; and,

WHEREAS, the Casper City Council has agreed to an Amendment to the Management Agreement with Global Spectrum, L.P., to expand their scope of service to include operation of the food and beverage service at the Hogadon Basin; and,

WHEREAS, the parties desire more flexibility in setting rates than is currently granted under Resolution 17-165.

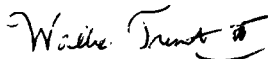
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That paragraph E. shall be added to Section 4. of Resolution 17-165 as follows:

4. LODGE/VENUE RENTAL:

E. THE FOOD AND BEVERAGE VENDOR MAY MODIFY SUCH RATES AND TIMES BASED UPON CATERING LEVELS TO BE PURCHASED BY THE CUSTOMER (E.G., RENT COULD BE WAIVED IF FOOD/BEVERAGES PURCHASES EXCEED A PRE-DETERMINED AMOUNT), PROVIDED SUCH MODIFICATIONS ARE NON-DISCRIMINATORY AND APPLIED CONSISTENTLY, ALL AS FURTHER DESCRIBED IN SECTION 19.8 OF THE AMENDMENT TO THE MANAGEMENT AGREEMENT.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation


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Fleur D. Tremel  
City Clerk

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Kenyne Humphrey  
Mayor

October 17, 2017

**MEMO TO:** J. Carter Napier, City Manager 

**FROM:** Tom Pitlick, Financial Services Director   
Pete Meyers, Assistant Financial Services Director   
Connie Arnold, Finance Supervisor

**SUBJECT:** Authorize the discharge of \$15,990.48 of uncollectible accounts receivable balances, aged between the dates of July 1, 2012 and September 30, 2012, including more recent bankruptcies.

**Meeting Type & Date**

Regular Council Meeting, November 21, 2017

**Action Type**

Minute Action

**Recommendation**

That Council, by Minute Action, authorize the discharge of \$15,990.48 of uncollectible accounts receivable balances, aged between the dates of July 1, 2012 and September 30, 2012, including more recent bankruptcies.

**Summary**

Wyoming State Statute 16-4-502 specifies that amounts owed to the City can be discharged by the City Council upon certification of those accounts to the City Council by the City Manager. The accompanying list meets the certification requirement, which requires that an account be uncollectible by means of collection efforts being exhausted, death, or bankruptcy. Staff has cross referenced the current utility accounts, payroll, and accounts receivable database for names and addresses as a final review.

Staff is always reticent to release any debt as uncollectible. After sixty days of pursuit by City Staff, unpaid debts are referred to a private collection agency. But after five years of collection effort, these debts have not been collected. It has become exceedingly unlikely that additional effort expended on collection will result in any additional payments.

The attached accounts receivable list shows all amounts owed up to September 30, 2012, as well as several more recent bankruptcies. This proposed discharge maintains five (5) years of accounts receivable on the aged trial balance, supporting staff's current workflow to continually clear up bad debt. The total balance of \$15,990.48 is certified for discharge.

**Financial Considerations**

The accounts requested to be discharged will have no financial impact to the City's reported financial results. The City adjusts bad debt expense at the end of each fiscal year, and because the proposed accounts for write-off are five (5) years old, they have been previously recognized.

**Oversight/Project Responsibility**

Connie Arnold, Finance Supervisor

**Attachments**

Summary Table – Fund breakdown of the Uncollectible Accounts Receivable Discharge List  
City of Casper Uncollectible Accounts Receivable Discharge Listing – Up Through 9/30/12.

**CITY OF CASPER**

**UNCOLLECTIBLE ACCOUNTS RECEIVABLE DISCHARGE**

**As of September 30, 2012,  
Includes more recent bankruptcies**

**Summary Table**

<b>Discharge Reason</b>	<b>Non-Utility</b>	<b>Water Distribution</b>	<b>Wastewater Collection</b>	<b>Refuse Collection</b>	<b>Total Amount</b>
<b>Collection Efforts Exhausted</b>	<b>\$1,410.76</b>	<b>\$8,758.04</b>	<b>\$2,977.95</b>	<b>\$2,705.30</b>	<b>\$15,852.05</b>
<b>Bankruptcy</b>		<b>83.96</b>	<b>36.45</b>	<b>18.02</b>	<b>\$138.43</b>
<b>Total</b>	<b>\$1,410.76</b>	<b>\$8,842.00</b>	<b>\$3,014.40</b>	<b>\$2,723.32</b>	<b>\$15,990.48</b>

CITY OF CASPER

UNCOLLECTIBLE ACCOUNTS RECEIVABLE DISCHARGE

As of September 30, 2012,


Includes more recent bankruptcies

Listing by Account Holder

<u>Customer Name</u>	<u>Date</u>	<u>Amount</u>	<u>Reason</u>
Allen, Carrie	01-Sep-12	\$ 36.60	Collection Effort Exhausted
Asbury, Tyler	27-Jul-16	\$ 66.32	Bankruptcy
Boe, Shelby	01-Aug-12	\$ 25.20	Collection Effort Exhausted
Boothman, Jeramy	14-Aug-12	\$ 122.26	Collection Effort Exhausted
Brown, James	24-Jul-12	\$ 79.77	Collection Effort Exhausted
Brown, Sarah	02-Sep-12	\$ 207.48	Collection Effort Exhausted
Bunker, Kameron	19-Jul-12	\$ 135.14	Collection Effort Exhausted
Campbell, Christopher	07-Sep-12	\$ 150.95	Collection Effort Exhausted
Campbell, Clint	08-Sep-12	\$ 176.54	Collection Effort Exhausted
Carabajal, Armando	11-Jul-12	\$ 117.90	Collection Effort Exhausted
Carlson, Zach	05-Jul-12	\$ 154.56	Collection Effort Exhausted
Carrera, Tony	24-Sep-12	\$ 158.37	Collection Effort Exhausted
Carter, Nickolas	10-Sep-12	\$ 286.15	Collection Effort Exhausted
Cates, Shannon	28-Aug-17	\$ 48.07	Bankruptcy
Clark, Christy	19-Sep-12	\$ 355.03	Collection Effort Exhausted
Clark, Robert	02-Aug-12	\$ 98.85	Collection Effort Exhausted
Cleavenger, Connie	09-Sep-12	\$ 185.10	Collection Effort Exhausted
Collins, Robin	17-Jul-12	\$ 92.06	Collection Effort Exhausted
Connolly, Kimberly	13-Jul-12	\$ 229.64	Collection Effort Exhausted
Crashley Jr, Kenneth	14-Sep-12	\$ 249.96	Collection Effort Exhausted
Darezzo, Greg	25-Sep-12	\$ 162.64	Collection Effort Exhausted
Day, Trinity	15-Jul-12	\$ 103.08	Collection Effort Exhausted
Delaney, Brian	20-Aug-12	\$ 201.74	Collection Effort Exhausted
Dennison, Shannon	18-Sep-12	\$ 140.65	Collection Effort Exhausted
Doherty, Karrie	08-Aug-12	\$ 143.38	Collection Effort Exhausted
Druffel, Kelcey	04-Aug-12	\$ 143.32	Collection Effort Exhausted
Eddy, Summer	02-Jun-14	\$ 24.04	Bankruptcy
Edmiston, Crystal	03-Aug-12	\$ 94.74	Collection Effort Exhausted
Elliott, Morris	29-Sep-12	\$ 32.76	Collection Effort Exhausted
Erosg, Duane	11-Aug-12	\$ 122.12	Collection Effort Exhausted
Evans, Chris	30-Jul-12	\$ 35.63	Collection Effort Exhausted
Fitzgerald, George	20-Sep-12	\$ 200.56	Collection Effort Exhausted
Flores, Luis	21-Sep-12	\$ 86.65	Collection Effort Exhausted
Franke, Jason	16-Sep-12	\$ 138.17	Collection Effort Exhausted
Gates, Adam	25-Aug-12	\$ 39.89	Collection Effort Exhausted
Geboe, Leslie	23-Sep-12	\$ 336.81	Collection Effort Exhausted
Gillespie, Sherrie	12-Jul-12	\$ 198.60	Collection Effort Exhausted
Gisse, Kristy	21-Aug-12	\$ 153.46	Collection Effort Exhausted
Gothard, Bruce	12-Aug-12	\$ 142.96	Collection Effort Exhausted
Hagen, Anita	31-Aug-12	\$ 458.56	Collection Effort Exhausted
Hand, Amber	11-Sep-12	\$ 397.21	Collection Effort Exhausted

Hinckley, Thomas	09-Aug-12	\$	148.65	Collection Effort Exhausted
Jastren, Robert	09-Jul-12	\$	120.23	Collection Effort Exhausted
Jensen, Lindsay	22-Jul-12	\$	124.14	Collection Effort Exhausted
Johnson, Rodney	17-Aug-12	\$	165.87	Collection Effort Exhausted
Jones, Clyde	22-Aug-12	\$	36.10	Collection Effort Exhausted
Kathios, Destiny	06-Sep-12	\$	59.80	Collection Effort Exhausted
KWYW-FM99.1 The Gun	08/28/12	\$	637.50	Collection Effort Exhausted
Lavine, Ryan	10-Aug-12	\$	159.92	Collection Effort Exhausted
Lawson, Becky	28-Aug-12	\$	148.07	Collection Effort Exhausted
Lemley, Cassandra	18-Jul-12	\$	8.85	Collection Effort Exhausted
Lengrand, George	03-Sep-12	\$	113.41	Collection Effort Exhausted
Leonard, Jeremy	29-Aug-12	\$	216.32	Collection Effort Exhausted
Lindsay, Laurie	23-Jul-12	\$	62.68	Collection Effort Exhausted
Logan, David	28-Jul-12	\$	114.19	Collection Effort Exhausted
Lohrenz, Jeffrey	25-Jul-12	\$	15.70	Collection Effort Exhausted
Lozon, Brian	12-Sep-12	\$	136.02	Collection Effort Exhausted
Lund, Eric	15-Sep-12	\$	224.18	Collection Effort Exhausted
Maher, Robert	06-Aug-12	\$	85.93	Collection Effort Exhausted
Mayo, Gregory	06-Jul-12	\$	164.59	Collection Effort Exhausted
Mcateer, Amy	27-Jul-12	\$	111.44	Collection Effort Exhausted
Mcclendon, Ashley	26-Aug-12	\$	249.41	Collection Effort Exhausted
Mcdivitt, Joseph	15-Aug-12	\$	11.61	Collection Effort Exhausted
McLaughlin, Robert	13-Aug-12	\$	262.21	Collection Effort Exhausted
Miller, Lillian	23-Aug-12	\$	157.23	Collection Effort Exhausted
Mitchell, Amber	24-Aug-12	\$	134.58	Collection Effort Exhausted
Monroe, Corbin	16-Jul-12	\$	24.83	Collection Effort Exhausted
Moon, Brian	05-Aug-12	\$	131.51	Collection Effort Exhausted
Moore, James Walter	07/31/12	\$	763.26	Collection Effort Exhausted
Neilson, Autumn	27-Aug-12	\$	154.29	Collection Effort Exhausted
Nelson, Brianna	30-Aug-12	\$	69.28	Collection Effort Exhausted
New Testament Apostolic	20-Jul-12	\$	2,196.28	Collection Effort Exhausted
Nickerson, Jodi	13-Sep-12	\$	119.21	Collection Effort Exhausted
Nygaard, Barbara	18-Aug-12	\$	144.82	Collection Effort Exhausted
Nyrehn, Brandon	04-Sep-12	\$	184.84	Collection Effort Exhausted
Oler, Tanner	14-Jul-12	\$	97.34	Collection Effort Exhausted
Palmer, Kimberly	05-Sep-12	\$	26.44	Collection Effort Exhausted
Peterson, David	31-Jul-12	\$	129.70	Collection Effort Exhausted
Puhrman, Lydia	07-Aug-12	\$	83.77	Collection Effort Exhausted
Reed, Justin	08/30/12	\$	10.00	Collection Effort Exhausted
Roman, Emily	17-Sep-12	\$	40.24	Collection Effort Exhausted
Rosty, Chad	10-Jul-12	\$	212.73	Collection Effort Exhausted
Sanderson, Shane	19-Aug-12	\$	87.91	Collection Effort Exhausted
Schiltz, Aspen	07-Jul-12	\$	182.73	Collection Effort Exhausted
Slee, Jane	16-Aug-12	\$	21.23	Collection Effort Exhausted
Spring, Mitchell	28-Sep-12	\$	5.87	Collection Effort Exhausted
Stransky, Carianne	26-Jul-12	\$	99.05	Collection Effort Exhausted
Tamburi, Collett	08-Jul-12	\$	31.17	Collection Effort Exhausted
Waller, Lisa	29-Jul-12	\$	40.37	Collection Effort Exhausted
West Side Motel	26-Sep-12	\$	857.75	Collection Effort Exhausted
Williams, Michelle	27-Sep-12	\$	17.12	Collection Effort Exhausted
Wray, Zach	22-Sep-12	\$	128.09	Collection Effort Exhausted
Wright, Marcy	21-Jul-12	\$	129.10	Collection Effort Exhausted

November 21, 2017

MEMO TO: Her Honor, The Mayor, and Members of City Council  
FROM: J. Carter Napier, City Manager   
SUBJECT: Amoco Reuse Agreement Joint Powers Board Reappointments

Meeting Type & Date

Regular Council Meeting, November 21, 2017

Action Type

Minute Action

Recommendation:

That Council, by minute action, authorize the reappointments of Ben Schrader, Doug Follick, and Bob Chynoweth to the Amoco Reuse Agreement Joint Powers Board (ARAJPB).

Summary:

The ARAJPB has three (3) members whose terms will expire on December 31, 2017. All three have submitted letters requesting to be reappointed. This is the first term for each of them, therefore they are eligible to apply for reappointment for an additional three (3) year term.

The ARAJPB is a joint City/County board which requires approval from both the City Council and the County Commissioners. The Commissioners have indicated they wish to reappoint these gentlemen. This item is on the County Commissioners November 21, 2017, agenda for approval.

Mr. Schrader, Mr. Follick, and Mr. Chynoweth would each be appointed for one (1) additional three (3) year term beginning January 1, 2018 and expiring December 31, 2020.

Financial Considerations:

No Financial Considerations.

Oversight/Project Responsibility:

Amoco Reuse Agreement Joint Powers Board.

Attachments:

The reappointment request letters from each member are attached.



September 18, 2017

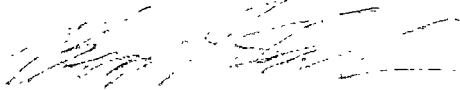
Honorable Mayor of Casper and  
Chair of the Natrona County Commissioners

Honorable Mayor, Kenyne Humphrey and County Commission Chair, John Lawson

Please accept this letter as an expression of my desire to be reappointed for a second, three-year term on the Amoco Reuse Agreement Joint Powers Board. My current term expires at the end of this year and I would welcome the opportunity to remain on the board for another term to continue supporting our important work in progress.

During my tenure on the board I have served as Secretary and am currently serving as Vice-Chairman. I continue to be passionate about the Board's efforts in developing the Platte River Commons and Salt Creek Heights as well as improving the operational performance of Three Crowns Golf Course. I strongly believe I can be an asset to the board for another term.

Thank you in advance for your consideration.



Ben Schrader  
520-370-3061

September 20, 2017

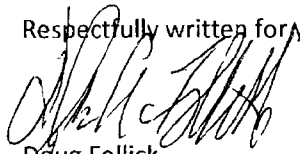
Honorable Mayor of Casper and  
Chair of the Natrona County Commissioners

Honorable Mayor, Kenyne Humphrey and County Commission Chair, John Lawson

Please accept this letter as my aspiration to be reappointed for a second, three-year term on the Amoco Reuse Agreement Joint Powers Board. My current term expires at the end of this year and I would welcome the opportunity to remain on the board for another term to continue supporting our important efforts.

During my tenure on the Board, I have served as Chairman on the Three Crowns Committee. I continue to be avid about the Board's efforts to continue to reduce the operational costs and enhance the performance at Three Crowns. I have sat on this Committee both as a City Representative and now as an ARAJPB Representative. I am also enthused about the development on the Platte River Commons and Salt Creek Heights. I have confidence that I am a strong Board Member and want to continue to do so.

Respectfully written for your consideration.



Doug Follick  
307-267-6394

33 Valley Drive  
Casper, WY 82604

October 11, 2017

Ms. Kenyne Humphrey  
Mayor of the City of Casper  
200 North Center  
Casper, WY 82604

Re: Amoco Reuse Agreement Joint Powers Board Member Appointment

Honorable Mayor Humphrey,

Please accept this letter as an expression of my desire to be considered for appointment to a second, three year term on the Amoco Reuse Agreement Joint Powers Board. My first and present term will expire on December 31, 2017.

I have very much enjoyed the association with the other Board members and the ARAJPB Executive Director, Renee Hahn, in accomplishing our objectives which have been:

- Promote the sale of land properties thru Refined Properties
- Invest the cash reserves thru Kirkpatrick Pettis Capital Management, a D.A. David-Son Company
- Provide economic development funding for local projects, such as the David Street Station, this year in the amount of \$150,000.
- Give oversight to the operation and maintenance of Three Crowns Golf Course.

I would appreciate the opportunity to continue developing solutions to the challenges of fulfilling the Amoco Reuse Plan and Agreement created in 1998. I believe this basic concept is workable and can continue to be effective during its 99 year life.

During most of my first term, I have served as Treasurer of the ARAJPB and concurrently as Treasurer of the Three Crowns Management Committee. My profession as an accountant, CPA, and for many years as Treasurer of Wyoming Machinery Company has contributed to the accomplishments of the Board. I believe my skills will continue to contribute to the Board during my second term.

Thank you for your consideration of my reappointment.

Sincerely yours,



Robert T. Chynoweth