

# **COUNCIL MEETING AGENDA**

**Casper City Council**

**City Hall, Council Chambers**

**Tuesday, December 3, 2019, 6:00 p.m.**



## **COUNCIL POLICY** **PUBLIC STATEMENTS**

- I. Members of the Public Wishing to Speak to an Item Already on the Agenda, Other Than a Public Hearing, or Second or Third Reading Ordinance, Must Submit a Request to the City Clerk's Office by 12:00 Noon on the Monday Immediately Preceding the Council Meeting, or May Speak During the Communications From Persons Present.
- II. 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.
- III. 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.
- IV. Questions Posed by Speakers May, or May Not be Responded to by Council Members.
- V. 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 19, 2019 REGULAR COUNCIL MEETING, AS PUBLISHED IN THE CASPER STAR-TRIBUNE ON NOVEMBER 29, 2019**

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4. CONSIDERATION OF MINUTES OF THE NOVEMBER 19, 2019 EXECUTIVE SESSION – LAND ITEMS AND LITIGATION

5. CONSIDERATION OF BILLS AND CLAIMS

6. BRIGHT SPOTS IN OUR COMMUNITY - 150TH ANNIVERSARY OF WYOMING WOMEN'S SUFFRAGETTE PROCLAMATION

7. COMMUNICATIONS

A. From Persons Present

8. ESTABLISH DATE OF PUBLIC HEARINGS

A. Consent

1. Establish December 17, 2020, as the Public Hearing Date for Consideration of:

- a. Transfer of Ownership for **Retail Liquor License No. 36**, Owned by Urban Market Wines, LLC d/b/a **Urban Bottle Wine & Spirits**, Located at 410 South Ash Street.
- b. New **Bar and Grill Liquor License No. 12** for Adega, LLC., d/b/a **Qdoba Mexican Eats**, Located at 5030 East 2nd Street.
- c. New **Bar and Grill Liquor License No. 13** for EDG, LLC., d/b/a **Qdoba Mexican Eats**, Located at 4009 CY Avenue.

2. Establish February 18, 2020, as the Public Hearing Date for Consideration of:

- a. **Liquor License Renewals** for Licensing Period **April 1, 2020 through March 31, 2021**.

9. PUBLIC HEARINGS

A. Ordinance

1. Approving the **City-Initiated Annexation** of Thirteen (13) Properties Along the **West Side of South Poplar, South of West 50th Street**; and the Zoning of Said Properties as AG (Urban Agriculture).
2. Approving a **Plat and Subdivision Agreement** for the **Fairgrounds Home Addition No. 2**.
3. Approving the **Annexation and Plat** Creating the **Ihli Addition** to the City of Casper, and **Zoning** of said Addition as R-2 (One Unit Residential).

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## 10. SECOND READING ORDINANCES

- A. **Plat** Creating the **Dewald Divide Addition**, a Subdivision Agreement, and a Zone Change of said Addition to C-2 (General Business), R-4 (High Density Residential) and ED (Educational District).

1. Communications from Persons Present

- B. Amendment to Section 10.24.010 and Section 10.24.010 of the Casper Municipal Code pertaining to **Thirty and Forty Mile Per Hour Speed Zones**.

1. Communications from Persons Present

## 11. FIRST READING ORDINANCES

- A. Amending Section 2.04.040 of the Casper Municipal Code – Salaries.

## 12. RESOLUTIONS

- A. Consent

1. Authorizing a Contract for **Outside-City Sewer Service** with **Rubis Land Company, LLC**, for 11115 U.S. Highway 20/26.
2. Authorizing a Procurement Agreement with **Kubwater Resources, Inc.**, in the Amount of \$44,960 for **Zetag 7593 Polymer** for use at the Wastewater Treatment Plant.
3. Authorizing a One-Year Contract Agreement with **Desert Mountain Corporation** for Delivery of **Ice Slicer** for Winter Operation at the Cost of \$108.45 a Ton, up to a Total Amount of \$300,000.
4. Authorizing a Professional Services Agreement for **Wrecker Services** with **All Around Towing, Transport and Recovery, E & F Towing, M.A.D. Transportation & Towing**, and **On the Hook Recovery and Transport**.
5. Authorizing a Professional Services Agreement between the City of Casper and **Graves Consulting, LLC** to Conduct a **Comprehensive Compensation and Classification Study**.

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### 13. MINUTE ACTION

#### A. Consent

1. **Rejecting the Bids** for the **CY Booster Station Replacement** Project No. 16-024.
2. Authorizing the Reappointment of **Mark Pepper** to the **Economic Development Joint Powers Board**.

### 14. INTRODUCTION OF MEASURES AND PROPOSALS BY MEMBERS OF THE CITY COUNCIL

### 15. ADJOURNMENT

Upcoming Council meetings

#### **Council meetings**

6:00 p.m. Tuesday, December 17, 2019– Council Chambers

6:00 p.m. Tuesday, January 14, 2020 – Council Chambers

#### **Work sessions**

4:30 p.m. Tuesday, December 10, 2019 – Council Meeting Room

4:30 p.m. Tuesday, January 7, 2020– 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 19, 2019

1. ROLL CALL

Casper City Council met in regular session at 6:00 p.m., Tuesday, November 19, 2019. Present: Councilmembers Bates, Cathey, Freel, Hopkins, Huber, Johnson, Lutz, Pacheco, and Mayor Powell.

2. PLEDGE OF ALLEGIANCE

Girl Scout Troop 1839 led the audience in the Pledge of Allegiance.

3. MINUTES

Moved by Councilmember Pacheco, seconded by Councilmember Cathey, to, by minute action, approve the minutes of the November 5, 2019, regular Council meeting, as published in the Casper-Star Tribune on November 14, 2019. Motion passed.

4. EXECUTIVE SESSION MINUTES

Moved by Councilmember Hopkins, seconded by Councilmember Lutz, to, by minute action, approve the minutes of the November 5, 2019, executive session. Motion passed.

5. BILLS & CLAIMS

Moved by Councilmember Johnson, seconded by Councilmember Freel, to, by minute action, approve payment of the November 19, 2019, bills and claims, as audited by City Manager Napier. Motion passed.

Bills & Claims 11/19/19		
307CllsnCntr	Services	4,071.00
71Const	Projects	29,563.00
AMBI	Services	1,128.74
AAALndscpng	Services	774.51
AceHrdwr	Goods	464.21
Airgas	Goods	851.51
AllianceElect	Services	257.86
Allurtech	Services	42.00
Alsco	Services	842.72
AmeriTech	Services	609.29
Amerigas	Goods	923.01
Arcadis	Projects	24,445.90
AtlanticElect	Services	849.42
AtlasOffice	Goods	1,636.81
AtlasRprdction	Services	14.00
Bargreen	Goods	66.57
BnkofAmerica	Goods	130,564.48
BigWest	Services	8,725.00
CarrCoatings	Services	99,000.00
CsprBldgSystems	Projects	7,905.40

CsprElectric	Projects	1,090.42
CsprPblcUtilities	Utilities	349,693.36
CsprStarTrib	Ads	1,148.92
CsprTire	Goods	340.00
CtrlWyRegWtr	Funding	412,836.97
CenturyLink	Utilities	18,206.40
Cigna	Services	11,856.91
CityofCasper	Services	97,139.08
CivilEng	Services	780.00
Convergeone	Services	834.58
CPU	Goods	22,703.25
CrownConst	Services	128,316.50
CSConsulting	Services	2,000.00
DavidsonFxdIncome	Services	3,881.01
DCFrostAssoc	Services	40,278.48
Dell	Services	166.39
DRuiz	Services	160.00
DynmcCntrl	Services	158,313.00
EdgeEng	Services	400.00
EmrgencyMed	Services	899.40
EngnrngDsign	Services	5,875.00
FHiday	Reimb	150.00
FirstData	Services	6,639.88
FirstIntrstBk	Services	45.45
FMoore	Reimb	147.59
FrtCasperMsmAssoc	Services	1,479.00
GaryMarsh	Services	1,839.83
GolderAssoc	Projects	33,475.79
GSGArch	Projects	2,451.64
HDREng	Services	6,611.24
HendersonDrilling	Services	1,604.85
Homax	Goods	26,082.28
Inberg-Miller	Services	1,348.50
IntegratedTech	Services	5,280.00
JWatson	Reimb	284.98
KeenanSupply	Goods	10,491.82
KellySvcs	Services	66.33
KiwanisClub	Dues	228.00
KnifeRvr	Goods	400,779.72
Kubwater	Goods	5,618.85
LNCurtis	Goods	10,755.00
LwOffHYoung	Services	1,350.00
LisasSpicSpan	Services	800.00
LongBldg	Services	7,506.22
LowerCo	Services	2,700.00

MDolbare	Reimb	120.11
MMcDaniels	Reimb	120.99
McMurry	Goods	2,939.75
Motorola	Goods	10,117.83
MtnWest	Utilities	2,000.00
Napa	Goods	99,033.05
NCHHealth	Funding	45,000.00
NCSheriff	Services	121,513.35
OlsonAutobody	Services	3,099.51
OneCallWY	Services	736.50
PeakGeosltns	Services	2,779.26
PelicanCorp	Goods	2,248.94
PepperTnk	Services	1,200.00
PostalPros	Services	3,219.70
PrsrvtionSolutions	Services	1,250.00
PSCC	Services	507.77
RamshornConst	Services	42,792.35
RealDeal	Services	3,500.00
RckyMtnPwr	Utilities	68,232.26
RootrSwr	Services	483.48
RsslInd	Services	3,817.47
SafetyKleen	Services	255.00
ShoshoneDist	Goods	305.00
Simplot	Goods	4,833.85
SoftDr	Goods	178.00
Stealth	Services	48,726.29
ThirtyThreeMIRd	Services	234.00
TopOffice	Services	73.61
TransmissionDist	Services	19,766.03
TretoConst	Projects	375,479.82
TylerTech	Services	23,716.05
Verizon	Utilities	120.11
ViewpntGov	Services	2,457.00
VisionSvcPlan	Services	1,197.32
WardwellWtr	Utilities	114.05
WayneColemanConst	Projects	101,534.79
WearParts	Goods	48.18
WenckAssoc	Services	15,768.15
WstrnPlnsLnscping	Services	12,611.64
WiredElect	Projects	2,872.50
WyDeptofWrkfr	Services	2,004.00
WYMachinery	Goods	7,507.35
Xerox	Services	221.08
Total		3,132,128.21

6. COMMUNICATIONS FROM PERSONS PRESENT

Individuals addressing the Council were: Craig Sheets, regarding various safety issues; Thea True-Wells and members of Girl Scout Troop #1839; and Chris Detrick, 3570 Washakie St., requesting speed control in the vicinity of Kelly Walsh High School (specifically Washakie and Wind River Avenue). Councilmembers had several questions and comments for Mr. Detrick. Andrea Boyer, 2116 Omaha Trl, Bar Nunn, shared concerns about women being allowed to be topless in public.

7. ESTABLISH PUBLIC HEARINGS

Moved by Councilmember Pacheco, seconded by Councilmember Hopkins, to, by minute action, establish December 3, 2019, as the public hearing date for the consideration of:

- a. approve the City-initiated annexation of thirteen (13) properties along the west side of South Poplar, south of West 50th Street; and the zoning of said properties as AG (Urban Agriculture);
- b. approve a plan and subdivision agreement for the Fairgrounds Home Addition No. 2;
- c. plat creating the Ihli Addition to the City of Casper, and zoning of said addition as R-2 (One Unit Residential); and

Establish January 7, 2020, as the public hearing date for the consideration of:

- a. annexation compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the annexation of thirteen (13) properties along the west side of South Poplar, south of West 50th Street; and the zoning of said properties as AG (Urban Agriculture), complies with W.S. 15-1-402.

1. Resolution.

2. Third reading ordinance approving annexation, and zoning of thirteen (13) properties along the west side of South Poplar, south of West 50<sup>th</sup> Street; and

Establish January 21, 2020, as the public hearing date for the consideration of:

- a. annexation compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the annexation of the Ihli Addition to the City of Casper complies with W.S. §15-1-402.

1. Resolution.

2. Third reading ordinance approving annexation, and zoning of the Ihli Addition.

Motion passed.

8.A.1 PUBLIC HEARING - ORDINANCE

Mayor Powell opened the public hearing for the consideration of the plat creating the Dewald Divide Addition.

City Attorney Henley entered two (2) exhibits: correspondence from Liz Becher to J. Carter Napier, dated November 15, 2019 and an affidavit of publication, as published in the Casper-Star Tribune, dated November 4, 2019. City Manager Napier provided a brief report.

Speaking in support was David Dewald, applicant. There being no others to speak for or against the issues involving the Dewald Divide Addition, the public hearing was closed.



Following ordinance read:

ORDINANCE NO. 32-19  
AN ORDINANCE APPROVING A PLAT, SUBDIVISION  
AGREEMENT AND ZONE CHANGE CREATING THE  
DEWALD DIVIDE ADDITION SUBDIVISION IN THE CITY OF  
CASPER, WYOMING.

Councilmember Cathey presented the foregoing ordinance for approval, on first reading. Seconded by Councilmember Freel. Motion passed.

8.A.2 PUBLIC HEARING - ORDINANCE

Mayor Powell opened the public hearing for the consideration of an ordinance amending the Casper Municipal code pertaining to thirty and forty mile per hour speed zones.

City Attorney Henley entered one (1) exhibit: correspondence from Andrew Beamer to J. Carter Napier, dated October 9, 2019. City Manager Napier provided a brief report.

Speaking in opposition was Gabriel Green, 5041 Pay It Forward Drive.

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

Following ordinance read:

ORDINANCE NO. 33-19  
AN ORDINANCE AMENDING SECTION 10.24.010 AND  
SECTION 10.24.020 OF THE CASPER MUNICIPAL CODE  
PERTAINING TO THIRTY AND FORTY MILE PER HOUR  
SPEED ZONES.

Councilmember Johnson presented the foregoing ordinance for approval, on first reading. Seconded by Councilmember Huber. Motion passed.

8.B PUBLIC HEARING - MINUTE ACTION

Mayor Powell opened the public hearing for the consideration of transfer of ownership for Retail Liquor License No. 18 for 3OH7 Hospitalities, LLC d/b/a C85 @ The Wonder Bar, located at 256 South Center Street to Casper Chop House, LLC, d/b/a Wyoming's Rib and Chop House, located at 256 South Center Street.

City Attorney Henley entered five (5) exhibits: correspondence from Fleur Tremel, to J. Carter Napier, dated October 21, 2019; an affidavit of publication, as published in the Casper-Star Tribune, dated November 12, 2019; an affidavit of website publication, as published on the City of Casper website, dated November 8, 2019; an affidavit of notice of conspicuous posting, as posted at 256 South Center Street, dated November 8, 2019; and the liquor license application filed October 16, 2019. City Manager Napier provided a brief report.

Speaking in support was Chris O'Brian, applicant.

There being no others to speak for or against the issues involving Retail Liquor License No. 18, the public hearing was closed.

Moved by Councilmember Hopkins, seconded by Councilmember Freel, to, by minute action, authorize the issuance of Retail Liquor License No. 18. Motion passed.

9.A ORDINANCE— THIRD READING

Following ordinance read:

ORDINANCE NO. 30-19

AN ORDINANCE APPROVING A ZONE CHANGE OF 1.65-ACRES DESCRIBED AS TRACT A, GARDEN CREEK SQUARE ADDITION SUBDIVISION IN THE CITY OF CASPER, WYOMING.

WHEREAS, an application has been made to rezone the above described tract from zoning classification Planned Unit Development (PUD) to General Business (C-2); and, WHEREAS, after a public hearing on September 19, 2019, 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:

Tract A, Garden Creek Square Addition, described as a 1.65 -acre parcel located at the northwest corner of SW Wyoming Boulevard and South Coffman Avenue, is hereby rezoned from zoning classification Planned Unit Development (PUD) to General Business (C-2).

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 1<sup>st</sup> reading the 15<sup>th</sup> day of October, 2019.

PASSED on 2<sup>nd</sup> reading the 5<sup>th</sup> day of November, 2019.

PASSED, APPROVED, AND ADOPTED on third and final reading the 19<sup>th</sup> day of November, 2019.

Councilmember Bates presented the foregoing ordinance for approval, on third reading. Seconded by Councilmember Johnson.

There being no one to speak regarding the ordinance, and no discussion or amendments, motion passed.

9.B ORDINANCE— THIRD READING

Following ordinance read:

ORDINANCE NO. 31-19

AN ORDINANCE AMENDING SECTION 16.16.020 AND 16.24.010 OF THE CASPER MUNICIPAL CODE TO COINCIDE WITH UPDATES TO THE HORIZONTAL REFERENCE DATUM USED BY THE CITY OF CASPER.

WHEREAS, the City of Casper is moving to a new horizontal datum for which all data submitted to the City should be referenced as defined by Casper Municipal Code Sections

16.16.020 and 16.24.010; and,

WHEREAS, the City Council of Casper, Wyoming, has determined that Sections 16.16.020 and 16.24.010 of the Casper Municipal Code should be amended to update the horizontal reference datum; and,

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

Section 1:

That Section 16.16.020.V.3 of the Casper Municipal Code shall be amended to read as follows: Survey data shall be compatible with the City GIS and CAD infrastructures, all data must be horizontally referenced to NAD 83(2011) Wyoming state plane east central zone, US Survey Feet. That Section 16.24.010.R.3.a of the Casper Municipal Code shall be amended to read as follows: Horizontal Control: NAD 83(2011) Wyoming state plane east central zone, US Survey Feet.

Section 2:

This ordinance shall become in full force and effect twenty-one (21) days after passage on third reading.

PASSED on 1<sup>st</sup> reading the 15<sup>th</sup> day of October, 2019.

PASSED on 2<sup>nd</sup> reading the 5<sup>th</sup> day of November, 2019.

PASSED, APPROVED, AND ADOPTED on third and final reading the 19<sup>th</sup> day of November, 2019.

Councilmember Cathey presented the foregoing ordinance for approval, on third reading. Seconded by Councilmember Johnson.

There being no one to speak regarding the ordinance, and no discussion or amendments, motion passed.

10. CONSENT RESOLUTIONS

The following resolutions were considered, by consent agenda:

RESOLUTION NO. 19-222

A RESOLUTION AUTHORIZING A GRANT AGREEMENT WITH THE WYOMING OFFICE OF STATE LANDS AND INVESTMENTS FOR THE MIDWEST AVENUE RECONSTRUCTION - ELM STREET TO SPRUCE STREET PROJECT.

RESOLUTION NO. 19-223

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 3 WITH JTL GROUP, INC., DBA KNIFE RIVER, INC., FOR A PRICE INCREASE FOR THE 2018 ARTERIALS & COLLECTORS IMPROVEMENTS PROJECT NO. 17-093.

RESOLUTION NO. 19-224

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 WITH CARR COATINGS LLC, FOR A TIME EXTENSION AS PART OF THE NORTH PARK TANK EXTERIOR PAINTING PROJECT.

RESOLUTION NO. 19-225

A RESOLUTION AUTHORIZING A RIGHT-OF-WAY EASEMENT WITH ROCKY MOUNTAIN POWER FOR THE CASPER ICE ARENA ICE CHILLER SYSTEM REPLACEMENT, PROJECT NO. 15-58.

RESOLUTION NO. 19-226

A RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES WITH WWC ENGINEERING (WWC), FOR PROFESSIONAL SERVICES FOR PHASE 2A OF THE K STREET IMPROVEMENTS PROJECT.

RESOLUTION NO. 19-227

A RESOLUTION AUTHORIZING A COOPERATIVE AGREEMENT WITH THE WYOMING DEPARTMENT OF TRANSPORTATION FOR THE INTERSTATE 25 & CASPER MARGINAL WATER AND SANITARY SEWER MAIN REPLACEMENT PROJECT.

RESOLUTION NO. 19-228

A RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES WITH WLC ENGINEERING, SURVEYING, AND PLANNING, INC. FOR DESIGN AND BIDDING FOR THE RIDGECREST ZONE 2 & 3 WATERLINE REPLACEMENTS, PROJECT NO. 19-037.

RESOLUTION NO. 19-229

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 WITH TRETO CONSTRUCTION LLC, FOR A TIME EXTENSION AND PRICE INCREASE AS PART OF THE NORTH BEVERLY STREET IMPROVEMENTS PROJECT.

RESOLUTION NO. 19-230

A RESOLUTION AUTHORIZING AN AGREEMENT WITH WYOMING MEDICAL CENTER FOR PUBLIC SAFETY DISPATCHING AND E-911 TELEPHONE SERVICES.

RESOLUTION NO. 19-231

A RESOLUTION AMENDING THE EMPLOYMENT AGREEMENT WITH CALLY E. LUND, MUNICIPAL JUDGE.

RESOLUTION NO. 19-232

A RESOLUTION ESTABLISHING A MEMORANDUM OF UNDERSTANDING BETWEEN THE HOGADON NIGHT SKIING PROJECT AND THE CITY OF CASPER FOR HOGADON NIGHT SKIING.

RESOLUTION NO. 19-233

A RESOLUTION AUTHORIZING RELEASE OF LOCAL ASSESSMENT DISTRICT LIENS.

Moved by Councilmember Huber, seconded by Councilmember Freel to suspend the rules of Council. Motion passed. Councilmember Huber shared his concerns with Resolution No. 19-229, a change order for the North Beverly Street improvements project, and asked for guidance on how to proceed. City Manager Napier offered that the item could be removed from the consent list and considered separately or that staff could provide further information. Mayor Powell asked several questions on about the project. City Manager Napier indicated that this project was challenging and that Treto Construction and the City worked hard to allow access to the area during construction. He also stated that complaints were received during the project. Councilmembers Lutz and Hopkins spoke about complaints they received. City Manager Napier offered that staff could further address the issue. Andrew Beamer, Public Services Director, spoke on time delays, liquidated damages, and the requested time extension. Mayor Powell asked about contractual obligations for construction firms to act in a professional manner. Councilmember Freel shared his concerns with complaints he received. City Manager Napier stated that it would be reasonable to include a professional standard in City contracts. Councilmember Huber said he would move to approve this resolution but with the addendum of both the expectation of decorum at a level required of City employees and a note regarding the patterns of delay with this project. Mayor Powell asked if decorum could be addressed for this project. Mr. Beamer stated that liquidated damages were already being assessed and that it is hard to change a contract after it has been executed. Councilmember Huber said this item could be considered as-is. Councilmember Freel asked about the completion date of the project, which Mr. Beamer addressed.

Councilmember Pacheco presented the foregoing twelve (12) resolutions for adoption. Seconded by Councilmember Freel. Motion passed.

11. MINUTE ACTION— CONSENT

Moved by Councilmember Johnson, seconded by Councilmember Lutz, to, by consent minute action:

- 1) authorize the purchase of one (1) new snow groomer and attachments, from Peterson Equipment, in the total amount of \$332,000;
- 2) authorize the purchase and installation of twelve (12) new foam filled loader tires, from Big Horn Tire Inc., in the total amount of \$70,378;
- 3) authorize the purchase of three (3) new mid-size police utility vehicles from Fremont Motors, in the total amount of \$237,450;
- 4) authorize the purchase of two (2) 2019 Honda CRF 1000LK Africa twin manual shift motorcycles from Casper Mountain Motorsports, in the total amount of \$27,665.50; and

5) authorize the purchase of one (1) 2019 Dodge Ram 3500 pickup with plow, from Fremont Motors, Casper, Wyoming, in the total amount of \$36,236.70.  
Motion passed.

12. INTRODUCTION OF MEASURES AND PROPOSALS

Councilmembers spoke on past and future community events, as well as meetings they attended.

13. ADJOURN INTO EXECUTIVE SESSION

Mayor Powell noted the next meetings of the City Council will be a work session to be held at 4:30 p.m., Tuesday, November 26, 2019, in the Council's meeting room; and, a regular Council meeting to be held at 6:00 p.m., Tuesday, December 3, 2019, in the Council Chambers.

At 7:21 p.m., it was moved Councilmember Pacheco, seconded by Councilmember Bates, to adjourn into executive session to discuss land items and litigation. Motion passed. Council moved into the Council meeting room.

At 8:20 p.m., it was moved by Councilmember Cathey, seconded by Councilmember Lutz, to adjourn the executive session. Motion passed. Council returned to the Council Chambers.

14. ADJOURNMENT

At 8:21 p.m., it was moved by Councilmember Cathey, seconded by Councilmember Lutz, to adjourn the regular Council meeting. Motion passed.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Fleur D. Tremel  
City Clerk

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Charles Powell  
Mayor

# City of Casper - Bills and Claims for December 03, 2019

## 129 HOSSS STEAK

129 HOSSS STEAK	Police Administration	EATING PLACES, RESTAURANTS	\$14.00
<i>129 HOSSS STEAK - Total For Police Administration</i>			<i>\$14.00</i>
<b>129 HOSSS STEAK - ALL DEPARTMENTS</b>			<b>\$14.00</b>

## 4TE DEWITT WATER SYS

4TE DEWITT WATER SYS	Municipal Court	UTILITIES-ELEC/GAS/HEAT OIL/SANITARY/WTR	\$43.10
4TE DEWITT WATER SYS	Municipal Court	UTILITIES-ELEC/GAS/HEAT OIL/SANITARY/WTR	\$36.25
<i>4TE DEWITT WATER SYS - Total For Municipal Court</i>			<i>\$79.35</i>
<b>4TE DEWITT WATER SYS - ALL DEPARTMENTS</b>			<b>\$79.35</b>

## 6040 Dominos Pizza

6040 Dominos Pizza	Water - Distribution	PIZZA FOR LATE LEAK	\$33.92
<i>6040 Dominos Pizza - Total For Water - Distribution</i>			<i>\$33.92</i>
<b>6040 Dominos Pizza - ALL DEPARTMENTS</b>			<b>\$33.92</b>

## 71 CONSTRUCTION, INC

71 CONSTRUCTION, INC	Streets	1/2" hot mix asphalt	\$7,389.48
<i>71 CONSTRUCTION, INC - Total For Streets</i>			<i>\$7,389.48</i>
<b>71 CONSTRUCTION, INC - ALL DEPARTMENTS</b>			<b>\$7,389.48</b>

## A.M.B.I. & SHIPPING,

A.M.B.I. & SHIPPING,	Council	Postage	\$1.95
<i>A.M.B.I. &amp; SHIPPING, - Total For Council</i>			<i>\$1.95</i>
A.M.B.I. & SHIPPING,	Customer Service	Postage	\$491.50
<i>A.M.B.I. &amp; SHIPPING, - Total For Customer Service</i>			<i>\$491.50</i>
A.M.B.I. & SHIPPING,	Fire Administration	Postage	\$10.80
<i>A.M.B.I. &amp; SHIPPING, - Total For Fire Administration</i>			<i>\$10.80</i>
A.M.B.I. & SHIPPING,	Ft. Caspar	Postage	\$7.80
<i>A.M.B.I. &amp; SHIPPING, - Total For Ft. Caspar</i>			<i>\$7.80</i>

A.M.B.I. & SHIPPING,	Health Insurance Fund	Postage	\$22.90
<i>A.M.B.I. &amp; SHIPPING, - Total For Health Insurance Fund</i>			\$22.90
A.M.B.I. & SHIPPING,	Human Resources	Postage	\$48.83
<i>A.M.B.I. &amp; SHIPPING, - Total For Human Resources</i>			\$48.83
A.M.B.I. & SHIPPING,	Planning - Admin	postage	\$235.40
<i>A.M.B.I. &amp; SHIPPING, - Total For Planning - Admin</i>			\$235.40
A.M.B.I. & SHIPPING,	Police Administration	Postage	\$314.27
<i>A.M.B.I. &amp; SHIPPING, - Total For Police Administration</i>			\$314.27
A.M.B.I. & SHIPPING,	Refuse - Residential	Postage	\$27.30
<i>A.M.B.I. &amp; SHIPPING, - Total For Refuse - Residential</i>			\$27.30
A.M.B.I. & SHIPPING,	Risk Management	Postage	\$4.35
<i>A.M.B.I. &amp; SHIPPING, - Total For Risk Management</i>			\$4.35
<b>A.M.B.I. &amp; SHIPPING, - ALL DEPARTMENTS</b>			<b>\$1,165.10</b>

## AAA LANDSCAPING

AAA LANDSCAPING	Balefill - Dispatch	Mowing Grass October 2019	\$330.00
<i>AAA LANDSCAPING - Total For Balefill - Dispatch</i>			\$330.00
<b>AAA LANDSCAPING - ALL DEPARTMENTS</b>			<b>\$330.00</b>

## Acropolis Pizza Cafe

Acropolis Pizza Cafe	Police Administration	EATING PLACES, RESTAURANTS	\$7.40
<i>Acropolis Pizza Cafe - Total For Police Administration</i>			\$7.40
<b>Acropolis Pizza Cafe - ALL DEPARTMENTS</b>			<b>\$7.40</b>

## ACTION GLASS

ACTION GLASS	Property Insurance Fund	Vandalism Repair. Claim #2505CA	\$270.67
<i>ACTION GLASS - Total For Property Insurance Fund</i>			\$270.67
<b>ACTION GLASS - ALL DEPARTMENTS</b>			<b>\$270.67</b>

## ADECCO USA, INC.

ADECCO USA, INC.	Balefill - Dispatch	Landfill Labor	\$280.82
<i>ADECCO USA, INC. - Total For Balefill - Dispatch</i>			\$280.82



<b>ADECCO USA, INC. - ALL DEPARTMENTS</b>	<b>\$280.82</b>
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## **ADOBE 800-833-6687**

ADOBE 800-833-6687	Metropolitan Planning Org	COMPUTER SOFTWARE STORES	\$629.87
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<i>ADOBE 800-833-6687 - Total For Metropolitan Planning Org</i>			<i>\$629.87</i>
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<b>ADOBE 800-833-6687 - ALL DEPARTMENTS</b>	<b>\$629.87</b>
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## **ADOBE CREATIVE CLOUD**

ADOBE CREATIVE CLOUD	City Manager	Monthly Adobe Creative Suite Subscription for	\$52.99
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<i>ADOBE CREATIVE CLOUD - Total For City Manager</i>			<i>\$52.99</i>
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<b>ADOBE CREATIVE CLOUD - ALL DEPARTMENTS</b>	<b>\$52.99</b>
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## **AELE INC**

AELE INC	Police Administration	SCHOOLS AND EDUCATIONAL SERVICES NOT ELS	\$1,290.00
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AELE INC	Police Administration	SCHOOLS AND EDUCATIONAL SERVICES NOT ELS	\$1,190.00
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<i>AELE INC - Total For Police Administration</i>			<i>\$2,480.00</i>
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<b>AELE INC - ALL DEPARTMENTS</b>	<b>\$2,480.00</b>
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## **AHERN RENTALS INC**

AHERN RENTALS INC	Balefill - Dispatch	Swivel	\$97.00
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<i>AHERN RENTALS INC - Total For Balefill - Dispatch</i>			<i>\$97.00</i>
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AHERN RENTALS INC	Refuse - Residential	Soap at Truck Barn	\$466.40
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<i>AHERN RENTALS INC - Total For Refuse - Residential</i>			<i>\$466.40</i>
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<b>AHERN RENTALS INC - ALL DEPARTMENTS</b>	<b>\$563.40</b>
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## **AIRGAS USA LLC**

AIRGAS USA LLC	Balefill - Proc	Grinding Wheels Baler ops	\$129.20
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<i>AIRGAS USA LLC - Total For Balefill - Proc</i>			<i>\$129.20</i>
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<b>AIRGAS USA LLC - ALL DEPARTMENTS</b>	<b>\$129.20</b>
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## **ALBERTSONS #0060**

ALBERTSONS #0060	Regional Water Operations	Pop/ paper plates	\$30.98
ALBERTSONS #0060	Regional Water Operations	Pop Paper plates credit for 00043400	(\$31.63)
ALBERTSONS #0060	Regional Water Operations	Pop paper plates	\$31.63
<i>ALBERTSONS #0060 - Total For Regional Water Operations</i>			<i>\$30.98</i>
<b>ALBERTSONS #0060 - ALL DEPARTMENTS</b>			<b>\$30.98</b>

## ALBERTSONS #0062

ALBERTSONS #0062	Animal Control	GROCERY STORES, SUPERMARKETS	\$20.48
<i>ALBERTSONS #0062 - Total For Animal Control</i>			<i>\$20.48</i>
<b>ALBERTSONS #0062 - ALL DEPARTMENTS</b>			<b>\$20.48</b>

## ALSCO

ALSCO	Balefill - Proc	Uniforms	\$81.26
<i>ALSCO - Total For Balefill - Proc</i>			<i>\$81.26</i>
ALSCO	Buildings & Structures Fund	Mats	\$68.17
ALSCO	Buildings & Structures Fund	Mats	\$76.25
<i>ALSCO - Total For Buildings &amp; Structures Fund</i>			<i>\$144.42</i>
ALSCO	Refuse - Residential	Uniforms	\$56.10
<i>ALSCO - Total For Refuse - Residential</i>			<i>\$56.10</i>
<b>ALSCO - ALL DEPARTMENTS</b>			<b>\$281.78</b>

## ALTITUDE RECYCLING E

ALTITUDE RECYCLING E	Balefill - Dispatch	Training on 2 Ram Baler	\$1,950.00
ALTITUDE RECYCLING E	Balefill - Dispatch	Extra Filters for Baler MRF	\$510.00
ALTITUDE RECYCLING E	Balefill - Dispatch	Drift Testing on Cylinder	\$1,800.00
<i>ALTITUDE RECYCLING E - Total For Balefill - Dispatch</i>			<i>\$4,260.00</i>
<b>ALTITUDE RECYCLING E - ALL DEPARTMENTS</b>			<b>\$4,260.00</b>

## AMAZON.COM

AMAZON.COM	WWTP - Operations	Refund for tax	(\$3.92)
<i>AMAZON.COM - Total For WWTP - Operations</i>			<i>(\$3.92)</i>
<b>AMAZON.COM - ALL DEPARTMENTS</b>			<b>(\$3.92)</b>

## AMAZON.COM BT80Z4DS3

AMAZON.COM BT80Z4DS3	Parks - Parks Maint.	OEC Training Book for Jeramie Watson	\$100.49
AMAZON.COM BT80Z4DS3 - Total For Parks - Parks Maint.			\$100.49
AMAZON.COM BT80Z4DS3 - ALL DEPARTMENTS			\$100.49

## Amazon.com SM9WK1F13

Amazon.com SM9WK1F13	WWTP - Operations	Operator book	\$82.24
Amazon.com SM9WK1F13 - Total For WWTP - Operations			\$82.24
Amazon.com SM9WK1F13 - ALL DEPARTMENTS			\$82.24

## AMAZON.COM WO3D64503

AMAZON.COM WO3D6450	Ft. Caspar	Pine View School Outreach Activity Supplies	\$13.98
AMAZON.COM WO3D64503 - Total For Ft. Caspar			\$13.98
AMAZON.COM WO3D64503 - ALL DEPARTMENTS			\$13.98

## AMERICAN TITLE AGENC

AMERICAN TITLE AGENC	Capital Projects Fund	2865,2866,2867,2922 O&E Report	\$500.00
AMERICAN TITLE AGENC - Total For Capital Projects Fund			\$500.00
AMERICAN TITLE AGENC - ALL DEPARTMENTS			\$500.00

## AMERIGAS - CASPER

AMERIGAS - CASPER	Balefill - Dispatch	Propane acct.201004168	\$264.46
AMERIGAS - CASPER	Balefill - Dispatch	Propane bldg heat 201015270	\$473.08
AMERIGAS - CASPER - Total For Balefill - Dispatch			\$737.54
AMERIGAS - CASPER - ALL DEPARTMENTS			\$737.54

## AMERI-TECH EQUIPMENT

AMERI-TECH EQUIPMENT	Balefill - Dispatch	Natural Gas	\$3.82
AMERI-TECH EQUIPMENT - Total For Balefill - Dispatch			\$3.82
AMERI-TECH EQUIPMENT - ALL DEPARTMENTS			\$3.82

## AMZN Mktp US

AMZN Mktp US	Ft. Caspar	Pine View School Outreach Activity	\$105.14
<i>AMZN Mktp US - Total For Ft. Caspar</i>			<i>\$105.14</i>
AMZN Mktp US	Police Administration	BOOK STORES	\$25.82
<i>AMZN Mktp US - Total For Police Administration</i>			<i>\$25.82</i>
AMZN Mktp US	Rec Center - Operations	BOOK STORES	\$43.99
AMZN Mktp US	Rec Center - Operations	BOOK STORES	\$25.24
<i>AMZN Mktp US - Total For Rec Center - Operations</i>			<i>\$69.23</i>
AMZN Mktp US	WWTP - Operations	Refund for tax	(\$4.32)
AMZN Mktp US	WWTP - Operations	Operations book	\$94.70
AMZN Mktp US	WWTP - Operations	Operations book	\$44.91
AMZN Mktp US	WWTP - Operations	Refund for tax	(\$1.95)
<i>AMZN Mktp US - Total For WWTP - Operations</i>			<i>\$133.34</i>
<b>AMZN Mktp US - ALL DEPARTMENTS</b>			<b>\$333.53</b>

## ARBY'S 5009026

ARBY'S 5009026	City Manager	Meal while attending Governor's Forum	\$12.26
<i>ARBY'S 5009026 - Total For City Manager</i>			<i>\$12.26</i>
<b>ARBY'S 5009026 - ALL DEPARTMENTS</b>			<b>\$12.26</b>

## ATLANTIC ELECTRIC, I

ATLANTIC ELECTRIC, I	Metro Animal Fund - Admin	Install electrical for new sewer pump	\$3,120.00
<i>ATLANTIC ELECTRIC, I - Total For Metro Animal Fund - Admin</i>			<i>\$3,120.00</i>
<b>ATLANTIC ELECTRIC, I - ALL DEPARTMENTS</b>			<b>\$3,120.00</b>

## ATLAS OFFICE PRODUCT

ATLAS OFFICE PRODUCT	Aquatics - Operations	CALENDAR	\$23.97
ATLAS OFFICE PRODUCT	Aquatics - Operations	CALENDARS	\$37.13
<i>ATLAS OFFICE PRODUCT - Total For Aquatics - Operations</i>			<i>\$61.10</i>
ATLAS OFFICE PRODUCT	Balefill - Diver	Printer Cartridge	\$299.63
<i>ATLAS OFFICE PRODUCT - Total For Balefill - Diver</i>			<i>\$299.63</i>
ATLAS OFFICE PRODUCT	Ice Arena - Operations	CALENDAR	\$34.16
<i>ATLAS OFFICE PRODUCT - Total For Ice Arena - Operations</i>			<i>\$34.16</i>

ATLAS OFFICE PRODUCT	Municipal Court	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$637.22
ATLAS OFFICE PRODUCT	Municipal Court	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$8.30
ATLAS OFFICE PRODUCT	Municipal Court	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$93.40
ATLAS OFFICE PRODUCT	Municipal Court	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$395.71
ATLAS OFFICE PRODUCT	Municipal Court	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$91.17
<i>ATLAS OFFICE PRODUCT - Total For Municipal Court</i>			<i>\$1,225.80</i>
ATLAS OFFICE PRODUCT	Police Administration	Envelopes	\$15.06
ATLAS OFFICE PRODUCT	Police Administration	Envelopes, Binder, Paper	\$291.42
ATLAS OFFICE PRODUCT	Police Administration	Ink Cartridge	\$233.70
ATLAS OFFICE PRODUCT	Police Administration	Misc. supplies	\$72.85
ATLAS OFFICE PRODUCT	Police Administration	Chipboard	\$19.96
ATLAS OFFICE PRODUCT	Police Administration	Misc. Office Supplies	\$83.97
ATLAS OFFICE PRODUCT	Police Administration	Keyboard	\$109.75
<i>ATLAS OFFICE PRODUCT - Total For Police Administration</i>			<i>\$826.71</i>
ATLAS OFFICE PRODUCT	Rec Center - Operations	CALENDARS	\$9.42
<i>ATLAS OFFICE PRODUCT - Total For Rec Center - Operations</i>			<i>\$9.42</i>
ATLAS OFFICE PRODUCT	Water - Distribution	gel pens	\$25.99
ATLAS OFFICE PRODUCT	Water - Distribution	hilighers	\$9.40
<i>ATLAS OFFICE PRODUCT - Total For Water - Distribution</i>			<i>\$35.39</i>
ATLAS OFFICE PRODUCT	WWTP - Operations	Calendars, planners, highliters	\$264.66
<i>ATLAS OFFICE PRODUCT - Total For WWTP - Operations</i>			<i>\$264.66</i>
<b>ATLAS OFFICE PRODUCT - ALL DEPARTMENTS</b>			<b>\$2,756.87</b>

## ATLAS REPRODUCTION

ATLAS REPRODUCTION	Planning - Admin	Laminate	\$7.80
<i>ATLAS REPRODUCTION - Total For Planning - Admin</i>			<i>\$7.80</i>
<b>ATLAS REPRODUCTION - ALL DEPARTMENTS</b>			<b>\$7.80</b>

## AUTOZONE #1294

AUTOZONE #1294	Sewer Fund - Collection	vehicle supplies-grease zert for grease gun	\$4.69
<i>AUTOZONE #1294 - Total For Sewer Fund - Collection</i>			<i>\$4.69</i>
<b>AUTOZONE #1294 - ALL DEPARTMENTS</b>			<b>\$4.69</b>

## B & B RUBBER STAMP S

B & B RUBBER STAMP S	Municipal Court	MISCELLANEOUS AND RETAIL STORES	\$37.75
<i>B &amp; B RUBBER STAMP S - Total For Municipal Court</i>			<i>\$37.75</i>
<b>B &amp; B RUBBER STAMP S - ALL DEPARTMENTS</b>			<b>\$37.75</b>

## BAILEY'S ACE HARDWAR

BAILEY'S ACE HARDWAR	Balefill - Dispatch	Landscape Tress south of baler	\$41.05
<i>BAILEY'S ACE HARDWAR - Total For Balefill - Dispatch</i>			<i>\$41.05</i>
<b>BAILEY'S ACE HARDWAR - ALL DEPARTMENTS</b>			<b>\$41.05</b>

## BAILEYS ACE HDWE

BAILEYS ACE HDWE	Municipal Court	HARDWARE STORES	\$18.59
<i>BAILEYS ACE HDWE - Total For Municipal Court</i>			<i>\$18.59</i>
<b>BAILEYS ACE HDWE - ALL DEPARTMENTS</b>			<b>\$18.59</b>

## BENIHANA LOMBARD

BENIHANA LOMBARD	Police Administration	EATING PLACES, RESTAURANTS	\$30.52
<i>BENIHANA LOMBARD - Total For Police Administration</i>			<i>\$30.52</i>
<b>BENIHANA LOMBARD - ALL DEPARTMENTS</b>			<b>\$30.52</b>

## BLACK HILLS ENERGY

BLACK HILLS ENERGY	Aquatics - Operations	Natural Gas	\$3,510.78
<i>BLACK HILLS ENERGY - Total For Aquatics - Operations</i>			<i>\$3,510.78</i>
BLACK HILLS ENERGY	Balefill - Dispatch	Natural Gas	\$3,932.62
<i>BLACK HILLS ENERGY - Total For Balefill - Dispatch</i>			<i>\$3,932.62</i>
BLACK HILLS ENERGY	Buildings & Structures Fund	Natural Gas	\$132.78
<i>BLACK HILLS ENERGY - Total For Buildings &amp; Structures Fund</i>			<i>\$132.78</i>
BLACK HILLS ENERGY	Cemetery	Natural Gas	\$142.01
<i>BLACK HILLS ENERGY - Total For Cemetery</i>			<i>\$142.01</i>
BLACK HILLS ENERGY	City Center	Natural Gas	\$138.86
<i>BLACK HILLS ENERGY - Total For City Center</i>			<i>\$138.86</i>
BLACK HILLS ENERGY	City Hall/Campus Buildings	Natural Gas	\$1,162.35

<i>BLACK HILLS ENERGY - Total For City Hall/Campus Buildings</i>			<i>\$1,162.35</i>
BLACK HILLS ENERGY	Fire Administration	Natural Gas	\$1,436.07
BLACK HILLS ENERGY	Fire Administration	Natural Gas	\$309.94
<i>BLACK HILLS ENERGY - Total For Fire Administration</i>			<i>\$1,746.01</i>
BLACK HILLS ENERGY	Fleet Maintenance Fund	Natural Gas	\$2,282.74
<i>BLACK HILLS ENERGY - Total For Fleet Maintenance Fund</i>			<i>\$2,282.74</i>
BLACK HILLS ENERGY	Ft. Caspar	Natural Gas	\$357.23
<i>BLACK HILLS ENERGY - Total For Ft. Caspar</i>			<i>\$357.23</i>
BLACK HILLS ENERGY	Golf - Operations	Natural Gas	\$372.57
<i>BLACK HILLS ENERGY - Total For Golf - Operations</i>			<i>\$372.57</i>
BLACK HILLS ENERGY	Ice Arena - Operations	Natural Gas	\$888.43
<i>BLACK HILLS ENERGY - Total For Ice Arena - Operations</i>			<i>\$888.43</i>
BLACK HILLS ENERGY	Marathon Bldg	Natural Gas	\$473.29
<i>BLACK HILLS ENERGY - Total For Marathon Bldg</i>			<i>\$473.29</i>
BLACK HILLS ENERGY	Metro Animal Fund - Admin	Natural Gas	\$832.53
<i>BLACK HILLS ENERGY - Total For Metro Animal Fund - Admin</i>			<i>\$832.53</i>
BLACK HILLS ENERGY	Miller St. Dorm	Natural Gas	\$46.87
<i>BLACK HILLS ENERGY - Total For Miller St. Dorm</i>			<i>\$46.87</i>
BLACK HILLS ENERGY	Parks - Parks Maint.	Natural Gas	\$144.22
<i>BLACK HILLS ENERGY - Total For Parks - Parks Maint.</i>			<i>\$144.22</i>
BLACK HILLS ENERGY	Rec Center - Operations	Natural Gas	\$863.79
<i>BLACK HILLS ENERGY - Total For Rec Center - Operations</i>			<i>\$863.79</i>
BLACK HILLS ENERGY	Regional Water Operations	Natural Gas	\$4,252.63
<i>BLACK HILLS ENERGY - Total For Regional Water Operations</i>			<i>\$4,252.63</i>
BLACK HILLS ENERGY	Sewer Fund - Collection	Natural Gas	\$11.08
<i>BLACK HILLS ENERGY - Total For Sewer Fund - Collection</i>			<i>\$11.08</i>
BLACK HILLS ENERGY	Water - Distribution	Natural Gas	\$801.06
<i>BLACK HILLS ENERGY - Total For Water - Distribution</i>			<i>\$801.06</i>
BLACK HILLS ENERGY	WWTP - Operations	Natural Gas	\$5,727.62
<i>BLACK HILLS ENERGY - Total For WWTP - Operations</i>			<i>\$5,727.62</i>
<b>BLACK HILLS ENERGY - ALL DEPARTMENTS</b>			<b>\$27,819.47</b>

## BLOEDORN LUMBER CASP

BLOEDORN LUMBER CASP	Hogadon - Admin	LUMBER AND BUILDING MATERIALS STORES	\$85.36
<i>BLOEDORN LUMBER CASP - Total For Hogadon - Admin</i>			<i>\$85.36</i>

<b>BLOEDORN LUMBER CASP - ALL DEPARTMENTS</b>	<b>\$85.36</b>
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## BOUND TREE MEDICAL L

BOUND TREE MEDICAL L	Hogadon - Operations	AED Sign	\$30.29
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<i>BOUND TREE MEDICAL L - Total For Hogadon - Operations</i>			<i>\$30.29</i>
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<b>BOUND TREE MEDICAL L - ALL DEPARTMENTS</b>	<b>\$30.29</b>
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## BRIDGETT SIMS

BRIDGETT SIMS	Aquatics - Aquatics Classes	Refund for Lifeguard Class	\$160.00
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<i>BRIDGETT SIMS - Total For Aquatics - Aquatics Classes</i>			<i>\$160.00</i>
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<b>BRIDGETT SIMS - ALL DEPARTMENTS</b>	<b>\$160.00</b>
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## BUDGET RENT-A-CAR

BUDGET RENT-A-CAR	Police Administration	BUDGET RENT-A-CAR	\$271.47
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<i>BUDGET RENT-A-CAR - Total For Police Administration</i>			<i>\$271.47</i>
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<b>BUDGET RENT-A-CAR - ALL DEPARTMENTS</b>	<b>\$271.47</b>
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## BUDGET.COM PREPAY RE

BUDGET.COM PREPAY RE	Police Administration	BUDGET RENT-A-CAR	\$235.51
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<i>BUDGET.COM PREPAY RE - Total For Police Administration</i>			<i>\$235.51</i>
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<b>BUDGET.COM PREPAY RE - ALL DEPARTMENTS</b>	<b>\$235.51</b>
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## CASELLE, INC.

CASELLE, INC.	Customer Service	December 2019 Contract Support	\$75.00
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<i>CASELLE, INC. - Total For Customer Service</i>			<i>\$75.00</i>
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<b>CASELLE, INC. - ALL DEPARTMENTS</b>	<b>\$75.00</b>
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## CASPER AREA TRANSPOR

CASPER AREA TRANSPOR	CATC - Operations	1%#16 Funding CATC July-Sept 2019	\$8,750.00
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<i>CASPER AREA TRANSPOR - Total For CATC - Operations</i>			<i>\$8,750.00</i>
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**CASPER AREA TRANSPOR - ALL DEPARTMENTS****\$8,750.00****CASPER COLLEGE FOUND**

CASPER COLLEGE FOUND	Social Community Services	2019 T-Bird Trek	\$428.57
<i>CASPER COLLEGE FOUND - Total For Social Community Services</i>			<i>\$428.57</i>

**CASPER COLLEGE FOUND - ALL DEPARTMENTS****\$428.57****CASPER STAR-TRIBUNE,**

CASPER STAR-TRIBUNE,	City Clerk	Council Minutes	\$1,954.60
<i>CASPER STAR-TRIBUNE, - Total For City Clerk</i>			<i>\$1,954.60</i>
CASPER STAR-TRIBUNE,	Planning - Admin	Notice Casper City Council	\$116.60
CASPER STAR-TRIBUNE,	Planning - Admin	Notice Casper Historic	\$47.04
CASPER STAR-TRIBUNE,	Planning - Admin	Annexation S. Poplar St.	\$890.80
<i>CASPER STAR-TRIBUNE, - Total For Planning - Admin</i>			<i>\$1,054.44</i>
CASPER STAR-TRIBUNE,	Water - Tanks	CY Booster Stn 16-024 Ad for bids	\$707.60
<i>CASPER STAR-TRIBUNE, - Total For Water - Tanks</i>			<i>\$707.60</i>
CASPER STAR-TRIBUNE,	WWTP - Operations	WWTP Rehab 19-007 Ad for Bids	\$495.36
<i>CASPER STAR-TRIBUNE, - Total For WWTP - Operations</i>			<i>\$495.36</i>

**CASPER STAR-TRIBUNE, - ALL DEPARTMENTS****\$4,212.00****CASPER TIRE**

CASPER TIRE	Refuse - Commercial	222276 2015 Frontload	\$35.00
CASPER TIRE	Refuse - Commercial	222255 2009 Rear Load Tire Repair	\$150.00
<i>CASPER TIRE - Total For Refuse - Commercial</i>			<i>\$185.00</i>

**CASPER TIRE - ALL DEPARTMENTS****\$185.00****CASPER/NATRONA COUNT**

CASPER/NATRONA COUNT	Police Administration	AUTOMOBILE PARKING LOTS AND GARAGES	\$30.00
<i>CASPER/NATRONA COUNT - Total For Police Administration</i>			<i>\$30.00</i>

**CASPER/NATRONA COUNT - ALL DEPARTMENTS****\$30.00****CENTRAL TRUCK & DIES**

CENTRAL TRUCK & DIES	WWTP - Operations	Drill bits	\$22.16
<i>CENTRAL TRUCK &amp; DIES - Total For WWTP - Operations</i>			<i>\$22.16</i>
<b>CENTRAL TRUCK &amp; DIES - ALL DEPARTMENTS</b>			<b>\$22.16</b>

## CENTURYLINK

CENTURYLINK	Fleet Maintenance Fund	Phone Use	\$142.10
<i>CENTURYLINK - Total For Fleet Maintenance Fund</i>			<i>\$142.10</i>
CENTURYLINK	Metro Animal Fund - Admin	Phone Use	\$154.58
<i>CENTURYLINK - Total For Metro Animal Fund - Admin</i>			<i>\$154.58</i>
CENTURYLINK	Municipal Court	Phone Use	\$23.76
<i>CENTURYLINK - Total For Municipal Court</i>			<i>\$23.76</i>
CENTURYLINK	Rec Center - Operations	Phone Use	\$281.38
<i>CENTURYLINK - Total For Rec Center - Operations</i>			<i>\$281.38</i>
CENTURYLINK	Sewer Fund - Collection	Phone Use	\$57.72
CENTURYLINK	Sewer Fund - Collection	Phone Use	\$44.48
<i>CENTURYLINK - Total For Sewer Fund - Collection</i>			<i>\$102.20</i>
CENTURYLINK	WWTP - Operations	Phone Use	\$157.12
<i>CENTURYLINK - Total For WWTP - Operations</i>			<i>\$157.12</i>
<b>CENTURYLINK - ALL DEPARTMENTS</b>			<b>\$861.14</b>

## CHEYENNE LITTLE AM

CHEYENNE LITTLE AM	City Manager	Meal while attending Governor's Forum	\$35.68
<i>CHEYENNE LITTLE AM - Total For City Manager</i>			<i>\$35.68</i>
<b>CHEYENNE LITTLE AM - ALL DEPARTMENTS</b>			<b>\$35.68</b>

## CHICK-FIL-A #02983

CHICK-FIL-A #02983	Police Administration	FAST FOOD RESTAURANTS	\$9.63
<i>CHICK-FIL-A #02983 - Total For Police Administration</i>			<i>\$9.63</i>
<b>CHICK-FIL-A #02983 - ALL DEPARTMENTS</b>			<b>\$9.63</b>

## CHICK-FIL-A #03424

CHICK-FIL-A #03424	Police Administration	FAST FOOD RESTAURANTS	\$7.94
<i>CHICK-FIL-A #03424 - Total For Police Administration</i>			<i>\$7.94</i>

**CHICK-FIL-A #03424 - ALL DEPARTMENTS****\$7.94****CHIPOTLE 0040**

CHIPOTLE 0040	Police Administration	FAST FOOD RESTAURANTS	\$14.61
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<i>CHIPOTLE 0040 - Total For Police Administration</i>			<i>\$14.61</i>
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**CHIPOTLE 0040 - ALL DEPARTMENTS****\$14.61****CHOZEN YOGURT**

CHOZEN YOGURT	Municipal Court	CANDY, NUT CONFECTIONERY STORES	\$9.34
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<i>CHOZEN YOGURT - Total For Municipal Court</i>			<i>\$9.34</i>
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**CHOZEN YOGURT - ALL DEPARTMENTS****\$9.34****CIGNA HEALTH & LIFE**

CIGNA HEALTH & LIFE	Health Insurance Fund	Nov. 2019 Plan Admin Fees	\$11,682.97
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<i>CIGNA HEALTH &amp; LIFE - Total For Health Insurance Fund</i>			<i>\$11,682.97</i>
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**CIGNA HEALTH & LIFE - ALL DEPARTMENTS****\$11,682.97****CITY OF CASPER**

CITY OF CASPER	Hogadon - Operations	Balefill	\$15.19
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<i>CITY OF CASPER - Total For Hogadon - Operations</i>			<i>\$15.19</i>
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CITY OF CASPER	Metropolitan Planning Org	November 2019 Monthly GIS Services	\$6,211.87
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<i>CITY OF CASPER - Total For Metropolitan Planning Org</i>			<i>\$6,211.87</i>
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CITY OF CASPER	Refuse - Residential	Balefill	\$5,765.64
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CITY OF CASPER	Refuse - Residential	Balefill	\$5,396.67
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CITY OF CASPER	Refuse - Residential	Balefill	\$6,099.03
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CITY OF CASPER	Refuse - Residential	Balefill	\$5,586.00
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CITY OF CASPER	Refuse - Residential	Balefill	\$5,840.91
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CITY OF CASPER	Refuse - Residential	Balefill	\$6,312.48
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CITY OF CASPER	Refuse - Residential	Balefill	\$15.00
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CITY OF CASPER	Refuse - Residential	Balefill	\$45,375.00
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CITY OF CASPER	Refuse - Residential	Balefill	\$5,321.40
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CITY OF CASPER	Refuse - Residential	Balefill	\$6,337.47
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CITY OF CASPER	Refuse - Residential	Balefill	\$335.16
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CITY OF CASPER	Refuse - Residential	Balefill	\$6,559.44
CITY OF CASPER	Refuse - Residential	Balefill	\$7,344.12
CITY OF CASPER	Refuse - Residential	Balefill	\$5,846.00
CITY OF CASPER	Refuse - Residential	Balefill	\$5,864.62
CITY OF CASPER	Refuse - Residential	Balefill	\$5,957.72
<i>CITY OF CASPER - Total For Refuse - Residential</i>			<i>\$123,956.66</i>
CITY OF CASPER	Regional Water Operations	Utilites Acct. 1910101	\$24.56
CITY OF CASPER	Regional Water Operations	Utilites Acct. 1910101	\$119.50
<i>CITY OF CASPER - Total For Regional Water Operations</i>			<i>\$144.06</i>
CITY OF CASPER	Social Community Services	CAHC September 2019 Ice Time	\$5,000.00
CITY OF CASPER	Social Community Services	2019 Spring Jam- Casper Soccer club	\$500.00
CITY OF CASPER	Social Community Services	2019 Wyoming Cup-Casper soccer club	\$750.00
CITY OF CASPER	Social Community Services	Casper Soccer Club- 2019 Fall Classic	\$500.00
<i>CITY OF CASPER - Total For Social Community Services</i>			<i>\$6,750.00</i>
CITY OF CASPER	Training	Evidence Technician Training Nov. 4-8	\$600.00
<i>CITY OF CASPER - Total For Training</i>			<i>\$600.00</i>
CITY OF CASPER	WWTP - Operations	Balefill	\$84.77
CITY OF CASPER	WWTP - Operations	Balefill	\$58.80
CITY OF CASPER	WWTP - Operations	Balefill	\$85.26
CITY OF CASPER	WWTP - Operations	Balefill	\$73.01
<i>CITY OF CASPER - Total For WWTP - Operations</i>			<i>\$301.84</i>
<b>CITY OF CASPER - ALL DEPARTMENTS</b>			<b>\$137,979.62</b>

## CIVIL ENGINEERING PR

CIVIL ENGINEERING PR	Capital Projects Fund	I-25 and Walsh	\$1,140.00
CIVIL ENGINEERING PR	Capital Projects Fund	N. Beverly Street 18-060	\$17,429.54
CIVIL ENGINEERING PR	Capital Projects Fund	I-25 and Walsh 18-044	\$9,588.00
<i>CIVIL ENGINEERING PR - Total For Capital Projects Fund</i>			<i>\$28,157.54</i>
CIVIL ENGINEERING PR	Sewer Fund - Collection	Poplar and 1st St. 17-072	\$1,532.05
<i>CIVIL ENGINEERING PR - Total For Sewer Fund - Collection</i>			<i>\$1,532.05</i>
CIVIL ENGINEERING PR	Water - Distribution	Poplar and 1st St. 17-072	\$857.95
<i>CIVIL ENGINEERING PR - Total For Water - Distribution</i>			<i>\$857.95</i>
<b>CIVIL ENGINEERING PR - ALL DEPARTMENTS</b>			<b>\$30,547.54</b>

## CLAIM ADJ/PJP INC

CLAIM ADJ/PJP INC	Police Administration	SPECIAL TRADE CONTRACTORS	(\$1,170.00)
CLAIM ADJ/PJP INC - Total For Police Administration			(\$1,170.00)
CLAIM ADJ/PJP INC - ALL DEPARTMENTS			(\$1,170.00)

## COLLECTION CENTER IN

COLLECTION CENTER IN	Code Enforcement	Collection Fees	\$84.48
COLLECTION CENTER IN - Total For Code Enforcement			\$84.48
COLLECTION CENTER IN	Refuse - Residential	Collection Fees	\$73.34
COLLECTION CENTER IN - Total For Refuse - Residential			\$73.34
COLLECTION CENTER IN	Sewer Fund - Admin	Collection Fees	\$76.40
COLLECTION CENTER IN - Total For Sewer Fund - Admin			\$76.40
COLLECTION CENTER IN	Water - Admin	Collection Fees	\$155.85
COLLECTION CENTER IN - Total For Water - Admin			\$155.85
COLLECTION CENTER IN - ALL DEPARTMENTS			\$390.07

## COLORADO SPGS FFLD I

COLORADO SPGS FFLD I	Police Administration	FAIRFIELD INN	\$123.48
COLORADO SPGS FFLD I - Total For Police Administration			\$123.48
COLORADO SPGS FFLD I - ALL DEPARTMENTS			\$123.48

## COMMUNICATION TECHNO

COMMUNICATION TECHNO	Capital Projects Fund	Remove oem console. install GJ, Getac	\$1,247.67
COMMUNICATION TECHNO - Total For Capital Projects Fund			\$1,247.67
COMMUNICATION TECHNO	Police Administration	Pursuit Knob	\$38.65
COMMUNICATION TECHNO	Police Administration	Sent radio to factory, repaired at flat rate	\$640.57
COMMUNICATION TECHNO	Police Administration	Turned up PA Volume, Replaced front cam	\$51.50
COMMUNICATION TECHNO	Police Administration	Replace trigger box	\$51.50
COMMUNICATION TECHNO	Police Administration	Frequency Knob	\$40.10
COMMUNICATION TECHNO - Total For Police Administration			\$822.32
COMMUNICATION TECHNO	Water - Distribution	Replace defective radio part	\$476.97
COMMUNICATION TECHNO	Water - Distribution	Replace defective radio part	\$808.74
COMMUNICATION TECHNO - Total For Water - Distribution			\$1,285.71

**COMMUNICATION TECHNO - ALL DEPARTMENTS****\$3,355.70****COMPRESSION LEASING**

COMPRESSION LEASING	Golf - Operations	rental of 750 air compressor for irrigation blowo	\$773.50
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<i>COMPRESSION LEASING - Total For Golf - Operations</i>			<i>\$773.50</i>
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**COMPRESSION LEASING - ALL DEPARTMENTS****\$773.50****CONVERGEONE**

CONVERGEONE	Balefill - Dispatch	Meraki PoE Switch, PSU, Transceiver, License, &	\$6,586.09
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<i>CONVERGEONE - Total For Balefill - Dispatch</i>			<i>\$6,586.09</i>
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CONVERGEONE	Refuse - Recycling	Meraki PoE Switch, PSU, Transceiver, License, &	\$2,195.36
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<i>CONVERGEONE - Total For Refuse - Recycling</i>			<i>\$2,195.36</i>
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**CONVERGEONE - ALL DEPARTMENTS****\$8,781.45****Core & Main**

Core & Main	Water	Assortment of Meters	\$19,994.90
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<i>Core &amp; Main - Total For Water</i>			<i>\$19,994.90</i>
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**Core & Main - ALL DEPARTMENTS****\$19,994.90****COURT APPOINTED SPEC**

COURT APPOINTED SPEC	Capital Projects Fund	1% #16 Funding Qrtr 1&2	\$1,944.50
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<i>COURT APPOINTED SPEC - Total For Capital Projects Fund</i>			<i>\$1,944.50</i>
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**COURT APPOINTED SPEC - ALL DEPARTMENTS****\$1,944.50****COUSINS SUBS**

COUSINS SUBS	Police Administration	EATING PLACES, RESTAURANTS	\$12.19
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<i>COUSINS SUBS - Total For Police Administration</i>			<i>\$12.19</i>
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**COUSINS SUBS - ALL DEPARTMENTS****\$12.19****CPU IIT**

CPU IIT	Capital Projects Fund	3 laptop computers, 3 docking stations, & softw	\$4,467.00
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CPU IIT	Capital Projects Fund	3 laptop computers, 3 docking stations, & softw	\$537.00
<i>CPU IIT - Total For Capital Projects Fund</i>			<i>\$5,004.00</i>
CPU IIT	City Manager	BlueTooth Microphone and Speaker for Carter's	\$329.00
<i>CPU IIT - Total For City Manager</i>			<i>\$329.00</i>
CPU IIT	Golf - Operations	Technology Items (computers, software, and ne	\$419.00
<i>CPU IIT - Total For Golf - Operations</i>			<i>\$419.00</i>
CPU IIT	Human Resources	Technology Items (computers, software, and ne	\$1,140.40
<i>CPU IIT - Total For Human Resources</i>			<i>\$1,140.40</i>
CPU IIT	Municipal Court	ELECTRONIC SALES	\$49.99
CPU IIT	Municipal Court	ELECTRONIC SALES	\$862.00
<i>CPU IIT - Total For Municipal Court</i>			<i>\$911.99</i>
CPU IIT	Planning - Admin	Technology Items (computers, software, and ne	\$349.00
<i>CPU IIT - Total For Planning - Admin</i>			<i>\$349.00</i>
CPU IIT	Police Administration	ELECTRONIC SALES	\$398.00
<i>CPU IIT - Total For Police Administration</i>			<i>\$398.00</i>
CPU IIT	Refuse - Residential	Technology Items (computers, software, and ne	\$409.99
<i>CPU IIT - Total For Refuse - Residential</i>			<i>\$409.99</i>
<b>CPU IIT - ALL DEPARTMENTS</b>			<b>\$8,961.38</b>

## CRIME SCENE INFORMAT

CRIME SCENE INFORMAT	Police Administration	December 2019 Program/Web Tips	\$109.87
<i>CRIME SCENE INFORMAT - Total For Police Administration</i>			<i>\$109.87</i>
<b>CRIME SCENE INFORMAT - ALL DEPARTMENTS</b>			<b>\$109.87</b>

## DANA KEPNER CO.

DANA KEPNER CO.	Water - Distribution	VALVES & GASKETS	\$1,814.10
<i>DANA KEPNER CO. - Total For Water - Distribution</i>			<i>\$1,814.10</i>
<b>DANA KEPNER CO. - ALL DEPARTMENTS</b>			<b>\$1,814.10</b>

## DELTA 0068291662

DELTA 0068291662	Police Administration	DELTA	\$30.00
<i>DELTA 0068291662 - Total For Police Administration</i>			<i>\$30.00</i>

<b>DELTA</b>	<b>0068291662 - ALL DEPARTMENTS</b>	<b>\$30.00</b>
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## DELTA DENTAL PLAN OF

DELTA DENTAL PLAN OF	Health Insurance Fund	December 2019	\$1,557.50
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<i>DELTA DENTAL PLAN OF - Total For Health Insurance Fund</i>			<i>\$1,557.50</i>
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<b>DELTA DENTAL PLAN OF - ALL DEPARTMENTS</b>		<b>\$1,557.50</b>
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## DELUXE TAXI CA243500

DELUXE TAXI CA243500	Police Administration	TAXICABS/LIMOUSINES	\$24.45
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<i>DELUXE TAXI CA243500 - Total For Police Administration</i>			<i>\$24.45</i>
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<b>DELUXE TAXI CA243500 - ALL DEPARTMENTS</b>		<b>\$24.45</b>
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## DEWITT WATER SYSTEMS

DEWITT WATER SYSTEMS	Municipal Court	UTILITIES-ELEC/GAS/HEAT OIL/SANITARY/WTR	\$43.10
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DEWITT WATER SYSTEMS	Municipal Court	UTILITIES-ELEC/GAS/HEAT OIL/SANITARY/WTR	\$36.25
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<i>DEWITT WATER SYSTEMS - Total For Municipal Court</i>			<i>\$79.35</i>
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<b>DEWITT WATER SYSTEMS - ALL DEPARTMENTS</b>		<b>\$79.35</b>
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## DIAMOND VOGEL PAINTS

DIAMOND VOGEL PAINTS	Balefill - Proc	Paint for customer lounge	\$71.98
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<i>DIAMOND VOGEL PAINTS - Total For Balefill - Proc</i>			<i>\$71.98</i>
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DIAMOND VOGEL PAINTS	Buildings & Structures Fund	Paint for Golf Course Clubhouse	\$60.73
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<i>DIAMOND VOGEL PAINTS - Total For Buildings &amp; Structures Fund</i>			<i>\$60.73</i>
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<b>DIAMOND VOGEL PAINTS - ALL DEPARTMENTS</b>		<b>\$132.71</b>
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## DOLLAR TREE

DOLLAR TREE	Municipal Court	VARIETY STORES	\$5.00
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<i>DOLLAR TREE - Total For Municipal Court</i>			<i>\$5.00</i>
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<b>DOLLAR TREE - ALL DEPARTMENTS</b>		<b>\$5.00</b>
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## DPC INDUSTRIES, INC.



DPC INDUSTRIES, INC.	Regional Water Operations	NAHypo	\$7,011.65
<i>DPC INDUSTRIES, INC. - Total For Regional Water Operations</i>			<i>\$7,011.65</i>
<b>DPC INDUSTRIES, INC. - ALL DEPARTMENTS</b>			<b>\$7,011.65</b>

## DREAM UPON A PRINCES

DREAM UPON A PRINCES	Parks - Parks Maint.	Holiday Square Lighting 12/01/19	\$100.00
<i>DREAM UPON A PRINCES - Total For Parks - Parks Maint.</i>			<i>\$100.00</i>
<b>DREAM UPON A PRINCES - ALL DEPARTMENTS</b>			<b>\$100.00</b>

## DTV DIRECTV SERVICE

DTV DIRECTV SERVICE	Public Saftey Communication	CABLE, SATELLITE & OTHER PAY TV/RADIO SE	\$87.99
<i>DTV DIRECTV SERVICE - Total For Public Saftey Communication</i>			<i>\$87.99</i>
<b>DTV DIRECTV SERVICE - ALL DEPARTMENTS</b>			<b>\$87.99</b>

## E&F HOLDING CO.

E&F HOLDING CO.	Police Administration	TOWING SERVICES	\$120.00
<i>E&amp;F HOLDING CO. - Total For Police Administration</i>			<i>\$120.00</i>
<b>E&amp;F HOLDING CO. - ALL DEPARTMENTS</b>			<b>\$120.00</b>

## East Casper Volleyba

East Casper Volleyba	Rec Center	Refund for Gym Rental	\$1,288.00
<i>East Casper Volleyba - Total For Rec Center</i>			<i>\$1,288.00</i>
<b>East Casper Volleyba - ALL DEPARTMENTS</b>			<b>\$1,288.00</b>

## EDEN K9 CONSULTING

EDEN K9 CONSULTING	Police Administration	COMPUTER AND DATA PROCESSING SERVICES	\$696.00
<i>EDEN K9 CONSULTING - Total For Police Administration</i>			<i>\$696.00</i>
<b>EDEN K9 CONSULTING - ALL DEPARTMENTS</b>			<b>\$696.00</b>

## EMPLOYEE REIMBURSEME

EMPLOYEE REIMBURSEME	Fleet Maintenance Fund	Tool Allotment	\$303.83
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<i>EMPLOYEE REIMBURSEME - Total For Fleet Maintenance Fund</i>			\$303.83
EMPLOYEE REIMBURSEME	Human Resources	Tuition Reimbursement	\$398.93
EMPLOYEE REIMBURSEME	Human Resources	Tuition Reimbursement	\$1,387.80
EMPLOYEE REIMBURSEME	Human Resources	Tuition Reimbursement	\$1,785.00
<i>EMPLOYEE REIMBURSEME - Total For Human Resources</i>			\$3,571.73
EMPLOYEE REIMBURSEME	Refuse - Residential	Clothing Allowance- Winter gear	\$65.62
<i>EMPLOYEE REIMBURSEME - Total For Refuse - Residential</i>			\$65.62
EMPLOYEE REIMBURSEME	Streets	Work Boot Reimbursement	\$124.73
<i>EMPLOYEE REIMBURSEME - Total For Streets</i>			\$124.73
EMPLOYEE REIMBURSEME	Water - Distribution	Boot Reimbursement	\$129.95
<i>EMPLOYEE REIMBURSEME - Total For Water - Distribution</i>			\$129.95
EMPLOYEE REIMBURSEME	WWTP - Operations	Clothing allowance	\$150.00
<i>EMPLOYEE REIMBURSEME - Total For WWTP - Operations</i>			\$150.00
<b>EMPLOYEE REIMBURSEME - ALL DEPARTMENTS</b>			<b>\$4,345.86</b>

## ENERGY LABORATORIES

ENERGY LABORATORIES	Regional Water Operations	Lab Test TAS	\$231.00
ENERGY LABORATORIES	Regional Water Operations	Lab Test Well Mix	\$57.00
ENERGY LABORATORIES	Regional Water Operations	Lab test TAS	\$231.00
<i>ENERGY LABORATORIES - Total For Regional Water Operations</i>			\$519.00
ENERGY LABORATORIES	Water - Tanks	LAB TESTING	\$374.00
<i>ENERGY LABORATORIES - Total For Water - Tanks</i>			\$374.00
<b>ENERGY LABORATORIES - ALL DEPARTMENTS</b>			<b>\$893.00</b>

## ENGINEERING DESIGN A

ENGINEERING DESIGN A	Capital Projects Fund	18093 Casper Ash. St Hvac Upgrade	\$875.00
<i>ENGINEERING DESIGN A - Total For Capital Projects Fund</i>			\$875.00
<b>ENGINEERING DESIGN A - ALL DEPARTMENTS</b>			<b>\$875.00</b>

## ENTENMANN-ROVIN COMP

ENTENMANN-ROVIN COMP	Police Administration	ALL OTHER DIRECT MARKETERS	\$4,101.50
ENTENMANN-ROVIN COMP	Police Administration	ALL OTHER DIRECT MARKETERS	\$1,067.20
<i>ENTENMANN-ROVIN COMP - Total For Police Administration</i>			\$5,168.70

<b>ENTENMANN-ROVIN COMP - ALL DEPARTMENTS</b>	<b>\$5,168.70</b>
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## ENVIRONMENTAL & CIVI

ENVIRONMENTAL & CIVI	Capital Projects Fund	2018 Arterials & Collectors 17-093	\$1,062.60
<i>ENVIRONMENTAL &amp; CIVI - Total For Capital Projects Fund</i>			<i>\$1,062.60</i>

<b>ENVIRONMENTAL &amp; CIVI - ALL DEPARTMENTS</b>	<b>\$1,062.60</b>
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## ETOLL BUDGET

ETOLL BUDGET	Police Administration	TOLLS, ROAD AND BRIDGE FEES	\$1.20
ETOLL BUDGET	Police Administration	TOLLS, ROAD AND BRIDGE FEES	\$1.20
<i>ETOLL BUDGET - Total For Police Administration</i>			<i>\$2.40</i>

<b>ETOLL BUDGET - ALL DEPARTMENTS</b>	<b>\$2.40</b>
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## EXPERIAN EXP PAY CC

EXPERIAN EXP PAY CC	Police Administration	BUSINESS SERVICES NOT ELSEWHERE CLASSIFI	\$30.44
<i>EXPERIAN EXP PAY CC - Total For Police Administration</i>			<i>\$30.44</i>

<b>EXPERIAN EXP PAY CC - ALL DEPARTMENTS</b>	<b>\$30.44</b>
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## EXXONMOBIL

EXXONMOBIL	City Manager	Fuel for out of town travel	\$25.02
<i>EXXONMOBIL - Total For City Manager</i>			<i>\$25.02</i>
EXXONMOBIL	Police Administration	AUTOMATED FUEL DISPENSERS	\$15.82
<i>EXXONMOBIL - Total For Police Administration</i>			<i>\$15.82</i>

<b>EXXONMOBIL - ALL DEPARTMENTS</b>	<b>\$40.84</b>
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## FAIRFIELD INN

FAIRFIELD INN	Police Administration	FAIRFIELD INN	\$103.40
<i>FAIRFIELD INN - Total For Police Administration</i>			<i>\$103.40</i>

<b>FAIRFIELD INN - ALL DEPARTMENTS</b>	<b>\$103.40</b>
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## FAMILY DOLLAR

FAMILY DOLLAR	Municipal Court	VARIETY STORES	\$44.10
<i>FAMILY DOLLAR - Total For Municipal Court</i>			<i>\$44.10</i>
<b>FAMILY DOLLAR - ALL DEPARTMENTS</b>			<b>\$44.10</b>

## FARMER BROTHERS COFF

FARMER BROTHERS COFF	ice Arena - Concessions	MISC FOOD STORES-SPECIALITY,CONVENIENCE,	\$626.95
<i>FARMER BROTHERS COFF - Total For ice Arena - Concessions</i>			<i>\$626.95</i>
<b>FARMER BROTHERS COFF - ALL DEPARTMENTS</b>			<b>\$626.95</b>

## FBI NATIONAL ACADEMY

FBI NATIONAL ACADEMY	Police Administration	SCHOOLS AND EDUCATIONAL SERVICES NOT ELS	\$320.00
<i>FBI NATIONAL ACADEMY - Total For Police Administration</i>			<i>\$320.00</i>
<b>FBI NATIONAL ACADEMY - ALL DEPARTMENTS</b>			<b>\$320.00</b>

## FEDEX 99922345

FEDEX 99922345	Police Administration	COURIER SERVICES-AIR OR GROUND,FREIGHT F	\$77.27
<i>FEDEX 99922345 - Total For Police Administration</i>			<i>\$77.27</i>
<b>FEDEX 99922345 - ALL DEPARTMENTS</b>			<b>\$77.27</b>

## FIRST DATA MERCHANT

FIRST DATA MERCHANT	Cemetery	October 2019 Credit Card Fees	\$123.42
<i>FIRST DATA MERCHANT - Total For Cemetery</i>			<i>\$123.42</i>
FIRST DATA MERCHANT	Customer Service	October 2019 Credit Card Fees	\$2,367.25
<i>FIRST DATA MERCHANT - Total For Customer Service</i>			<i>\$2,367.25</i>
FIRST DATA MERCHANT	Police Administration	October 2019 Credit Card Fees	\$76.28
<i>FIRST DATA MERCHANT - Total For Police Administration</i>			<i>\$76.28</i>
FIRST DATA MERCHANT	Refuse - Commercial	September 2019 Credit Card Fees	\$28.36
<i>FIRST DATA MERCHANT - Total For Refuse - Commercial</i>			<i>\$28.36</i>
<b>FIRST DATA MERCHANT - ALL DEPARTMENTS</b>			<b>\$2,595.31</b>

## FIRST INTERSTATE BAN

FIRST INTERSTATE BAN	Animal Control	Duplicate Deposit Tickets	\$14.40
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<i>FIRST INTERSTATE BAN - Total For Animal Control</i>			<i>\$14.40</i>
FIRST INTERSTATE BAN	Cemetery	Duplicate Deposit Tickets	\$28.80
<i>FIRST INTERSTATE BAN - Total For Cemetery</i>			<i>\$28.80</i>
FIRST INTERSTATE BAN	Customer Service	Duplicate Deposit Tickets	\$231.26
<i>FIRST INTERSTATE BAN - Total For Customer Service</i>			<i>\$231.26</i>
FIRST INTERSTATE BAN	Ft. Caspar	Secure Night Drop Bags	\$37.40
<i>FIRST INTERSTATE BAN - Total For Ft. Caspar</i>			<i>\$37.40</i>
FIRST INTERSTATE BAN	Golf - Operations	Duplicate Deposit Tickets	\$57.60
<i>FIRST INTERSTATE BAN - Total For Golf - Operations</i>			<i>\$57.60</i>
FIRST INTERSTATE BAN	Ice Arena - Operations	Duplicate Deposit Tickets	\$57.60
<i>FIRST INTERSTATE BAN - Total For Ice Arena - Operations</i>			<i>\$57.60</i>
FIRST INTERSTATE BAN	Municipal Court	Duplicate Deposit Tickets	\$28.80
<i>FIRST INTERSTATE BAN - Total For Municipal Court</i>			<i>\$28.80</i>
FIRST INTERSTATE BAN	Planning - Admin	Duplicate Deposit Tickets	\$14.40
<i>FIRST INTERSTATE BAN - Total For Planning - Admin</i>			<i>\$14.40</i>
FIRST INTERSTATE BAN	Police Administration	Duplicate Deposit Tickets	\$14.40
<i>FIRST INTERSTATE BAN - Total For Police Administration</i>			<i>\$14.40</i>
FIRST INTERSTATE BAN	Rec Center - Admin	Duplicate Deposit Tickets	\$57.60
<i>FIRST INTERSTATE BAN - Total For Rec Center - Admin</i>			<i>\$57.60</i>
FIRST INTERSTATE BAN	Refuse - Residential	Duplicate Deposit Tickets	\$57.60
<i>FIRST INTERSTATE BAN - Total For Refuse - Residential</i>			<i>\$57.60</i>
<b>FIRST INTERSTATE BAN - ALL DEPARTMENTS</b>			<b>\$599.86</b>

## FITNESS FACTORY OUTL

FITNESS FACTORY OUTL	Police Administration	DURABLE GOODS,NOT ELSEWHERE CLASSIFIED	\$258.00
<i>FITNESS FACTORY OUTL - Total For Police Administration</i>			<i>\$258.00</i>
<b>FITNESS FACTORY OUTL - ALL DEPARTMENTS</b>			<b>\$258.00</b>

## FREMONT MOTOR SHERID

FREMONT MOTOR SHERID	Capital Projects Fund	1/2 TON PICKUP TRUCK POLICE VEHICLE	\$35,024.00
<i>FREMONT MOTOR SHERID - Total For Capital Projects Fund</i>			<i>\$35,024.00</i>
<b>FREMONT MOTOR SHERID - ALL DEPARTMENTS</b>			<b>\$35,024.00</b>

## FULLER ENTERPRISES C

FULLER ENTERPRISES C	Capital Projects Fund	Install fencing pole at the range	\$3,050.00
FULLER ENTERPRISES C	Capital Projects Fund	Install fencing pole at the range	\$19,575.00

<i>FULLER ENTERPRISES C - Total For Capital Projects Fund</i>			<i>\$22,625.00</i>
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<b>FULLER ENTERPRISES C - ALL DEPARTMENTS</b>			<b>\$22,625.00</b>
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## GALLES GREENHOUSE

GALLES GREENHOUSE	Property Insurance Fund	Tree replacement at guadalajara on CY for Insur	\$361.35
GALLES GREENHOUSE	Property Insurance Fund	Replacement trees for Event Center Insurance cl	\$665.98

<i>GALLES GREENHOUSE - Total For Property Insurance Fund</i>			<i>\$1,027.33</i>
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<b>GALLES GREENHOUSE - ALL DEPARTMENTS</b>			<b>\$1,027.33</b>
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## GALLS

GALLS	Police Administration	MEN'S,WOMENS'AND CHILDREN'S UNIFORMS A	\$116.39
GALLS	Police Administration	MEN'S,WOMENS'AND CHILDREN'S UNIFORMS A	\$270.00
GALLS	Police Administration	MEN'S,WOMENS'AND CHILDREN'S UNIFORMS A	\$216.00
GALLS	Police Administration	MEN'S,WOMENS'AND CHILDREN'S UNIFORMS A	\$81.00
GALLS	Police Administration	MEN'S,WOMENS'AND CHILDREN'S UNIFORMS A	\$216.00
GALLS	Police Administration	MEN'S,WOMENS'AND CHILDREN'S UNIFORMS A	\$108.00
GALLS	Police Administration	MEN'S,WOMENS'AND CHILDREN'S UNIFORMS A	\$108.00
GALLS	Police Administration	MEN'S,WOMENS'AND CHILDREN'S UNIFORMS A	\$45.00
GALLS	Police Administration	MEN'S,WOMENS'AND CHILDREN'S UNIFORMS A	\$45.00

<i>GALLS - Total For Police Administration</i>			<i>\$1,205.39</i>
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<b>GALLS - ALL DEPARTMENTS</b>			<b>\$1,205.39</b>
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## GALLS, INC.

GALLS, INC.	Animal Control	Point Blank Alpha	\$900.00
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<i>GALLS, INC. - Total For Animal Control</i>			<i>\$900.00</i>
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GALLS, INC.	Police Administration	Point Blank Alpha/MC Guardian	\$2,589.75
GALLS, INC.	Police Administration	Spiewak Poly Base Layer	\$532.50
GALLS, INC.	Police Administration	Womens Cargo Trouser	\$125.98
GALLS, INC.	Police Administration	Womens Coldgear infrared	\$54.99
GALLS, INC.	Police Administration	Point Blank Alpha/MC Guardian	\$2,853.00

GALLS, INC.	Police Administration	Womens Heatgear	\$24.99
GALLS, INC.	Police Administration	Accumold Nylon Trouser Belt	\$23.50
GALLS, INC.	Police Administration	5.11 Tac Lite Pants	\$149.97
GALLS, INC.	Police Administration	Reactor Crew Base	\$110.00
<i>GALLS, INC. - Total For Police Administration</i>			<i>\$6,464.68</i>
<b>GALLS, INC. - ALL DEPARTMENTS</b>			<b>\$7,364.68</b>

## GAP RADIO BRDCSTING

GAP RADIO BRDCSTING	Golf - Operations	Online advertising	\$500.00
<i>GAP RADIO BRDCSTING - Total For Golf - Operations</i>			<i>\$500.00</i>
<b>GAP RADIO BRDCSTING - ALL DEPARTMENTS</b>			<b>\$500.00</b>

## GARAGE DOOR DUDES

GARAGE DOOR DUDES	Fleet Maintenance Fund	Door service	\$140.00
<i>GARAGE DOOR DUDES - Total For Fleet Maintenance Fund</i>			<i>\$140.00</i>
<b>GARAGE DOOR DUDES - ALL DEPARTMENTS</b>			<b>\$140.00</b>

## GBS BENEFITS, INC.

GBS BENEFITS, INC.	Health Insurance Fund	Flight, Hotel, Car Rental	\$667.81
<i>GBS BENEFITS, INC. - Total For Health Insurance Fund</i>			<i>\$667.81</i>
<b>GBS BENEFITS, INC. - ALL DEPARTMENTS</b>			<b>\$667.81</b>

## GC BUILDING SUPPLY I

GC BUILDING SUPPLY I	Ice Arena - Operations	GARAGE DOOR REPAIR	\$192.00
<i>GC BUILDING SUPPLY I - Total For Ice Arena - Operations</i>			<i>\$192.00</i>
<b>GC BUILDING SUPPLY I - ALL DEPARTMENTS</b>			<b>\$192.00</b>

## GLOBAL EQUIPMENT COM

GLOBAL EQUIPMENT COM	Balefill - Proc	Safety Bollard for Doors	\$1,162.10
GLOBAL EQUIPMENT COM	Balefill - Proc	Safety Bollard Baler	\$327.52
<i>GLOBAL EQUIPMENT COM - Total For Balefill - Proc</i>			<i>\$1,489.62</i>

**GLOBAL EQUIPMENT COM - ALL DEPARTMENTS****\$1,489.62****GLOBAL SPECTRUM L.P.**

GLOBAL SPECTRUM L.P.	Casper Events Center Fund	December 2019 Net Loss Funding	\$82,909.91
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<i>GLOBAL SPECTRUM L.P. - Total For Casper Events Center Fund</i>			<i>\$82,909.91</i>
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**GLOBAL SPECTRUM L.P. - ALL DEPARTMENTS****\$82,909.91****GOLDER ASSOCIATES**

GOLDER ASSOCIATES	Balefill - Dispatch	BALEFILL EMP/ACM UPDATES 18-04	\$825.00
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GOLDER ASSOCIATES	Balefill - Dispatch	BALEFILL EMP/ACM UPDATES 18-043	\$375.00
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GOLDER ASSOCIATES	Balefill - Dispatch	18-005 5 year closed Balefill	\$2,462.34
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GOLDER ASSOCIATES	Balefill - Dispatch	5 Year Closed Balefill Monitoring	\$975.37
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GOLDER ASSOCIATES	Balefill - Dispatch	Closed Landfill Remediation Project	\$4,438.51
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GOLDER ASSOCIATES	Balefill - Dispatch	BALEFILL EMP/ACM UPDATES 18-04	\$3,857.50
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GOLDER ASSOCIATES	Balefill - Dispatch	5 year closed Balefill 18-005	\$3,693.51
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<i>GOLDER ASSOCIATES - Total For Balefill - Dispatch</i>			<i>\$16,627.23</i>
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**GOLDER ASSOCIATES - ALL DEPARTMENTS****\$16,627.23****GOVERNMENTJOBS.COM**

GOVERNMENTJOBS.COM	Human Resources	Onboard	\$14,324.63
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<i>GOVERNMENTJOBS.COM - Total For Human Resources</i>			<i>\$14,324.63</i>
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**GOVERNMENTJOBS.COM - ALL DEPARTMENTS****\$14,324.63****GREATER WYOMING BIG**

GREATER WYOMING BIG	Capital Projects Fund	1% #16 Funding Greater WY Big	\$6,514.54
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<i>GREATER WYOMING BIG - Total For Capital Projects Fund</i>			<i>\$6,514.54</i>
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**GREATER WYOMING BIG - ALL DEPARTMENTS****\$6,514.54****HAMPTON INN & SUITES**

HAMPTON INN & SUITES	Police Administration	HAMPTON INNS HOTELS	\$681.00
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<i>HAMPTON INN &amp; SUITES - Total For Police Administration</i>			<i>\$681.00</i>
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<b>HAMPTON INN &amp; SUITES - ALL DEPARTMENTS</b>	<b>\$681.00</b>
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## HILTON HOTELS CHICAG

HILTON HOTELS CHICAG	Police Administration	HILTON	\$1,263.24
HILTON HOTELS CHICAG	Police Administration	HILTON	\$1,263.24
HILTON HOTELS CHICAG	Police Administration	HILTON	\$1,263.24

<i>HILTON HOTELS CHICAG - Total For Police Administration</i>			<i>\$3,789.72</i>
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<b>HILTON HOTELS CHICAG - ALL DEPARTMENTS</b>	<b>\$3,789.72</b>
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## HOBBY-LOBBY #0233

HOBBY-LOBBY #0233	Hogadon - Operations	Fall Decorations	\$245.73
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<i>HOBBY-LOBBY #0233 - Total For Hogadon - Operations</i>			<i>\$245.73</i>
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HOBBY-LOBBY #0233	Municipal Court	HOBBY,TOY, AND GAME SHOPS	\$36.42
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HOBBY-LOBBY #0233	Municipal Court	HOBBY,TOY, AND GAME SHOPS	\$54.78
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<i>HOBBY-LOBBY #0233 - Total For Municipal Court</i>			<i>\$91.20</i>
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<b>HOBBY-LOBBY #0233 - ALL DEPARTMENTS</b>	<b>\$336.93</b>
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## HOLIDAY INN - RIVERT

HOLIDAY INN - RIVERT	Police Administration	HOLIDAY INNS	\$512.30
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<i>HOLIDAY INN - RIVERT - Total For Police Administration</i>			<i>\$512.30</i>
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<b>HOLIDAY INN - RIVERT - ALL DEPARTMENTS</b>	<b>\$512.30</b>
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## HOMAX OIL SALES INC

HOMAX OIL SALES INC	Regional Water Operations	Bulk fuel generator	\$1,445.86
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<i>HOMAX OIL SALES INC - Total For Regional Water Operations</i>			<i>\$1,445.86</i>
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<b>HOMAX OIL SALES INC - ALL DEPARTMENTS</b>	<b>\$1,445.86</b>
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## HOMAX OIL SALES, INC

HOMAX OIL SALES, INC	Fleet Maintenance Fund	Stock 01/F1	\$20,274.71
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HOMAX OIL SALES, INC	Fleet Maintenance Fund	Stock 02/F2	\$23,656.81
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HOMAX OIL SALES, INC	Fleet Maintenance Fund	Stock 02/F2	\$21,497.22
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HOMAX OIL SALES, INC	Fleet Maintenance Fund	Stock 01/51	\$18,348.19
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<i>HOMAX OIL SALES, INC - Total For Fleet Maintenance Fund</i>			\$83,776.93
HOMAX OIL SALES, INC	Water - Distribution	Fuel	\$4,028.61
<i>HOMAX OIL SALES, INC - Total For Water - Distribution</i>			\$4,028.61
<b>HOMAX OIL SALES, INC - ALL DEPARTMENTS</b>			<b>\$87,805.54</b>

## HOSE & RUBBER SUPPLY

HOSE & RUBBER SUPPLY	Water - Distribution	Hose for washout pad	\$13.42
<i>HOSE &amp; RUBBER SUPPLY - Total For Water - Distribution</i>			\$13.42
HOSE & RUBBER SUPPLY	WWTP - Operations	Belts	\$9.21
<i>HOSE &amp; RUBBER SUPPLY - Total For WWTP - Operations</i>			\$9.21
<b>HOSE &amp; RUBBER SUPPLY - ALL DEPARTMENTS</b>			<b>\$22.63</b>

## HOT SPOT #5003

HOT SPOT #5003	Police Administration	AUTOMATED FUEL DISPENSERS	\$9.57
<i>HOT SPOT #5003 - Total For Police Administration</i>			\$9.57
<b>HOT SPOT #5003 - ALL DEPARTMENTS</b>			<b>\$9.57</b>

## HOTELSCOM81080438671

HOTELSCOM81080438671	Police Administration	TRAVEL AGENCIES	\$132.37
<i>HOTELSCOM81080438671 - Total For Police Administration</i>			\$132.37
<b>HOTELSCOM81080438671 - ALL DEPARTMENTS</b>			<b>\$132.37</b>

## HOTELSCOM81219491748

HOTELSCOM81219491748	Police Administration	TRAVEL AGENCIES	\$69.64
<i>HOTELSCOM81219491748 - Total For Police Administration</i>			\$69.64
<b>HOTELSCOM81219491748 - ALL DEPARTMENTS</b>			<b>\$69.64</b>

## INBERG-MILLER ENGINE

INBERG-MILLER ENGINE	Capital Projects Fund	18-075 13th St. Improvements	\$74.50
<i>INBERG-MILLER ENGINE - Total For Capital Projects Fund</i>			\$74.50
<b>INBERG-MILLER ENGINE - ALL DEPARTMENTS</b>			<b>\$74.50</b>

## INGRAM BOOK COMPANY

INGRAM BOOK COMPANY	Ft. Caspar	Books for resale in museum store	\$41.69
<i>INGRAM BOOK COMPANY - Total For Ft. Caspar</i>			<i>\$41.69</i>
<b>INGRAM BOOK COMPANY - ALL DEPARTMENTS</b>			<b>\$41.69</b>

## INTERFAITH OF NATRON

INTERFAITH OF NATRON	Capital Projects Fund	1% #16 Funding Interfaith	\$8,541.69
<i>INTERFAITH OF NATRON - Total For Capital Projects Fund</i>			<i>\$8,541.69</i>
<b>INTERFAITH OF NATRON - ALL DEPARTMENTS</b>			<b>\$8,541.69</b>

## INTERSTATE ALL BATTE

INTERSTATE ALL BATTE	Regional Water Operations	Battery for Gas Meter	\$3.99
<i>INTERSTATE ALL BATTE - Total For Regional Water Operations</i>			<i>\$3.99</i>
<b>INTERSTATE ALL BATTE - ALL DEPARTMENTS</b>			<b>\$3.99</b>

## INTOXIMETERS INC

INTOXIMETERS INC	Police Administration	TESTING LABORATORIES (NON-MEDICAL)	\$546.50
<i>INTOXIMETERS INC - Total For Police Administration</i>			<i>\$546.50</i>
<b>INTOXIMETERS INC - ALL DEPARTMENTS</b>			<b>\$546.50</b>

## INTUIT, INC.

INTUIT, INC.	Hogadon - Operations	World Cup Supply, safety fencing and signage sk	\$1,038.49
<i>INTUIT, INC. - Total For Hogadon - Operations</i>			<i>\$1,038.49</i>
INTUIT, INC.	Police Administration	DURABLE GOODS,NOT ELSEWHERE CLASSIFIED	\$316.88
<i>INTUIT, INC. - Total For Police Administration</i>			<i>\$316.88</i>
<b>INTUIT, INC. - ALL DEPARTMENTS</b>			<b>\$1,355.37</b>

## JACKDAW RESTAURANT

JACKDAW RESTAURANT	Police Administration	DRINKING PLACES (ALCOHOLIC BEV.)-BARS,TA	\$12.80
JACKDAW RESTAURANT	Police Administration	DRINKING PLACES (ALCOHOLIC BEV.)-BARS,TA	\$35.16
<i>JACKDAW RESTAURANT - Total For Police Administration</i>			<i>\$47.96</i>

**JACKDAW RESTAURANT - ALL DEPARTMENTS****\$47.96****JERSEY MIKES**

JERSEY MIKES	Regional Water Operations	JPB Lunch	\$38.36
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<i>JERSEY MIKES - Total For Regional Water Operations</i>			<i>\$38.36</i>
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**JERSEY MIKES - ALL DEPARTMENTS****\$38.36****JIMMY JOHNS #**

JIMMY JOHNS #	Risk Management	FAST FOOD RESTAURANTS	\$20.42
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<i>JIMMY JOHNS # - Total For Risk Management</i>			<i>\$20.42</i>
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**JIMMY JOHNS # - ALL DEPARTMENTS****\$20.42****JKC ENGINEERING**

JKC ENGINEERING	Balefill - Dispatch	Regional Landfill Survey	\$2,496.25
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<i>JKC ENGINEERING - Total For Balefill - Dispatch</i>			<i>\$2,496.25</i>
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**JKC ENGINEERING - ALL DEPARTMENTS****\$2,496.25****KNIFE RIVER/JTL**

KNIFE RIVER/JTL	Capital Projects Fund	2018 Arterials & Collectors -	\$84,486.82
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<i>KNIFE RIVER/JTL - Total For Capital Projects Fund</i>			<i>\$84,486.82</i>
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KNIFE RIVER/JTL	Sewer Fund - Collection	2018 Arterials & Collectors -	\$11,302.06
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<i>KNIFE RIVER/JTL - Total For Sewer Fund - Collection</i>			<i>\$11,302.06</i>
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KNIFE RIVER/JTL	Streets	1/2" Plant Mix	\$356.82
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<i>KNIFE RIVER/JTL - Total For Streets</i>			<i>\$356.82</i>
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KNIFE RIVER/JTL	Water - Distribution	2018 Arterials & Collectors -	\$24,329.78
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<i>KNIFE RIVER/JTL - Total For Water - Distribution</i>			<i>\$24,329.78</i>
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**KNIFE RIVER/JTL - ALL DEPARTMENTS****\$120,475.48****KUM & GO #956**

KUM & GO #956	Risk Management	AUTOMATED FUEL DISPENSERS	\$46.96
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<i>KUM &amp; GO #956 - Total For Risk Management</i>			<i>\$46.96</i>
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**KUM & GO #956 - ALL DEPARTMENTS****\$46.96****LATECH EQUIPMENT INC**

LATECH EQUIPMENT INC	WWTP - Operations	LUT Flow controller	\$9,396.98
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<i>LATECH EQUIPMENT INC - Total For WWTP - Operations</i>			<i>\$9,396.98</i>
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**LATECH EQUIPMENT INC - ALL DEPARTMENTS****\$9,396.98****LINCOLN NATL. LIFE I**

LINCOLN NATL. LIFE I	Health Insurance Fund	Reitrees Benefit	\$267.33
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<i>LINCOLN NATL. LIFE I - Total For Health Insurance Fund</i>			<i>\$267.33</i>
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**LINCOLN NATL. LIFE I - ALL DEPARTMENTS****\$267.33****LISA'S SPIC N SPAN**

LISA'S SPIC N SPAN	Balefill - Dispatch	Cleaning Scale	\$100.00
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<i>LISA'S SPIC N SPAN - Total For Balefill - Dispatch</i>			<i>\$100.00</i>
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**LISA'S SPIC N SPAN - ALL DEPARTMENTS****\$100.00****LOAF N JUG #0195**

LOAF N JUG #0195	Police Administration	SERVICE STATIONS	\$4.52
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LOAF N JUG #0195	Police Administration	AUTOMATED FUEL DISPENSERS	\$29.89
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LOAF N JUG #0195	Police Administration	AUTOMATED FUEL DISPENSERS	\$26.47
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<i>LOAF N JUG #0195 - Total For Police Administration</i>			<i>\$60.88</i>
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**LOAF N JUG #0195 - ALL DEPARTMENTS****\$60.88****LONG BUILDING TECHNO**

LONG BUILDING TECHNO	Balefill - Dispatch	Security Door Upgrades 18-064	\$9,744.14
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<i>LONG BUILDING TECHNO - Total For Balefill - Dispatch</i>			<i>\$9,744.14</i>
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LONG BUILDING TECHNO	Buildings & Structures Fund	Heat Repair	\$472.00
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<i>LONG BUILDING TECHNO - Total For Buildings &amp; Structures Fund</i>			<i>\$472.00</i>
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LONG BUILDING TECHNO	Capital Projects Fund	Security Door Upgrades 18-064	\$8,102.51
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<i>LONG BUILDING TECHNO - Total For Capital Projects Fund</i>			<i>\$8,102.51</i>
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**LONG BUILDING TECHNO - ALL DEPARTMENTS****\$18,318.65****Machinery**

Machinery	Water - Distribution	Trench box	\$18,899.70
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<i>Machinery - Total For Water - Distribution</i>			<i>\$18,899.70</i>
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**Machinery - ALL DEPARTMENTS****\$18,899.70****MCDONALD'S F13573**

MCDONALD'S F13573	Police Administration	FAST FOOD RESTAURANTS	\$10.44
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MCDONALD'S F13573	Police Administration	FAST FOOD RESTAURANTS	\$8.13
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<i>MCDONALD'S F13573 - Total For Police Administration</i>			<i>\$18.57</i>
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**MCDONALD'S F13573 - ALL DEPARTMENTS****\$18.57****MENARDS CASPER WY**

MENARDS CASPER WY	Cemetery	STREET SIDE AND IRRIGATION HEAD MARKERS F	\$298.50
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<i>MENARDS CASPER WY - Total For Cemetery</i>			<i>\$298.50</i>
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MENARDS CASPER WY	Municipal Court	HOME SUPPLY WAREHOUSE STORES	\$24.70
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<i>MENARDS CASPER WY - Total For Municipal Court</i>			<i>\$24.70</i>
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**MENARDS CASPER WY - ALL DEPARTMENTS****\$323.20****MERCER HOUSE, INC.**

MERCER HOUSE, INC.	Capital Projects Fund	1%#16 Funding Mercer Family July-Sept. 2019	\$8,001.38
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<i>MERCER HOUSE, INC. - Total For Capital Projects Fund</i>			<i>\$8,001.38</i>
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**MERCER HOUSE, INC. - ALL DEPARTMENTS****\$8,001.38****Monson**

Monson	Buildings & Structures Fund	Custodial Maintenance Oct.2019	\$4,079.81
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<i>Monson - Total For Buildings &amp; Structures Fund</i>			<i>\$4,079.81</i>
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**Monson - ALL DEPARTMENTS****\$4,079.81****MOTHER SETON HOUSING**

MOTHER SETON HOUSING	Capital Projects Fund	1%#16 One Cent Funding-Dem, Repair, Mtn	\$9,076.38
<i>MOTHER SETON HOUSING - Total For Capital Projects Fund</i>			<i>\$9,076.38</i>
<b>MOTHER SETON HOUSING - ALL DEPARTMENTS</b>			<b>\$9,076.38</b>

## MOTION INDUSTRIES

MOTION INDUSTRIES	WWTP - Operations	Freight- not included on po21200048	\$354.21
MOTION INDUSTRIES	WWTP - Operations	340 pitches of chain for DAFT	\$10,242.48
<i>MOTION INDUSTRIES - Total For WWTP - Operations</i>			<i>\$10,596.69</i>
<b>MOTION INDUSTRIES - ALL DEPARTMENTS</b>			<b>\$10,596.69</b>

## MOTOROLA SOLUTIONS

MOTOROLA SOLUTIONS	Public Saftey Communication Dec. 15- Jan. 14 Services		\$1,700.98
MOTOROLA SOLUTIONS	Public Saftey Communication December 2019 Astro Service		\$6,163.50
<i>MOTOROLA SOLUTIONS - Total For Public Saftey Communication</i>			<i>\$7,864.48</i>
<b>MOTOROLA SOLUTIONS - ALL DEPARTMENTS</b>			<b>\$7,864.48</b>

## MOUNTAIN SPORTS

MOUNTAIN SPORTS	Hogadon - Operations	rescue equipment	\$110.64
MOUNTAIN SPORTS	Hogadon - Operations	Snow-maker uniforms	\$745.00
<i>MOUNTAIN SPORTS - Total For Hogadon - Operations</i>			<i>\$855.64</i>
<b>MOUNTAIN SPORTS - ALL DEPARTMENTS</b>			<b>\$855.64</b>

## MOUNTAIN STATES

MOUNTAIN STATES	Parks - Parks Maint.	Parks and Rec Letterhead	\$158.45
<i>MOUNTAIN STATES - Total For Parks - Parks Maint.</i>			<i>\$158.45</i>
<b>MOUNTAIN STATES - ALL DEPARTMENTS</b>			<b>\$158.45</b>

## MOUNTAIN STATES LITH

MOUNTAIN STATES LITH	Cemetery	MISCELLANEOUS PUBLISHING & PRINTING OFFI	\$79.73
<i>MOUNTAIN STATES LITH - Total For Cemetery</i>			<i>\$79.73</i>
MOUNTAIN STATES LITH	Municipal Court	MISCELLANEOUS PUBLISHING & PRINTING	\$84.79
MOUNTAIN STATES LITH	Municipal Court	MISCELLANEOUS PUBLISHING & PRINTING	\$161.43

MOUNTAIN STATES LITH	Municipal Court	MISCELLANEOUS PUBLISHING & PRINTING	\$166.21
<i>MOUNTAIN STATES LITH - Total For Municipal Court</i>			<i>\$412.43</i>
MOUNTAIN STATES LITH	Police Administration	MISCELLANEOUS PUBLISHING & PRINTING	\$64.50
<i>MOUNTAIN STATES LITH - Total For Police Administration</i>			<i>\$64.50</i>
<b>MOUNTAIN STATES LITH - ALL DEPARTMENTS</b>			<b>\$556.66</b>

## MOUNTAIN WEST TELEPH

MOUNTAIN WEST TELEPH	Information Services	Enterprise Internet Service	\$1,000.00
<i>MOUNTAIN WEST TELEPH - Total For Information Services</i>			<i>\$1,000.00</i>
MOUNTAIN WEST TELEPH	Public Saftey Communication	E911- Acct. 0000001368	\$503.74
<i>MOUNTAIN WEST TELEPH - Total For Public Saftey Communication</i>			<i>\$503.74</i>
<b>MOUNTAIN WEST TELEPH - ALL DEPARTMENTS</b>			<b>\$1,503.74</b>

## NALCO CHEMICAL CO.

NALCO CHEMICAL CO.	WWTP - Regional Interc	Ferrous Chloride loads	\$16,423.20
NALCO CHEMICAL CO.	WWTP - Regional Interc	Ferrous Chloride	\$16,120.80
NALCO CHEMICAL CO.	WWTP - Regional Interc	Ferrous Chloride	\$15,912.00
NALCO CHEMICAL CO.	WWTP - Regional Interc	Ferrous Chloride loads	\$15,192.00
<i>NALCO CHEMICAL CO. - Total For WWTP - Regional Interc</i>			<i>\$63,648.00</i>
<b>NALCO CHEMICAL CO. - ALL DEPARTMENTS</b>			<b>\$63,648.00</b>

## NATIONAL BENEFIT SER

NATIONAL BENEFIT SER	Health Insurance Fund	Plan Admin Fees Oct 2019	\$399.55
<i>NATIONAL BENEFIT SER - Total For Health Insurance Fund</i>			<i>\$399.55</i>
<b>NATIONAL BENEFIT SER - ALL DEPARTMENTS</b>			<b>\$399.55</b>

## NATIONALJUDICIALCOLL

NATIONALJUDICIALCOLL	Municipal Court	SCHOOLS AND EDUCATIONAL SERVICES NOT ELS	\$249.00
<i>NATIONALJUDICIALCOLL - Total For Municipal Court</i>			<i>\$249.00</i>
<b>NATIONALJUDICIALCOLL - ALL DEPARTMENTS</b>			<b>\$249.00</b>

## NATRONA COUNTY OFFIC



NATRONA COUNTY OFFIC	Police Administration	August 2019 Prisoner Housing	143,385.90
<i>NATRONA COUNTY OFFIC - Total For Police Administration</i>			<i>\$143,385.90</i>
NATRONA COUNTY OFFIC	Social Community Services	Nov. 2019 Tax Revenue	\$45,000.00
<i>NATRONA COUNTY OFFIC - Total For Social Community Services</i>			<i>\$45,000.00</i>
<b>NATRONA COUNTY OFFIC - ALL DEPARTMENTS</b>			<b>\$188,385.90</b>

## NELSON/NYGAARD CONSU

NELSON/NYGAARD CONSU	Metropolitan Planning Org	MPO 18-02 Long Range Transportation Plan	\$18,908.49
<i>NELSON/NYGAARD CONSU - Total For Metropolitan Planning Org</i>			<i>\$18,908.49</i>
<b>NELSON/NYGAARD CONSU - ALL DEPARTMENTS</b>			<b>\$18,908.49</b>

## NETMOTION SOFTWARE

NETMOTION SOFTWARE	Police Administration	Purchase and install Quality Management Suite	\$10,837.58
<i>NETMOTION SOFTWARE - Total For Police Administration</i>			<i>\$10,837.58</i>
<b>NETMOTION SOFTWARE - ALL DEPARTMENTS</b>			<b>\$10,837.58</b>

## NICOLAYSEN ART MUSEU

NICOLAYSEN ART MUSEU	Capital Projects Fund	Remodel Bryce Hall, Replace Light Fixtures	\$18,633.00
<i>NICOLAYSEN ART MUSEU - Total For Capital Projects Fund</i>			<i>\$18,633.00</i>
<b>NICOLAYSEN ART MUSEU - ALL DEPARTMENTS</b>			<b>\$18,633.00</b>

## NOLAND FEED

NOLAND FEED	Police Administration	VARIETY STORES	\$80.75
NOLAND FEED	Police Administration	VARIETY STORES	\$76.90
<i>NOLAND FEED - Total For Police Administration</i>			<i>\$157.65</i>
<b>NOLAND FEED - ALL DEPARTMENTS</b>			<b>\$157.65</b>

## NORCO, INC.

NORCO, INC.	Aquatics - Pool	Custodial Supplies	\$63.31
<i>NORCO, INC. - Total For Aquatics - Pool</i>			<i>\$63.31</i>
NORCO, INC.	Balefill - Proc	Baler bldg Supplies	\$440.79
NORCO, INC.	Balefill - Proc	Customer Lounge Air Freshner	\$58.43

<i>NORCO, INC. - Total For Balefill - Proc</i>			<i>\$499.22</i>
NORCO, INC.	Golf - Operations	1 year lease on oxygen and acetylene tanks	\$243.00
<i>NORCO, INC. - Total For Golf - Operations</i>			<i>\$243.00</i>
NORCO, INC.	Hogadon - Admin	shop tools and supply	\$97.13
<i>NORCO, INC. - Total For Hogadon - Admin</i>			<i>\$97.13</i>
NORCO, INC.	Hogadon - Operations	Welding helmet clip	\$29.39
<i>NORCO, INC. - Total For Hogadon - Operations</i>			<i>\$29.39</i>
<b>NORCO, INC. - ALL DEPARTMENTS</b>			<b>\$932.05</b>

## NORTHERN LIGHTS MANU

NORTHERN LIGHTS MANU	Refuse - Commercial	Replace Cylinders 222272	\$1,600.00
<i>NORTHERN LIGHTS MANU - Total For Refuse - Commercial</i>			<i>\$1,600.00</i>
<b>NORTHERN LIGHTS MANU - ALL DEPARTMENTS</b>			<b>\$1,600.00</b>

## ORLEANS HOTEL

ORLEANS HOTEL	Police Administration	LODGING, HOTELS, MOTELS, RESORTS	\$58.76
ORLEANS HOTEL	Police Administration	LODGING, HOTELS, MOTELS, RESORTS	\$58.76
ORLEANS HOTEL	Police Administration	LODGING, HOTELS, MOTELS, RESORTS	\$353.64
<i>ORLEANS HOTEL - Total For Police Administration</i>			<i>\$471.16</i>
<b>ORLEANS HOTEL - ALL DEPARTMENTS</b>			<b>\$471.16</b>

## OTC BRANDS,

OTC BRANDS,	Municipal Court	CATALOG MERCHANTS	\$73.31
<i>OTC BRANDS, - Total For Municipal Court</i>			<i>\$73.31</i>
<b>OTC BRANDS, - ALL DEPARTMENTS</b>			<b>\$73.31</b>

## PAYPAL ANTLERWORKS

PAYPAL ANTLERWORKS	Ft. Caspar	Antlers for resale in gift shop	\$133.00
<i>PAYPAL ANTLERWORKS - Total For Ft. Caspar</i>			<i>\$133.00</i>
<b>PAYPAL ANTLERWORKS - ALL DEPARTMENTS</b>			<b>\$133.00</b>

## PCN STRATGIES INC

PCN STRATGIES INC	Capital Projects Fund	Mounting Bracket	\$243.48
<i>PCN STRATGIES INC - Total For Capital Projects Fund</i>			<i>\$243.48</i>
<b>PCN STRATGIES INC - ALL DEPARTMENTS</b>			<b>\$243.48</b>

## PIZZA HUT 035955

PIZZA HUT 035955	Police Grants Fund	EATING PLACES, RESTAURANTS	\$132.21
<i>PIZZA HUT 035955 - Total For Police Grants Fund</i>			<i>\$132.21</i>
<b>PIZZA HUT 035955 - ALL DEPARTMENTS</b>			<b>\$132.21</b>

## PJP INC

PJP INC	Police Administration	SPECIAL TRADE CONTRACTORS	\$1,170.00
<i>PJP INC - Total For Police Administration</i>			<i>\$1,170.00</i>
<b>PJP INC - ALL DEPARTMENTS</b>			<b>\$1,170.00</b>

## POLICE FACILITY DESI

POLICE FACILITY DESI	Capital Projects Fund	Architect for Public Safety Bu	\$31,895.00
<i>POLICE FACILITY DESI - Total For Capital Projects Fund</i>			<i>\$31,895.00</i>
<b>POLICE FACILITY DESI - ALL DEPARTMENTS</b>			<b>\$31,895.00</b>

## PORT OF SUBS

PORT OF SUBS	Police Administration	FAST FOOD RESTAURANTS	\$15.89
<i>PORT OF SUBS - Total For Police Administration</i>			<i>\$15.89</i>
<b>PORT OF SUBS - ALL DEPARTMENTS</b>			<b>\$15.89</b>

## POSTAL PROS, INC.

POSTAL PROS, INC.	Customer Service	Utility Billing	\$470.02
POSTAL PROS, INC.	Customer Service	Utility Billing	\$5,721.52
POSTAL PROS, INC.	Customer Service	Utility Billing	\$771.25
<i>POSTAL PROS, INC. - Total For Customer Service</i>			<i>\$6,962.79</i>
POSTAL PROS, INC.	Water	Utility Billing	\$952.50
<i>POSTAL PROS, INC. - Total For Water</i>			<i>\$952.50</i>

<b>POSTAL PROS, INC. - ALL DEPARTMENTS</b>	<b>\$7,915.29</b>
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## POWER SCREENING, LLC

POWER SCREENING, LLC	Fleet Maintenance Fund	141403 100794 Service Repairs	\$12,084.80
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<i>POWER SCREENING, LLC - Total For Fleet Maintenance Fund</i>			<i>\$12,084.80</i>
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<b>POWER SCREENING, LLC - ALL DEPARTMENTS</b>	<b>\$12,084.80</b>
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## PROFORCE LAW ENFORCE

PROFORCE LAW ENFORCE	Police Administration	Taser	\$1,950.00
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<i>PROFORCE LAW ENFORCE - Total For Police Administration</i>			<i>\$1,950.00</i>
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<b>PROFORCE LAW ENFORCE - ALL DEPARTMENTS</b>	<b>\$1,950.00</b>
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## QUALITY INN AMES

QUALITY INN AMES	Police Administration	QUALITY INNS	\$145.60
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<i>QUALITY INN AMES - Total For Police Administration</i>			<i>\$145.60</i>
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<b>QUALITY INN AMES - ALL DEPARTMENTS</b>	<b>\$145.60</b>
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## RAMSHORN CONSTRUCTIO

RAMSHORN CONSTRUCTIO	Capital Projects Fund	Bryan-Metro Rd. Improvements 18-019	\$27,585.94
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<i>RAMSHORN CONSTRUCTIO - Total For Capital Projects Fund</i>			<i>\$27,585.94</i>
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<b>RAMSHORN CONSTRUCTIO - ALL DEPARTMENTS</b>	<b>\$27,585.94</b>
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## RANDALL W. HEIN, AIA

RANDALL W. HEIN, AIA	Balefill - Dispatch	Baler Building Expansion- A/E services	\$4,925.00
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RANDALL W. HEIN, AIA	Balefill - Dispatch	MRF Expansion- A/E Services	\$3,087.50
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<i>RANDALL W. HEIN, AIA - Total For Balefill - Dispatch</i>			<i>\$8,012.50</i>
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<b>RANDALL W. HEIN, AIA - ALL DEPARTMENTS</b>	<b>\$8,012.50</b>
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## RDG IA INC

RDG IA INC	Metropolitan Planning Org	Wayfinidng Plan	\$20,884.36
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<i>RDG IA INC - Total For Metropolitan Planning Org</i>			<i>\$20,884.36</i>
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**RDG IA INC - ALL DEPARTMENTS****\$20,884.36****RECYKLING INDUSTRIAL**

RECYKLING INDUSTRIAL	Balefill - Proc	Extend Ejection Rams on both Baler	\$4,337.50
RECYKLING INDUSTRIAL	Balefill - Proc	Electrical Parts	\$240.71
RECYKLING INDUSTRIAL	Balefill - Proc	New input card south baler	\$963.50
RECYKLING INDUSTRIAL	Balefill - Proc	New output card north baler	\$963.50
RECYKLING INDUSTRIAL	Balefill - Proc	Extend Ejection Rams on both Baler	\$11,000.00
RECYKLING INDUSTRIAL	Balefill - Proc	Extend Ejection Rams on both Baler	\$4,337.50

<i>RECYKLING INDUSTRIAL - Total For Balefill - Proc</i>			<i>\$21,842.71</i>
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**RECYKLING INDUSTRIAL - ALL DEPARTMENTS****\$21,842.71****RESOURCE MGMT. CO, I**

RESOURCE MGMT. CO, I	Fleet Maintenance Fund	Car, Truck, Tractor Tire	\$594.50
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<i>RESOURCE MGMT. CO, I - Total For Fleet Maintenance Fund</i>			<i>\$594.50</i>
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**RESOURCE MGMT. CO, I - ALL DEPARTMENTS****\$594.50****RICOH USA INC**

RICOH USA INC	Police Administration	Copier Fee	\$444.02
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<i>RICOH USA INC - Total For Police Administration</i>			<i>\$444.02</i>
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RICOH USA INC	Public Saftey Communication	October 2019 Copier	\$68.00
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<i>RICOH USA INC - Total For Public Saftey Communication</i>			<i>\$68.00</i>
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**RICOH USA INC - ALL DEPARTMENTS****\$512.02****RICOH USA, INC**

RICOH USA, INC	Metropolitan Planning Org	OFFICE, PHOTOGRAPHIC, PHOTOCOPY, AND MI	\$296.44
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<i>RICOH USA, INC - Total For Metropolitan Planning Org</i>			<i>\$296.44</i>
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**RICOH USA, INC - ALL DEPARTMENTS****\$296.44****RMI WYOMING INC**

RMI WYOMING INC	WWTP - Operations	Oxygen sensor	\$257.14
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<i>RMI WYOMING INC - Total For WWTP - Operations</i>			<i>\$257.14</i>
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**RMI WYOMING INC - ALL DEPARTMENTS****\$257.14****ROCKY MOUNTAIN AIR S**

ROCKY MOUNTAIN AIR S	Water - Distribution	Inv.#30067842 monthly cylinder rent	\$21.10
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<i>ROCKY MOUNTAIN AIR S - Total For Water - Distribution</i>			<i>\$21.10</i>
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**ROCKY MOUNTAIN AIR S - ALL DEPARTMENTS****\$21.10****ROCKY MOUNTAIN POWER**

ROCKY MOUNTAIN POWER	Aquatics - Pool	Electricity	\$596.24
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<i>ROCKY MOUNTAIN POWER - Total For Aquatics - Pool</i>			<i>\$596.24</i>
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ROCKY MOUNTAIN POWER	Balefill - Dispatch	Electricity	\$9,169.02
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<i>ROCKY MOUNTAIN POWER - Total For Balefill - Dispatch</i>			<i>\$9,169.02</i>
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ROCKY MOUNTAIN POWER	Buildings & Structures Fund	Electricity	\$127.92
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<i>ROCKY MOUNTAIN POWER - Total For Buildings &amp; Structures Fund</i>			<i>\$127.92</i>
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ROCKY MOUNTAIN POWER	Fire Administration	Electricity	\$2,168.51
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ROCKY MOUNTAIN POWER	Fire Administration	Electricity	\$476.21
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<i>ROCKY MOUNTAIN POWER - Total For Fire Administration</i>			<i>\$2,644.72</i>
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ROCKY MOUNTAIN POWER	Parks - Athletic Maint.	Electricity	\$4,517.29
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<i>ROCKY MOUNTAIN POWER - Total For Parks - Athletic Maint.</i>			<i>\$4,517.29</i>
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ROCKY MOUNTAIN POWER	Parks - Special Areas	Electricity	\$2,856.84
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ROCKY MOUNTAIN POWER	Parks - Special Areas	Electricity	\$59.04
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<i>ROCKY MOUNTAIN POWER - Total For Parks - Special Areas</i>			<i>\$2,915.88</i>
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ROCKY MOUNTAIN POWER	Regional Water Operations	Electricity	\$77,703.14
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<i>ROCKY MOUNTAIN POWER - Total For Regional Water Operations</i>			<i>\$77,703.14</i>
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ROCKY MOUNTAIN POWER	RWS - Booster Stations	Electricity	\$10,838.81
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<i>ROCKY MOUNTAIN POWER - Total For RWS - Booster Stations</i>			<i>\$10,838.81</i>
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ROCKY MOUNTAIN POWER	Traffic Control	Electricity	\$75.17
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ROCKY MOUNTAIN POWER	Traffic Control	Electricity	\$45,361.51
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<i>ROCKY MOUNTAIN POWER - Total For Traffic Control</i>			<i>\$45,436.68</i>
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ROCKY MOUNTAIN POWER	Water - Tanks	Electricity	\$25,412.58
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ROCKY MOUNTAIN POWER	Water - Tanks	Electricity	\$633.46
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<i>ROCKY MOUNTAIN POWER - Total For Water - Tanks</i>			<i>\$26,046.04</i>
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**ROCKY MOUNTAIN POWER - ALL DEPARTMENTS****\$179,995.74**

## Rooter

Rooter	Golf - Operations	Portable Restroom Rental	\$432.00
<i>Rooter - Total For Golf - Operations</i>			<i>\$432.00</i>
<b>Rooter - ALL DEPARTMENTS</b>			<b>\$432.00</b>

## ROTHHAMMER INTERNATI

ROTHHAMMER INTERNATI	Aquatics - Aquatics Classes	Fitness Equipment	\$373.56
<i>ROTHHAMMER INTERNATI - Total For Aquatics - Aquatics Classes</i>			<i>\$373.56</i>
<b>ROTHHAMMER INTERNATI - ALL DEPARTMENTS</b>			<b>\$373.56</b>

## SAFETY KLEEN SYSTEMS

SAFETY KLEEN SYSTEMS	Balefill - Diver	SWF Hazard Waste Disposal	\$255.00
<i>SAFETY KLEEN SYSTEMS - Total For Balefill - Diver</i>			<i>\$255.00</i>
<b>SAFETY KLEEN SYSTEMS - ALL DEPARTMENTS</b>			<b>\$255.00</b>

## SAMS CLUB #6425

SAMS CLUB #6425	ice Arena - Concessions	WHOLESALE CLUBS	\$72.98
SAMS CLUB #6425	ice Arena - Concessions	WHOLESALE CLUBS	\$38.64
SAMS CLUB #6425	ice Arena - Concessions	WHOLESALE CLUBS	\$27.94
SAMS CLUB #6425	ice Arena - Concessions	WHOLESALE CLUBS	\$17.46
<i>SAMS CLUB #6425 - Total For ice Arena - Concessions</i>			<i>\$157.02</i>
SAMS CLUB #6425	Ice Arena - Operations	WHOLESALE CLUBS	\$99.54
<i>SAMS CLUB #6425 - Total For Ice Arena - Operations</i>			<i>\$99.54</i>
SAMS CLUB #6425	Police Grants Fund	WHOLESALE CLUBS	\$52.26
<i>SAMS CLUB #6425 - Total For Police Grants Fund</i>			<i>\$52.26</i>
SAMS CLUB #6425	Rec Center - Operations	ENVELOPES,BATTERIES,WHITE OUT	\$15.36
SAMS CLUB #6425	Rec Center - Operations	ENVELOPES,BATTERIES,WHITE OUT	\$21.98
<i>SAMS CLUB #6425 - Total For Rec Center - Operations</i>			<i>\$37.34</i>
<b>SAMS CLUB #6425 - ALL DEPARTMENTS</b>			<b>\$346.16</b>

## SAMSCLUB #6425

SAMSCLUB #6425	Ice Arena - Operations	WHOLESALE CLUBS	\$118.96
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<i>SAMSLUB #6425 - Total For Ice Arena - Operations</i>			<i>\$118.96</i>
SAMSLUB #6425	Meter Services	Shop towels	\$36.96
<i>SAMSLUB #6425 - Total For Meter Services</i>			<i>\$36.96</i>
SAMSLUB #6425	Municipal Court	WHOLESALE CLUBS	\$53.51
<i>SAMSLUB #6425 - Total For Municipal Court</i>			<i>\$53.51</i>
SAMSLUB #6425	Police Administration	WHOLESALE CLUBS	\$21.48
<i>SAMSLUB #6425 - Total For Police Administration</i>			<i>\$21.48</i>
<b>SAMSLUB #6425 - ALL DEPARTMENTS</b>			<b>\$230.91</b>

## SAMSLUB.COM

SAMSLUB.COM	ice Arena - Concessions	WHOLESALE CLUBS	\$124.68
SAMSLUB.COM	ice Arena - Concessions	WHOLESALE CLUBS	\$370.94
<i>SAMSLUB.COM - Total For ice Arena - Concessions</i>			<i>\$495.62</i>
<b>SAMSLUB.COM - ALL DEPARTMENTS</b>			<b>\$495.62</b>

## SELF HELP CENTER, IN

SELF HELP CENTER, IN	Capital Projects Fund	Victim Services/Building Project	\$13,615.50
<i>SELF HELP CENTER, IN - Total For Capital Projects Fund</i>			<i>\$13,615.50</i>
<b>SELF HELP CENTER, IN - ALL DEPARTMENTS</b>			<b>\$13,615.50</b>

## SHAMROCK ENVIRONMENT

SHAMROCK ENVIRONMENT	Capital Projects Fund	NPRR First Street Reach 12-51	\$22,097.25
SHAMROCK ENVIRONMENT	Capital Projects Fund	NPRR First Street Reach 12-51	494,729.88
<i>SHAMROCK ENVIRONMENT - Total For Capital Projects Fund</i>			<i>\$516,827.13</i>
<b>SHAMROCK ENVIRONMENT - ALL DEPARTMENTS</b>			<b>\$516,827.13</b>

## SHELL OIL 574424598Q

SHELL OIL 574424598Q	Police Administration	SERVICE STATIONS	\$3.53
SHELL OIL 574424598Q	Police Administration	AUTOMATED FUEL DISPENSERS	\$26.44
<i>SHELL OIL 574424598Q - Total For Police Administration</i>			<i>\$29.97</i>
<b>SHELL OIL 574424598Q - ALL DEPARTMENTS</b>			<b>\$29.97</b>



## SHELL OIL 574424624Q

SHELL OIL 574424624Q	Police Administration	SERVICE STATIONS	\$2.98
<i>SHELL OIL 574424624Q - Total For Police Administration</i>			<i>\$2.98</i>
<b>SHELL OIL 574424624Q - ALL DEPARTMENTS</b>			<b>\$2.98</b>

## SHERWIN-WILLIAMS COR

SHERWIN-WILLIAMS COR	Balefill - Proc	Paint Suppliers for Baler bldg	\$704.69
<i>SHERWIN-WILLIAMS COR - Total For Balefill - Proc</i>			<i>\$704.69</i>
<b>SHERWIN-WILLIAMS COR - ALL DEPARTMENTS</b>			<b>\$704.69</b>

## SKYLINE RANCHES

SKYLINE RANCHES	Sewer Fund	Monthly Retail Sewer Revenue Sept. 13	\$990.75
SKYLINE RANCHES	Sewer Fund	Monthly REtail Sewer Oct. 11	\$974.09
SKYLINE RANCHES	Sewer Fund	Monthly REtail Sewer Oct. 11	(\$97.40)
SKYLINE RANCHES	Sewer Fund	Monthly Retail Sewer Revenue Sept. 13	(\$99.07)
<i>SKYLINE RANCHES - Total For Sewer Fund</i>			<i>\$1,768.37</i>
SKYLINE RANCHES	WWTP	Monthly REtail Sewer Oct. 11	(\$670.51)
SKYLINE RANCHES	WWTP	Monthly Retail Sewer Revenue Sept. 13	(\$670.51)
<i>SKYLINE RANCHES - Total For WWTP</i>			<i>(\$1,341.02)</i>
<b>SKYLINE RANCHES - ALL DEPARTMENTS</b>			<b>\$427.35</b>

## SMARSH, INC

SMARSH, INC	Information Services	October 19 Archiving	\$1,838.50
<i>SMARSH, INC - Total For Information Services</i>			<i>\$1,838.50</i>
<b>SMARSH, INC - ALL DEPARTMENTS</b>			<b>\$1,838.50</b>

## SNOMAX LLC

SNOMAX LLC	Hogadon - Operations	SNOMAX increases snow production	\$7,992.00
<i>SNOMAX LLC - Total For Hogadon - Operations</i>			<i>\$7,992.00</i>
<b>SNOMAX LLC - ALL DEPARTMENTS</b>			<b>\$7,992.00</b>

## SNOW CREST CHEMICALS

SNOW CREST CHEMICALS	Ice Arena - Operations	CONDENSER WATER TREATMENT	\$360.00
<i>SNOW CREST CHEMICALS - Total For Ice Arena - Operations</i>			<i>\$360.00</i>
<b>SNOW CREST CHEMICALS - ALL DEPARTMENTS</b>			<b>\$360.00</b>

## SOFT DR INC

SOFT DR INC	Balefill - Diver	Repair Osmosis in SWF	\$178.00
<i>SOFT DR INC - Total For Balefill - Diver</i>			<i>\$178.00</i>
SOFT DR INC	Balefill - Proc	Osmosis Water Filter	\$650.00
<i>SOFT DR INC - Total For Balefill - Proc</i>			<i>\$650.00</i>
<b>SOFT DR INC - ALL DEPARTMENTS</b>			<b>\$828.00</b>

## SPIRIT HALLOWEEN

SPIRIT HALLOWEEN	Municipal Court	GIFT, CARD, NOVELTY, AND SOUVENIR SHOPS	\$18.87
<i>SPIRIT HALLOWEEN - Total For Municipal Court</i>			<i>\$18.87</i>
<b>SPIRIT HALLOWEEN - ALL DEPARTMENTS</b>			<b>\$18.87</b>

## SPORTSMANS WAREHOUSE

SPORTSMANS WAREHOUSE	Animal Control	SPORTING GOODS STORES	\$40.98
<i>SPORTSMANS WAREHOUSE - Total For Animal Control</i>			<i>\$40.98</i>
<b>SPORTSMANS WAREHOUSE - ALL DEPARTMENTS</b>			<b>\$40.98</b>

## SQ SQ PEDEN'S

SQ SQ PEDEN'S	Aquatics - Operations	Name Tags	\$36.00
<i>SQ SQ PEDEN'S - Total For Aquatics - Operations</i>			<i>\$36.00</i>
<b>SQ SQ PEDEN'S - ALL DEPARTMENTS</b>			<b>\$36.00</b>

## STAPLES

STAPLES	Golf - Operations	2- Planners, wall calendar, ink for printer	\$149.96
<i>STAPLES - Total For Golf - Operations</i>			<i>\$149.96</i>
STAPLES	Municipal Court	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$223.90

STAPLES	Municipal Court	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$10.00
STAPLES	Municipal Court	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$727.40
STAPLES	Municipal Court	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$17.84
STAPLES	Municipal Court	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$189.99
STAPLES	Municipal Court	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$45.11
STAPLES	Municipal Court	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$36.50
STAPLES	Municipal Court	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$51.44
<i>STAPLES - Total For Municipal Court</i>			<i>\$1,302.18</i>
STAPLES	Police Grants Fund	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$31.47
<i>STAPLES - Total For Police Grants Fund</i>			<i>\$31.47</i>
<b>STAPLES - ALL DEPARTMENTS</b>			<b>\$1,483.61</b>

## STAPLES DIRECT

STAPLES DIRECT	Municipal Court	STATIONERY,OFFICE SUPPLIES,PRINTING AND	\$236.24
<i>STAPLES DIRECT - Total For Municipal Court</i>			<i>\$236.24</i>
STAPLES DIRECT	Rec Center - Admin	DESK PAD	\$24.99
<i>STAPLES DIRECT - Total For Rec Center - Admin</i>			<i>\$24.99</i>
<b>STAPLES DIRECT - ALL DEPARTMENTS</b>			<b>\$261.23</b>

## STARBUCKS STORE

STARBUCKS STORE	Police Administration	FAST FOOD RESTAURANTS	\$6.93
<i>STARBUCKS STORE - Total For Police Administration</i>			<i>\$6.93</i>
<b>STARBUCKS STORE - ALL DEPARTMENTS</b>			<b>\$6.93</b>

## STATE OF WY.

STATE OF WY.	General Fund	Unclaimed Property	\$2,534.51
<i>STATE OF WY. - Total For General Fund</i>			<i>\$2,534.51</i>
<b>STATE OF WY. - ALL DEPARTMENTS</b>			<b>\$2,534.51</b>

## STATELINE NO 7 ARCHI

STATELINE NO 7 ARCHI	Urban Forestry	Project SAFE Oct. 2019	\$1,127.50
STATELINE NO 7 ARCHI	Urban Forestry	Project SAFE Oct. 2019	\$1,740.00
<i>STATELINE NO 7 ARCHI - Total For Urban Forestry</i>			<i>\$2,867.50</i>

**STATELINE NO 7 ARCHI - ALL DEPARTMENTS****\$2,867.50****STEALTH PARTNER GROU**

STEALTH PARTNER GROU	Health Insurance Fund	Dec. 2019 Medical Stop Loss	\$48,879.34
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<i>STEALTH PARTNER GROU - Total For Health Insurance Fund</i>			<i>\$48,879.34</i>
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**STEALTH PARTNER GROU - ALL DEPARTMENTS****\$48,879.34****STERLING**

STERLING	Human Resources	Background Checks October 2019	\$547.35
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<i>STERLING - Total For Human Resources</i>			<i>\$547.35</i>
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**STERLING - ALL DEPARTMENTS****\$547.35****SUMMIT ELECTRIC LLC.**

SUMMIT ELECTRIC LLC.	Police Administration	Rewire shooting targets	\$144.40
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<i>SUMMIT ELECTRIC LLC. - Total For Police Administration</i>			<i>\$144.40</i>
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**SUMMIT ELECTRIC LLC. - ALL DEPARTMENTS****\$144.40****SUTHERLANDS 2219**

SUTHERLANDS 2219	Animal Control	LUMBER AND BUILDING MATERIALS STORES	\$18.88
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<i>SUTHERLANDS 2219 - Total For Animal Control</i>			<i>\$18.88</i>
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**SUTHERLANDS 2219 - ALL DEPARTMENTS****\$18.88****TARGET**

TARGET	Police Administration	DISCOUNT STORES	\$17.84
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<i>TARGET - Total For Police Administration</i>			<i>\$17.84</i>
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**TARGET - ALL DEPARTMENTS****\$17.84****TERIYAKI MADNESS LOM**

TERIYAKI MADNESS LOM	Police Administration	EATING PLACES, RESTAURANTS	\$14.35
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<i>TERIYAKI MADNESS LOM - Total For Police Administration</i>			<i>\$14.35</i>
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**TERIYAKI MADNESS LOM - ALL DEPARTMENTS****\$14.35****THE ARC OF NATRONA C**

THE ARC OF NATRONA C	Capital Projects Fund	1%#16 Funding The Arc of Natrona	\$2,916.68
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<i>THE ARC OF NATRONA C - Total For Capital Projects Fund</i>			<i>\$2,916.68</i>
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**THE ARC OF NATRONA C - ALL DEPARTMENTS****\$2,916.68****THE HOME DEPOT**

THE HOME DEPOT	Capital Projects Fund	Christmas Lights Conwell Park	\$89.80
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<i>THE HOME DEPOT - Total For Capital Projects Fund</i>			<i>\$89.80</i>
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THE HOME DEPOT	Golf - Operations	2 bags of ice melt, 55 gallon trash bags, rubber g	\$59.72
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<i>THE HOME DEPOT - Total For Golf - Operations</i>			<i>\$59.72</i>
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THE HOME DEPOT	Police Grants Fund	HOME SUPPLY WAREHOUSE STORES	\$29.98
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<i>THE HOME DEPOT - Total For Police Grants Fund</i>			<i>\$29.98</i>
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**THE HOME DEPOT - ALL DEPARTMENTS****\$179.50****TOP OFFICE PRODUCTS**

TOP OFFICE PRODUCTS	Municipal Court	STATIONERY,OFFICE SUPPLIES,PRINTING AND	\$114.00
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TOP OFFICE PRODUCTS	Municipal Court	STATIONERY,OFFICE SUPPLIES,PRINTING AND	\$71.25
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TOP OFFICE PRODUCTS	Municipal Court	STATIONERY,OFFICE SUPPLIES,PRINTING AND	\$38.00
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<i>TOP OFFICE PRODUCTS - Total For Municipal Court</i>			<i>\$223.25</i>
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TOP OFFICE PRODUCTS	WWTP - Operations	Printing/Copier Maintenance Oct. 2019	\$183.37
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<i>TOP OFFICE PRODUCTS - Total For WWTP - Operations</i>			<i>\$183.37</i>
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**TOP OFFICE PRODUCTS - ALL DEPARTMENTS****\$406.62****TST CHEYENNE RIB AN**

TST CHEYENNE RIB AN	Police Administration	EATING PLACES, RESTAURANTS	\$39.00
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<i>TST CHEYENNE RIB AN - Total For Police Administration</i>			<i>\$39.00</i>
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**TST CHEYENNE RIB AN - ALL DEPARTMENTS****\$39.00****TYLER TECHNOLOGIES I**

TYLER TECHNOLOGIES I	Balefill - Dispatch	Tyler Conversion- Training	\$423.16
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TYLER TECHNOLOGIES I	Balefill - Dispatch	Tyler conversion training	\$463.57
TYLER TECHNOLOGIES I	Balefill - Dispatch	Tyler Conversion Training	\$352.63
<i>TYLER TECHNOLOGIES I - Total For Balefill - Dispatch</i>			<i>\$1,239.36</i>
TYLER TECHNOLOGIES I	Capital Projects Fund	Tyler Conversion Training	\$6,082.90
TYLER TECHNOLOGIES I	Capital Projects Fund	Tyler conversion training	\$7,996.47
TYLER TECHNOLOGIES I	Capital Projects Fund	Tyler Conversion- Training	\$7,299.39
<i>TYLER TECHNOLOGIES I - Total For Capital Projects Fund</i>			<i>\$21,378.76</i>
TYLER TECHNOLOGIES I	Refuse - Residential	Tyler Conversion- Training	\$634.73
TYLER TECHNOLOGIES I	Refuse - Residential	Tyler Conversion Training	\$528.95
TYLER TECHNOLOGIES I	Refuse - Residential	Tyler conversion training	\$695.34
<i>TYLER TECHNOLOGIES I - Total For Refuse - Residential</i>			<i>\$1,859.02</i>
TYLER TECHNOLOGIES I	Regional Water Operations	Tyler conversion training	\$115.89
TYLER TECHNOLOGIES I	Regional Water Operations	Tyler Conversion Training	\$88.16
TYLER TECHNOLOGIES I	Regional Water Operations	Tyler Conversion- Training	\$105.79
<i>TYLER TECHNOLOGIES I - Total For Regional Water Operations</i>			<i>\$309.84</i>
TYLER TECHNOLOGIES I	Sewer Fund - Collection	Tyler conversion training	\$579.45
TYLER TECHNOLOGIES I	Sewer Fund - Collection	Tyler Conversion- Training	\$528.94
TYLER TECHNOLOGIES I	Sewer Fund - Collection	Tyler Conversion Training	\$440.79
<i>TYLER TECHNOLOGIES I - Total For Sewer Fund - Collection</i>			<i>\$1,549.18</i>
TYLER TECHNOLOGIES I	Water - Distribution	Tyler conversion training	\$1,274.80
TYLER TECHNOLOGIES I	Water - Distribution	Tyler Conversion Training	\$969.74
TYLER TECHNOLOGIES I	Water - Distribution	Tyler Conversion- Training	\$1,163.67
<i>TYLER TECHNOLOGIES I - Total For Water - Distribution</i>			<i>\$3,408.21</i>
TYLER TECHNOLOGIES I	WWTP - Operations	Tyler Conversion- Training	\$423.15
TYLER TECHNOLOGIES I	WWTP - Operations	Tyler conversion training	\$463.56
TYLER TECHNOLOGIES I	WWTP - Operations	Tyler Conversion Training	\$352.63
<i>TYLER TECHNOLOGIES I - Total For WWTP - Operations</i>			<i>\$1,239.34</i>
<b>TYLER TECHNOLOGIES I - ALL DEPARTMENTS</b>			<b>\$30,983.71</b>

## UBER TRIP

UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$3.00
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$95.78
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$12.00
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$3.00
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$7.97

UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$3.00
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$8.73
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$12.59
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$17.26
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$8.95
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$13.49
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$53.07
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$3.00
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$3.00
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$3.00
UBER TRIP	Police Administration	TAXICABS/LIMOUSINES	\$5.00
<i>UBER TRIP - Total For Police Administration</i>			<i>\$252.84</i>
<b>UBER TRIP - ALL DEPARTMENTS</b>			<b>\$252.84</b>

## ULINE SHIP SUPPLIE

ULINE SHIP SUPPLIE	Aquatics - Pool	Latex gloves	\$247.71
<i>ULINE SHIP SUPPLIE - Total For Aquatics - Pool</i>			<i>\$247.71</i>
<b>ULINE SHIP SUPPLIE - ALL DEPARTMENTS</b>			<b>\$247.71</b>

## UNIFORMS 2 GEAR

UNIFORMS 2 GEAR	Animal Control	Polyester Women's Shirt	\$91.46
<i>UNIFORMS 2 GEAR - Total For Animal Control</i>			<i>\$91.46</i>
UNIFORMS 2 GEAR	Police Administration	WeatherTech Jacket, PD Embroider	\$132.38
UNIFORMS 2 GEAR	Police Administration	Duty Pants	\$200.20
UNIFORMS 2 GEAR	Police Administration	Merrell Moab Boot	\$154.75
UNIFORMS 2 GEAR	Police Administration	Misc. Galco Product	\$74.20
UNIFORMS 2 GEAR	Police Administration	Acadia 8" Black, Blackhawk Sherpa	\$344.79
UNIFORMS 2 GEAR	Police Administration	Misc. Bates Footwear	\$160.00
UNIFORMS 2 GEAR	Police Administration	Misc. Blackhawk Product	\$143.53
UNIFORMS 2 GEAR	Police Administration	Misc. Blackhawk Product, Cuff Mag Case	\$87.67
<i>UNIFORMS 2 GEAR - Total For Police Administration</i>			<i>\$1,297.52</i>
<b>UNIFORMS 2 GEAR - ALL DEPARTMENTS</b>			<b>\$1,388.98</b>

**UNITED 0161543661**

UNITED	0161543661	Police Administration	UNITED AIRLINES	\$30.00
UNITED 0161543661 - Total For Police Administration				\$30.00
<b>UNITED 0161543661 - ALL DEPARTMENTS</b>				<b>\$30.00</b>

**UNITED 0161543667**

UNITED	0161543667	Police Administration	UNITED AIRLINES	\$30.00
UNITED 0161543667 - Total For Police Administration				\$30.00
<b>UNITED 0161543667 - ALL DEPARTMENTS</b>				<b>\$30.00</b>

**UNITED 0161544668**

UNITED	0161544668	Police Administration	UNITED AIRLINES	\$30.00
UNITED	0161544668	Police Administration	UNITED AIRLINES	\$30.00
UNITED	0161544668	Police Administration	UNITED AIRLINES	\$30.00
UNITED 0161544668 - Total For Police Administration				\$90.00
<b>UNITED 0161544668 - ALL DEPARTMENTS</b>				<b>\$90.00</b>

**UNITED 0162477585**

UNITED	0162477585	Police Administration	UNITED AIRLINES	\$294.60
UNITED 0162477585 - Total For Police Administration				\$294.60
<b>UNITED 0162477585 - ALL DEPARTMENTS</b>				<b>\$294.60</b>

**UNITED WAY OF NATRON**

UNITED WAY OF NATRON	Capital Projects Fund	1%#16 Funding United Way	\$946.94
UNITED WAY OF NATRON - Total For Capital Projects Fund			\$946.94
<b>UNITED WAY OF NATRON - ALL DEPARTMENTS</b>			<b>\$946.94</b>

**URGENT CARE OF CASPE**

URGENT CARE OF CASPE	Property Insurance Fund	MEDICAL SERVICES & HEALTH PRACTITIONERS	\$978.00
URGENT CARE OF CASPE - Total For Property Insurance Fund			\$978.00



**URGENT CARE OF CASPE - ALL DEPARTMENTS****\$978.00****VERIZON WIRELESS**

VERIZON WIRELESS	Buildings & Structures Fund	Oct. 19 Phone Acct. 442124121-00001	\$80.10
<i>VERIZON WIRELESS - Total For Buildings &amp; Structures Fund</i>			<i>\$80.10</i>
VERIZON WIRELESS	Code Enforcement	Oct. 2019 Phone Bill	\$161.12
<i>VERIZON WIRELESS - Total For Code Enforcement</i>			<i>\$161.12</i>
VERIZON WIRELESS	Meter Services	Sep 14- Oct 13 Phone Use- Acct. 942021615-00	\$305.99
<i>VERIZON WIRELESS - Total For Meter Services</i>			<i>\$305.99</i>

**VERIZON WIRELESS - ALL DEPARTMENTS****\$547.21****VOIANCE LLC**

VOIANCE LLC	Police Administration	BUSINESS SERVICES NOT ELSEWHERE CLASSIFI	\$4.28
<i>VOIANCE LLC - Total For Police Administration</i>			<i>\$4.28</i>

**VOIANCE LLC - ALL DEPARTMENTS****\$4.28****VRC COMPANIES LLC**

VRC COMPANIES LLC	Police Administration	Nov. 2019 Monthly Fee	\$112.50
<i>VRC COMPANIES LLC - Total For Police Administration</i>			<i>\$112.50</i>

**VRC COMPANIES LLC - ALL DEPARTMENTS****\$112.50****VZWRLSS IVR VB**

VZWRLSS IVR VB	Cemetery	TELECOMMUNICATION VERIZON BILL FOR 307-	\$40.01
<i>VZWRLSS IVR VB - Total For Cemetery</i>			<i>\$40.01</i>
VZWRLSS IVR VB	Water - Distribution	TELECOMMUNICATION SERV.	\$278.47
<i>VZWRLSS IVR VB - Total For Water - Distribution</i>			<i>\$278.47</i>

**VZWRLSS IVR VB - ALL DEPARTMENTS****\$318.48****WAL-MART #1617**

WAL-MART #1617	ice Arena - Concessions	GROCERY STORES, SUPERMARKETS	\$34.02
<i>WAL-MART #1617 - Total For ice Arena - Concessions</i>			<i>\$34.02</i>

**WAL-MART #1617 - ALL DEPARTMENTS****\$34.02****WAL-MART #3778**

WAL-MART #3778	Ft. Caspar	Hands on History for "Thank You Sarah"	\$11.59
WAL-MART #3778 - Total For Ft. Caspar			\$11.59
WAL-MART #3778	Rec. Center - Special Prog	GROCERY STORES, SUPERMARKETS	\$11.50
WAL-MART #3778 - Total For Rec. Center - Special Prog			\$11.50
WAL-MART #3778	Water - Distribution	DEF	\$78.80
WAL-MART #3778 - Total For Water - Distribution			\$78.80

**WAL-MART #3778 - ALL DEPARTMENTS****\$101.89****WAYNE COLEMAN CONSTR**

WAYNE COLEMAN CONSTR	Water - Distribution	2019 CPU Asphalt 19-001	\$1,282.08
WAYNE COLEMAN CONSTR - Total For Water - Distribution			\$1,282.08

**WAYNE COLEMAN CONSTR - ALL DEPARTMENTS****\$1,282.08****WENDY'S 4949**

WENDY'S 4949	Police Administration	FAST FOOD RESTAURANTS	\$7.00
WENDY'S 4949 - Total For Police Administration			\$7.00

**WENDY'S 4949 - ALL DEPARTMENTS****\$7.00****WEST PLAINS ENGINEER**

WEST PLAINS ENGINEER	Urban Forestry	CEC Fire Alarm and Sprinkler 17-073	\$3,500.00
WEST PLAINS ENGINEER - Total For Urban Forestry			\$3,500.00

**WEST PLAINS ENGINEER - ALL DEPARTMENTS****\$3,500.00****WESTERN PLAINS LANDS**

WESTERN PLAINS LANDS	Balefill - Dispatch	SWF Landfill Compactors 18-074	\$27,483.36
WESTERN PLAINS LANDS - Total For Balefill - Dispatch			\$27,483.36

**WESTERN PLAINS LANDS - ALL DEPARTMENTS****\$27,483.36**

## WESTLAND PARK-RED BU

WESTLAND PARK-RED BU	Sewer Fund	Monthly Retail Sewer Revenue Oct. 11	(\$344.30)
WESTLAND PARK-RED BU	Sewer Fund	Monthly Retail Sewer Revenue Sept. 13	(\$352.20)
WESTLAND PARK-RED BU	Sewer Fund	Monthly Retail Sewer Revenue Sept. 13	\$3,522.00
WESTLAND PARK-RED BU	Sewer Fund	Monthly Retail Sewer Revenue Oct. 11	\$3,443.00
<i>WESTLAND PARK-RED BU - Total For Sewer Fund</i>			<i>\$6,268.50</i>
WESTLAND PARK-RED BU	WWTP	Monthly Retail Sewer Revenue Oct. 11	(\$1,537.44)
WESTLAND PARK-RED BU	WWTP	Monthly Retail Sewer Revenue Sept. 13	(\$1,537.44)
<i>WESTLAND PARK-RED BU - Total For WWTP</i>			<i>(\$3,074.88)</i>
<b>WESTLAND PARK-RED BU - ALL DEPARTMENTS</b>			<b>\$3,193.62</b>

## WESTSIDE ANIMAL HOSP

WESTSIDE ANIMAL HOSP	Police Administration	VETERINARY SERVICES	(\$18.83)
<i>WESTSIDE ANIMAL HOSP - Total For Police Administration</i>			<i>(\$18.83)</i>
<b>WESTSIDE ANIMAL HOSP - ALL DEPARTMENTS</b>			<b>(\$18.83)</b>

## WLC ENGINEERING - SU

WLC ENGINEERING - SU	Capital Projects Fund	Highland Park Cemetery Phase 2	\$14,122.38
<i>WLC ENGINEERING - SU - Total For Capital Projects Fund</i>			<i>\$14,122.38</i>
WLC ENGINEERING - SU	Engineering	Surveyor Services	\$72.50
<i>WLC ENGINEERING - SU - Total For Engineering</i>			<i>\$72.50</i>
<b>WLC ENGINEERING - SU - ALL DEPARTMENTS</b>			<b>\$14,194.88</b>

## WM SUPERCENTER

WM SUPERCENTER	Water - Distribution	Computer cable	\$12.98
<i>WM SUPERCENTER - Total For Water - Distribution</i>			<i>\$12.98</i>
<b>WM SUPERCENTER - ALL DEPARTMENTS</b>			<b>\$12.98</b>

## WONDER WASH

WONDER WASH	Police Administration	CAR WASHES	\$34.30
<i>WONDER WASH - Total For Police Administration</i>			<i>\$34.30</i>

<b>WONDER WASH - ALL DEPARTMENTS</b>	<b>\$34.30</b>
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## WY. CHILD & FAMILY D

WY. CHILD & FAMILY D	Capital Projects Fund	1% #16 Funding Child Developme	\$5,312.50
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<i>WY. CHILD &amp; FAMILY D - Total For Capital Projects Fund</i>			<i>\$5,312.50</i>
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<b>WY. CHILD &amp; FAMILY D - ALL DEPARTMENTS</b>	<b>\$5,312.50</b>
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## WY. MEDICAL CENTER

WY. MEDICAL CENTER	Health Insurance Fund	MEDICAL SERVICES & HEALTH PRACTITIONERS	\$400.00
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<i>WY. MEDICAL CENTER - Total For Health Insurance Fund</i>			<i>\$400.00</i>
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<b>WY. MEDICAL CENTER - ALL DEPARTMENTS</b>	<b>\$400.00</b>
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## WYNDHAM 1863 RESTAUR

WYNDHAM 1863 RESTAUR	Police Administration	EATING PLACES, RESTAURANTS	\$39.00
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<i>WYNDHAM 1863 RESTAUR - Total For Police Administration</i>			<i>\$39.00</i>
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<b>WYNDHAM 1863 RESTAUR - ALL DEPARTMENTS</b>	<b>\$39.00</b>
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## WYNDHAM GETTYSBURG

WYNDHAM GETTYSBURG	Police Administration	WYNDHAM	\$430.40
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<i>WYNDHAM GETTYSBURG - Total For Police Administration</i>			<i>\$430.40</i>
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<b>WYNDHAM GETTYSBURG - ALL DEPARTMENTS</b>	<b>\$430.40</b>
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## WYOMING FOOD BANK OF

WYOMING FOOD BANK OF	Capital Projects Fund	1%#16 Funding WY Food Bank July-Sept. 2019	\$1,250.00
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<i>WYOMING FOOD BANK OF - Total For Capital Projects Fund</i>			<i>\$1,250.00</i>
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<b>WYOMING FOOD BANK OF - ALL DEPARTMENTS</b>	<b>\$1,250.00</b>
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## WYOMING STEEL & RECY

WYOMING STEEL & RECY	Balefill - Proc	Safety Rail	\$39.50
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<i>WYOMING STEEL &amp; RECY - Total For Balefill - Proc</i>			<i>\$39.50</i>
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WYOMING STEEL & RECY	Refuse - Recycling	RC Recycle	\$5,021.20
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WYOMING STEEL & RECY - Total For Refuse - Recycling	\$5,021.20
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WYOMING STEEL & RECY - ALL DEPARTMENTS	\$5,060.70
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## YOUTH CRISIS CENTER

YOUTH CRISIS CENTER	Capital Projects Fund	1%#16 Funding Youth, July/Aug/Sept 2019	\$17,452.50
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YOUTH CRISIS CENTER - Total For Capital Projects Fund	\$17,452.50
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YOUTH CRISIS CENTER - ALL DEPARTMENTS	\$17,452.50
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CITYWIDE BILLS AND CLAIMS TOTAL	\$2,172,874.90
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I certify, under penalty of perjury, that this listing of vouchers and the items included therein for payment are correct and just in every respect.

SUBMITTED BY (Finance Dir) \_\_\_\_\_ DATE \_\_\_\_\_

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DULY AUDITED BY (City Manager) \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY (Mayor) \_\_\_\_\_ DATE \_\_\_\_\_

CITY of CASPER, WYOMING  
BILLS and CLAIMS ADDENDUM  
Council Meeting  
12/03/19

**Payroll Disbursements**

11/19/19	FIRE PAYROLL	\$	146,720.57
11/19/19	BENEFITS & DEDUCTIONS	\$	31,304.43
11/27/19	CITY PAYROLL	\$	1,109,905.08
11/27/19	BENEFITS & DEDUCTIONS	\$	181,081.21


<b><u>Total Payroll</u></b>	<b>\$</b>	<b><u>1,469,011.29</u></b>
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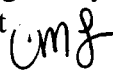
**Additional Accounts Payable**

11/14/2019	Pre-Writs: Travel Reimbursement, Sales Tax, Loan, Utility Refund		
	Wallace Trembath	\$	153.25
	Keith McPheeters	\$	405.00
	Adam Uhrich	\$	418.00
	State of Wy. Dept. of Revenue-Loan	\$	3,434.22
	State of Wy. Dept. of Revenue-Sales Tax	\$	771.31
	Carubie, Tom	\$	45.41
	Moody, Kenneth	\$	44.56
	Griffith, Aaron	\$	52.23
	Landmark Builders	\$	44.88
	J & G Landscaping	\$	37.32
		\$	5,406.18
11/15/19	Clerk of District Court	\$	130.00
11/20/19	Additional P-Cards for BOA payment (Details Attached)	\$	64,856.37
11/22/19	Pre-Writs: Petty Cash, Utility Refunds		
	FIB-Petty Cash	\$	67.76
	Miramontes, Max	\$	25.12
	Steiner, Michell	\$	75.00
	Sorenson, Catie	\$	8.45
	Morrison, John	\$	22.07
	Welch, Donald	\$	14.78
		\$	213.18

<b><u>Total Additional AP</u></b>	<b>\$</b>	<b><u>70,605.73</u></b>
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November 18, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Fleur Tremel, Assistant to the City Manager/City Clerk 77  
Carla Mills-Laatsch, Licensing Specialist 

SUBJECT: Establish the Public Hearing date for a transfer of ownership for Retail Liquor License No. 36, owned by Urban Market Wines, LLC d/b/a Urban Bottle Wine & Spirits, Located at 410 South Ash Street.

Meeting Type & Date  
Regular Council Meeting  
December 3, 2019

Action type  
Establish Public Hearing  
Minute Action

Recommendation  
That Council, by minute action, establish December 17<sup>th</sup>, 2019 as the Public Hearing date for a transfer of ownership for retail liquor license No. 36, owned by Urban Market Wines, LLC, d/b/a Urban Bottle Wine and Spirits, located at 410 South Ash Street.

Summary  
Currently, Retail Liquor License is owned by Art and Lynette Boatright, and John and Lauren Griffith, each having 16 2/3% of the membership interest and Jennifer A. True having the remaining 33 1/3 % of the membership interest. City Staff received a letter from the members of Urban Market Wines, LLC stating that upon City Councils approval, they wish to transfer all ownership to John and Lauren Griffith. Municipal Code 5.08.050 states that whenever an interest of more than ten percent of the whole interest in any corporation, association or organization holding a retail liquor license is sought to be sold, assigned or otherwise transferred a new application shall first be filed with the city clerk and no such sale, assignment or transfer shall be made without the prior approval of the city council. Since more than 10% is being sold a transfer application would be necessary.

The State of Wyoming Liquor Division will duly review the application. The City of Casper Fire-EMS Department, City of Casper Community Development Department, and Natrona County Health Department will review this business and address to ensure compliance with local codes and ordinances.

As required by Municipal Code 05.08.070, a notice will be published in a local newspaper once a week for two consecutive weeks. As required by State Statute 12-4-104(a) it will be 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

Attachments

Letter from Urban Market Wines





**UrbanBottle**

November 14, 2019

City of Casper  
Carla Mills-Laatsch, *Licensing Specialist*  
200 N. David  
Casper, WY 82601

Mrs. Laatsch,

Urban Market Wines (dba Urban Bottle), has recently applied for a transfer of ownership. This ownership change is requested as current members of the company have become involved in other ventures in the downtown area and have other commitments in their personal lives that limit the amount of time and interest available to commit to this business.

The transfer application paperwork has been submitted to the City, and will be reviewed by the City Council on December 17, 2019. During this time Urban Bottle will continue to work through the requirements of this transfer with the City of Casper and The State, however it is understood by all parties involved that any aspect of the transfer of Ownership of this retail liquor license is not finalized until approved by members of City Council.

Thanks for your continued help and support. Should you have any questions regarding this information, please feel free to contact us at your convenience.

Respectfully submitted,

**Urban Bottle Wine & Spirits**

410 S. Ash St.  
Casper, WY 82601  
307.333.6424

Art Boatright


Lynette Boatright



John Griffith

Lauren Griffith

Jennifer True

November 18, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Fleur Tremel, Assistant to the City Manager/City Clerk   
Carla Mills-Laatsch, Licensing Specialist 

SUBJECT: Establish the Public Hearing Dates for Two New Bar and Grill Liquor Licenses.

Meeting Type & Date

Regular Council Meeting  
December 3, 2019

Action type

Establish Public Hearings  
Minute Actions

Recommendation

That Council, by minute action, establish December 17, 2019 as the Public Hearing dates for new Bar and Grill License No. 12 for Adega, LLC., d/b/a Qdoba Mexican Eats, located at 5030 East 2<sup>nd</sup> Street Ste No. 1 and Bar and Grill License No. 13 EDG, LLC., d/b/a Qdoba Mexican Eats, located at 4009 CY Avenue

Summary

Two applications have been received for new Bar & Grill Liquor Licenses, Adega, LLC., d/b/a Qdoba Mexican Eats, located at 5030 East 2<sup>nd</sup> Street Ste No. 1 and EDG, LLC., Qdoba Mexican Eats, located at 4009 CY Avenue. Each application will have a separate public hearing. If these bar and grill liquor licenses are approved, they will be effective starting immediately. The City has fourteen bar and grill licenses, currently nine are assigned. On November 5, 2019, the City Council approved two bar and grill liquor licenses be set aside for a future project for John Johnson. If these bar and grill licenses are approved, the city will have one bar and grill license available.

Bar and grill licenses shall be subject to the provisions of Sections 5.08.310 and 5.08.330(D) to the same extent that those provisions are applicable to restaurant liquor licenses.

The State of Wyoming Liquor Division will duly review the application. The City of Casper Fire-EMS Department, City of Casper Community Development Department, and Natrona County Health Department will review this business and address to ensure compliance with local codes and ordinances.

As required by Municipal Code 05.08.070, a notice will be published in a local newspaper once a week for two consecutive weeks. As required by State Statute 12-4-104(a) it will be 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

Attachments

None

November 18, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Fleur Tremel, Assistant to the City Manager/City Clerk   
Carla Mills-Laatsch, Licensing Specialist 

SUBJECT: Establish the Public Hearing Dates for Two New Bar and Grill Liquor Licenses.

Meeting Type & Date

Regular Council Meeting  
December 3, 2019

Action type

Establish Public Hearings  
Minute Actions

Recommendation

That Council, by minute action, establish December 17, 2019 as the Public Hearing dates for new Bar and Grill License No. 12 for Adega, LLC., d/b/a Qdoba Mexican Eats, located at 5030 East 2<sup>nd</sup> Street Ste No. 1 and Bar and Grill License No. 13 EDG, LLC., d/b/a Qdoba Mexican Eats, located at 4009 CY Avenue

Summary

Two applications have been received for new Bar & Grill Liquor Licenses, Adega, LLC., d/b/a Qdoba Mexican Eats, located at 5030 East 2<sup>nd</sup> Street Ste No. 1 and EDG, LLC., Qdoba Mexican Eats, located at 4009 CY Avenue. Each application will have a separate public hearing. If these bar and grill liquor licenses are approved, they will be effective starting immediately. The City has fourteen bar and grill licenses, currently nine are assigned. On November 5, 2019, the City Council approved two bar and grill liquor licenses be set aside for a future project for John Johnson. If these bar and grill licenses are approved, the city will have one bar and grill license available.

Bar and grill licenses shall be subject to the provisions of Sections 5.08.310 and 5.08.330(D) to the same extent that those provisions are applicable to restaurant liquor licenses.

The State of Wyoming Liquor Division will duly review the application. The City of Casper Fire-EMS Department, City of Casper Community Development Department, and Natrona County Health Department will review this business and address to ensure compliance with local codes and ordinances.

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

Financial Considerations

No Financial Considerations


Oversight/Project Responsibility


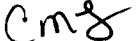
Carla Mills-Laatsch, Licensing Specialist

Attachments

None

November 14, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Fleur Tremel, Assistant to City Manager/City Clerk   
Carla Mills-Laatsch, Licensing Specialist 

SUBJECT: Establish the Public Hearing Date on Liquor License Renewals for licensing period  
April 1, 2020 through March 31, 2021.

Meeting Type & Date

Regular Council Meeting  
December 3, 2019

Action type

Establish Public Hearing  
Minute Action

Recommendation

That Council, by minute action, establish February 18, 2020, as the Public Hearing date for consideration of the annual renewal of all City of Casper Liquor Licenses.

Summary

State Statutes require that the City Council hold a public hearing each year prior to the renewal of liquor licenses. This gives the public an opportunity to address the Council with any concerns they might have concerning the operation and management of a given establishment. It also affords the City Council an opportunity to invite liquor establishment owners to appear and address any questions that the Council might have. The licensing year runs from April 1 to March 31.

During the month of November, the necessary reporting materials and liquor license renewal forms are sent to the liquor dealers. The City of Casper Fire-EMS Department, City of Casper Community Development, and Natrona County Health Department are informed to ensure that the license holders are complying with the building, fire, and health codes. If any non-compliance is noted, a conformance period may be set for the license holder, and the license may be issued with a restriction. In addition, the Police Department submits a report noting any law enforcement problems related to the establishment and a calculation of any demerit points earned during the previous year.

Financial Considerations

No Financial Considerations

Oversight/Project Responsibility

Carla Mills-Laatsch, Licensing Specialist

Attachments

None

November 27, 2019

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

FROM: Liz Becher, Community Development Director *LB*

SUBJECT: Consideration of an ordinance approving the annexation and zoning of thirteen (13) properties along the west side of South Poplar Street, south of West 50<sup>th</sup> Street

Meeting Type & Date:

Regular Council Meeting, December 3, 2019.

Action Type:

First reading on ordinance and Public Hearing.

Recommendation:

That Council, by ordinance, approve the annexation of thirteen (13) properties along the west side of South Poplar Street, south of West 50<sup>th</sup> Street, and the zoning of said properties as AG (Urban Agriculture).

Summary:

The Casper City Council approved Resolution No. 19-162 initiating the annexation of thirteen (13) unincorporated properties located generally west of South Poplar Street, and south of West 50<sup>th</sup> Street. The properties involved are semi-rural, single-family residential properties and are proposed for AG (Urban Agriculture) zoning, once annexed. All properties have access to City water service, and have previously-signed commitments to annex associated with their individual deeds. A handful of the properties are currently connected to City sewer; however, the majority have septic systems. All properties involved in the annexation have frontage on a public right-of-way. The properties are all contiguous with the City limits, and Community Development Department staff completed the required annexation study/report, and mailed it to the property owners and all utility companies, as is required by State law. City staff held a neighborhood meeting on September 12<sup>th</sup>, 2019 to take comments from the property owners and to answer their questions. Staff also followed up with the property owners via written correspondence dated October 8, 2019. In that the annexation is City-initiated, it was not reviewed by the Planning and Zoning Commission before consideration by Council, as would be the typical procedure with property owner-initiated annexations; therefore, no recommendation will be forthcoming.

The annexation study/report is being provided for review with the first reading of the ordinance, since it addresses many of the questions that Council and the public may have with regard to the availability of City services, and costs that may be incurred by either the City or the property owner. City staff recommends that the Council approve the zoning of the property as AG (Urban Agriculture), which would make the existing single-family residential uses legal and conforming, and would allow for the keeping of livestock on the properties, as has been done historically. The area is located within the City's Urban Growth Boundary, which was approved by Council

as a part of the Generation Casper Comprehensive Land Use Plan. This indicates that City services are available, and that the addition of this area to Casper makes sense geographically.

Financial Considerations:

The City of Casper currently receives approximately \$566 per resident in sales tax distribution by the State. There are no immediate public infrastructure needs/costs as a result of the annexation of the referenced area.

Oversight/Project Responsibility:

Craig Collins, AICP, City Planner, is tasked with processing annexations and zoning applications.

Attachments:

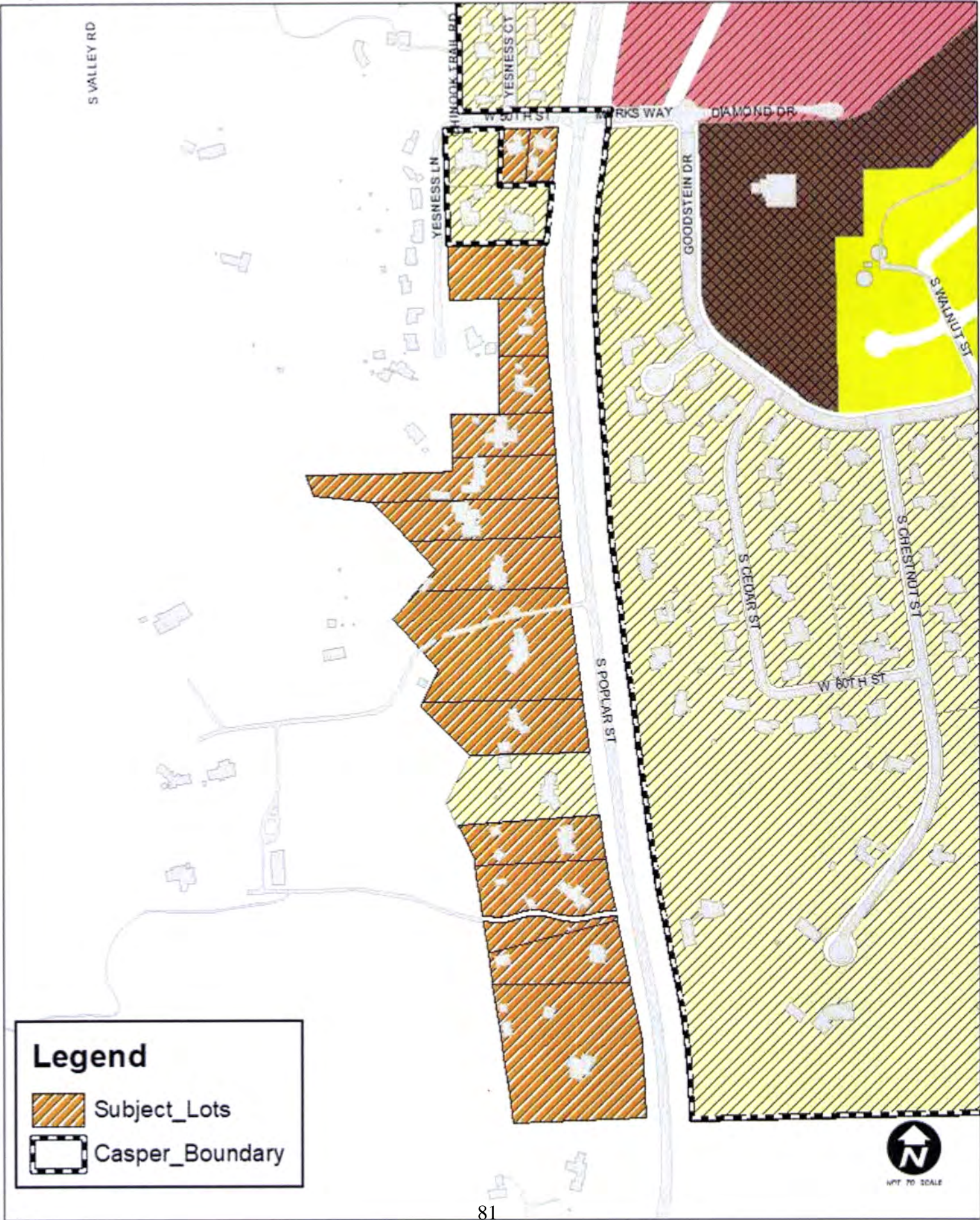
Location Map

Annexation Study/Report

Ordinance



Poplar Street Annexation



# South Poplar Street Annexation

(South Garden Creek Acres Addition and South Garden Creek  
Acres No. 2 Addition)

## 2019 ANNEXATION REPORT

October, 2019

PREPARED BY:

CITY OF CASPER  
COMMUNITY DEVELOPMENT DEPARTMENT

## PURPOSE

This report, a statutory requirement of annexations, is in general terms, a cost/benefit analysis meant to provide the City and affected property owners a clear picture of the financial consequences of annexing properties into the City of Casper.

## BACKGROUND INFORMATION / DESCRIPTION OF AREA

The Casper City Council approved Resolution No. 19-162 initiating the annexation of multiple unincorporated properties located generally west of South Poplar Street, and south of SW Wyoming Boulevard. Those properties are described more particularly as follows:

- E ½, Tracts 34 and 35, South Garden Creek Acres No. 2 Addition
- Tracts 14-31, Inclusive, South Garden Creek Acres No. 2 Addition
- Tracts 1-10, and the South Portion of 11, South Garden Creek Acres Addition

The annexation is proposed to incorporate thirteen (13) semi-rural, single-family residential properties into the City limits. The City limits is located immediately east of the area, and falls under the City's R-1 (Residential Estate) zoning. The properties being proposed for annexation will most likely be zoned AG (Urban Agriculture), once annexed. All properties have access to City water service, and have previously-signed commitments to annex associated with their individual deeds. A handful of the properties are currently connected to City sewer; however, the majority have septic systems. All properties involved in the annexation have frontage on a public right-of-way.

For the purpose of analysis within this report, the following assumptions have been made:

▪ Estimated Population	32 (2.45 persons per household x 13 houses)
▪ Potential yearly sales tax revenue	\$18,112 (total)
▪ Potential yearly property tax revenue	\$8,000 (total combined)
▪ Area within designated Growth Boundary	Yes
▪ Enterprise Departments	Unaffected – Service is available
▪ Potential building permit revenue	Negligible, area is built-out
▪ Surveying requirements	Platted – No cost for surveying
▪ Transit/Bus	Area is not currently served
▪ Municipal Code Compliance	Limited instances of non-conforming uses
▪ Likely zoning classification	AG (Urban Agriculture)

## DEVELOPMENT COSTS

There will not be any City-borne infrastructure development costs as a result of this annexation. All properties being annexed currently have access to public streets. South Poplar Street is a State owned and maintained highway, and West 50<sup>th</sup> Street is an improved City street. Although South Poplar Street is not currently constructed to City standard specifications because it lacks curb, gutter and sidewalks, there are no immediate plans for the City to take over the ownership and maintenance of the street; and therefore, no immediate need to upgrade it to meet City standards. A funding mechanism will have to

be identified in the future, at such time as South Poplar Street requires improvements. A public sewer main extends up the east side of South Poplar Street, approximately half the length of the annexation. The decision as to when each property will be required to connect to public sewer rests solely with the City/County Health Department, and is independent of whether or not the properties are located in the City or the County. It is typical that the Health Department will allow septic systems to remain in use until such time as they fail. At such time, if a property is located within three hundred (300) feet of a public sewer main, the Health Department will typically require connection rather than permitting a new septic system to be installed. There are no future plans in the works at this time to extend the sewer main to the south, beyond its current terminus.

The property owners will not be required to complete any public improvements as a result of annexation into the City, and therefore, will not incur any immediate development costs.

## **STATUTORY REQUIREMENTS**

Wyoming Statute 15-1-402 sets specific requirements with regard to the annexation process and the supporting documentation. Subsection (c) requires that an annexing municipality prepare an annexation report, which shall, at a minimum, contain:

- (i) A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which, as a result of the annexation, will then be brought within one-half (1/2) mile of the new corporate limits of the City, if it has exercised the authority granted under W.S. 15-3-202(b)(ii); (*See appendix for map*).
- (ii) The total estimated cost of infrastructure improvements required of all landowners by the annexing municipality related to the annexation; (*See "Development Costs" section above*).
- (iii) A list of basic and other services customarily available to residents of the city or town and a timetable when those services will reasonably be available to the area proposed to be annexed; (*See individual City Department or Division sections below, all services will be available immediately upon annexation*).
- (iv) A projected annual fee or service cost for services described in paragraph (iii) of this subsection; (*See individual City Department or Division sections below*).
- (v) The current and projected property tax mill levies imposed by the municipality; and, (*See "Economics and Sources of Revenue" section below for tax information*).
- (vi) The cost of infrastructure improvements required within the existing boundaries of the municipality to accommodate the proposed annexation. (*See "Development Costs" section above*).



## **COMPLIANCE WITH W.S. 15-1-402.**

The annexation of the subject property meets the requirements of W.S. 15-1-402 for the following reasons:

1. The annexation of the area is for the protection of health, safety, and welfare of the persons residing in the area and in the City because public utilities, including water and/or sewer, are available to the property, as are all other City services, including, but not limited to Emergency Services.
2. The urban development of the area will constitute a natural, geographical, economical, and social part of the City because the area is directly adjacent to current City properties. The area is not isolated by any natural or man-made features and is a natural extension of the City limits.
3. The annexation of the area is a logical and feasible addition to the City and the provision of basic and other services customarily available to the residents of the City can reasonably be furnished to the area because the area is immediately adjacent to properties currently being served by the City. The area can be serviced without the need for additional City-funded infrastructure such as water trunk lines, booster stations, or storage tanks. The City of Casper will not have to expend capital dollars on emergency response or public works equipment, nor hire additional personnel to serve this area for the foreseeable future.
4. The annexation of the area is contiguous with, and adjacent to, the City limits along the eastern boundary.
5. The City does not operate its own electric utility. Rocky Mountain Power will provide electric service for the area, as they do for the balance of the City of Casper.
6. All of the conditions required and set forth in Wyoming State Statute 15-1-402(c) exist and the required procedures for the annexation of the area have been met. This annexation report was prepared pursuant to Wyoming State Statute 15-1-402(c) and will be disseminated to affected landowners and utility companies according to Wyoming Law.
7. The time and place for the public hearing to determine whether or not the proposed annexation complies with Wyoming State Statute 15-1-402 will be published in the Casper Star-Tribune twice; a minimum of 15-days prior to the final public hearing, and notice will be given as provided by Wyoming State Statute 15-1-405.

## **SERVICES TO BE PROVIDED BY THE CITY OF CASPER AND ESTIMATED COSTS.**

Properties located within the City of Casper benefit from all the programs and services of local government. For purposes of this study, the eight (8) departments or divisions that

provide direct, basic City services to incorporated properties have been considered to gain a relative measure of service costs. In addition, the report considers the possible effects to the City's transit system, overseen by the Metropolitan Planning Organization (MPO), which is funded in large part by the federal government.

The relative service costs for City services that are attributable to each property within the City of Casper municipal limits were derived by dividing each department's FY 2020 budget by the number of "properties" or "accounts" in the City of Casper (obtained from Public Utility Billing). According to the Public Utilities Division, there are approximately 20,559 residential properties/accounts and 1,874 commercial properties/accounts, for an approximate total of 22,433 properties/accounts in Casper. This analysis is intended to meet the Wyoming State Statutes' requirement to provide estimated service "costs" associated with the annexation. The analysis as presented does not suggest ACTUAL costs being incurred by the City, unless specifically noted herein, but attempts to quantifiably measure the impact of the annexation based on existing budgets and properties served. A second method of estimating costs has also been included, which is based on population rather than the number of properties/accounts in Casper. The property-based analysis in this case paints a similar picture regarding the costs of growth. It is acknowledged that neither method is an ideal way to determine ACTUAL costs, but instead, both are useful to illustrate the relative financial effects of growth on the organization.

Although the costs provided within this report can, in most cases, be considered theoretical, and are only a consideration of immediate costs/benefits today, it is important for decision-makers to note that in general, whenever the City grows through annexations, and new streets are constructed/improved, or new utilities are constructed, the City also acquires long-term maintenance costs associated with that new infrastructure, even if the improvements are initially paid for by a developer, as is the case with most voluntary annexations. In addition, over the long-term, the incremental expansion of the City requires that City services such as fire, police, sanitation, snow plowing, transit, etc. must also expand, typically, with an inadequate increase in City funding/revenue necessary to cover the yearly provision of those services. It is, more often than not, a misconception that the increased tax revenue that the City receives as a result of annexations will adequately cover the actual long-term costs involved, especially if life-cycle/maintenance costs, and service costs are considered. Incrementally, these costs, over time, can have a negative impact on City finances. For this reason, carefully managing growth to be located in appropriate (infill) areas, and also managing the eventual land uses and densities associated with growth, is a financially conservative strategy that the City must consider to remain solvent over the long term.

### *Some examples of development costs - 2019*

- \$500-\$600 per lineal foot – Cost to build a standard City (local) street. Equates to \$2,640,000 - \$3,168,000 per mile, and includes curb, gutter, sidewalk, streetlights, asphalt, etc. (Source: CEPI – Civil Engineering Professionals Inc.)
- \$300,000 - \$591,000 per mile – Cost to maintain a local City Street (not collector or arterial) over a 20-year life-cycle. (Source: City Engineering Division)

➤ Expected routine maintenance includes:

- Year 2 – Crack Sealing
- Year 5 – Chip Seal and Crack Seal
- Year 7 – Crack Sealing
- Year 10 – Major Repair/Patching
- Year 13 – Crack Seal
- Year 15 – Chip Seal and Crack Seal
- Year 20 – Reconstruction

### **POLICE DEPARTMENT COST OF PROVIDING SERVICE:**

The Casper Police Department will provide law enforcement services, which consist of answering calls for service, and patrolling the proposed addition. Based on the total budget for the Police Department, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Police Department budget that is apportioned to each property/account in the City is \$690 (*\$15,490,691 current Police Department budget, divided by 22,433 properties/accounts in the City*). Based on thirteen (13) newly annexed properties, the total estimated cost would be \$8,970 (*13 properties x \$690*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on population rather than the number of properties served, the analysis would look very similar. The addition of thirty-two (32) persons would comprise a 0.06% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated Police Department service cost (*portion of the total Police Department budget*) that would be attributable to this annexation would be \$9,294 per year (*\$15,490,691 x 0.06%*) if based on the expected population increase.

The Casper Police Department will not have to make any departmental changes in terms of personnel, equipment or vehicles that involve actual costs to the City as a result of this annexation. Police services will be available immediately upon the completion of the annexation.

### **FIRE DEPARTMENT COST OF PROVIDING SERVICE:**

The Casper Fire Department provides fire / EMS services, which consist primarily of answering calls for emergency services. Based on the total budget for the Fire Department, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Fire Department budget that is apportioned to each property/account in the City is

\$413 (*\$9,278,947 current Fire Department budget, divided by 22,433 properties*). Based on thirteen (13) newly annexed properties, the total estimated cost would be \$5,369 (*13 properties x \$413*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on population, the analysis would look very similar. The addition of thirty-two (32) persons would comprise a 0.06% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service cost (*portion of the total Fire Department budget*) that would be attributable to this annexation is approximately \$5,567 per year (*\$9,278,947 x 0.06%*).

The Casper Fire Department will not have to make any departmental changes in terms of personnel, equipment or vehicles that involve actual costs to the City as a result of this annexation. Fire service will be available immediately upon the completion of the annexation.

#### **STREETS AND TRAFFIC DIVISIONS COST OF PROVIDING SERVICE:**

The Casper Street Division provides services such as road maintenance, snow-plowing and snow removal. The Traffic Division provides services such as traffic sign installation, streetlight repair, and traffic signal maintenance. Based on the total budget for the Street and Traffic Divisions, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Street and Traffic budget that is apportioned to each property/account in the City is \$171 (*\$3,831,942 current Street/Traffic budget, divided by 22,433 properties*). Based on thirteen (13) newly annexed properties, the total estimated cost would be \$2,223 (*13 properties x \$171*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on population, the analysis would look very similar. The addition of thirty-two (32) persons would comprise a 0.06% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service cost (*portion of the total Street/Traffic budget*) that would be attributable to this annexation is approximately \$2,299 per year (*\$3,831,942 x 0.06%*).

In the immediate future, the Streets/Traffic Division will not incur additional capital costs as a result of this annexation, and will not need to hire additional personnel or purchase additional equipment to service this property. At such time that South Poplar Street becomes a City street, it will require the City to expend funds to construct improvements to meet City standard street construction specifications, including the provision of curb, gutter, and sidewalk. In addition, additional maintenance costs can be expected, which in today's dollars, would be approximately \$201,000 - \$395,970 for this 0.67-mile section of roadway, over twenty (20) years. Streets/Traffic Division service will be available immediately upon the completion of the annexation.



## **PUBLIC UTILITIES DIVISION (WATER AND SEWER) COST OF PROVIDING SERVICE:**

The Public Utilities Division provides services such as water and sewer service, main maintenance, meter reading, hydrant flushing, meter replacement, and service line installation. The Public Utilities Division is an Enterprise Account and is totally self-funded through various fees.

All properties currently enjoy City water service, and the majority of the properties use septic systems. As is the case with all properties in Natrona County, the City/County Health Department determines when property owners are required to abandon their septic systems and hook into the public sewer system, regardless of whether or not the property is located in the City or the County. A City sewer main is located in proximity to about half of the parcels being annexed, along the east side of South Poplar Street, and would need to be extended farther to the south at some point in the future to serve the additional properties beyond the current terminus.

The City will not incur any immediate capital costs associated with providing sewer service to the area, but the funding mechanism for a future extension of public sewer has not yet been identified. The ultimate cost of the extension could conceivably be borne by the residents, the City, or a combination of both. Long term, all City costs to provide water and sewer service to the area should be equal to revenues generated by the properties.

## **SANITATION DIVISION COST OF PROVIDING SERVICE:**

The Sanitation Division provides weekly garbage collection and disposal services. The Sanitation Division is an Enterprise account, which means that the service is entirely paid for by user fees and is not funded out of the City general fund. All sanitation costs should equal the revenues generated by the users. Sanitation service will be available immediately upon the completion of the annexation of the area, should the property owners desire to use City garbage collection.

## **PARKS DIVISION COST OF PROVIDING SERVICE:**

The Parks Division builds and maintains parks, landscaping, sports facilities, open space and trails throughout the City, for the benefit of Casper residents. Based on the total budget for the Parks Division, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Parks Division budget that is apportioned to each property/account in the City is \$90 (*\$2,026,527 current Parks Division budget, divided by 22,433 properties*). Based on thirteen (13) newly annexed properties, the total estimated cost would be \$1,170 (*13 properties x \$90*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on population, the analysis would look very similar. The addition of thirty-two (32) would comprise a 0.06% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service

cost (*portion of the total Parks Division budget*) that would be attributable to this annexation is approximately \$1,216 per year ( $\$2,026,527 \times 0.06\%$ ).

The Parks Division will not have to make any departmental changes in terms of personnel, equipment, vehicles or new parks that involve actual costs to the City as a result of this annexation. Parks Division service will be available immediately upon the completion of the annexation.

#### **COMMUNITY DEVELOPMENT DEPARTMENT COST OF PROVIDING SERVICE:**

The Planning, Building/Code Enforcement Divisions provide services related to the inspection of structures as they are constructed, response to citizen complaints regarding violations of the Municipal Zoning Code, permitting and licensing contractors, and future land-use planning for the City. Based on the total budget for the Community Development Department, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Community Development budget that is apportioned to each property/account in the City is \$75 ( $\$1,676,978$  *current Planning/Code Enforcement budget, divided by 22,433 properties*). Based on thirteen (13) newly annexed properties, the total estimated cost would be \$975 ( $13$  *properties*  $\times$   $\$75$ ). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on population, the analysis would look very similar. The addition of thirty-two (32) persons would comprise a 0.06% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service cost (*portion of the total Planning/Code Enforcement budget*) that would be attributable to this annexation is approximately \$1,006 per year ( $\$1,676,978 \times 0.06\%$ ).

The Community Development Department will not need to make any changes that will involve additional costs to the City as a result of the annexation of the area. Community Development Department service will be available immediately upon the completion of the annexation.

#### **ENGINEERING DIVISION COST OF PROVIDING SERVICE:**

The Engineering Division provides services such as the permitting of curb cuts, public utility locating, investigating drainage concerns, surveying, and oversight of capital construction projects. Based on the total budget for the Engineering Division, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Community Development budget that is apportioned to each property/account in the City is \$36 ( $\$815,871$  *current Planning/Code Enforcement budget, divided by 22,433 properties*). Based on thirteen (13) newly annexed properties, the total estimated cost would be \$468 ( $13$  *properties*  $\times$   $\$36$ ). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment.

In this case, if estimated cost were based on population, the analysis would look very similar. The addition of thirty-two (32) persons would comprise a 0.06% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service cost (*portion of the total Engineering Division budget*) that would be attributable to this annexation is approximately \$490 per year ( $\$815,871 \times 0.06\%$ ).

Current Engineering Division staff levels and equipment are adequate, and there will be no actual cost increase to the Engineering Division as a result of the annexation of the area. Engineering Division service will be available immediately upon the completion of the annexation.

#### **TRANSIT COST OF PROVIDING SERVICE:**

The City of Casper, along with surrounding towns, contracts with the Casper Area Transportation Coalition (CATC), a non-profit group, for transit service. The present contractor, CATC, is a private, non-profit organization governed by a Board of Directors that also oversees CATC's operations. CATC oversees two services:

1. The eponymously named CATC, which is a door-to-door paratransit service, providing transportation for the Casper area's handicapped and elderly populations;
2. The Bus, which is a fixed-route bus transit system.

Casper Area Transit (CAT) is financed through a combination of sources including the City of Casper One-Cent and General Fund, and Federal Transit Administration (FTA) Section 5307 and Section 5316 funds. The total amount of local Casper-only funding budgeted for Fiscal Year 2020 is \$608,000, while Federal funding sources total \$1,024,312. It is estimated that the fraction of the Transit budget that is apportioned to each property/account in the City of Casper to provide transit service is \$73 ( $\$1,632,312$  is *current Transit Casper and Federal-sourced budget, divided by 22,433 properties*). Based on thirteen (13) newly annexed properties, the total estimated cost would be \$949 ( $13 \text{ properties} \times \$73$ ). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on population, the analysis would look very similar. The addition of thirty-two (32) persons would comprise a 0.06% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service cost (*portion of the total Transit budget*) that would be attributable to this annexation is approximately \$979 per year ( $\$1,632,312 \times 0.06\%$ ).

There will be no immediate budgetary impact to Transit as a result of this annexation. Fixed route transit service is not located in the immediate area, but service is available to the north, at the Sunrise Shopping Center.

## ECONOMICS AND SOURCES OF REVENUE

City services are funded through a number of sources, including taxes and service/user fees. As indicated above, the enterprise fund services (water, sewer, and sanitation) are paid for one hundred percent (100%) by service/user fees collected, and do not impact the City's general fund. The remaining City services, funded out of the general fund, are supported in large part by various taxes and fees for services. The largest projected sources of general fund revenues for the City in FY20 are sales tax (\$18,672,852), revenue from the State of Wyoming (\$12,574,924), property taxes (\$4,160,683), charges for goods and services (\$5,196,957) and license/permit fees (\$6,238,998). It is generally accepted that given the current Wyoming tax structure, many residential properties do not generate sufficient tax revenue to the City to offset the expense to provide them with City services; whereas commercial properties typically generate higher property taxes, as well as sales taxes, to more-adequately cover the cost of providing City services.

In general, as properties are developed, license/permit fees will be paid to the City in the form of building permits. Once developed, these areas generate revenues in the form of franchise fees for utilities such as cable, telephone, electricity and natural gas. Other impacts of an annexation are not easily measured but are no less important. With all development come construction jobs, sale of construction materials, furniture, furnishings, and numerous direct and indirect support to existing local businesses. In addition to direct employment generated in the construction industry, other employment sectors likely benefit as well, such as, but not limited to, real estate, engineers, environmental testing, architects and utility companies, all of which positively contribute to the overall local economy.

## CONCLUSION

Assuming the City Council ultimately annexes the properties, the property owners will receive the same City services that every other property within the incorporated City receive. As illustrated throughout this report, the City of Casper can provide these services without incurring any immediate additional costs related to a need for additional staff, equipment or publicly-funded facility expansion or infrastructure. The properties are located directly adjacent to properties that are already receiving City services; therefore, these thirteen (13) properties can be absorbed into the City of Casper without any noticeable financial or operational effect.

### Summary of Yearly Service Costs by Department/Division

General Fund Dept./Div.	Estimated Property-Based Cost	Estimated Population-Based Cost
Police	\$8,970	\$9,294
Fire	\$5,369	\$5,567
Streets/Traffic	\$2,223	\$2,299
Parks	\$1,170	\$1,216
Community Development	\$975	\$1,006
Engineering	\$468	\$490
Transit	\$949	\$979

Total Yearly Cost	\$20,124	\$20,851
Total 20-Year Cost	\$402,480	\$417,020

### Summary of Yearly Revenues

Source of Revenue	Estimated Amount
Sales Tax	\$18,112
Property Tax	\$8,000
Building Permits	\$0

Total Yearly Revenue	\$26,112
Total 20-Year Revenue	\$522,240

### Summary of City-Borne Capital Costs

Description	Estimated Cost
Street Improvements (Immediate Cost)	\$0 ( <i>State Highway</i> )
Curb, Gutter, Sidewalk (Eventual Cost for 0.67 Miles)	Unknown
Street Maintenance (Immediate Cost)	\$0 ( <i>State Highway</i> )
Street Maintenance (Eventual 20-Year Cost for 0.67 Miles)	\$201,000 - \$395,970
Sewer Main Extension	Unknown
Surveying	\$0 ( <i>Currently Platted</i> )
Administrative	\$3,000

Although this report primarily analyzes the costs and benefits to the City of Casper (the organization), as with any development proposal, it must also be considered that there are costs and benefits that affect the entire community as well. When reviewing annexation proposals and for that matter, any development proposal in general, the City Council must recognize that there are significant differences in the cost/benefit balance depending on whether the growth/development is financially sustainable over the short term versus the long term. Location is almost always the most important factor determining whether the effects of growth are positive.

Denser, infill-type development, in proximity to existing City properties, is always cheaper to provide with City services than new development areas on the outskirts. Conversely, low density, sprawling development is much costlier because of inherent inefficiencies in its location and design. Location, in the land use planning context, correlates to proximity to existing public services, adequate roads and transportation infrastructure, utility availability, the overall density, and the ultimate type of land use of the area.

## APPENDIX

1. RESOLUTION INITIATING ANNEXATION.
2. VICINITY MAP OF AREA TO BE ANNEXED.
3. ANNEXATION EXHIBITS – PLATS
4. 2018 MILL LEVIES FOR NATRONA COUNTY.
5. UTILITY COMPANY ADDRESSES.

RESOLUTION NO.19-162

A RESOLUTION INITIATING THE ANNEXATION OF MULTIPLE UNINCORPORATED PROPERTIES LOCATED GENERALLY WEST OF SOUTH POPLAR STREET, AND SOUTH OF SW WYOMING BOULEVARD, IN THE SOUTH GARDEN CREEK ACRES ADDITION AND SOUTH GARDEN CREEK ACRES NO. 2 ADDITION

WHEREAS, the City of Casper ("City") has identified multiple properties ("Outside Properties") in the South Garden Creek Acres Addition and the South Garden Creek Acres No. 2 Addition, which are not currently included within the Casper corporate limits; and,

WHEREAS, the Outside Properties are all contiguous with properties currently located within the corporate limits of the City; and,

WHEREAS, it is a substantial benefit to outside property owners and their successors in interest ("Outside Property Owners") to utilize City-maintained roads for access to their properties, and to enjoy access to City-funded services; and,

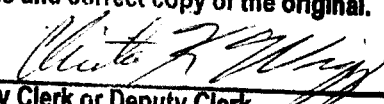
WHEREAS, the annexation of the Outside Properties will ensure that those who are benefitting from City services are contributing financially to the cost of providing those services; and,

WHEREAS, City Council desires to initiate the annexation of the unincorporated area, as described below, pursuant to Section 16.36.010 of the Casper Municipal Code, and in accordance with Wyoming State Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That City staff shall initiate the annexation of the eligible unincorporated properties located generally west of South Poplar Street, and South of SW Wyoming Boulevard, and described more particularly as follows:

- o E ½, Tracts 34 and 35, South Garden Creek Acres No. 2 Addition
- o Tracts 14-31, Inclusive, South Garden Creek Acres No. 2 Addition
- o Tracts 1-10, and the South Portion of 11, South Garden Creek Acres Addition

I hereby certify that this document is a true and correct copy of the original.

  
City Clerk or Deputy Clerk





PASSED, APPROVED AND ADOPTED this 6<sup>th</sup> day of August, 2019.

APPROVED AS TO FORM:

Walker Tremel

ATTEST:

Fleur D. Tremel

Fleur D. Tremel  
City Clerk

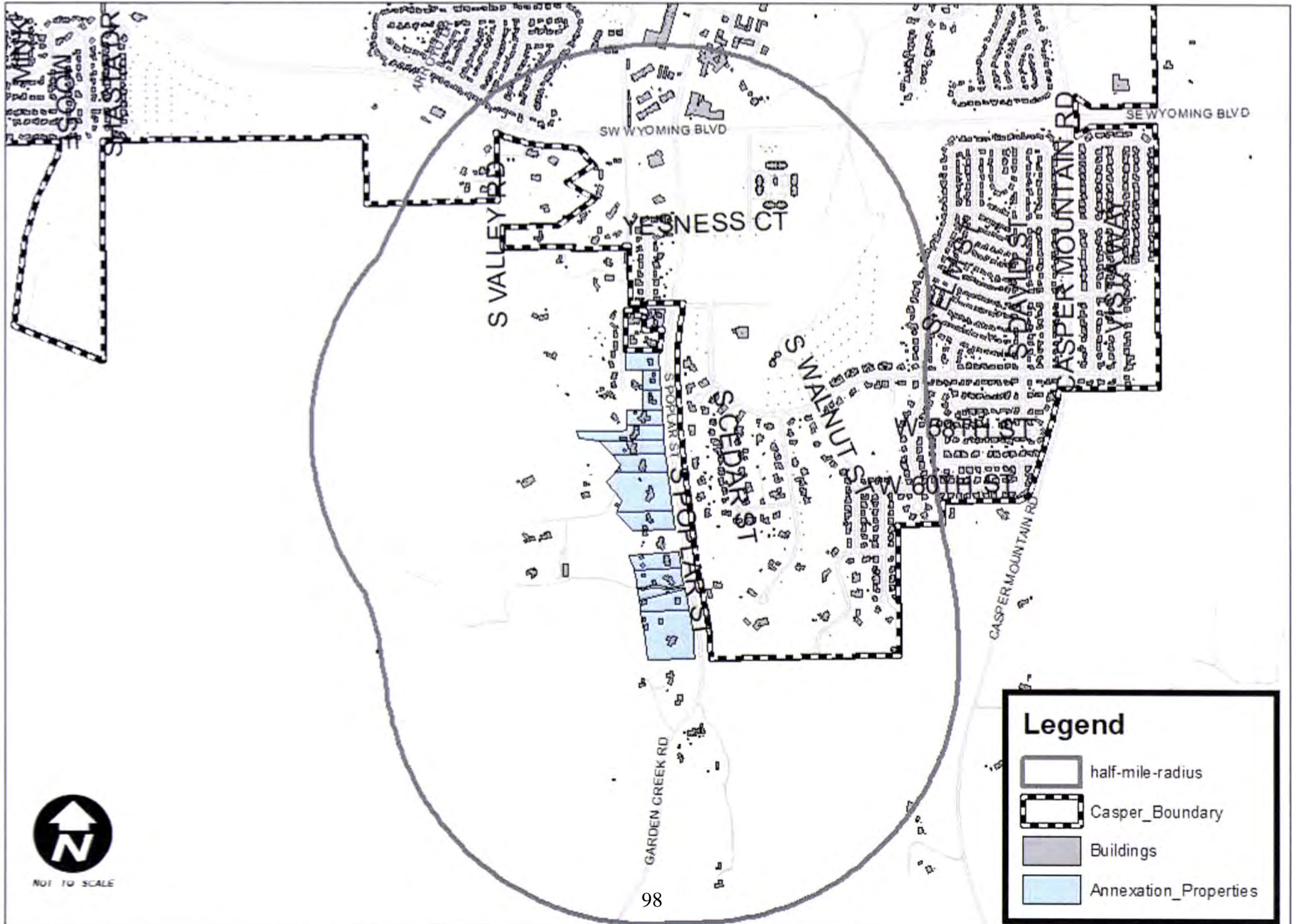


CITY OF CASPER, WYOMING  
A Municipal Corporation

Charles Powell

Charles Powell  
Mayor

# Proposed Annexation of Properties on S Poplar St.



**SOUTH GARDEN CREEK ACRES**  
A SUBDIVISION OF A PORTION OF  
THE SW<sup>1</sup>/<sub>4</sub>SE<sup>1</sup>/<sub>4</sub> AND THE SE<sup>1</sup>/<sub>4</sub>SW<sup>1</sup>/<sub>4</sub> SEC. 29, T.33N., R.79W.  
NATRONA COUNTY - WYOMING

— **CERTIFICATE OF DEDICATION** —  
**SOUTH GARDEN CREEK ACRES**  
NATRONA COUNTY - WYOMING

I, Harry Yesness, a single man do hereby certify:  
That the foregoing subdivision of that portion of the SW<sup>1</sup>/<sub>4</sub>SE<sup>1</sup>/<sub>4</sub> and SE<sup>1</sup>/<sub>4</sub>SW<sup>1</sup>/<sub>4</sub> Sec. 29, T.33N., R.79W. of the 6th principal meridian, said portion being more particularly described as follows: Beginning at a point which is the intersection of the south boundary of Sec. 29, T.33N., R.79W. of the 6th P.M. and the west boundary of a 66-foot right of way of Lower Garden Creek Road run S. 89° 48' W. along the south boundary of the said Sec. 29, 450.6 feet to a point which is the southwest corner of the said "SOUTH GARDEN CREEK ACRES" and which bears N. 69° 48' E. 139.35 feet from the S. 1/4 cor. of the said Sec. 29; thence N. 0° 08' W. 951.19 feet to a point; thence N. 24° 09' W. 234.07 feet to a point; thence N. 21° 51' E. 106.77 feet to a point; thence N. 69° 48' E. 424.85 feet to a point; thence S. 6° 23' E. 448.89 feet to a point; thence S. 11° 05' E. 580.53 feet to a point; thence S. 00° 52' E. 283.42 feet to the point of beginning. Containing 18.9 acres more or less, as appears on this plat, is with the free consent and in accordance with the desires of me, the undersigned owner and proprietor of said lands; that the name of the said subdivision shall be "SOUTH GARDEN CREEK ACRES, NATRONA COUNTY, WYOMING," and that the streets, alleys, and public ways shown on this plat are hereby dedicated to public use.

*Harry Yesness*  
LARRY YESNESS

STATE OF WYOMING }  
COUNTY OF NATRONA } ss

On this 25 day of May, 1951, before me appeared Harry Yesness, a single man, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

Given under my hand and notarial seal the day and the year in this certificate first above written.

My commission expires on the 25 day of May 1953.

*V. B. Nicholas*  
NOTARY PUBLIC

**CERTIFICATE OF SURVEYOR**

I, Albert Park, of Casper, Wyoming, hereby certify that during the month of May, 1951, the "SOUTH GARDEN CREEK ACRES, NATRONA COUNTY, WYOMING," in the SW<sup>1</sup>/<sub>4</sub>SE<sup>1</sup>/<sub>4</sub> and the SE<sup>1</sup>/<sub>4</sub>SW<sup>1</sup>/<sub>4</sub> Sec. 29, T.33N., R.79W., of the 6th P.M., Wyoming was surveyed by me and that the same is correctly shown on this plat which is drawn to a scale of one inch equals one hundred feet. Tract corners and other points are marked as shown on the plat. Each tract bears its respective number. Said plat is true and correct, and I accurately surveyed said subdivision and the tracts, blocks, streets, avenues, alleys, parks, commons, and other grounds are well and accurately staked off and marked. Widths of streets and alleys and dimensions of tracts are given in feet and decimals.

*Albert Park*  
ALBERT PARK - PROFESSIONAL ENGINEER &  
LAND SURVEYOR LICENSE #9180

Subscribed in my presence and sworn to before me this 28th day of May, 1951.

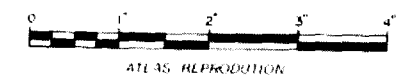
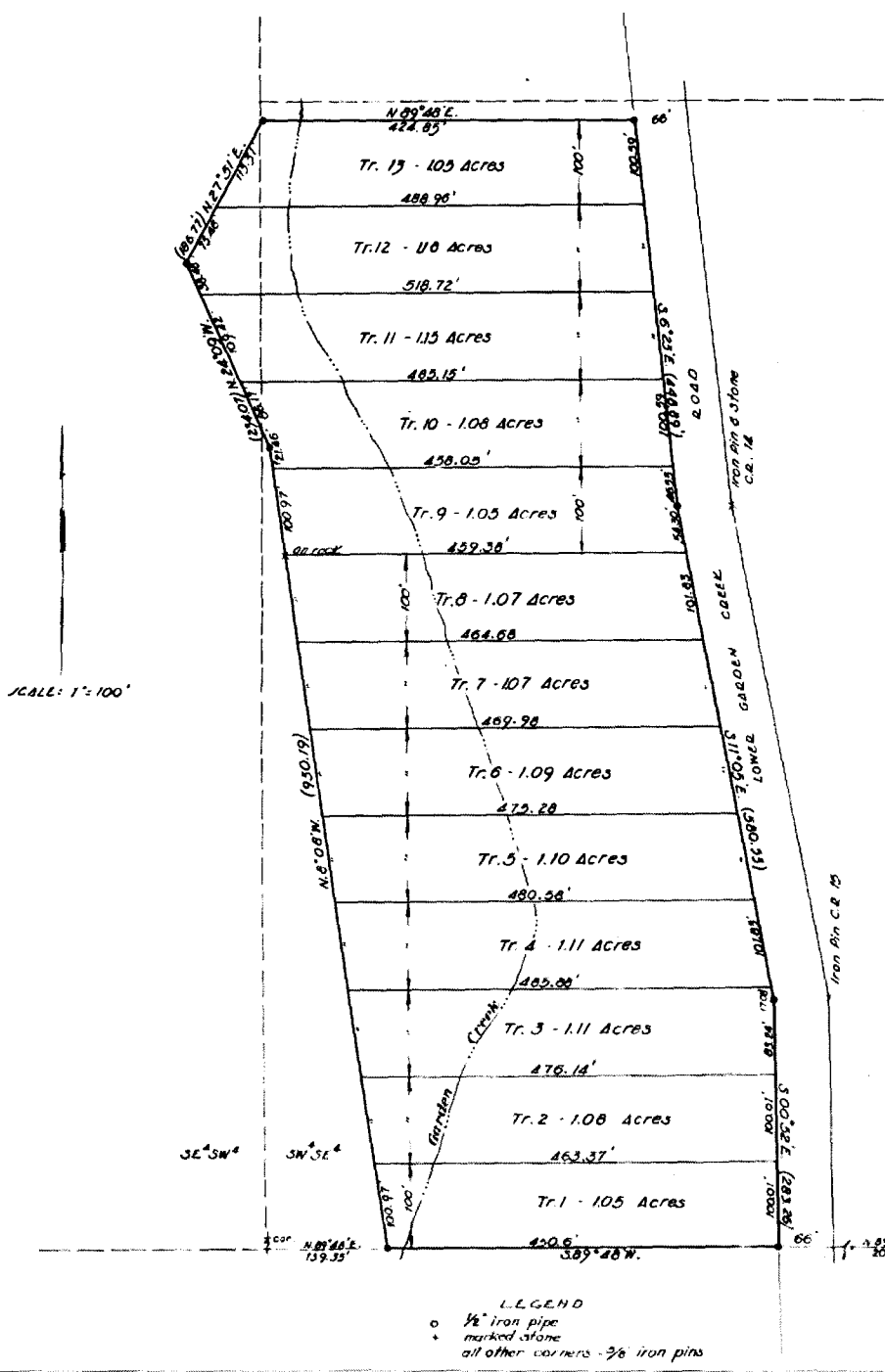
My commission expires on the 15 day of June, 1951.

*W. B. Nicholas*  
NOTARY PUBLIC

APPROVED:  
BOARD OF COUNTY COMMISSIONERS  
OF NATRONA COUNTY, WYOMING

BY  
ATTEST  
DATED

*Richard H. Hinkle*  
CHAIRMAN OF BOARD  
*Robert H. Hinkle*  
COUNTY CLERK





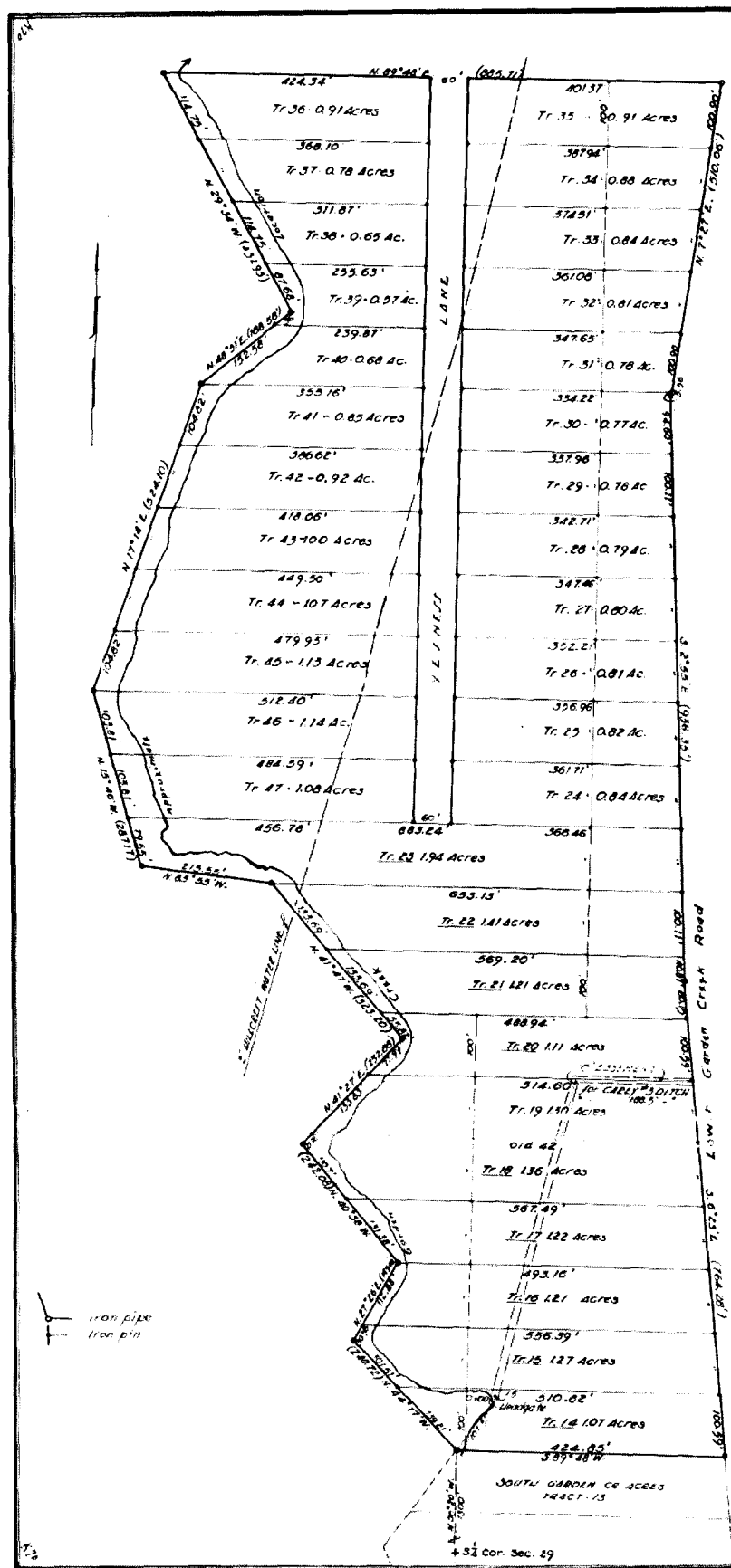
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**SOUTH GARDEN CREEK ACRES NO. 2**  
A SUBDIVISION OF A PORTION OF  
THE W<sup>2</sup>SE<sup>4</sup> AND E<sup>2</sup>SW<sup>4</sup> AND SE<sup>4</sup>NW<sup>4</sup> AND SW<sup>4</sup>NE<sup>4</sup>  
SEC. 29, T.33N., R.79W., 6<sup>th</sup> PRINCIPAL MERIDIAN  
NATRONA COUNTY-WYOMING

—CERTIFICATE OF DEDICATION—  
**SOUTH GARDEN CREEK ACRES NO.2**  
NATRONA COUNTY-WYOMING  
SCALE: 1"=100'

I, Larry Vassess, a single man, do hereby certify that the foregoing subdivision of that portion of the W<sup>2</sup>SE<sup>4</sup> and E<sup>2</sup>SW<sup>4</sup> and SE<sup>4</sup>NW<sup>4</sup> and SW<sup>4</sup>NE<sup>4</sup>, Sec. 29, T.33N., R.79W., of the 6<sup>th</sup> principal meridian, said portion being more particularly described as follows: Beginning at a point which bears N.00°00' 1300 feet from the S<sup>2</sup> corner of section 29, T.33N., R.79W., 6<sup>th</sup> principal meridian and which is also the northwest corner of tract 13 South Garden Creek Acres; thence N. 44°17'W. 240.72 feet to a point; thence N. 27°26'E. 143.44 feet to a point; thence N. 40°28'W. 242.08 feet to a point; thence N. 41°27'E. 252.08 feet to a point; thence N. 41°47'E. 323.20 feet to a point; thence N. 63°35'W. 213.55 feet to a point; thence N. 15°46'W. 287.77 feet to a point; thence N. 17°14'E. 324.10 feet to a point; thence N. 40°51'E. 188.58 feet to a point; thence N. 29°34'W. 431.93 feet to a point; thence N. 89°48'E. 885.71 feet to a point; thence S. 7°27'W. 510.06 feet to a point; thence S. 2°35'E. 936.33 feet to a point; thence S. 6°25'E. 764.28 feet to a point; thence S. 89°48'W. 424.89 feet to the point of beginning. Containing 283.9 acres more or less, as appears on this plat, is with the free consent and in accordance with the desires of me, the undersigned owner and proprietor of said lands, that the same of said subdivision shall be known as SOUTH GARDEN CREEK ACRES NO. 2, NATRONA COUNTY, WYOMING, and that the streets, alleys, and public ways shown on this plat are hereby dedicated to public use.

Harry Vassess  
HARRY VASSESS

STATE OF WYOMING  
COUNTY OF NATRONA

On this 10<sup>th</sup> day of Sept., 1951, before me appeared Larry Vassess, a single man, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

Given under my hand and notarial seal the day and the year in this certificate first above written.

My commission expires on the 30<sup>th</sup> day of Oct., 1952.

Notary Public

**CERTIFICATE OF SURVEYOR**

I, Albert Park, of Casper, Wyoming, hereby certify that during the month of July, 1951, the SOUTH GARDEN CREEK ACRES NO. 2, NATRONA COUNTY, WYOMING, in the W<sup>2</sup>SE<sup>4</sup> and E<sup>2</sup>SW<sup>4</sup> and SE<sup>4</sup>NW<sup>4</sup> and SW<sup>4</sup>NE<sup>4</sup>, Sec. 29, T.33N., R.79W., of the 6<sup>th</sup> principal meridian, Wyoming was surveyed by me and that the same is correctly shown on this plat which is drawn to a scale of one inch equals one hundred feet. Tract corners and other points are marked as shown on the plat. Each tract bears its respective number. Said plat is true and correct, and I accurately surveyed said subdivision and the tracts, blocks, streets, avenues, alleys, parks, commons, and other grounds are well and accurately staked off and marked. Widths of streets and alleys and dimensions of tracts are given in feet and decimals.

Albert Park  
ALBERT PARK

Subscribed in my presence and sworn to before me this 10<sup>th</sup> day of Sept., 1951.  
My commission expires on the 24<sup>th</sup> day of Oct., 1952.

Notary Public

APPROVED:  
BOARD OF COUNTY COMMISSIONERS  
OF NATRONA COUNTY, WYOMING

BY  
ATTEST  
DATED

Chairman of Board  
County Clerk  
County Auditor



**2018 TAX LEVIES NATRONA COUNTY  
TAXING DISTRICTS**

DISTRICT	CASPER	EDGERTON	EVANSVILLE	MIDWEST	MILLS	BAR NUNN	CASPER	S D #1
DIST #	150	151	152	153	154	155	121	120
State School Foundation Program	12.000	12.000	12.000	12.000	12.000	12.000	12.000	12.000
School District #1								
6 mill school levy	6.000	6.000	6.000	6.000	6.000	6.000	6.000	6.000
Operating Levy	25.000	25.000	25.000	25.000	25.000	25.000	25.000	25.000
Recreation Levy	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
BOCES	0.500	0.500	0.500	0.500	0.500	0.500	0.500	0.500
Bonds & Interest	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL SCHOOL DISTRICT</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>
Community College								
Operating Levy	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
Additional Operating Levy	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
BOCES	0.500	0.500	0.500	0.500	0.500	0.500	0.500	0.500
Bonds & Interest	1.890	1.890	1.890	1.890	1.890	1.890	1.890	1.890
<b>TOTAL COMMUNITY COLLEGE</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>
Natrona County								
General Fund	12.000	12.000	12.000	12.000	12.000	12.000	12.000	12.000
<b>TOTAL NATRONA COUNTY</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>
County Weed & Pest	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Municipal Levies	8.000	8.000	8.000	8.000	8.000	8.000		
Sewer, Water & Fire Bonds								
Fire Protection							3.000	3.000
<b>TOTAL LEVY FOR DISTRICT</b>	<b>72.890</b>	<b>72.890</b>	<b>72.890</b>	<b>72.890</b>	<b>72.890</b>	<b>72.890</b>	<b>67.890</b>	<b>67.890</b>

**2018 SPECIAL DISTRICTS**

TAX DISTRICT	MILL LEVY		
0121 CASPER MOUNTAIN FIRE	3.000	0149 BRANDT-GOTHBERG	VARIES
0156 DOWNTOWN DEV AUTHORITY	16.00	0160 BLOODY TURNIP	\$150/\$300
0122 PIONEER WATER & SEWER	8.000	0162 BROOKHURST	\$120.00
0128 WARDWELL WATER & SEWER	8.000	0163 EAST HENRIE ROADWAY	\$264.00
0134 MILLS/WARDWELL	8.000	0164 BIG RIVER ESTATES	\$250 PER OWNER
		0167 NORTH MOUNTAIN VIEW	\$295.00 PER LOT OR \$20.00 ADM
		0169 MILE HIGH	\$175.00 PER TAP
TAXING ENTITIES MILL LEVY		CATTLE TRAIL ACRES	
STATE SCHOOL FOUNDATION	12.00	WEEK CREEK	
SCHOOL DISTRICT #1	32.50	0148 CLEAR FORK	\$600
CASPER COLLEGE	7.390	0170 SCHLAGER I & S	
COUNTY WEED & PEST	1.000	0171 SIX MILE DRAW	
MUNICIPAL LEVIES	8.000	0172 HORSE RANCH ACRES I & S	
COUNTY FIRE PROTECTION	3.000	0173 CATTLE TRAIL ACRES I & S	
CASPER MOUNTAIN FIRE	3.000		
NATRONA COUNTY	12.00		

IMPROVEMENT & SERVICE DISTRICTS	REQUESTED DOLLARS
0123 PURSEL LANDS	\$100.00 PER LOT
0124 LAKEVIEW	\$530.00
0126 WESTLAND PARK	\$250.00
0127 RED BUTTE	\$225.00
0131 RENAUNA	VARIES
0132 SKYLINE RANCHES	VARIES
0136 VISTA WEST/WESTGATE PARK	\$986.00
0137 WEBB CREEK	\$700.00
0139 SANDY LAKE ESTATES	\$100.00
0140 SUNLIGHT	\$100.00
0141 INDIAN SPRINGS	VARIES
0142 THE ASPENS	\$250.00
0143 PARK EAST RANCHETTES	\$40.00
0144 POISON SPIDER	\$625.00
0146 SKYVIEW/COLMAN	\$200.00 PER LOT

## **UTILITIES**

Rocky Mountain Power

Rocky Mountain Power  
2840 East Yellowstone Hwy  
Casper, WY 82609

Century Link

Century Link  
103 North Durbin Street  
Casper, WY 82601

Charter

Charter  
451 South Durbin Street  
Casper, WY 82601

Black Hills Energy

Black Hills Energy  
1535 East Yellowstone  
Casper, WY 82601

Mountain West Telephone

Mountain West Telephone  
123 West 1<sup>st</sup> Street, Suite C-95  
Casper, WY 82601

ORDINANCE NO. 34-19

AN ORDINANCE APPROVING THE CITY-INITIATED ANNEXATION OF THIRTEEN (13) PROPERTIES ALONG THE WEST SIDE OF SOUTH POPLAR STREET, SOUTH OF WEST 50<sup>TH</sup> STREET; AND THE ZONING OF SAID PROPERTIES AS AG (URBAN AGRICULTURE)

WHEREAS, the Casper City Council approved Resolution No. 19-162, initiating the annexation of thirteen (13) properties along the west side of South Poplar Street, south of West 50<sup>th</sup> Street, and more particularly described as follows:

- E ½, Tracts 34 and 35, South Garden Creek Acres No. 2 Addition
- Tracts 14-31, Inclusive, South Garden Creek Acres No. 2 Addition
- Tracts 1-10, and the South Portion of 11, South Garden Creek Acres Addition

WHEREAS, the properties listed above all adjoin the existing Casper corporate limits along their east boundaries; and,

WHEREAS, pursuant to Section 17.12.180 of the Casper Municipal Code, the City Council may impose zoning on the property to be annexed; and,

WHEREAS, the Generation Casper Comprehensive Land Use Plan, adopted in 2017, supports the zoning of the property as AG (Urban Agriculture); and,

WHEREAS, an annexation report will be reviewed by the City Council concurrent with third reading, and final approval of the annexation, in accordance with Section 15-1-402 of the Wyoming State Statutes, as amended; and,

WHEREAS, pursuant to Wyoming Statute § 15-1-410(a), any land use that was existing at any time within the year prior to the date of annexation and was lawful at the time the property was annexed shall be considered to be legal and conforming upon annexation into the City, and said land use may continue without restriction.

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

SECTION 1:

The annexation of the properties listed above is hereby approved, and said area is included within the corporate limits of the City of Casper and all rights, privileges, and duties pertaining to such inclusion shall apply to said development and the inhabitants thereof.

SECTION 2:

The AG (Urban Agriculture) zoning of said properties is hereby approved.

SECTION 3:

All land uses in existence within the year prior to the date of annexation, and that were lawful at the time the property was annexed are considered to be legal and conforming, and permitted to continue without restriction, provided that the use is not discontinued for any one (1) year period after the date of annexation, all in accordance with Wyoming Statute § 15-1-410(a).

SECTION 4:

All utility franchises shall be furnished a copy of this ordinance, and other information required by the franchises, as official notice of the expansion of the City limits.

SECTION 5:

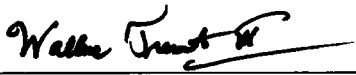
This ordinance shall, pursuant to W. S. § 15-1-408, be in full force and effect on the 21st business day following third reading approval by the City Council, and following publication.

PASSED on 1st reading the \_\_\_\_ day of \_\_\_\_\_, 2019.

PASSED on 2nd reading the \_\_\_\_ day of \_\_\_\_\_, 2019.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation


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

\_\_\_\_\_  
Mayor



November 15, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Liz Becher, Community Development Director 

SUBJECT: Public Hearing for Consideration of an Ordinance Approving a Plat and Subdivision Agreement for the Fairgrounds Home Addition No. 2

Meeting Type & Date:

Regular Council Meeting, December 3, 2019

Action Type:

Public hearing and first reading on ordinance

Recommendation:

That Council, by ordinance, approve a vacation and plat creating the Fairgrounds Home Addition No. 2; and the Fairgrounds Addition No. 2 Subdivision Agreement.

Summary:

Fairgrounds Plaza, Inc. has applied to vacate and replat a portion of the Fairgrounds Home Addition, comprising 2.17 acres, to create the Fairgrounds Home Addition No. 2. The subject property is located at the southeast corner of Fairgrounds Road and Casper Street, and is zoned C-2 (General Business). The proposed replat is reconfiguring several small residential lots, and a large parcel that was originally planned and designed for a multi-family project. The initial phase of the Fairgrounds Home Addition, constructed as twinhomes, was overwhelmingly popular with buyers, and the replat will facilitate the further development of additional twinhome units. The replat is also platting and dedicating a new public street connecting Linden Way to Greenspire, to form an interior loop road. Primary access to the subdivision is from Fairgrounds Road on the west, and secondary access is from Casper Street, to the north. The lot sizes in the second phase are consistent with the first phase of development, averaging between 3,000 to 4,000 square feet per parcel. The C-2 (General Business) zoning district does not stipulate minimum lot sizes.

The Planning and Zoning Commission voted to unanimously support the plat after a public hearing on October 17, 2019. There were no public comments received. A notice of public hearing will be published in the Casper Star-Tribune advertising the City Council public hearing. All public hearings are also advertised on the Council agenda page of the City's website (casperwy.gov), and notices are mailed to all property owners within three hundred (300) feet.

Financial Considerations:

Not applicable

Oversight/Project Responsibility:

Craig Collins, AICP, City Planner, is tasked with processing plats

Attachments:

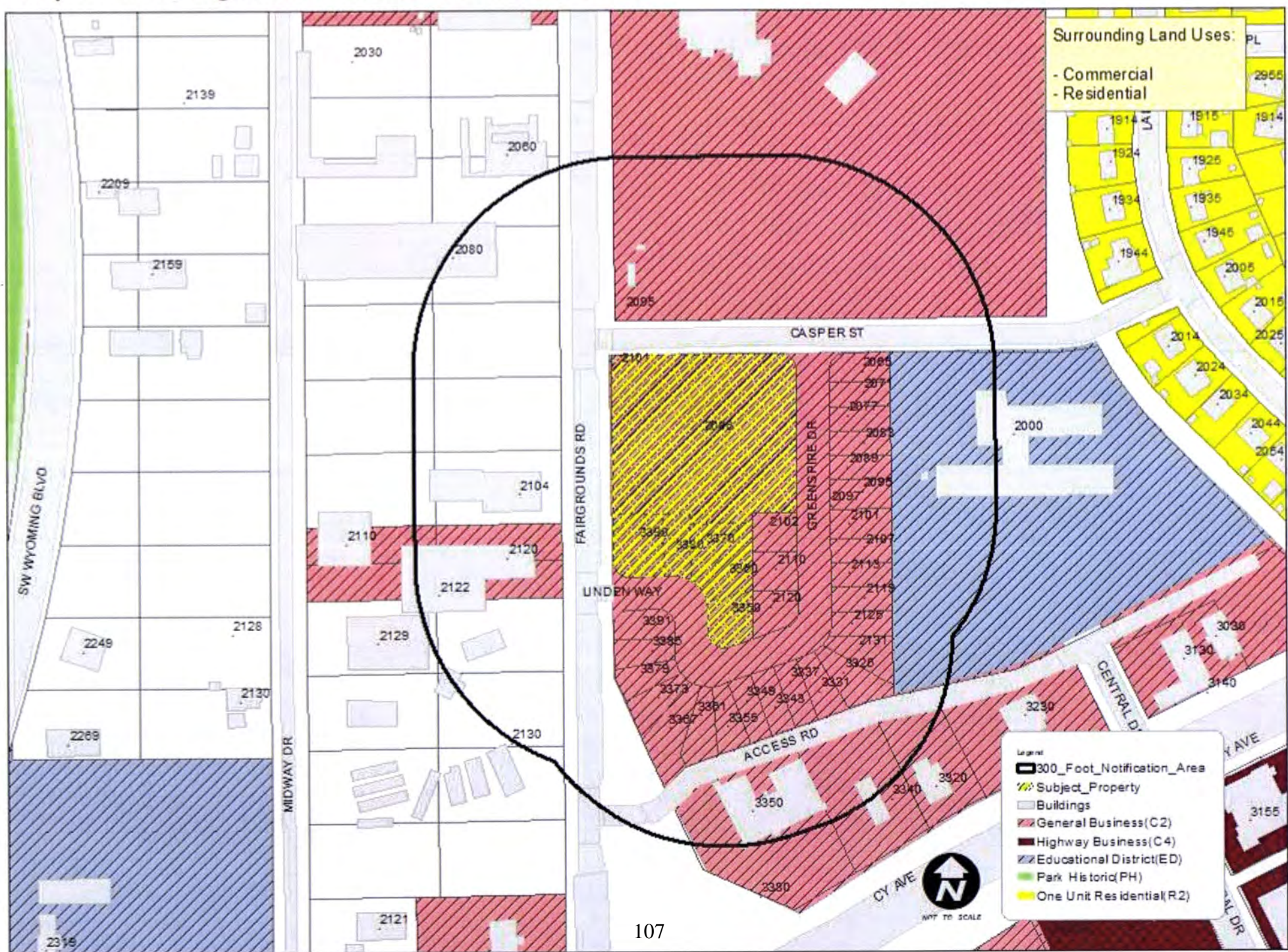
Location Map

Plat

Ordinance



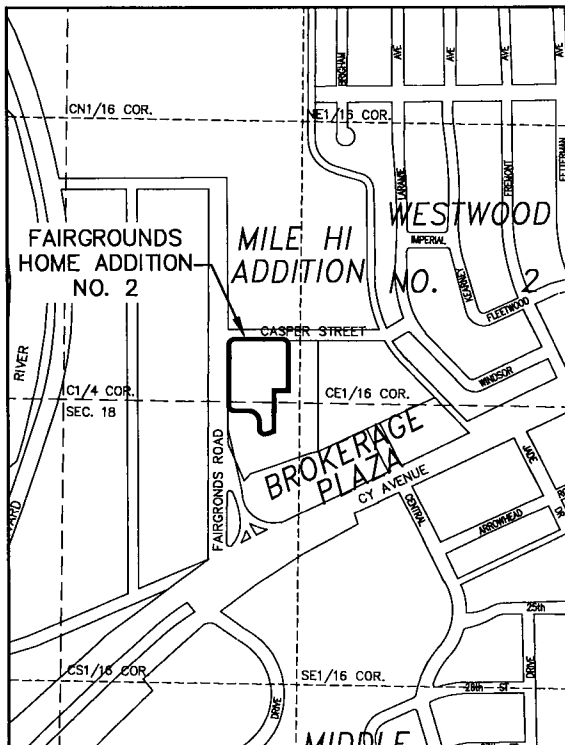
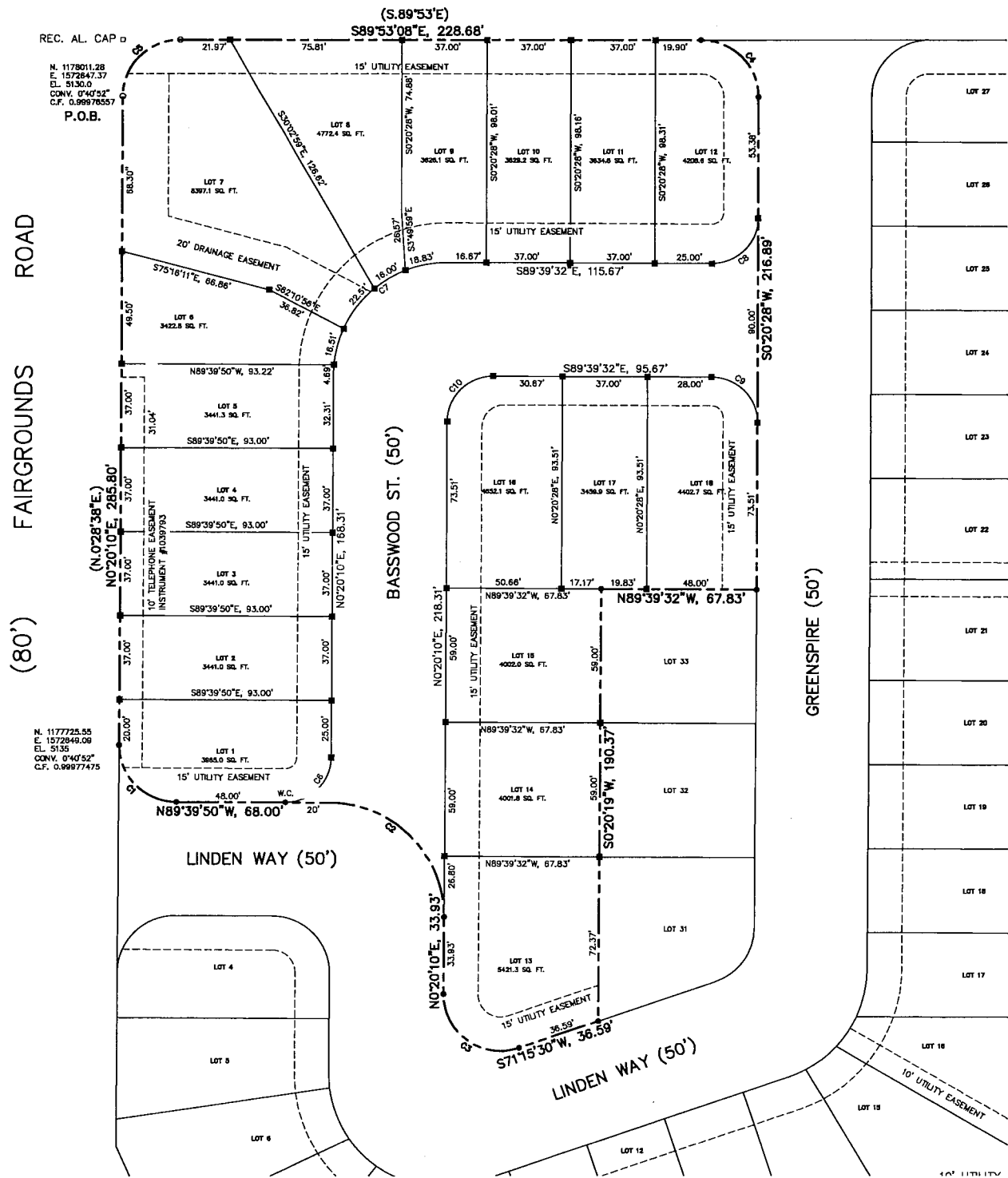
# Proposed Fairgrounds Home Addition No. 2





LOT 1  
BLOCK 1  
MILE HI ADDITION

(50') CASPER STREET



VICINITY MAP

SCALE: 1"=400'

LEGEND

- RECOVERED BRASS CAP
- SET BRASS CAP
- SET 5/8" REBAR W/ALUMINUM CAP
- WITNESS CORNER
- BOUNDARY
- EASEMENT

N.64°32'30"E, 469.86'  
(N.64°32'30"E, 469.86') MEASURED BEARING & DISTANCE  
RECORD BEARING & DISTANCE

DATUM:  
GROUND DISTANCE - U.S. FOOT  
BASIS OF BEARING - GEODETIC BASED ON GPS  
COORDINATES REFER TO CITY OF CASPER GIS DATUM,  
WYOMING STATE PLANE COORDINATES, EAST CENTRAL  
ZONE, NAD83/86 AND ELEVATIONS REFER TO NAVD88.

Curve #	Delta	Radius	Length	Chord
C1	90°00'00"	25.00'	39.27'	N44°39'50"W, 35.36'
C2	90°00'00"	50.00'	78.54'	N44°39'50"W, 70.71'
C3	109°14'42"	25.00'	47.67'	N54°17'10"W, 40.77'
C4	90°13'37"	25.00'	36.37'	S44°46'20"E, 35.43'
C5	89°46'41"	25.00'	38.17'	N45°13'31"E, 35.29'
C6	90°00'00"	20.00'	31.42'	N45°20'19"E, 28.28'
C7	90°00'18"	50.00'	78.54'	N45°20'19"E, 70.71'
C8	90°00'00"	20.00'	31.42'	N45°20'28"E, 28.28'
C9	90°00'00"	20.00'	31.42'	S44°39'32"E, 28.28'
C10	90°00'18"	20.00'	31.42'	N45°20'19"E, 28.28'

PLAT OF  
"FAIRGROUNDS HOME ADDITION No. 2"  
AN ADDITION TO THE CITY OF CASPER, WYOMING  
A VACATION AND REPLAT OF LOTS 1-3 AND 28-30  
OF THE FAIRGROUNDS HOME ADDITION  
AN ADDITION TO THE CITY OF CASPER, WYOMING  
A SUBDIVISION OF PORTIONS OF  
THE S1/2NE1/4 & N1/2SE1/4, SECTION 18  
TOWNSHIP 33 NORTH, RANGE 79 WEST  
SIXTH PRINCIPAL MERIDIAN  
NATRONA COUNTY, WYOMING

SCALE: 1"=30'

CERTIFICATE OF DEDICATION

Fairgrounds Plaza, Inc., hereby certify that they are the owners and proprietors of the foregoing vacation and replat of a portion of the Fairgrounds Home Addition to the City of Casper, Wyoming, a subdivision of portions of the S1/2NE1/4 and N1/2SE1/4, Section 18, 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 and a point in the easterly line of Fairgrounds Road and a point of curvature; thence from said Point of Beginning and along the northerly line of said Parcel and the easterly line of said Fairgrounds Road along the arc of true curve to the right having a radius of 25.00 feet, and through a central angle of 89°46'41", northeasterly, 39.17 feet, and the chord of which bears N.45°13'31"E., 35.29 feet to a point in the southerly line of Casper Street and point of tangency; thence along the northerly line of said Parcel and the southerly line of said Casper Street, S.89°53'08"E., 228.68 feet to a point in the westerly line of Greenspire and a point of curvature; thence along the easterly line of said Parcel and the westerly line of said Greenspire along the arc of a true curve to the right having a radius of 25.00 feet, and through a central angle of 90°13'37", southeasterly, 39.37 feet, and the chord of which bears S.44°46'20"E., 35.43 feet to the northwesterly corner of said Parcel and a point of tangency; thence continuing along the easterly line of said Parcel and the westerly line of said Greenspire, S.02°20'28"W., 216.90 feet to a point; thence along the southerly line of said Parcel, N.89°39'32"W., 67.83 feet to a point; thence along the easterly line of said Parcel S.02°20'19"W., 190.37 feet to the southeasterly corner of said Parcel and a point in the northerly line of Linden Way; thence along the southerly line of said Parcel and the northerly line of said Linden Way, S.71°15'30"W., 36.59 feet to a point of curvature; thence continuing along the southerly line of said Parcel and the northerly line of said Linden Way along the arc of a true curve to the right having a radius of 25.00 feet, and through a central angle of 109°14'42", Northwesterly, 47.67 feet, and the chord of which bears N.54°17'10"W., 40.77 feet to a point of tangency; thence along the westerly line of said Parcel and the easterly line of Linden Way, N.02°20'10"E., 33.93 feet to a point of curvature; thence along the southerly line of said Parcel and the northerly line of said Linden Way along the arc of a true curve to the left having a radius of 50.00 feet, and through a central angle of 90°00'00", northwesterly, 78.54 feet, and the chord of which bears N.44°39'50"W., 70.71 feet to a point of tangency; thence along the southerly line of said Parcel and the northerly line of said Linden Way, N.89°39'50"W., 68.00 feet to a point of curvature; thence continuing along the southerly line of said Parcel and the northerly line of said Linden Way along the arc of a true curve to the right having a radius of 25.00 feet, and through a central angle of 90°00'00", northwesterly, 39.27 feet, and the chord of which bears N.44°39'50"W., 35.36 feet to the southwesterly corner of said Parcel and a point in the easterly line of said Fairgrounds Road; thence along the westerly line of said Parcel and the easterly line of said Fairgrounds Road, N.02°20'10"E., 285.80 feet to the Point of Beginning and containing 2.167 acres, more or less.

The subdivision of the foregoing described lands is with the free consent and in accordance with the desires of the above named owners and proprietors. The name of said subdivision shall be known as "FAIRGROUNDS HOME ADDITION No. 2" to the City of Casper, Wyoming. All streets as shown hereon are or have been previously dedicated to the use of the public and easements as shown hereon are hereby dedicated to the use of public and private utility companies for the purposes of construction, operation and maintenance of utility lines, conduits, ditches, drainage and access.

Fairgrounds Plaza, Inc.  
39 E. 1st Street  
Sheridan, Wyoming 82801

STEPHEN L. GRIMSHAW, PRESIDENT  
FAIRGROUNDS PLAZA, INC.

ACKNOWLEDGMENT

State of Wyoming) ss  
County of Natrona)

The foregoing instrument was acknowledged before me by Stephen L. Grimshaw, President of Fairgrounds Plaza, Inc., on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

Notary Public

APPROVALS

APPROVED: City of Casper Planning and Zoning Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2019 and forwarded to the City Council of Casper, Wyoming with recommendation that said plat be approved.

Secretary

Commission Chairman

APPROVED: City Council of the City of Casper, Wyoming by Ordinance No. \_\_\_\_\_ duly passed, adopted and approved on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Attest:

City Clerk

Mayor

INSPECTED AND APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

City Engineer

INSPECTED AND APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

City Surveyor

CERTIFICATE OF SURVEYOR

STATE OF WYOMING )  
COUNTY OF NATRONA ) ss

I, Steven J. Granger, of Casper, Wyoming hereby state that this plat was prepared from notes taken during actual surveys made by me or others under my direct supervision during the month of September, 2019 and that this map correctly represents said surveys. All perimeter corners are well and accurately monumented by brass caps as of the date of this map. All dimensions are expressed in feet and decimals thereof and courses referred to the true meridian, all being true and correct to the best of my knowledge and belief.

Wyoming Registration No. 15092 L.S.



Subscribed in my presence and sworn to before me by Steven J. Granger this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

My commission expires: \_\_\_\_\_

Notary Public

ORDINANCE NO. 35-19

AN ORDINANCE APPROVING THE FAIRGROUNDS HOME ADDITION NO. 2 SUBDIVISION AGREEMENT AND THE VACATION OF A PORTION OF THE FAIRGROUNDS HOME ADDITION AND FINAL PLAT OF FAIRGROUNDS HOME ADDITION NO. 2, COMPRISING 2.17 ACRES, MORE OR LESS.

WHEREAS, an application has been made for final plat approval of Fairgrounds Addition No. 2 (the "plat"); and,

WHEREAS, the plat consists of previously platted land that is being vacated within the Fairgrounds Home Addition to the City of Casper; and,

WHEREAS, a written subdivision agreement will be entered into with the City of Casper, which will be approved with the plat upon third reading of this ordinance; and,

WHEREAS, the plat requires approval by ordinance following a public hearing because a public street right of way is being dedicated; and,

WHEREAS, after a public hearing, the City of Casper Planning and Zoning Commission passed a motion recommending that the City Council approve the request to plat the above referenced property; and,

WHEREAS, the governing body of the City of Casper finds that the above described plat and subdivision agreements should be approved.

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

SECTION 1:

That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, the Fairgrounds Home Addition No. 2 Subdivision Agreement.

SECTION 2:

That the vacation of a portion of the Fairgrounds Home Addition, and final plat of the Fairgrounds Home Addition No. 2 is hereby approved under terms and conditions of the Fairgrounds Home Addition No. 2 Subdivision Agreement.

SECTION 3:

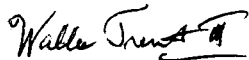
This ordinance shall be in full force and effect from and after passage on three readings and publication pursuant to law.

PASSED on 1st reading the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

PASSED on 2nd reading the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

APPROVED AS TO FORM:




ATTEST:


CITY OF CASPER, WYOMING  
A Municipal Corporation

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

\_\_\_\_\_  
Mayor

November 27, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Liz Becher, Community Development Director 

SUBJECT: Public Hearing for Consideration of an Annexation and Plat Creating the Ihli Addition to the City of Casper, and zoning said Addition as R-2 (One Unit Residential)

Meeting Type & Date:

Regular Council Meeting, December 3, 2019

Action Type:

Ordinance and public hearing

Recommendation:

That Council, by ordinance, approve the annexation and a plat creating the Ihli Addition to the City of Casper; and zoning of said Addition as R-2 (One Unit Residential).

Summary:

Application has been made for an annexation, plat and zoning to create the Ihli Addition to the City of Casper. The subject property is approximately two (2) acres in size, undeveloped, and is located at 3503 Casper Mountain Road. The proposed plat is creating two (2), one-acre lots, and the requested zoning of the property is R-2 (One Unit Residential). Surrounding zoning in the area includes PUD (Planned Unit Development) to the north and east; R-4 (High Density Residential) to the west; and unincorporated County land immediately to the south. Land uses in the surrounding area are primarily single-family residential, with a few small professional offices to the south. The applicant's future plans for the development of the property are unknown. The subject area is located within the City of Casper's Urban Growth Boundary, and is therefore; appropriate for annexation, and the provision of City services.

Wyoming Department of Transportation (WYDOT) controls access on Casper Mountain Road, and the applicant will be required to obtain their approval for the future location and configuration of approaches to the subdivision. In that Casper Mountain Road is not a City owned/maintained right-of-way, it is not currently designed as a City street, and lacks curb, gutter, and sidewalks. Staff has included a recommended condition of approval that would require the owner to install curb, gutter and sidewalk along the street frontage of their property in the future, at such time as the City directs.

Section 17.12.170 of the Casper Municipal Code requires that staff review all zoning requests in context with the approved Comprehensive Land Use Plan, and staff is required to provide a recommendation to the Planning and Zoning Commission and City Council as to how the zone change is either supported, or not supported. The Generation Casper Comprehensive Plan

provides a Future Land Use Plan (FLU), which is found in Chapter Four (4), on Page 4-26. The FLU is an illustrative map that identifies the physical distribution of land uses, and forms the basis for future zoning and land use regulations. The property in question is in an area designated by the FLU as a transition zoned between a Neighborhood Center and a Neighborhood Type 3. Both designations allow for a variety of types of residential development, which suggests that R-2 (One Unit Residential) zoning is a good fit for the area.

The proposed R-2 (One Unit Residential) zoning district allows, as permitted uses, by right, any and all of the following:

- A. Conventional site-built single-family dwellings and manufactured homes with siding material consisting of wood or wood products, stucco, brick, rock, or horizontal lap wood, steel or vinyl siding;
- B. Day-care, adult;
- C. Family child care home;
- D. Parks, playgrounds, historical sites, golf courses, and other similar recreational facilities used during daylight hours;
- E. Schools, public, parochial, and private elementary, junior and senior high;
- F. Neighborhood assembly uses;
- G. Neighborhood grocery;
- H. Group home;
- I. Church.

The Planning and Zoning Commission voted unanimously to support the annexation, plat and zoning after a public hearing on October 17, 2019. At the public hearing, two individuals spoke in opposition to multifamily development/zoning in the area, which resulted in the applicant amending their zone change request to R-2 (One Unit Residential). A notice of public hearing will be published in the Casper Star-Tribune advertising the City Council public hearing. All public hearings are also advertised on the City's website (casperwy.gov).

Financial Considerations:

Not applicable.

Oversight/Project Responsibility:

Craig Collins, AICP, City Planner, is tasked with processing annexations, plats and zoning applications.

Attachments:

Location/Zoning Map

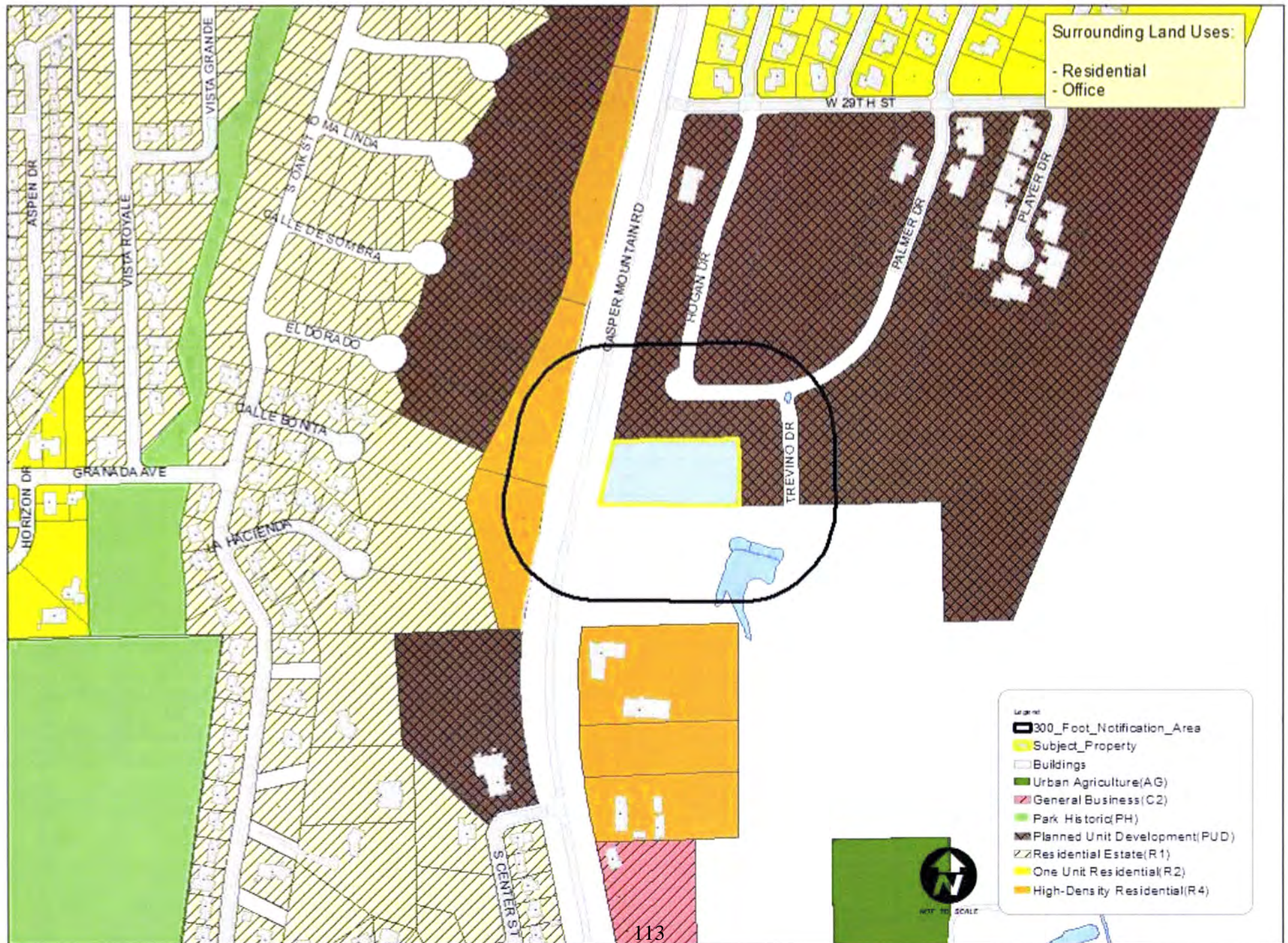
Plat

Ordinance

Subdivision Agreement



# Annexation Creating "Ihli Addition"





PLAT OF  
"IHLI ADDITION"  
A SUBDIVISION OF A PORTION OF  
THE SE1/4NW1/4, SECTION 21  
TOWNSHIP 33 NORTH, RANGE 79 WEST  
SIXTH PRINCIPAL MERIDIAN  
NATRONA COUNTY, WYOMING  
SCALE: 1"=40'

CERTIFICATE OF DEDICATION

Troy B. Ihli hereby certifies that he is the owner and proprietor of the foregoing subdivision located in and being a portion of the SE1/4NW1/4, Section 21, 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 and the southwesterly corner of Tract E, The Back Nine, an Addition to the City of Casper, Wyoming and a point in the easterly line of Casper Mountain Road; thence from said Point of Beginning and along the northerly line of said Parcel and the southerly line of said Tract E, The Back Nine, N.89°42'25"E., 392.25 feet to the northeasterly corner of said Parcel; thence along the easterly line of said Parcel and the westerly line of said Tract E, The Back Nine, S.019°33'E., 208.47 feet to the southeasterly corner of said Parcel; thence along the southerly line of said Parcel, S.89°43'29"W., 441.99 feet to the southwesterly corner of said Parcel and a point in and intersection with the easterly line of said Casper Mountain Road; thence along the westerly line of said Parcel and the easterly line of said Casper Mountain Road, N.13°06'17"E., 214.17 feet to the Point of Beginning and containing 2.00 acres, more or less.

The subdivision of the foregoing described lands is with the free consent and in accordance with the desires of the above named owner and proprietor; the name of said subdivision shall be known as "IHLI ADDITION" and all streets as shown hereon have been previously dedicated to the public and utility easements as shown hereon are hereby reserved for the purposes of access, construction, operation and maintenance of utility lines, conduits, ditches and drainage.

Troy Ihli  
5920 S. Walnut St.  
Casper, WY 82601

Troy Ihli, Owner

ACKNOWLEDGMENT

State of Wyoming) ss  
County of Natrona)

The foregoing instrument was acknowledged before me by Troy Ihli, Owner on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

Notary Public

APPROVALS

APPROVED: City of Casper Planning and Zoning Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2019 and forwarded to the City Council of Casper, Wyoming with recommendation that said plat be approved.

Secretary

Commission Chairman

APPROVED: City Council of the City of Casper, Wyoming by Ordinance No. \_\_\_\_\_ duly passed, adopted and approved on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Attest:

City Clerk

Mayor

INSPECTED AND APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

City Engineer

INSPECTED AND APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

City Surveyor

CERTIFICATE OF SURVEYOR

I, Steven J. Granger, a registered professional land surveyor, License No. 15092, do hereby certify that this plat was made from notes taken during an actual survey made by me or others under my direct supervision during the month of July, 2019 and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey. The perimeter boundary and lot corners are monumented as of the date of this survey.



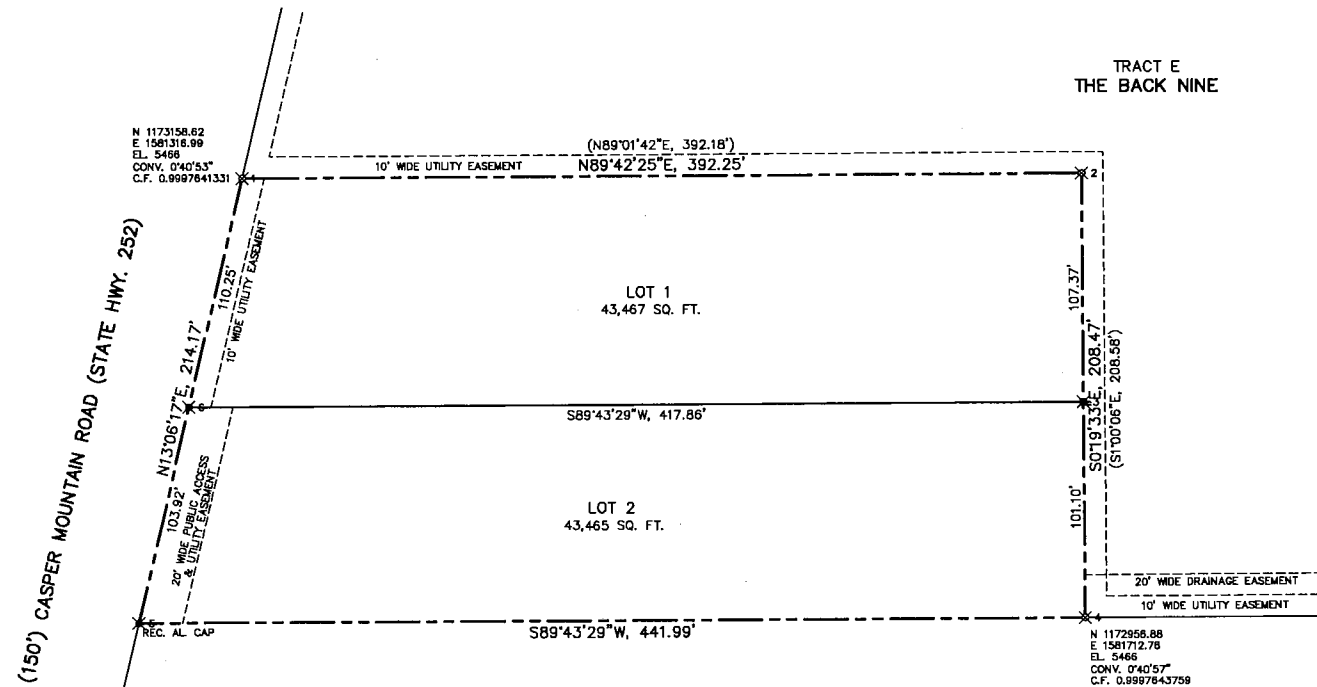
State of Wyoming )  
County of Natrona ) ss

The foregoing instrument was acknowledged before me by Steven J. Granger this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Witness my hand and official seal.

My Commission Expires: \_\_\_\_\_

Notary Public



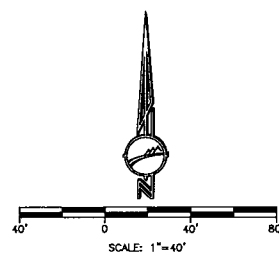
UNPLATTED

LEGEND

- RECOVERED BRASS CAP
- SET BRASS CAP
- SET 5/8" REBAR W/AL. CAP

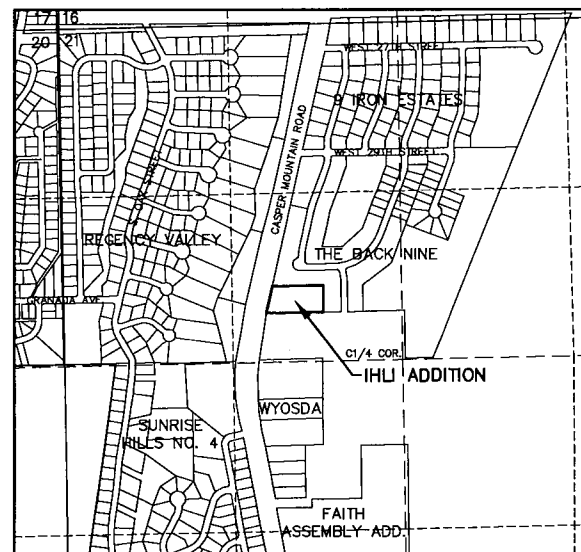
----- SUBDIVISION BOUNDARY  
----- EASEMENT

N.64°32'30"E., 469.86' MEASURED BEARING & DISTANCE  
(N.89°01'42"E., 392.18') RECORD BEARING & DISTANCE



PLAT CLOSURE RATIO; EXCEEDS 1:152,124

DATUM:  
GROUND DISTANCE - U.S. FOOT  
BASIS OF BEARING - GEODETIC BASED ON GPS  
COORDINATES REFER TO CITY OF CASPER GIS DATUM,  
WYOMING STATE PLANE COORDINATES, EAST CENTRAL ZONE, NAD83/86.  
ELEVATIONS ARE FOR REFERENCE ONLY AND NOT FOR USE AS A BENCHMARK



LOCATION & VICINITY MAP  
SCALE: 1"=600'



ENGINEERING • SURVEYING  
200 PRONGHORN, CASPER, WY. 82601  
W.D. NO. 15546 DATE: 7-10-19 FILE NAME: IHLI ADDITION 15546

## IHLI ADDITION SUBDIVISION AGREEMENT

This Subdivision Agreement ("Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_, by and between the following parties:

1. The City of Casper of Casper, Wyoming, a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601 ("City").
2. Troy Ihli, 5920 South Walnut Street, Casper, Wyoming 82601 ("Owner").

Throughout this Agreement, City and Owner may be individually referred to as a "party" or collectively referred to as the "parties."

### RECITALS

- A. Whenever the Public Services Director, City Engineer, Community Development Director, or other City official is mentioned in this Agreement, it shall be deemed to include their designees.
- B. Owner has applied to annex two (2) acres, more or less, and to plat said property as the Ihli Addition to the City of Casper.
- C. A plat of Ihli Addition ("Addition") has been prepared by the Owner, and approved by the City of Casper, and shall be signed and recorded at the Natrona County Clerk's Office concurrently with this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the parties hereto agree as follows:

### SECTION 1 – INCORPORATION OF RECITALS

The recitals set forth above are incorporated at this point as if fully set forth as part of this Agreement.

### SECTION 2 - OBLIGATIONS OF OWNER

Upon written demand of the Council or the City Manager, the Owner, its heirs, successors, grantees or assigns, at their sole cost and expense, shall do, or cause to be done, the following:

#### 2.1 Surveying:

- a. All subdivision corners shall be marked with 3¼ brass caps. These caps shall show the name of the surveyor or company making the survey, and

the license number of the surveyor making the survey or certifying the survey. All PLSS corners shall be properly marked for identification as to the location as per Wyoming Statutes and Rules and Regulations of the Wyoming Board of Registration for Professional Engineers and Professional Land Surveyors, shall be referenced if subject to destruction, and again shall show the proper identification and license of the certifying surveyor. A corner record shall be recorded as per Wyoming Statutes and Rules and Regulations of the Wyoming Board of Registration for Professional Engineers and Professional Land Surveyors. A copy will be provided to the City upon recordation.

- b. Block and Lot corners, points of tangency (PT's) and points of curve (PC's) of all curves shall be marked by an iron pin not less than five-eighths (5/8) inches in diameter and not less than twenty-four (24) inches in length, with a brass or aluminum cap not less than 2 and one-half (2½) inches in diameter securely fastened to the top, unless otherwise impractical. These monuments will be set prior to the recording of the plat in the Office of the County Clerk unless approved by the City Surveyor.
- c. Said corners shall be in place for final inspection by the Public Services Director upon completion of the sidewalk (curbwalk), or curb and gutter.
- d. A digital copy of the Final Subdivision Plat shall be provided to the City, as required by the Casper Municipal Code ("Code"). No building permit shall be issued prior to the recording of the plat.

## 2.2 Construction Sequence:

Main water lines, sewer lines, storm sewer, streets, sidewalks, pavement overlays, and access drives shall be constructed in an orderly sequence, as the Addition is developed and built upon, so that there will be no gaps left in the paving, sidewalks, and other off-site improvements. Streets shall not be paved until all water lines, storm sewers, and property water and sewer services are in place and the ditches thereof properly backfilled and compacted, in accordance with City requirements. The Owner shall receive the approval of the Public Services Director prior to commencing any and all phases of construction.

## 2.3 Certification of Construction; Repair Obligations:

- a. All improvements shall be designed and inspected by a Wyoming registered professional engineer, who shall certify that the improvements, including, but not limited to, streets, curbs, gutter, sidewalks, paving, parkways, utility systems, storm sewers, street lighting, street signs and striping, etc., have been constructed in accordance with plans and specifications approved by the Public Services Director. The certification by the engineer and approval by the City shall be in writing. Approval of

the construction plans by the Public Services Director is required before a building permit will be issued by the City.

- b. The Owner shall maintain, repair, and replace all improvements that fail within the warranty period as provided by the Code. This obligation includes maintenance, repair or replacement for any cause during such period, including acts of subcontractors. In the event the Owner fails to maintain, repair, or replace said improvements, City shall have the right but not the obligation, at its option, to maintain, repair, or replace the same and Owner agrees to pay for any cost incurred thereby. Maintenance, repair, or replacement by the City does not relieve the Owner from its obligation under this paragraph and shall not be construed to be an acceptance of the improvements by the City.
- c. Upon issuance of a "letter of acceptance" by the Public Services Director pursuant to the Code, the City will assume ownership and the responsibility for the maintenance of the improvements. The Owner shall be responsible for the maintenance, repair and replacement of the improvements until the City issues its "letter of acceptance."

#### 2.4 Underground Utilities and Street Lights:

All new utilities shall be located underground. All street lights shall be installed in compliance with Code street-lighting standards at the Owner's sole expense. Streetlight pole materials shall be as approved in writing by the Public Services Director.

#### 2.5 Soils Analysis:

The Owner shall provide the Public Services Director with a soils analysis concurrently with the submittal of subdivision construction plans. Individual lot test bores may be required on each lot, with a soil analysis for the foundation design at the sole discretion of the Public Services Director. Test results, soil analyses and foundation designs shall be submitted to the Community Development Director.

#### 2.6 Erosion Control Program:

- a. The Owner shall submit, and have approved by the Public Services Director, a comprehensive erosion control program for the area disturbed during construction activities to mitigate the adverse effects of blowing dirt or dust, and water erosion on other properties in the immediate area before the issuance of an earthwork, road cut or grading permit pursuant to the Code. An erosion and sediment control permit shall be obtained from the Public Services Director prior to any earthwork taking place in the Addition.

- b. The Owner shall post security for its erosion control as required by the Code, and in a form acceptable to the City. It shall be the obligation of the Owner to keep any security in full force and effect, as required by the Code. In addition, the Owner shall furnish proof of the same to the Public Services Director upon demand of the City.

## 2.7 Retaining Walls and Fences:

Any retaining walls constructed within the subdivision by the Owner shall be designed and certified by a Wyoming registered professional engineer. The design(s) shall be submitted to the Public Services Director and Community Development Director for written approval before a building permit will be issued. Said walls shall be constructed within the boundaries of each lot and not on the property lines. Maintenance of said walls shall be the responsibility of each individual lot owner. Provided, however, retaining walls and fences shall not be constructed on any drainage easements, or on any other ways depicted on any other recorded instrument without the approval of the Public Services Director.

## 2.8 Water and Sewer:

All water and sewer improvements shall be constructed in full compliance with the Code as it exists at the time of construction, including, but not limited to the following requirements:

- a. Curb boxes shall be left behind the sidewalk in front of each lot and the Owner shall protect, during the subsequent course of developing the Addition, valve boxes and curb boxes from damage, and be wholly responsible for the repair and replacement to the Public Services Director's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade, at the time the paving work is completed in the Addition.
- b. The Owner shall construct the necessary water lines and appurtenances up to and through the Addition. All work shall be in accordance with plans and specifications to be prepared by the Owner's engineer and approved in writing by the Public Services Director. Water line sizes shall be as determined by the Public Services Director.
- c. The Owner, at its cost, shall install water service lines in accordance with Code specifications to the property line so as to serve each lot or building site in the Addition.
- d. The Owner shall construct the necessary sewer lines up to and through the Addition. All work shall be in accordance with plans and specifications to be prepared by the Owner's engineer and approved in writing by the Public Services Director. Sewer sizes shall be as determined by the Public Services Director.

- e. The Owner, at its own cost, shall install sewer service lines, in accordance with Code specifications, to the property line so as to serve each lot or building site in the Addition.
- f. The Owner shall protect manhole covers and rings from damage in the course of constructing the line, and shall be solely responsible for repair or replacement to the Public Services Director's satisfaction. The Owner shall adjust such manhole rings and covers to finished grade. The Owner agrees to protect and save the City harmless from any loss or claim suffered by other sewer users to their real or personal property, and from personal injury or damages by reason of obstruction or damage to the sewer lines or any part thereof occasioned by present or future construction work on said Addition by the Owner. Said obligation shall continue until the sewer line and the system within the Addition is accepted by the Public Services Director by issuance of a "letter of acceptance." Provided, however, that acceptance of part of the system shall not relieve the Owner of the obligations herein imposed for the remaining improvements that have not been accepted within said Addition.
- g. Prior to the issuance of a building permit for any new structure, or prior to the issuance of a plumbing permit to connect existing buildings to the water and sewer systems, the then-existing water system investment charge (connection charge), sewer system investment charge (connection charge) and water meter charge shall be paid to the City. The Owner will also pay to the Central Wyoming Regional Water System Joint Powers Board the then current Regional Water System investment charge for each building to be served with water.
- h. All necessary water and sewer easements, in forms acceptable to the City, up to and through the subdivision shall be obtained by the Owner, which grant to the City the right of ingress and egress thereto for purposes of laying out, constructing, inspecting, maintaining and replacing water lines, sewer lines, its fire hydrants and other appurtenances.
- i. The Owner agrees to abide by all federal, state and local laws, rules and regulations regarding the use of its water and sewer facilities, and water and sewer service, including, but not limited to, the Federal Pretreatment Regulations and all the Code sections relating to industrial pretreatment.
- j. At such time as said water and/or sewer mains are installed by the Owner and a "letter of acceptance" is issued by the Public Services Director, the City shall pursuant to the Code, reimburse the Owner twice the difference in material cost between an eight (8) inch water and/or sewer main, or larger size if required by the development, and the required oversized main pursuant to the Code, as amended. Such reimbursement will be determined by the City based upon its most recent applicable material costs at the time of the Agreement execution. Reimbursement will only be based on oversizing of water and sewer mains larger

than the size required by system analysis and approved by the Public Services Director.

2.9 Easements for all Utilities, Bikeways and Pedestrian Pathways:

Easements for all utilities and future bikeway/pedestrian pathways and access, in recordable forms acceptable to the City, must be provided prior to application for a permit to construct being made to City.

2.10 Street and Traffic Signs and Controls:

Owner shall pay for the cost and installation of all necessary on and off-site street and traffic control signage, signs signifying the street names, street striping, crosswalk striping, and traffic calming devices, as determined by the Public Services Director in his sole discretion.

2.11 Security Requirements:

In addition to and separate from the security required for erosion control, Owner shall comply with all Code requirements for all other security and surety requirements as set forth in the Code, including, but not limited to the financial surety and security for the project, landscaping and warranty period.

2.12 Record Drawings:

- a. Owner shall submit "as-built" record documents for paving, drainage, water and sewer to City prior to the issuance of the certificate of occupancy. Reproducible hard copy drawings shall be in the form of one (1) set of 4 mil Mylar, 24" x 36" labeled as "Record Drawings" and dated. Record Drawings shall also be provided on electronic media in Adobe (pdf) format and in AutoCAD format or other format specified by Owner. Record documents shall be submitted on CDs, or other media as directed by Owner, labeled as "Record Drawings" and include the project name, City of Casper project number and date.
- b. All digital files necessary for correct plotting of the final record drawings in the AutoCAD version, such as external references, pen assignments, images, etc. shall be provided. Any x-refs or other files that can be, shall be incorporated into the final drawings to minimize the manipulation necessary for plotting.

2.13 Completion of Infrastructure Improvements Prior to Certificate of Occupancy:

All required on-site and off-site improvements shall be completed and approved by the Public Services Director prior to the issuance of the first certificate of occupancy unless otherwise designated in this Agreement.



#### 2.14 Other Costs in Separate Agreements:

If any recapture costs, costs for a drainage basin or sub-basin wide stormwater management program are applicable to this Subdivision, those costs shall be allocated in a separate exhibit attached to this Agreement. Failure of any such exhibit to be attached to this Agreement shall not relieve the Owner of its obligation to pay its proportionate share of those costs.

#### 2.15 Stormwater, Flooding and Letters of Map Revisions:

- a. Owner shall comply with and pay for all costs associated with any Stormwater Pollution Prevention Plan, Letter of Map Revision (LOMR), or other related requirements of Wyoming DEQ, Federal Emergency Management Agency (FEMA) or any other agency that has jurisdiction over the real property in impacted by this Agreement.
- b. Owner shall provide the City with copies of all Stormwater Pollution Prevention Plan elements as reviewed and approved by Wyoming DEQ; any LOMR, along with the necessary submittals to update flood mapping in accordance with FEMA requirements, and documentation of Base Flood Elevations.
- c. All requirements of this section shall be met prior to issuance of a permit to construct subdivision improvements.

#### 2.16 Other Requirements:

- a. At such time as directed by the City, owner shall construct curb, gutter and sidewalk along the frontage of the Ihli Addition along Casper Mountain Road, or in the alternative, pay the City the then-current cost of constructing said improvements.

### SECTION 3 - OBLIGATIONS OF CITY

The City shall issue a building permit and certificate of occupancy for the buildings in the Addition upon performance by the Owner of the conditions set forth herein, and upon Owner's compliance with all applicable Code requirements. All building permits will be issued by the Community Development Director in accordance with the Code.

### SECTION 4 - REMEDIES

In the event the Owner fails to do, or fails to cause to be done, any of the requirements set forth in this Agreement in an expeditious manner, the City may, at its option, do any or all of the following:

- a. Refuse to issue any building permits or certificates of occupancy to any person, including the Owner, or its heirs, successors, assigns and grantees.

- b. After written notice to the Owner of any public improvements which have not been completed or properly completed, and upon Owner's failure to cure the same within a reasonable period of time, the City may complete any and all of the public improvements required by this Agreement by itself or by contracting with a third party to do the same. In the event the City elects to complete said improvements, or contracts with a third party to do so, the Owner agrees to pay any and all costs resulting therefrom upon demand by the City.

The remedies provided in this section are in addition to any other remedies specifically provided for in this Agreement, or which the City may otherwise have at law or in equity, and are not a limitation upon the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs in the event the City is required to enforce the provisions of this Agreement in a court of law.

#### SECTION 5 – GENERAL PROVISIONS

- a. Successors and Assigns: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property that is the subject matter of this Agreement. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.
- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.

- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third-Party Beneficiary Rights: The parties to this Agreement 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 parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If a court of competent jurisdiction renders any provision of this Agreement (or portion of a provision) to be invalid, illegal or otherwise unenforceable, that provision or portion of the provision will be severed and the remainder of this Agreement will continue in full force and effect as if the invalid provision or portion of the provision were not part of this Agreement.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Troy Ihli  
5920 South Walnut Street  
Casper, Wyoming 82601

City of Casper  
Attn: Community Development Director  
200 North David  
Casper, WY 82601  
Fax: 307-235-8362

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final

payment, completion and acceptance of the services and termination or completion of the Agreement.

- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.
- n. Term: At the time the Owner files for a permit to construct, the then applicable code provisions shall apply for the life of the permit or under an extension that is approved by the Public Services Director. If the Owner fails to file for a permit to construct at the time of platting, all applicable provisions of the Code that have changed since the execution of this Agreement shall be required of the Owner at the time of permit application, and the City at its sole discretion may require a new Subdivision Agreement and/or the replatting of property. Provided, however, Code amendments pertaining to the health and safety of the public shall be complied with by the Owner during the term of this Agreement, regardless of the validity of the permit to construct.

The parties hereby enter into this Agreement on the day and year first written above.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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

\_\_\_\_\_  
Mayor

WITNESS:

OWNER

Troy Ihli

By: 

By: 

Printed Name: Brad Holwegner

Printed Name: Troy Ihli

Title: Project Manager

Title: Owner

STATE OF WYOMING                    )  
  ) ss.  
COUNTY OF NATRONA                )

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, by \_\_\_\_\_ as the Mayor of the City of Casper.

(Seal, if any)

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

\_\_\_\_\_  
Title (and Rank)

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

STATE OF WYOMING                    )  
  ) ss.  
COUNTY OF NATRONA                )

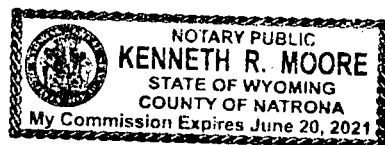
This instrument was acknowledged before me on this 20<sup>TH</sup> day of NOVEMBER, 2019, by Troy Ihli as the Owner of the Ihli Addition to the City of Casper.

(Seal, if any)

Kenneth R. Moore  
(Signature of notarial officer)

NOTARY PUBLIC  
Title (and Rank)

[My Commission Expires: JUNE 20, 2021]



ORDINANCE NO. 36-19

AN ORDINANCE APPROVING THE ANNEXATION, PLAT  
AND SUBDIVISION AGREEMENT FOR THE IHLI  
ADDITION TO THE CITY OF CASPER; AND ZONING SAID  
ADDITION R-2 (ONE UNIT RESIDENTIAL)

WHEREAS, Troy Ihli has applied to annex and plat a 2.0-acre parcel located at 3503 Casper Mountain Road to create the Ihli Addition to the City of Casper, in a portion of the SE1/4NW1/4, Section 21, Township 33 North, Range 79 West, 6<sup>th</sup> P.M., Natrona County Wyoming; and,

WHEREAS, Mr. Ihli has applied for R-2 (One Unit Residential) zoning of said Ihli Addition; and,

WHEREAS, a petition requesting annexation has been signed by a majority of the landowners owning a majority of the area sought to be annexed, excluding public streets and alleys and tax exempt property, and said petition has been submitted to the City of Casper for approval pursuant to Section 15-1-403 of the Wyoming State Statutes, as amended; and,

WHEREAS, an annexation report will be completed prior to final approval of the annexation, in accordance with Section 15-1-402 of the Wyoming State Statutes, as amended; and,

WHEREAS, the City of Casper Planning and Zoning Commission recommended that the Council approve the annexation, the plat creating the Ihli Addition, and the zoning of the same as R-2 (One Unit Residential) following a public hearing on October 17, 2019.

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

SECTION 1:

The annexation of a 2.0-acre parcel located at 3503 Casper Mountain Road, as described above, is hereby approved and said area is included within the corporate limits of the City of Casper and all rights, privileges, and duties pertaining to such inclusion shall apply to said development and the inhabitants thereof.

SECTION 2:

The plat of the Ihli Addition to the City of Casper is hereby approved.

SECTION 3:

The Subdivision Agreement between the City of Casper and Troy Ihli is hereby approved, and the Mayor is hereby authorized, and directed to execute, and the City Clerk to attest, said Agreement.

**SECTION 4:**

The Ihli Addition is hereby zoned R-2 (One Unit Residential).

**SECTION 5:**

All utility franchises shall be furnished a copy of this ordinance, and other information required by the franchises, as official notice of the expansion of the City limits.

**SECTION 6:**

This ordinance shall, pursuant to W. S. § 15-1-408, be in full force and effect on the 21st business day following third reading approval by the City Council, and following publication.

PASSED on 1st reading the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

PASSED on 2nd reading the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

APPROVED AS TO FORM:

Walter Tremel

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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

\_\_\_\_\_  
Mayor



ORDINANCE NO.32-19

AN ORDINANCE APPROVING A PLAT, SUBDIVISION AGREEMENT AND ZONE CHANGE CREATING THE DEWALD DIVIDE ADDITION SUBDIVISION IN THE CITY OF CASPER, WYOMING.

WHEREAS, application has been made to plat a portion of the NE1/4NE1/4, Section 16, T. 33 N, R. 79 W, 6<sup>th</sup> P.M., Natrona County, as Dewald Divide Addition, Subdivision of the City of Casper, Wyoming; and,

WHEREAS, application has also been made to rezone the proposed Dewald Divide Addition from zoning classification ED (Educational District) to C-2 (General Business), ED (Educational District) and R-4 (High Density Residential); and,

WHEREAS, a written subdivision agreement will be entered into with the City of Casper, which will be approved with the plat upon third reading of this ordinance; and,

WHEREAS, this platting and rezoning requires approval by ordinance following a public hearing; and,

WHEREAS, after a public hearing, the City of Casper Planning and Zoning Commission passed a motion recommending that City Council approve the plat and zone change requests; and,

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

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

SECTION 1:

That the above-described plat creating the Dewald Divide Addition is hereby approved, but subject to any adjustments that are required to comply with a final judicial order (including any appeal thereof) of a *Complaint for Declaratory Judgement and Quiet Title* being filed in the District Court, Seventh Juridical District, State of Wyoming, County of Natrona, and captioned *The City of Casper v. David Wayne Dewald, Trustee of the David Dewald Revocable Trust*, or any final settlement agreement reached and properly executed between the parties.

SECTION 2:

The zone change of the Dewald Divide Addition is hereby approved, and said property shall be zoned as follows:

- Lot 1 – ED (Educational District)
- Lot 2 – C-2 (General Business)
- Lot 3 – R-4 (High Density Residential)

SECTION 3:

The Dewald Divide Addition Subdivision Agreement is hereby approved, and the Mayor is hereby authorized and directed to execute, and the City Clerk to attest said document.

SECTION 4:

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 19<sup>th</sup> day of November, 2019.

PASSED on 2nd reading the \_\_\_\_ day of \_\_\_\_\_, 2019.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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

\_\_\_\_\_  
Charles Powell  
Mayor

ORDINANCE NO. 33-19

AN ORDINANCE AMENDING SECTION 10.24.010 AND SECTION 10.24.020 OF THE CASPER MUNICIPAL CODE PERTAINING TO THIRTY AND FORTY MILE PER HOUR SPEED ZONES

WHEREAS, a speed data suggests marginal effectiveness of the reduced speed limit along East 2<sup>nd</sup> Street between South Park Street and South Conwell Street; and,

WHEREAS, speed data along King Boulevard supports raising the speed limit from 30 miles per hour to 40 miles per hour.

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

That Section 10.24.010.C of Chapter 10.24 of the Casper Municipal Code is hereby amended as follows:

- C. South Conwell Street from East 1<sup>st</sup> Street to East 5<sup>th</sup> Street;  
~~East 2<sup>nd</sup> Street from South Park Street to South Conwell Street;~~  
East 5<sup>th</sup> Street from South McKinley Street to South Conwell Street;  
and all streets between South McKinley Street and South Conwell Street & East 2<sup>nd</sup> Street and East 5<sup>th</sup> Street.

That Section 10.24.020 of Chapter 10.24 of the Casper Municipal Code is hereby amended to add an additional paragraph "B" which reads as follows:

- B. King Boulevard from South Poplar Street to West 13<sup>th</sup> Street.

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

PASSED on 1<sup>st</sup> reading the 19<sup>th</sup> day of November, 2019.

PASSED on 2<sup>nd</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2019.

PASSED, APPROVED AND ADOPTED on 3<sup>rd</sup> and final reading the \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM:

  
\_\_\_\_\_



CITY OF CASPER, WYOMING

ATTEST:

A Municipal Corporation

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

\_\_\_\_\_  
Charles Powell  
Mayor

November 25, 2019

**MEMO TO:** J. Carter Napier, City Manager *JCN*  
**FROM:** Fleur Tremel, Assistant to the City Manager/City Clerk *FT*  
**SUBJECT:** Increase Mayor Pay

Meeting Type & Date

December 3, 2019

Council Meeting

Action type

Ordinance

Recommendation

That Council, by Ordinance, amend Section 2.04.040 of the Casper Municipal Code to increase the Mayor's salary.

Summary

Per Section 2.04.040 of the Casper Municipal Code, Casper City Council Members are paid One Hundred Fifty Dollars (\$150.00) for attendance at each regular and special meeting or work session. Currently the Mayor is paid Two Hundred Dollars (\$200.00). Wyoming State Statute 15-4-201 which addresses City Manager form of government allows for the Mayor Salary to be set at twice the amount of the City Council Member's salary.

At the November 19, 2019 Pre-Meeting, Council discussed the Mayor's salary and the significant amount of appearances and meeting obligations the Mayor has, which requires more time and also considerable expenses for fuel, vehicle maintenance, and depreciation. Council decided to raise the Mayor salary to the statutory limit of Three Hundred Dollars (\$300.00). This change will take effect for all Mayors beginning their terms after December 31, 2019.

Financial Considerations

Council Salaries budget will be increased by \$2,400.00 for FY20.

Oversight/Project Responsibility

J. Carter Napier

Attachments

Ordinance

ORDINANCE NO. 36-19

AN ORDINANCE TO AMEND SECTION 2.04.040  
OF THE CASPER MUNICIPAL CODE

WHEREAS, the City of Casper is a Wyoming First Class City, which has adopted the City Manager, Mayor and Council form of city government; and,

WHEREAS, Council Members of the Casper City Council are paid \$150.00 for actual attendance at each regular and special meeting and the Mayor has been paid \$200.00 for actual attendance at each regular and special meeting; and,

WHEREAS, Wyoming Statute §15-4-201, which addresses City Manager, Mayor and Council form of City government, provides that the salary for the Mayor may be twice the salary of the other Council Members, but no more than twice the salary of other Council Members; and,

WHEREAS, the City Council of Casper recognizes that the Mayor of Casper has significantly many more appearances and meeting obligations than other members of the Council and most of these other meetings require not only more time, but also considerable expense in vehicle maintenance, fuel and depreciation; and,

WHEREAS, the Mayor of the City Council of Casper, is elected every January pursuant to Casper's Charter Ordinance, Charter Ordinance No. 22-97.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That Paragraph B. of Section 2.04.040 of the Casper Municipal Code is amended to read:

2.04.040 – Salaries.

- B. The salary for the Mayor, actually attending a regular and special public Council meeting, shall be Three Hundred Dollars (\$300.00) for those Mayors commencing their terms as Mayor after December 31, 2019.

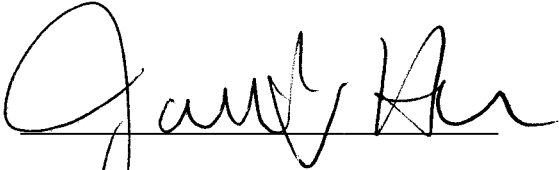
This Ordinance shall be effective after the passing on the third and final reading upon publication as provided by Statute.

PASSED on 1<sup>st</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2019

PASSED on 2<sup>nd</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2019

PASSED, APPROVED, AND ADOPTED on third and final reading the \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM:



ATTEST:

---


Fleur D. Tremel  
City Clerk


CITY OF CASPER, WYOMING  
A Municipal Corporation

---

Charles Powell  
Mayor

November 20, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director   
Bruce Martin, Public Utilities Manager

SUBJECT: Authorizing Outside-City Sewer Service Contract with Rubis Land Company, LLC.

Meeting Type & Date  
Regular Council Meeting  
December 3, 2019

Action type  
Resolution

Recommendation  
That Council, by resolution, authorize a Contract for Outside-City Sewer Service with Rubis Land Company, LLC.

Summary  
This contract provides Outside-City sewer service for a parcel of land located on the south side of HWY 20/26 approximately 2.5 miles west of the Natrona County International Airport. The property will obtain sewer service by tying into an 8-inch sewer main installed during construction of the 33-Mile sanitary sewer.

No Commitment to Annex is required as the parcel is located within the Pioneer Water and Sewer District inside the Town of Mills growth boundary. Neither the Town of Mills nor Pioneer have sewer service availability in the area at the present time and both have agreed to let the owner connect into the City sewer main and become a retail customer of the City of Casper.

The Public Utilities Advisory Board conceptually approved the contract at its September 25, 2019 meeting and has recommended Council approval.

Financial Considerations  
No financial considerations

Oversight/Project Responsibility  
Bruce Martin, Public Utilities Manager

Attachments  
Resolution  
Agreement

Rubis Land Company, LLC  
Contract for Outside-City Sewer Service

Page 1 of 1



## CONTRACT FOR OUTSIDE-CITY SEWER SERVICE

THIS AGREEMENT is made, dated, and signed this 3<sup>rd</sup> day of December, 2019, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as "City", and Rubis Land Company, LLC, P.O. Box 2655, Casper, Wyoming 82602, hereinafter referred to as "Owner."

### RECITALS

A. Owner is the owner of certain land as described in Exhibit "A" being Lot 1 of Hinrichs Simple Subdivision, a portion of the SE1/4SW1/4, Section 13 and the NE1/4NW1/4, Section 24, Township 34 North, Range 81 West of the 6<sup>th</sup> P.M., in Natrona County, Wyoming, with the address of 11115 US Highway 20-26, which is not within the corporate limits of the City of Casper; and,

B. A sanitary sewer main owned and operated by the City is within three hundred feet (300') of the property; and,

C. Owner desires to obtain sewer service from City for such property as described in Exhibit "A"; and,

D. Owner obtains retail water service from the Pioneer Water and Sewer District; and,

E. Owner and City have agreed to sewer service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

#### 1. Service

- a. The properties served shall be limited to that described in Exhibit "A." No other properties shall be served without the express permission of the City Council of the City of Casper.
- b. The Owner shall be allotted one sewer service connection to the property as shown on Exhibit "A." No other properties may be served from this connection.
- c. The Owner shall, at its sole cost and expense, install the sewer service line from the City sewer main to the building(s) to be served.
- d. The City will install a 1.5-inch sewer service tap (low pressure sewer service) to the existing 8-inch sewer main at the request of and at the sole cost and expense of the Owner, in accordance with the then-prevailing costs and procedures, and in accordance with the then-existing City standards and specifications.

- e. The Owner shall be responsible for obtaining easements from other property owners for the sewer service lines as needed at its sole cost and expense.

2. Right of Inspection

The City shall have the right to inspect all sewer system construction. All sewer system construction must meet City requirements. Before connection of the sewer services to any building, all work must be accepted and approved by the City.

3. Charges for Service

- a. The Owner will pay to the City the then-current outside-City system investment charge for each connection to be served with sewer. Payment will be made prior to actual receipt of sewer service provided by the City.
- b. The outside-City sewer system investment charge shall be based on an equivalent 3/4-inch water connection.
- c. The charge for sewer service provided shall be at the City's existing rates as the same shall apply from time to time for all retail outside-City sewer service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City sewer service.
- d. Monthly sewer charges shall be based on 5,000 gallons per month (average commercial sewer usage). Water usage information will be obtained from Pioneer Water and Sewer District periodically to assess potential changes to the flat 5,000 gallon usage charge.

4. Regulation

The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper relating to water and sewer service, and all other state and federal laws, rules, and regulations including, but not limited to, all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Construction Term

The Owner shall be allowed two (2) years from the date of this Agreement to complete the sewer service line construction and necessary improvements as set forth herein. Should the construction not be completed within this time period, this Agreement shall automatically be null and void.

6. Future Service Providers

The property, as described in Exhibit "A" (Lot 1, Hinrich Simple Subdivision), is located within the Pioneer Water and Sewer District inside the Town of Mills growth boundary. The Town of Mills and Pioneer Water and Sewer District have agreed to let Owner connect into the existing City sewer main and become retail customers of the City of Casper.

Owner recognizes that the subject property may, at some future date, become part of a town, or district that provides sewer service other than the City of Casper. To that end, Owner agrees that this sewer service is provided at the City's discretion, and is a temporary right. At such time that an alternate purveyor of sewer service desires to provide this service and the City agrees to such alternate purveyance; Owner, by execution of this agreement, agrees to become a customer of the alternate purveyor and abide by said alternate purveyor's requirements for service. The City shall then dedicate any applicable facilities previously constructed by Owner and required for sewer service to the alternate purveyor.

7. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

8. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property as set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.
- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement 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 parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Mr. Larry Rubis  
Owner/President  
Rubis Land Company, LLC  
P.O. Box 2655  
Casper, Wyoming 82602

City of Casper  
Attn: Public Services Director  
200 North David  
Casper, Wyoming 82601

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

[THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

EXECUTED the day and year first above written.

APPROVED AS TO FORM:

Walter Smith

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fluer D. Tremel  
City Clerk

\_\_\_\_\_  
Charles Powell  
Mayor

WITNESS:

OWNER:  
Rubis Land Company, LLC  
P.O. Box 2655  
Casper, Wyoming 82602

\_\_\_\_\_  
Larry Rubis  
Larry Rubis  
Owner/President

The undersigned mortgagee for Rubis Land Company, LLC hereby agrees to, consents, and ratifies this agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
MORTGAGEE

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

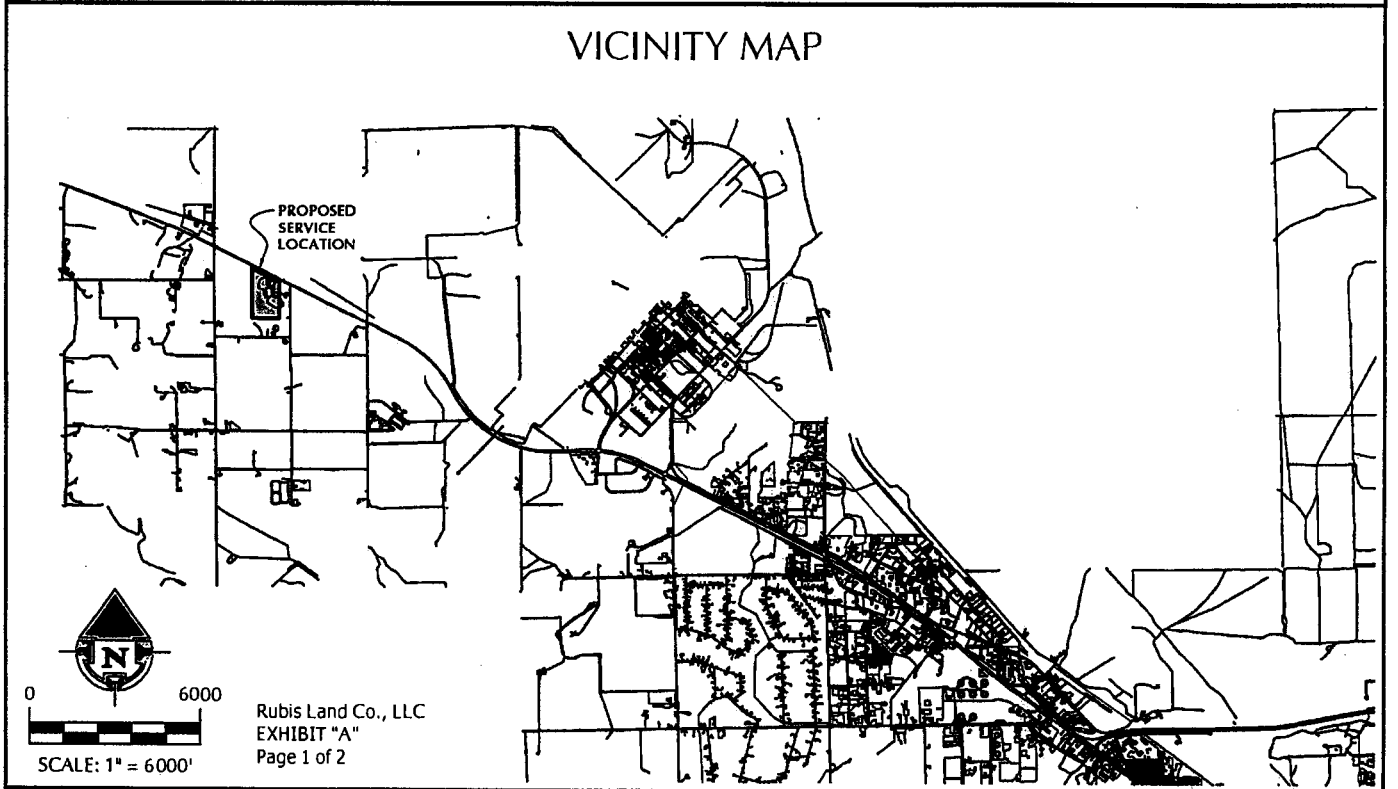
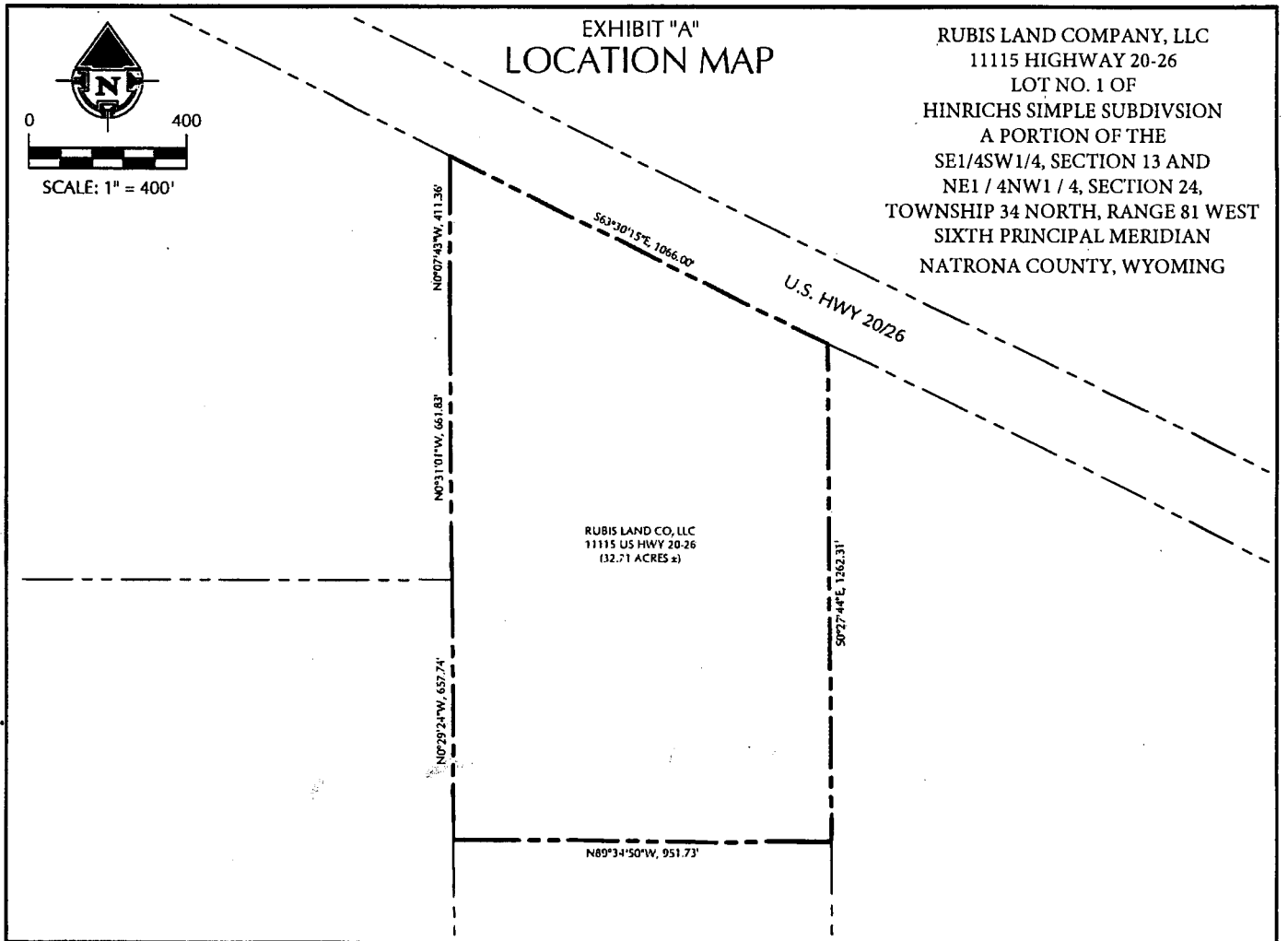
This instrument was acknowledged before me this 14<sup>th</sup> day of November, 2019,  
by Larry Rubis as Owner/President of Rubis Land Company, LLC.

NOTARY PUBLIC

NOTARY PUBLIC

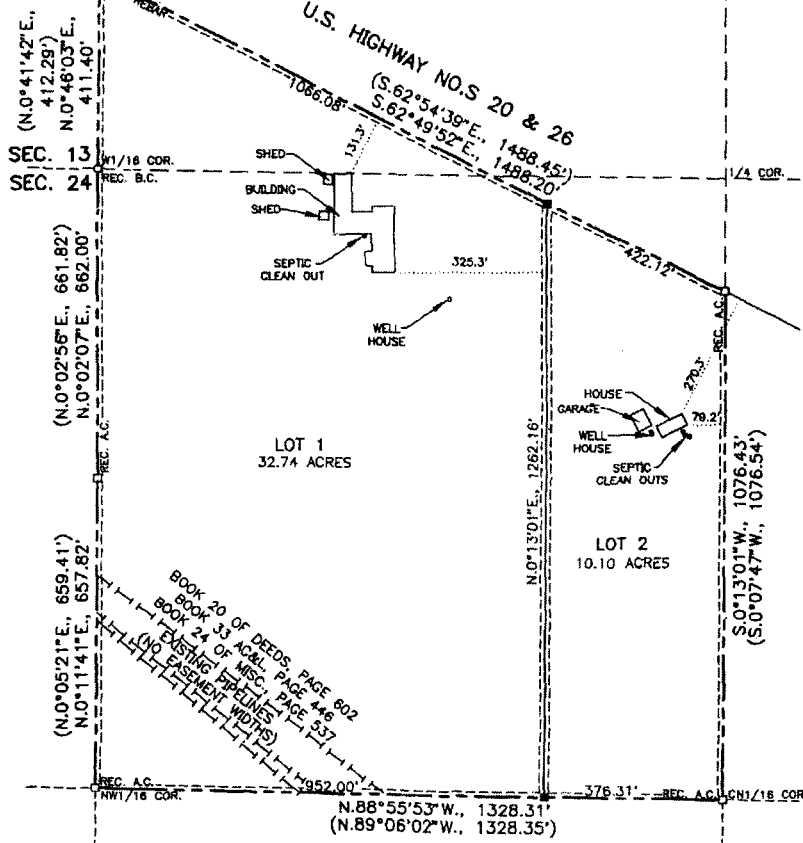
NOTARY PUBLIC

Page 7 of 7





T.34N., R.81W.



SCALE: 1"=200'  
BASIS OF BEARING  
GEODETIC BASED ON GPS

### CERTIFICATE OF APPROVAL

STATE OF WYOMING }  
COUNTY OF NATRONA }

I do hereby certify that this record of survey has been examined by me and found to comply with the regulations for Natrona County, Wyoming, and is therefore approved for recording.

*[Signature]* COUNTY CLERK  
COUNTY DEVELOPMENT DIRECTOR/DATE COUNTY SURVEYOR/DATE COUNTY HEALTH OFFICER/DATE

Filed for record in the office of the county clerk of Natrona County, Wyoming on this 16th day of August, 2008.

*[Signature]*  
COUNTY CLERK



My term of office expires  
January 6, 2011

### CERTIFICATE OF SURVEYOR

I, Steve M. Castle, a registered professional land surveyor, License No. 6010, do hereby certify that this plat was made from notes taken during an actual survey made by me or under my direct supervision during the months of July, 2007 through July, 2008, and that this plat, to the best of my knowledge and belief, correctly and truthfully represents said surveys.



NATRONA COUNTY CLERK, WYOMING  
Rena Villa  
Nov 10, 2008 10:16:58 AM  
Pages: 1 Fee: \$50.00  
855248 NC PLANNING

### LEGEND

- RECOVERED BRASS CAP
- SET 3/8" REBAR WITH ALUMINUM CAP
- RECOVERED CORNER (AS NOTED)
- N.89°49'14"E. 184.79' MEASURED PROPERTY BOUNDARY



ENGINEERING • SURVEYING • PLANNING  
300 PRONKHORN, CASPER, WY. 82601  
W.D. No. 19743 DATE: 07-24-08, FILE NAME: HINRICH 13743

### CERTIFICATE OF OWNER

William Edward Hinrichs, Jr., and Peggy Jean Hinrichs, hereby certify that they are the owners of the above or foregoing subdivision, Hinrichs Family Exemption and being portions of SE1/4SW1/4 of Section 13 and NE1/4NW1/4, Section 24, Township 34 North, Range 81 West of the Sixth Principal Meridian, Natrona County, Wyoming as it appears on this plat and is with the free consent and in accordance with the desires of the above named and undersigned owners and proprietors of said lands, the name of said subdivision shall be "HINRICHS SIMPLE SUBDIVISION". Dated at Casper, Wyoming this 16th day of August, 2008.

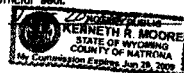
*[Signature]* WILLIAM EDWARD HINRICHS, JR., OWNER  
*[Signature]* PEGGY JEAN HINRICHS, OWNER

STATE OF WYOMING }  
COUNTY OF NATRONA }

The foregoing instrument was acknowledged before me by William Edward Hinrichs, Jr., Owner on this 16th day of August, 2008.

Witness my hand and official seal.

My commission expires:



*[Signature]*  
Notary Public

STATE OF WYOMING }  
COUNTY OF NATRONA }

The foregoing instrument was acknowledged before me by Peggy Jean Hinrichs, Owner on this 16th day of August, 2008.

Witness my hand and official seal.

My commission expires:



*[Signature]*  
Notary Public

PLAT OF  
HINRICHS SIMPLE SUBDIVISION  
A PORTION OF THE  
SE1/4SW1/4, SECTION 13 AND  
NE1/4NW1/4, SECTION 24,  
TOWNSHIP 34 NORTH, RANGE 81 WEST  
SIXTH PRINCIPAL MERIDIAN  
NATRONA COUNTY, WYOMING

RESOLUTION NO.19-234

A RESOLUTION AUTHORIZING A CONTRACT FOR  
OUTSIDE-CITY SEWER SERVICE WITH RUBIS LAND  
COMPANY, LLC.

WHEREAS, Rubis Land Company, LLC has requested outside-City sewer service from the City of Casper for Lot 1 of the Hinrich Simple Subdivision with an address of 11115 Highway 20-26, Casper, Wyoming 82602; and,


WHEREAS, a contract for providing such sewer service has been proposed containing obligations concerning all parties; and,

WHEREAS, such contract is deemed to be in the best interest of the City of Casper.

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 Outside-City Sewer Service with Rubis Land Company, LLC., P.O. Box 2655, Casper, Wyoming 82602.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:


CITY OF CASPER, WYOMING  
A Municipal Corporation

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

\_\_\_\_\_  
Charles Powell  
Mayor

November 20, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director   
Bruce Martin, Public Utilities Manager  
Megan Lockwood, WWTP Manager

SUBJECT: Authorizing a Procurement Agreement with Kubwater Resources, Inc., in the amount of \$44,960.00 for Zetag 7593 Polymer for use at the Wastewater Treatment Plant (WWTP).

Meeting Type & Date

Regular Council Meeting

December 3, 2019

Action Type

Authorization

Recommendation:

That Council, by resolution, authorize a Procurement Agreement with Kubwater Resources, Inc., Tigard, Oregon, in the amount of \$44,960.00 for Zetag 7593 Polymer for use at the WWTP.

Summary:

For the final step of the sludge treatment process, the WWTP dewateres anaerobically digested sludge with the use of centrifuge dewatering equipment. The resulting biosolids are then sent to the City of Casper landfill for beneficial use as landfill cover. The centrifuge dewatering process requires the addition of polymer to the sludge prior to it entering the centrifuge. The polymer acts as a sludge coagulant which aids in efficient dewatering of the sludge and production of quality biosolids.

Upon installation of the dewatering equipment in 2008, staff performed numerous tests with multiple polymer providers to determine which product best suited Casper's dewatering operations. Through testing, it was determined that Kubwater Resources Zetag 7593 polymer provided the best results. By virtue of this process, the dewatering equipment has been calibrated to this specific product and it is in the best interest of the plant operation to continue to use the product that is proven to produce the greatest results.

This purchase will provide sufficient enough chemical to sustain operations through the remainder of this fiscal year, at which time a new sole source contract will be brought forward for Council's consideration.

Council authorized the sole sourcing of this product at its November 19, 2019 Council Pre-Meeting.

Financial Considerations

Funding for the project will come from the Wastewater Treatment Plant Fund.

Oversight/Project Responsibility

Megan Lockwood, Wastewater Treatment Plant Manager

Attachments

Resolution

Procurement Agreement w/Exhibit "A"

## PROCUREMENT AGREEMENT

THIS PROCUREMENT AGREEMENT is made this 3<sup>rd</sup> day of December 2019, between the City of Casper, Wyoming, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as the "Owner," and, KubWater Resources, Inc., PO Box 23334, Tigard, Oregon, 97281, hereinafter referred to as the "Contractor."

NOW, THEREFORE, it is hereby agreed as follows:

### ARTICLE 1. GOODS AND SERVICES.

Contractor shall furnish the Goods as specified or described in the attached Exhibit "A". The Goods to be furnished are generally described as follows:

Eight (8) 2,000 lb Supersacks of Zetag 7593 Polymer at \$2.81/lb

### ARTICLE 2. ENGINEER.

The Goods have been specified by the Public Services Department, Public Utilities Division of the City of Casper, Wyoming, referred to as the "Engineer" and who is to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer by Owner in connection with the furnishing of the Goods and Special Services in accordance with the Procurement Documents.

### ARTICLE 3. POINT OF DELIVERY.

The place where the Goods are to be delivered is defined in the Procurement General Conditions as the point of delivery and designated as:

City of Casper Wastewater Treatment Plant  
2400 Bryan Evansville Road  
Casper, Wyoming 82609

### ARTICLE 4. CONTRACT TIME.

- 4.1 The Goods are to be delivered to the point of delivery on a scheduled basis through June 30, 2020.
- 4.2 Liquidated Damages. Owner and Contractor recognize that time is of the essence of this Procurement Agreement and that Owner will suffer financial loss if Goods are not delivered at the point of delivery and ready for acceptance of delivery by Owner within the time specified in Paragraph 4.2 above, plus any extension thereof allowed in accordance with the Procurement General Conditions. Further, they recognize the delays, expense, and

difficulties involved in proving in a legal or arbitration proceeding the actual losses or damages (including special, indirect, consequential, incidental, and any other losses or damages) suffered by Owner if complete acceptable Goods are not delivered on time. Accordingly, and instead of requiring proof of such losses or damages, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner One Hundred Dollar(s) (\$ 100.00) for each day that expires after the time specified in Paragraph 4.2 for delivery of acceptable Goods. It is further agreed that such liquidated damages are not a penalty, but represent the parties' best estimate of actual losses or damages.

#### ARTICLE 5. CONTRACT PRICE.

Owner shall pay Contractor in current funds for furnishing the Goods and Special Services in accordance with the Procurement Documents, subject to additions and deductions by Change Order, the Contract Price of Forty-Four Thousand Nine Hundred Sixty Dollars (\$44,960.00).

#### ARTICLE 6. PAYMENT PROCEDURES.

Contractor shall submit invoices for Payment with each scheduled shipment of the product. Payment shall be Net 45 days.

6.1 Intentionally omitted.

6.1.1 Intentionally omitted.

6.1.2 Intentionally omitted.

6.2 Intentionally omitted.

#### ARTICLE 7. INTEREST.

No interest shall be paid by Owner to Contractor on retained funds.

#### ARTICLE 8. CONTRACTOR'S REPRESENTATIONS.

In order to induce Owner to enter into this Procurement Agreement, Contractor makes the following representations:

8.1 Contractor has familiarized himself with the nature and extent of the Procurement Documents, and has given Engineer written notice of all conflicts, errors, or discrepancies that he has discovered in the Procurement Documents and the written resolution thereof by Engineer is acceptable to Contractor.

8.2 Contractor has familiarized himself with all local conditions and federal, state, and local laws, ordinances, rules and regulations that in any manner may affect the production and delivery of the Goods and furnishing of Special Services in connection therewith.

- 8.3 Contractor does not require additional information from Owner or Engineer to enable Contractor to furnish the Goods and Special Services at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Procurement Documents, but subject to Contractor's right to request interpretations and clarifications in accordance with Paragraph 9.2 of the Procurement General Conditions.
- 8.4 Contractor has correlated the results of all such examinations, investigations, and resolutions with the terms and conditions of the Procurement Documents.

#### ARTICLE 9. PROCUREMENT DOCUMENTS.

The Procurement Documents which comprise the entire agreement between Owner and Contractor are attached to this Procurement Agreement, made a part hereof, and consist of the following:

- 9.1 This Procurement Agreement (Pages PAG-1 to PAG-5, inclusive).
- 9.2 Exhibit "A"
- 9.3 Addenda, if applicable.
- 9.4 Certificate of Insurance.
- 9.5 Procurement General Conditions (Pages PGC-1 to PGC-22, inclusive).
- 9.6 Procurement Supplementary Conditions (Pages PSC-1 to PSC-3. inclusive).
- 9.7 Procurement Specifications.
- 9.8 Notice of Award.
- 9.9 Documentation submitted by Contractor prior to Notice of Award (Pages na to na, inclusive).
- 9.10 Shop Drawings and other Submittals furnished by Contractor during performance of the Work and accepted by the Owner.
- 9.11 All modifications, including Change Orders, duly delivered after execution of this Procurement Agreement.
- 9.12 Minutes of Pre-Bid meetings, if any.

#### ARTICLE 10. MISCELLANEOUS.

- 10.1 Terms used in this Procurement Agreement, which are defined in Article 1 of the Procurement General Conditions, shall have the meanings designated in those conditions.

- 10.2 No assignment by a party hereto of any rights under or interests in the Procurement Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Procurement Documents.
- 10.3 Owner and Contractor each binds himself, his partners, successors, assigns, and legal representatives to the other party hereto, his partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Procurement Documents.
- 10.4 The Owner 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 Owner specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

[THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]



IN WITNESS WHEREOF, the parties hereto have caused this Procurement Agreement to be executed in one (1) original copy on the day and year first above written.

APPROVED AS TO FORM:

Wallace Tremel

ATTEST:

BY: Angela M. Kubert  
TITLE: Financial mgr.

ATTEST:

BY: \_\_\_\_\_  
Fleur Tremel  
TITLE: City Clerk

CONTRACTOR:

KubWater Resources, Inc.  
PO Box 23334  
Tigard, OR 97281

BY: [Signature]  
TITLE: President

OWNER:  
CITY OF CASPER, WYOMING  
A Municipal Corporation

BY: \_\_\_\_\_  
Charles Powell  
TITLE: Mayor



EXHIBIT "A"

September 23, 2019

Megan Lockwood  
Wastewater Treatment Plant manager  
City of Casper  
2400 Bryan-Evansville Road  
Casper, WY 82601

**RE: Zetag 7593 Pricing Through 9/30/2020**

Megan,

Below is pricing for the Zetag 7593 polymer that you currently purchase from KubWater Resources. We can maintain that pricing through September 30, 2020. However, we reserve the right to re-negotiate pricing should there be a significant change in raw material or transportation costs during that time. Pricing is FOB Casper, WY:

***Zetag 7593, 2000 lb supersacks ..... \$2.81/lb***

Please let me know if you need anything further and thank you for allowing us to be of service.

Regards,

A handwritten signature in black ink, appearing to read "E. Andy Kubiak", written over the word "Regards,".

E. Andy Kubiak, PE  
President  
KubWater Resources, Inc.

RESOLUTION NO.19-235

A RESOLUTION AUTHORIZING A PROCUREMENT AGREEMENT WITH KUBWATER RESOURCES, INC. FOR EIGHT SUPERSACKS OF ZETAG 7593 POLYMER FOR USE AT THE SAM H. HOBBS WASTEWATER TREATMENT PLANT.

WHEREAS, the City has need for the furnishing of eight (8) 2,000 lb supersacks of Zetag 7593 polymer for use at the Wastewater Treatment Plant to provide service; and,

WHEREAS, the Contractor represents that it is ready, willing, and able to provide the polymer as required by an agreement between the contractor and the City; and,

WHEREAS, the City desires to retain the contractor for furnishing the polymer.

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 procurement agreement with KubWater Resources, Inc., PO Box 23334, Tigard, Oregon, 97281, for the furnishing of Eight (8) 2,000 lb supersacks of Zetag 7593 polymer.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized and directed to make payments as set forth in the procurement agreement in an amount not to exceed Forty-Four Thousand Nine Hundred Sixty Dollars (\$44,960.00).

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM:




ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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

\_\_\_\_\_  
Charles Powell  
Mayor

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director   
Shad Rodgers, Streets and Traffic Manager

SUBJECT: Contract Agreement with Desert Mountain Corporation

Meeting Type & Date:  
Regular Council Meeting  
November 19, 2019

Action Type:  
Resolution

Recommendation:  
That Council, by resolution, authorize a one-year contract agreement with Desert Mountain Corporation for delivery of Ice Slicer for winter operation at the cost of \$108.45 a ton, up to a total amount of \$300,000.

Summary:  
The Casper Street Division uses a product called Ice Slicer as its primary winter time deicer for winter time operations, which the spreaders on the streets salter's are calibrated for this product. Budget for this product is \$300,000 for Fiscal Year 20. Desert Mountain Corporation is the local distributor for this product.

Financial Considerations:  
The City of Casper will pay Desert Mountain Corporation \$108.45 per ton, up to a total amount of \$300,000 as needed by the Streets Division for winter operations.

Oversight/Project Responsibility:  
Shad Rodgers, Streets and Traffic Manager

Attachments:  
Resolution  
Agreement

STANDARD  
PROCUREMENT AGREEMENT  
(Approved by City Attorney, 1995)

THIS PROCUREMENT AGREEMENT is made this 3<sup>rd</sup> day of December, 2019, between the City of Casper, hereinafter referred to as the "Owner," and Desert Mountain Corporation, 877 North 8<sup>th</sup> West, Suite #7, Riverton, Wyoming 82501, hereinafter referred to as the "Contractor."

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. GOODS AND SERVICES.

Contractor shall furnish the Goods as specified or indicated in the Procurement Documents. The Goods to be furnished are generally described as follows:

**Ice Slicer**

The following special services are required: Provide and deliver Ice Slicer as identified in Exhibit "A" and Exhibit 'B', which are hereby made a part of this Agreement.

ARTICLE 2. ENGINEER.

The Goods have been specified by the City of Casper Streets Division, referred to as "Streets" and who is to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned by Owner in connection with the furnishing of the Goods and Special Services in accordance with the Procurement Documents.

ARTICLE 3. POINT OF DELIVERY.

The place where the Goods are to be delivered is defined in the Procurement General Conditions as the point of delivery and designated as:

Casper Streets Department  
1800 'K' Street  
Casper, WY 82601

ARTICLE 4. CONTRACT TIME.

- 4.1 The Goods are to be delivered to the point of delivery and ready for Owner's acceptance of delivery on or before the 30<sup>th</sup> day of June, 2020.
- 4.2 Liquidated Damages. Owner and Contractor recognize that time is of the essence of this Procurement Agreement and that Owner will suffer financial loss if Goods are not delivered

at the point of delivery and ready for acceptance of delivery by Owner within the time specified in Paragraph 4.1 above, plus any extension thereof allowed in accordance with the Procurement General Conditions. Further, they recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual losses or damages (including special, indirect, consequential, incidental, and any other losses or damages) suffered by Owner if complete acceptable Goods are not delivered on time. Accordingly, and instead of requiring proof of such losses or damages, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner Two Hundred Dollar(s) (\$200.00) for each day that expires after the time specified in Paragraph 4.1 for delivery of acceptable Goods. It is further agreed that such liquidated damages are not a penalty, but represent the parties' best estimate of actual losses or damages.

#### ARTICLE 5. CONTRACT PRICE.

Owner shall pay Contractor in current funds for furnishing the Goods and Special Services in accordance with the Procurement Documents, subject to additions and deductions by Change Order, the Unit Price of One Hundred Eight and 45/100 Dollars (\$108.45) per ton up to a total amount of Three Hundred Thousand and 00/100 (300,000.00) See Exhibit "A" and Exhibit 'B'.

#### ARTICLE 6. PAYMENT PROCEDURES.

Contractor shall submit Applications for Payment in accordance with Article 6 of the Procurement General Conditions. Applications for Payment will be processed through the Owner's representative as provided in the Procurement General Conditions.

6.1 Progress Payments. Owner will make progress payments on account of the Contract Price in accordance with Paragraph 6.3 of the Procurement General Conditions on the basis of Contractor's Applications for Payment as follows:

6.1.1 Upon acceptance of delivery of the Goods, and upon receipt of the second such Application for Payment accompanied by Owner's representative recommendation of payment in accordance with Paragraph 6.2.2 of the Procurement General Conditions, an amount sufficient to increase total payments to Contractor to ninety percent (90%) of the Contract Price, less such amounts as Owner's representative shall determine in accordance with Paragraph 6.2.3 of the Procurement General Conditions.

6.2 Final Payment. Upon furnishing of the Special Services, and upon receipt of the final Application for Payment accompanied by Owner's representative recommendation of payment in accordance with Paragraph 6.6 of the Procurement General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer.

#### ARTICLE 7. INTEREST.

No interest shall be paid by Owner to Contractor on retained funds.

## ARTICLE 8. CONTRACTOR'S REPRESENTATIONS.

In order to induce Owner to enter into this Procurement Agreement, Contractor makes the following representations:

- 8.1 Contractor has familiarized himself with the nature and extent of the Procurement Documents, and has given Owner written notice of all conflicts, errors, or discrepancies that he has discovered in the Procurement Documents and the written resolution thereof by Owner is acceptable to Contractor.
- 8.2 Contractor has familiarized himself with all local conditions and federal, state, and local laws, ordinances, rules and regulations that in any manner may affect the production and delivery of the Goods and furnishing of Special Services in connection therewith.
- 8.3 Contractor does not require additional information from Owner or Owner's Rep to enable Contractor to furnish the Goods and Special Services at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Procurement Documents, but subject to Contractor's right to request interpretations and clarifications in accordance with Paragraph 9.2 of the Procurement General Conditions.
- 8.4 Contractor has correlated the results of all such examinations, investigations, and resolutions with the terms and conditions of the Procurement Documents.

## ARTICLE 9. PROCUREMENT DOCUMENTS.

The Procurement Documents which comprise the entire agreement between Owner and Contractor are attached to this Procurement Agreement, made a part hereof, and consist of the following:

- 9.1 This Procurement Agreement (Pages PAG-1 to PAG-5, inclusive).
- 9.2 Exhibit "A" and Exhibit "B".
- 9.3 Procurement General Conditions (Pages PGC-1 to PGC-22, inclusive).
- 9.4 Procurement Supplementary Conditions (Pages PSC-1 to PSC-3. inclusive).
- 9.5 Documentation submitted by Contractor prior to Notice of Award.
- 9.6 Submittals furnished by Contractor during performance of the Work and accepted by the Owner.
- 9.7 All modifications, including Change Orders, duly delivered after execution of this Procurement Agreement.

## ARTICLE 10. MISCELLANEOUS.

- 10.1 Terms used in this Procurement Agreement, which are defined in Article 1 of the Procurement General Conditions, shall have the meanings designated in those conditions.
- 10.2 No assignment by a party hereto of any rights under or interests in the Procurement Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Procurement Documents.
- 10.3 Owner and Contractor each binds himself, his partners, successors, assigns, and legal representatives to the other party hereto, his partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Procurement Documents.
- 10.4 The Owner 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 Owner specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

*“This portion of this page has been left blank intentionally.”*



IN WITNESS WHEREOF, the parties hereto have caused this Procurement Agreement to be executed in one (1) original copy on the day and year first above written.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM:

Wallie Branton

CONTRACTOR:

Desert Mountain Corporation

ATTEST:

By: [Signature]

By: [Signature]

Title: HR Safety

Title: President

Paul Bessen

OWNER:

CITY OF CASPER, WYOMING

A Municipal Corporation

ATTEST:

By: \_\_\_\_\_

Fleur D. Tremel

Title: City Clerk

By: \_\_\_\_\_

Charles Powell

Title: Mayor



EXHIBIT  
A

ORDER						Date Quoted: 11-1-19 Date Ordered:		
Bill To:	City of Casper 1800 "K" Street Casper, WY 826601		Ship To:	City of Casper Casey Lynch, Street Supt. - 307-235-8294  Shad Rodgers Casper Storage Casper, WY 82601 (307) 235-8415-office (307) 262-4584-cell		1		
						2		
						3		
						4		
						5		
Sales Rep. Lynn James Cell: 208-521-1275		Add FUEL SURCHARGE		Yes	No	Terms Net 30		
				X*				Tax ID:
						P.O. #		
Quantity (gallons, hours, etc...)	Item	Units	Description			Unit Price	Total	
Per Ton	Ice Slicer RS	Tons	Deliver IceSlicerRS to Casper Storage			\$108.45		
			Per State of Wyoming Contract					
Job Description:  *Desert Mountain reserves the right to add a fuel surcharge should fuel goes over \$2.50						Subtotal		
						Tax		
						Shipping		
						Misc.		
						Balance Due		

This Quote is good for 30 days only:

When placing an **ORDER**, you must sign here and return:

**Primary Business Address:**

877 N. 8 West Suite #7  
P. O. Box 622  
Riverton, WY 82501

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Phone: (307) 856-1377  
Fax: (307) 856-0333  
Cell: 208-521-1275  
E-mail: [Lynn@desertmtncorp.com](mailto:Lynn@desertmtncorp.com)  
Web Site: [www.desertmtncorp.com](http://www.desertmtncorp.com)



# Purchase Order Change

## WYOMING DEPT OF TRANSPORTATION

5300 Bishop Blvd  
Cheyenne WY 82009-3340  
United States

Supplier: 0000006652  
DESERT MOUNTAIN CORP  
PO BOX 622  
RIVERTON WY 82501

CHANGE ORDER		Dispatch via Print	
Purchase Order	Date	Revision	Page
00045-0000041025	09/19/2019	1 - 10/10/2019	1
Freight Terms	Frt Prepaid	Ship Via	
FOB Destination		Common	
Buyer	Phone	Currency	
ALBRIE LYNN COTTON	307/777-4175	USD	
Ship To: See Detail Below			

Bill To: 5300 Bishop Blvd  
Cheyenne WY 82009-3340  
United States

Tax Exempt ID: 02-0-01176  
Line-Sch Item/Description

Replenishment Option: Standard  
Quantity UOM PO Price Extended Amt

1-1 Ice Slicer (Melting Compound) 1,000.00 TON 108.45 108,450.00  
Attn:  
Ship To:  
CASP  
900 Bryan Stock Trail  
Casper WY 82601  
United States

Schedule Total 108,450.00

Item Total SP0013 108,450.00

2-1 Ice Slicer (Melting Compound) 100.00 TON 113.96 11,396.00  
Attn:  
Ship To:  
CHUG  
47 TY Rd  
Chugwater WY 82210  
United States

Schedule Total 11,396.00

Item Total SP0013 11,396.00

3-1 Ice Slicer (Melting Compound) 100.00 TON 111.78 11,178.00  
Attn:  
Ship To:  
DOUG  
50 Orin Way  
Douglas WY 82633  
United States

Schedule Total 11,178.00

Item Total SP0013 11,178.00

4-1 Ice Slicer (Melting Compound) 100.00 TON 110.37 11,037.00  
Attn:  
Ship To:  
MIDW  
1200 N Fitzhugh  
Midwest WY 82643  
United States

Schedule Total 11,037.00

Item Total SP0013 11,037.00

RESOLUTION NO.19-236

A RESOLUTION AUTHORIZING A PROCUREMENT AGREEMENT WITH DESERT MOUNTAIN CORPORATION, FOR THE 2020 ICE SLICER PROCUREMENT.

WHEREAS, the City of Casper desires to procure Ice Slicer; and,

WHEREAS, Desert Mountain Corporation, is ready, willing and able to provide Ice Slicer; and,

WHEREAS, it would be in the best interest of the City to allow the City Manager to sign change orders effecting time extensions of no more than thirty (30) days, and dollar amount changes no greater than Ten Thousand Dollars (\$10,000.00).

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 agreement with Desert Mountain Corporation in an amount not to exceed Three Hundred Thousand and 00/100 Dollars (\$300,000) to furnish Ice Slicer.

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to sign change orders effecting time extensions of no more than thirty (30) days, and changes in the dollar amount of the above described agreement not greater than the sum of Ten Thousand Dollars (\$10,000.00).

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM:

Wallace Tremblay

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

Fleur D. Tremel  
City Clerk

Charles Powell  
Mayor

November 13, 2019

MEMO TO: J. Carter Napier, City Manager *son*  
FROM: Keith McPheeters, Chief of Police *KMP 307*  
SUBJECT: Authorizing a Professional Services Agreement for Wrecker Services with  
All Around Towing LLC, E & F Towing, Transport and Recovery, M.A.D.  
Transportation & Towing, and On The Hook Recovery and Transport

Meeting Type & Date  
Council Meeting  
December 3, 2019

Action type  
Resolution

Recommendation

That Council, by resolution, authorize a professional services agreement for wrecker services with All Around Towing, LLC, E & F Towing, Transport and Recovery, M.A.D. Transportation & Towing, and On The Hook Recovery and Transport, to provide wrecker services for the Casper Police Department, through the Public Safety Communications Center, "PSCC" on an as-needed, rotating basis.

Summary

The City and Contractor entered into a Professional Services Agreement for wrecker services for public safety dispatching services, including the dispatch of wreckers, through PSCC to the various entities in Natrona County.

The current agreement expired in June 2019; therefore, a new agreement is necessary between the parties.

Financial Considerations

N/A

Oversight/Project Responsibility

Steve Schulz, Police Captain

Attachments

Contract for Professional Services  
Resolution

## **CITY OF CASPER**

### **PROFESSIONAL SERVICES AGREEMENT FOR WRECKER SERVICE**

THIS AGREEMENT entered into as of this 3<sup>rd</sup> day of December, 2019, by and between the City of Casper, a Municipal Corporation, 200 North David, Casper, Wyoming, hereinafter referred to as "City", and All Around Towing, 1862 Arabian Ave, Casper, Wyoming 82604, hereinafter referred to as "Wrecker Service."

WITNESSETH:

WHEREAS, the City of Casper is under Agreement to provide public safety dispatching services, including the dispatch of wreckers, through the Public Safety Communications Center, hereinafter referred to as "PSCC," to the various entities in Natrona County; and,

WHEREAS, the City of Casper desires to protect the safety of the motoring public for whom it dispatches wreckers through the adoption of certain standards and requirements for those wrecker services; and,

WHEREAS, upon approval of this Agreement by the City Manager, City and Wrecker Service will follow the terms of this Agreement to provide wrecker services to the various entities served by the PSCC, when notified by the PSCC; and,

WHEREAS, the PSCC will use the Wrecker Service Rotation System, hereinafter referred to as "Rotation System," which is defined in the Towing and Wrecker Service Policy, hereinafter referred to as "Policy."

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, it is understood and agreed by and between the parties that both parties will adhere to the terms of this Agreement.

#### **Section 1. Application Requirements for a Wrecker Service.**

- A. The Chief of Police and/or his designee shall review applications for additions to the Rotation System. The applications shall be reviewed within thirty (30) days of receipt by the Chief of Police and/or his designee. Said review shall include a written decision to either add the applicant to the Rotation System, or deny the applicant's request. Said decision will be based upon the ability of the applicant to meet the terms of this Agreement and the Policy. A copy of the decision shall be mailed to the applicant, and a copy shall be retained by the Casper Police Department.
- B. A Wrecker Service which has been approved by the Chief of Police to be on the Rotation System for wrecker related services must fully comply with all of the provisions of this Agreement and the Policy.
- C. This Agreement shall be valid for two (2) full calendar years from the date of the Agreement.

- D. It is the responsibility of the Wrecker Service to notify the Chief of Police, in writing, ninety (90) days prior to the expiration of the current Agreement, of their intent to renew or not renew their existing Agreement. Failure of the Wrecker Service to notify the Chief of Police ninety (90) days prior to the expiration date of the Agreement shall be cause for the removal from the Rotation System by the Chief of Police and/or his designee. A Wrecker Service which has been removed from the Rotation System due to the notification requirement must re-apply to be on the Rotation System, be approved to provide such service by the Chief of Police, and enter into a new Agreement.
- E. Approved Wrecker Service companies shall advise the Chief of Police and/or his designee within thirty (30) days, in writing, of any change(s) in the information required by this Agreement. Change(s) must be approved by the Chief of Police and/or his designee.
- F. Any owner(s) and/or any other associate(s) of any Wrecker Service that provides services pursuant to this Agreement, must provide a complete list of any other affiliated wrecker service company(ies) owned and/or operated by them, to the Chief of Police and/or his designee at the time of application. Immediate notification to the Chief of Police and/or his designee is required, should such affiliation occur during the term of this Agreement.
- G. Upon submitting an application, the Wrecker Service requesting approval to be on the Rotation System must provide documentation to the Chief of Police and/or his designee that anyone associated with the Wrecker Service who will be providing service under this Agreement, is certified by the National Driver Certification Program and Towing Recovery Association of America, or Wreckmaster, or a similar industry-accepted program. The Wrecker Service must also provide documentation that anyone associated with the Wrecker Service who will provide any services pursuant to this Agreement, meets all applicable Federal, State and local laws governing businesses of this nature. At any time after receiving approval, and during the term of this Agreement, any Wrecker Service approved to provide service through the Rotation System must be willing to immediately demonstrate, upon any request, that this Agreement is being complied with.
- H. Wrecker service companies must submit any documents, on an annual basis, to the Chief of Police and/or his designee that are required by law to be renewed annually.

Section 2. Required Documents to be Submitted by the Wrecker Service.

- A. A copy of the current Wyoming Highway Patrol wrecker inspection report that lists the date of the inspection and description of any wrecker equipment to be used to provide service pursuant to this Agreement shall be provided. The report must indicate that such equipment was inspected and certified, and that the wrecker equipment passed inspection.
- B. Prior to approval of the application by the Chief of Police and/or his designee, the Wrecker Service must provide a current copy of the Wrecker Service's insurance policy or policies, indicating that the Wrecker Service is covered by liability insurance as set forth by State of Wyoming Statutes, and that the Wrecker Service also is covered by cargo and garage insurance with a minimum limit of \$500,000. Said policies shall provide that the Chief of Police or his designee shall be notified by the insurer at least thirty (30) days prior to any changes,

cancellation, or termination of coverage.

- C. A copy of current Wyoming vehicle registration(s) for all wreckers that will be utilized to provide services pursuant to this Agreement shall be required.
- D. Wrecker Service shall provide a copy of the fee and/or rate schedule for all services provided, pursuant to this Agreement that will be charged and/or billed to any vehicle owner(s) and/or their insurance company(ies).
- E. A copy of the completed towing and storage yard inspection report shall be submitted.
- F. Wrecker Service shall provide, to the Chief of Police and/or his designee, completed and signed "Authorization to Release Information Forms" specific to background investigations that may be conducted by the Casper Police Department on any employee(s), agent(s), representative(s), owner(s), or anyone else associated with the Wrecker Service who may have access to vehicles and/or property towed and/or stored by a Wrecker Service pursuant to this Agreement, for the purposes of criminal history reviews and/or background checks.
- G. Wrecker Service shall provide fingerprinting of any employee(s), agent(s), representative(s), owner(s), or anyone else associated with the Wrecker Service who will be providing services pursuant to this Agreement, for purposes related to criminal histories and/or a background investigation.
- H. Prior to an application receiving approval from the Chief of Police and/or his designee, the Wrecker Service must submit any required administration fees and/or reimbursement costs associated with conducting background investigations pursuant to this Agreement.

### Section 3. Sub-Leasing and Contracting Services.

Wrecker service companies are not permitted to sub-lease or contract out their services to any other Wrecker Service, for the purposes of providing service under the Agreement. Wrecker service companies are not permitted to contact and/or direct another Wrecker Service to handle a Rotation System service call pursuant to the Agreement.

### Section 4. On Call Requirements.

- A. Wrecker service companies, as part of the Agreement, must agree to a 24/7 call out, and must furnish PSCC with one telephone number for purposes of notifying the Wrecker Service of Rotation System calls. The Wrecker Service must also provide the name, street and mailing address of the responsible person for the Wrecker Service.
- B. Each Wrecker Service, whether identified under one business name or multiple business names, will receive one call per owner. The call out of a Wrecker Service will be based on a one-call-per-owner Rotation System.
- C. No more than one telephone number per Wrecker Service shall be supplied to the PSCC for Rotation System notification.



Section 5. Service Fees and Maintaining Records.

- A. Before approval, a Wrecker Service must provide a detailed record outlining all charges applicable to services that may be provided pursuant to this Agreement. The Chief of Police and/or his designee reserves the right to provide a copy of the fee and/or rate schedule to citizens who may be in need of a wrecker service company. Wrecker Service companies must provide, in writing to the Chief of Police and/or his designee, any revisions and/or change(s) to any fee and/or rate schedule thirty (30) days prior to implementing the change. The Wrecker Service, pursuant to this Agreement, shall not assess any surcharge, or assess any fees to PSCC or its user agencies for responding to PSCC requests. This includes any call(s) for service that may be cancelled by PSCC and/or any public safety employee, and/or the owner or person responsible for the vehicle to be towed. Once a Wrecker Service is summoned by PSCC to a call and has attached the towing apparatus of a wrecker to the vehicle, the Wrecker Service has the right to assess a fee, pursuant to the Agreement, to the owner of the vehicle.
- B. The Wrecker Service shall maintain complete records of all fees charged, assessed and collected for services performed, pursuant to this Agreement. The Wrecker Service shall correlate each bill and/or record associated with service calls, pursuant to this Agreement, with the PSCC case number assigned to the police record. The Wrecker Service shall produce for examination, upon any request of the Chief or Police and/or his designee, any record associated with a call for service under the Agreement. All records associated with calls for service pursuant to the Agreement must be maintained for a minimum period of two (2) years by the Wrecker Service. All charges for service calls performed pursuant to the Agreement shall be billed to the vehicle owner according to the fee and/or rate schedule submitted by the Wrecker Service to the Chief of Police and/or his designee, under the terms of this Agreement.

Section 6. Release of Property and Law Enforcement Vehicle Hold Orders.

- A. The Wrecker Service must release items of personal property to the lawful owner, when authorized by the participating agency requesting the tow, prior to receiving payment of any accrued charges. This subsection applies as directed by W.S. 31-13-112(c). For purposes of this Agreement, and the preservation of evidence, the Wrecker Service shall not allow access to towed and/or stored vehicles under an authorized vehicle hold order, without first receiving permission from the public safety official responsible for the criminal case involving the towed and/or stored vehicle.
- B. It shall be the responsibility of the Wrecker Service to notify the registered owner of the towed and/or stored vehicle within 24 hours, once any towed and/or stored vehicle has been released from a vehicle hold order. The agency initiating the vehicle hold order, or any agency associated with the vehicle hold order or the PSCC, is not to be assessed any fees associated with the towed and/or stored vehicle, and/or the costs associated with storage, after the Wrecker Service has been notified that the vehicle hold order has been cancelled. For purposes of notification, a telephone call by the PSCC, or an agent of any public safety agency, notifying the Wrecker Service that a vehicle hold order no longer exists, and the notification call is documented through any source of media utilized by the PSCC, will serve

as proof of notification.

- C. All Casper Police Department vehicle hold orders will be approved by the Chief of Police and/or his designee, before a vehicle hold order request can be implemented by the Wrecker Service. The name of the individual approving the vehicle hold order must be written on the bill and/or record associated with the Wrecker Service call by the Wrecker Service.
- D. Wrecker Service companies shall notify the PSCC before any vehicle tow (private property, repossessions, etc.) occurs *without* the vehicle owner(s) knowledge.
- E. PSCC will maintain call records of all Wrecker Service Rotation System calls placed by the PSCC for a two (2) year minimum.

#### Section 7. Storage Areas and Evidence Protection.

- A. The Wrecker Service's storage area(s), for the purposes of storing towed vehicles pursuant to this Agreement, shall successfully complete an inspection of its secured holding facility by a representative of the Casper Police Department. The storage area used to store all vehicles towed pursuant to this Agreement, must be secured, at a minimum by a security type fence, and the fenced area must have adequate illumination. For the purpose of being called for the towing of vehicles needing to be stored for protecting evidence on or in a vehicle, the Wrecker Service must be willing to provide an indoor storage area(s) to store two passenger sized vehicles long-term. The indoor storage area(s), while being utilized to store vehicles towed pursuant to this Agreement, must be clean and accessible only to public safety officials and/or employees of the Wrecker Service and/or its employee(s), agent(s), representative(s) and/or operator(s) who meet the guidelines of this Agreement. Wrecker service companies who do not meet the evidence storing requirement when requested by the PSCC will not lose a call for service in the Rotation System.
- B. Vehicles stored indoors pursuant to an approved vehicle hold order must not be removed from the indoor secured area(s) without the Wrecker Service first receiving authorization to do so from the public safety official responsible for the criminal case involving the towed and stored vehicle.

#### Section 8. Environmental Requirements.

Wrecker service companies are responsible for clearing all debris at the scene of a service call. Any costs associated with clearing debris not removed from the scene and/or cleaned up by the Wrecker Service responsible for the service call shall be billed to the Wrecker Service by the agency responsible for the removal of the debris.

#### Section 9. Insurance Requirements.

Any Wrecker Service providing service pursuant to this Agreement, shall maintain insurance that will cover any liability that may occur during towing or while in possession of any vehicle. Said insurance shall also cover towing, cargo and garage insurance. The Wrecker Service shall provide copies of the insurance policy(ies) to the Chief of Police and/or his designee. (See Section 2, paragraph B).

Said policies shall provide that the Chief of Police or his designee shall be notified by the insurer at least thirty (30) days prior to any changes, cancellation, or termination of coverage. Additionally, the Wrecker Service must also immediately notify the Chief of Police and/or his designee should any insurance coverage(s) be changed, cancelled, terminated or denied. The insurance selected by the Wrecker Service must provide, at a minimum, coverage for property damage to the vehicle being towed while in tow, as well as coverage to any other property and/or person(s) that may suffer damage, injuries, and/or death due to an unintended release of any such vehicle and/or cargo attached to, or part of any vehicle while in tow. PSCC and/or any entities it serves is not liable for any matters pertaining to wrecker service companies, wrecker service companies' insurance carriers, wrecker service companies' insurance coverage limits or the lack of insurance, or wrecker service companies who may become non-insured. Wrecker service companies who become non-insurable, or wrecker service companies who do not meet the insurance requirements of this Agreement, will not be eligible for Rotation System calls through the PSCC, and may be subject to provisions contained in Section 12 of this Agreement.

#### Section 10. Rotation System.

- A. If the party needing the Wrecker Service requests a particular Wrecker Service, the requested Wrecker Service will be notified, if available. Citizen requests will not affect the Rotation System. A Wrecker Service need not be under an Agreement to be called by special request of a citizen.
- B. If the party needing the Wrecker Service has no preference, the next Wrecker Service on the Rotation System will be called. If the notified Wrecker Service is unavailable to respond, or is not able to arrive on scene within 20 minutes to a location within the City Limits of Casper, or arrive within a reasonable response time to a scene in Natrona County, the next Wrecker Service in the Rotation System will be called. Wrecker service companies must notify PSCC of an estimated time of arrival when the service call is requested by PSCC. The Wrecker Service must also advise PSCC when arrival to the scene will not be within the allowable time limits. The Wrecker Service shall abide by all Federal laws, State Statutes and/or ordinances when providing service pursuant to this Agreement.
- C. When a Wrecker Service acknowledges that their arrival time to a scene will be within the specified time frame, but fails to respond within the time specified by this Agreement, the Wrecker Service will automatically lose a call for service in the Rotation System, if another Wrecker Service is called to respond to the initial call.
- D. Public safety officials reserve the right to request a particular Wrecker Service, whether or not the Wrecker Service is next on the Rotation System, or whether or not the Wrecker Service is under an Agreement, if a service call is of an immediate need and in the best interest of public safety. Public safety officials also reserve the right to request a particular Wrecker Service, if specialized equipment and/or services are needed, and it is determined that the specialized equipment and/or services are not owned and/or operated or provided by a Wrecker Service that is next in the Rotation System for a service call. The Rotation System will maintain a list of the class of wrecker equipment that has been approved pursuant to this Agreement for each approved Wrecker Service. Wrecker vehicles pursuant to this Agreement are classified as:

- Class A - carries a minimum gross vehicle weight (MGVW) of 7,500 lbs.
  - Class B - carries a minimum gross vehicle weight (MGVW) of 10,000 lbs.
  - Class C - carries a minimum gross vehicle weight (MGVW) of 20,000 lbs.
  - Class D - carries a minimum gross vehicle weight (MGVW) of 30,000 lbs.
- E. The abandoned vehicle towing service is a separate agreement between Natrona County and the Wrecker Service companies for the purpose of removing and/or towing abandoned vehicles. Rotation on the abandoned vehicle towing service list does not affect the PSCC Rotation System, and is not a service governed by this Agreement.
- F. When attempting to contact a Wrecker Service and PSCC receives a busy signal, the PSCC dispatcher will attempt to place the call two (2) additional times during a period of no more than five (5) minutes before calling the next Wrecker Service on the Rotation System. No contact due to a repeated busy telephone signal or no answer will be considered a no-answer call or a turn-down call, and the Wrecker Service will lose the call for service in the Rotation System.
- G. Wrecker Service must confirm acceptance of the PSCC service call within five (5) minutes. Failure to do so will be considered a turn-down, and the Wrecker Service will lose their call for service in the Rotation System.
- H. A history of repeated turn-downs or no-answers may be considered a performance issue and may become a cause for sanctions outlined in Section 12 of this Agreement being imposed by the Chief of Police.
- I. The PSCC staff and public safety personnel will not become involved in any acts of favoritism or preference directed toward any Wrecker Service company and/or its owner(s), agent(s), representative(s) and/or employee(s).

#### Section 11. Termination of Agreement.

Either party may terminate this Agreement at any time. In addition, the Chief of Police may recommend termination of this Agreement to the City Manager at any time.

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- A. Whenever performance issues (complaints or breaches of an Agreement) are brought to the attention of the PSCC through citizens and/or any user agency of the PSCC, an investigation will be completed by the Casper Police Department. The Chief of Police and/or his designee shall have the authority to impose sanctions as outlined in this section.
- B. Sanctions, depending on the severity of sustained complaints, can range from a written warning to a recommendation for termination of this Agreement. Nothing in this Agreement precludes criminal prosecution and/or civil action for the violation of any law by a Wrecker Service.
- C. Repeated and/or serious violations by a Wrecker Service of this Agreement may result in

complete removal from the Rotation System.

- D. A Wrecker Service that has been suspended from providing service through the PSCC Rotation System, may be reinstated by the Chief of Police and/or his designee after the suspension period, when the Wrecker Service requests reinstatement, in writing, to the Chief of Police, and agrees to abide by the terms of this Agreement.

Section 13. Public Safety.

- A. A Wrecker Service must keep its equipment properly registered and insured pursuant to the law, and remain in compliance with this Agreement.
- B. Wrecker service employee(s), agent(s), representative(s) and/or operator(s), who have been convicted of any felony within the last three (3) years shall not be allowed to provide service pursuant to this Agreement.
- C. Wrecker Service must provide adequate traffic safety precautions. The participating agencies will assist with traffic control, whenever practical to do so, unless calls for service priorities dictate otherwise.


Section 14. General Provisions.

- A. This Agreement revokes and supersedes any and all agreements and policies regarding wrecker and towing services that the parties may have previously entered into or executed.
- B. The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights and defenses it may have pursuant to the Wyoming Governmental Claims Act.

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IN WITNESS WHEREOF, the undersigned duly authorized representatives of the parties have executed this Agreement as of the day and year above.

APPROVED AS TO FORM:




ATTEST:

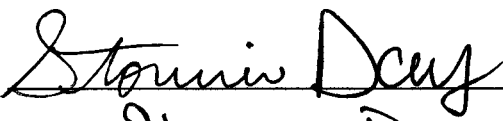
CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Charles Powell  
Mayor

WITNESS:

By:   
Printed Name: Steve Scholz  
Title: Police Captain

By:   
Printed Name: Stormie Day  
Title: Office Manager

## CITY OF CASPER

### PROFESSIONAL SERVICES AGREEMENT FOR WRECKER SERVICE

THIS AGREEMENT entered into as of this 3<sup>rd</sup> day of December, 2019, by and between the City of Casper, a Municipal Corporation, 200 North David, Casper, Wyoming, hereinafter referred to as "City", and E & F Towing, Transport and Recovery, 1688 Bryan Stock Trail, Casper, Wyoming 82601, hereinafter referred to as "Wrecker Service."

WITNESSETH:

WHEREAS, the City of Casper is under Agreement to provide public safety dispatching services, including the dispatch of wreckers, through the Public Safety Communications Center, hereinafter referred to as "PSCC," to the various entities in Natrona County; and,

WHEREAS, the City of Casper desires to protect the safety of the motoring public for whom it dispatches wreckers through the adoption of certain standards and requirements for those wrecker services; and,

WHEREAS, upon approval of this Agreement by the City Manager, City and Wrecker Service will follow the terms of this Agreement to provide wrecker services to the various entities served by the PSCC, when notified by the PSCC; and,

WHEREAS, the PSCC will use the Wrecker Service Rotation System, hereinafter referred to as "Rotation System," which is defined in the Towing and Wrecker Service Policy, hereinafter referred to as "Policy."

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, it is understood and agreed by and between the parties that both parties will adhere to the terms of this Agreement.

#### Section 1. Application Requirements for a Wrecker Service.

- A. The Chief of Police and/or his designee shall review applications for additions to the Rotation System. The applications shall be reviewed within thirty (30) days of receipt by the Chief of Police and/or his designee. Said review shall include a written decision to either add the applicant to the Rotation System, or deny the applicant's request. Said decision will be based upon the ability of the applicant to meet the terms of this Agreement and the Policy. A copy of the decision shall be mailed to the applicant, and a copy shall be retained by the Casper Police Department.
- B. A Wrecker Service which has been approved by the Chief of Police to be on the Rotation System for wrecker related services must fully comply with all of the provisions of this Agreement and the Policy.
- C. This Agreement shall be valid for two (2) full calendar years from the date of the Agreement.

- D. It is the responsibility of the Wrecker Service to notify the Chief of Police, in writing, ninety (90) days prior to the expiration of the current Agreement, of their intent to renew or not renew their existing Agreement. Failure of the Wrecker Service to notify the Chief of Police ninety (90) days prior to the expiration date of the Agreement shall be cause for the removal from the Rotation System by the Chief of Police and/or his designee. A Wrecker Service which has been removed from the Rotation System due to the notification requirement must re-apply to be on the Rotation System, be approved to provide such service by the Chief of Police, and enter into a new Agreement.
- E. Approved Wrecker Service companies shall advise the Chief of Police and/or his designee within thirty (30) days, in writing, of any change(s) in the information required by this Agreement. Change(s) must be approved by the Chief of Police and/or his designee.
- F. Any owner(s) and/or any other associate(s) of any Wrecker Service that provides services pursuant to this Agreement, must provide a complete list of any other affiliated wrecker service company(ies) owned and/or operated by them, to the Chief of Police and/or his designee at the time of application. Immediate notification to the Chief of Police and/or his designee is required, should such affiliation occur during the term of this Agreement.
- G. Upon submitting an application, the Wrecker Service requesting approval to be on the Rotation System must provide documentation to the Chief of Police and/or his designee that anyone associated with the Wrecker Service who will be providing service under this Agreement, is certified by the National Driver Certification Program and Towing Recovery Association of America, or Wreckmaster, or a similar industry-accepted program. The Wrecker Service must also provide documentation that anyone associated with the Wrecker Service who will provide any services pursuant to this Agreement, meets all applicable Federal, State and local laws governing businesses of this nature. At any time after receiving approval, and during the term of this Agreement, any Wrecker Service approved to provide service through the Rotation System must be willing to immediately demonstrate, upon any request, that this Agreement is being complied with.
- H. Wrecker service companies must submit any documents, on an annual basis, to the Chief of Police and/or his designee that are required by law to be renewed annually.

Section 2. Required Documents to be Submitted by the Wrecker Service.

- A. A copy of the current Wyoming Highway Patrol wrecker inspection report that lists the date of the inspection and description of any wrecker equipment to be used to provide service pursuant to this Agreement shall be provided. The report must indicate that such equipment was inspected and certified, and that the wrecker equipment passed inspection.
- B. Prior to approval of the application by the Chief of Police and/or his designee, the Wrecker Service must provide a current copy of the Wrecker Service's insurance policy or policies, indicating that the Wrecker Service is covered by liability insurance as set forth by State of Wyoming Statutes, and that the Wrecker Service also is covered by cargo and garage insurance with a minimum limit of \$500,000. Said policies shall provide that the Chief of Police or his designee shall be notified by the insurer at least thirty (30) days prior to any changes,



cancellation, or termination of coverage.

- C. A copy of current Wyoming vehicle registration(s) for all wreckers that will be utilized to provide services pursuant to this Agreement shall be required.
- D. Wrecker Service shall provide a copy of the fee and/or rate schedule for all services provided, pursuant to this Agreement that will be charged and/or billed to any vehicle owner(s) and/or their insurance company(ies).
- E. A copy of the completed towing and storage yard inspection report shall be submitted.
- F. Wrecker Service shall provide, to the Chief of Police and/or his designee, completed and signed "Authorization to Release Information Forms" specific to background investigations that may be conducted by the Casper Police Department on any employee(s), agent(s), representative(s), owner(s), or anyone else associated with the Wrecker Service who may have access to vehicles and/or property towed and/or stored by a Wrecker Service pursuant to this Agreement, for the purposes of criminal history reviews and/or background checks.
- G. Wrecker Service shall provide fingerprinting of any employee(s), agent(s), representative(s), owner(s), or anyone else associated with the Wrecker Service who will be providing services pursuant to this Agreement, for purposes related to criminal histories and/or a background investigation.
- H. Prior to an application receiving approval from the Chief of Police and/or his designee, the Wrecker Service must submit any required administration fees and/or reimbursement costs associated with conducting background investigations pursuant to this Agreement.

### Section 3. Sub-Leasing and Contracting Services.

Wrecker service companies are not permitted to sub-lease or contract out their services to any other Wrecker Service, for the purposes of providing service under the Agreement. Wrecker service companies are not permitted to contact and/or direct another Wrecker Service to handle a Rotation System service call pursuant to the Agreement.

### Section 4. On Call Requirements.

- A. Wrecker service companies, as part of the Agreement, must agree to a 24/7 call out, and must furnish PSCC with one telephone number for purposes of notifying the Wrecker Service of Rotation System calls. The Wrecker Service must also provide the name, street and mailing address of the responsible person for the Wrecker Service.
- B. Each Wrecker Service, whether identified under one business name or multiple business names, will receive one call per owner. The call out of a Wrecker Service will be based on a one-call-per-owner Rotation System.
- C. No more than one telephone number per Wrecker Service shall be supplied to the PSCC for Rotation System notification.

Section 5. Service Fees and Maintaining Records.

- A. Before approval, a Wrecker Service must provide a detailed record outlining all charges applicable to services that may be provided pursuant to this Agreement. The Chief of Police and/or his designee reserves the right to provide a copy of the fee and/or rate schedule to citizens who may be in need of a wrecker service company. Wrecker Service companies must provide, in writing to the Chief of Police and/or his designee, any revisions and/or change(s) to any fee and/or rate schedule thirty (30) days prior to implementing the change. The Wrecker Service, pursuant to this Agreement, shall not assess any surcharge, or assess any fees to PSCC or its user agencies for responding to PSCC requests. This includes any call(s) for service that may be cancelled by PSCC and/or any public safety employee, and/or the owner or person responsible for the vehicle to be towed. Once a Wrecker Service is summoned by PSCC to a call and has attached the towing apparatus of a wrecker to the vehicle, the Wrecker Service has the right to assess a fee, pursuant to the Agreement, to the owner of the vehicle.
- B. The Wrecker Service shall maintain complete records of all fees charged, assessed and collected for services performed, pursuant to this Agreement. The Wrecker Service shall correlate each bill and/or record associated with service calls, pursuant to this Agreement, with the PSCC case number assigned to the police record. The Wrecker Service shall produce for examination, upon any request of the Chief or Police and/or his designee, any record associated with a call for service under the Agreement. All records associated with calls for service pursuant to the Agreement must be maintained for a minimum period of two (2) years by the Wrecker Service. All charges for service calls performed pursuant to the Agreement shall be billed to the vehicle owner according to the fee and/or rate schedule submitted by the Wrecker Service to the Chief of Police and/or his designee, under the terms of this Agreement.

Section 6. Release of Property and Law Enforcement Vehicle Hold Orders.

- A. The Wrecker Service must release items of personal property to the lawful owner, when authorized by the participating agency requesting the tow, prior to receiving payment of any accrued charges. This subsection applies as directed by W.S. 31-13-112(c). For purposes of this Agreement, and the preservation of evidence, the Wrecker Service shall not allow access to towed and/or stored vehicles under an authorized vehicle hold order, without first receiving permission from the public safety official responsible for the criminal case involving the towed and/or stored vehicle.
- B. It shall be the responsibility of the Wrecker Service to notify the registered owner of the towed and/or stored vehicle within 24 hours, once any towed and/or stored vehicle has been released from a vehicle hold order. The agency initiating the vehicle hold order, or any agency associated with the vehicle hold order or the PSCC, is not to be assessed any fees associated with the towed and/or stored vehicle, and/or the costs associated with storage, after the Wrecker Service has been notified that the vehicle hold order has been cancelled. For purposes of notification, a telephone call by the PSCC, or an agent of any public safety agency, notifying the Wrecker Service that a vehicle hold order no longer exists, and the notification call is documented through any source of media utilized by the PSCC, will serve

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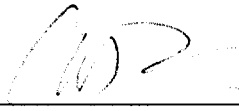
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APPROVED AS TO FORM:




ATTEST:

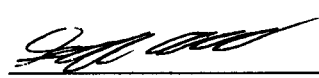
CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Charles Powell  
Mayor

WITNESS:

By:   
Printed Name: STEVE SCHALK  
Title: POLICE CAPTAIN

By:   
Printed Name: GREG CARROLL  
Title: OWNER

## **CITY OF CASPER**

### **PROFESSIONAL SERVICES AGREEMENT FOR WRECKER SERVICE**

THIS AGREEMENT entered into as of this 3<sup>rd</sup> day of December, 2019, by and between the City of Casper, a Municipal Corporation, 200 North David, Casper, Wyoming, hereinafter referred to as "City", and M.A.D., Transportation & Towing, 2305 Salt Creek Highway, Casper, Wyoming 82601, hereinafter referred to as "Wrecker Service."

WITNESSETH:

WHEREAS, the City of Casper is under Agreement to provide public safety dispatching services, including the dispatch of wreckers, through the Public Safety Communications Center, hereinafter referred to as "PSCC," to the various entities in Natrona County; and,

WHEREAS, the City of Casper desires to protect the safety of the motoring public for whom it dispatches wreckers through the adoption of certain standards and requirements for those wrecker services; and,

WHEREAS, upon approval of this Agreement by the City Manager, City and Wrecker Service will follow the terms of this Agreement to provide wrecker services to the various entities served by the PSCC, when notified by the PSCC; and,

WHEREAS, the PSCC will use the Wrecker Service Rotation System, hereinafter referred to as "Rotation System," which is defined in the Towing and Wrecker Service Policy, hereinafter referred to as "Policy."

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, it is understood and agreed by and between the parties that both parties will adhere to the terms of this Agreement.

#### **Section 1. Application Requirements for a Wrecker Service.**

- A. The Chief of Police and/or his designee shall review applications for additions to the Rotation System. The applications shall be reviewed within thirty (30) days of receipt by the Chief of Police and/or his designee. Said review shall include a written decision to either add the applicant to the Rotation System, or deny the applicant's request. Said decision will be based upon the ability of the applicant to meet the terms of this Agreement and the Policy. A copy of the decision shall be mailed to the applicant, and a copy shall be retained by the Casper Police Department.
- B. A Wrecker Service which has been approved by the Chief of Police to be on the Rotation System for wrecker related services must fully comply with all of the provisions of this Agreement and the Policy.
- C. This Agreement shall be valid for two (2) full calendar years from the date of the Agreement.



- D. It is the responsibility of the Wrecker Service to notify the Chief of Police, in writing, ninety (90) days prior to the expiration of the current Agreement, of their intent to renew or not renew their existing Agreement. Failure of the Wrecker Service to notify the Chief of Police ninety (90) days prior to the expiration date of the Agreement shall be cause for the removal from the Rotation System by the Chief of Police and/or his designee. A Wrecker Service which has been removed from the Rotation System due to the notification requirement must re-apply to be on the Rotation System, be approved to provide such service by the Chief of Police, and enter into a new Agreement.
- E. Approved Wrecker Service companies shall advise the Chief of Police and/or his designee within thirty (30) days, in writing, of any change(s) in the information required by this Agreement. Change(s) must be approved by the Chief of Police and/or his designee.
- F. Any owner(s) and/or any other associate(s) of any Wrecker Service that provides services pursuant to this Agreement, must provide a complete list of any other affiliated wrecker service company(ies) owned and/or operated by them, to the Chief of Police and/or his designee at the time of application. Immediate notification to the Chief of Police and/or his designee is required, should such affiliation occur during the term of this Agreement.
- G. Upon submitting an application, the Wrecker Service requesting approval to be on the Rotation System must provide documentation to the Chief of Police and/or his designee that anyone associated with the Wrecker Service who will be providing service under this Agreement, is certified by the National Driver Certification Program and Towing Recovery Association of America, or Wreckmaster, or a similar industry-accepted program. The Wrecker Service must also provide documentation that anyone associated with the Wrecker Service who will provide any services pursuant to this Agreement, meets all applicable Federal, State and local laws governing businesses of this nature. At any time after receiving approval, and during the term of this Agreement, any Wrecker Service approved to provide service through the Rotation System must be willing to immediately demonstrate, upon any request, that this Agreement is being complied with.
- H. Wrecker service companies must submit any documents, on an annual basis, to the Chief of Police and/or his designee that are required by law to be renewed annually.

Section 2. Required Documents to be Submitted by the Wrecker Service.

- A. A copy of the current Wyoming Highway Patrol wrecker inspection report that lists the date of the inspection and description of any wrecker equipment to be used to provide service pursuant to this Agreement shall be provided. The report must indicate that such equipment was inspected and certified, and that the wrecker equipment passed inspection.
- B. Prior to approval of the application by the Chief of Police and/or his designee, the Wrecker Service must provide a current copy of the Wrecker Service's insurance policy or policies, indicating that the Wrecker Service is covered by liability insurance as set forth by State of Wyoming Statutes, and that the Wrecker Service also is covered by cargo and garage insurance with a minimum limit of \$500,000. Said policies shall provide that the Chief of Police or his designee shall be notified by the insurer at least thirty (30) days prior to any changes,

cancellation, or termination of coverage.

- C. A copy of current Wyoming vehicle registration(s) for all wreckers that will be utilized to provide services pursuant to this Agreement shall be required.
- D. Wrecker Service shall provide a copy of the fee and/or rate schedule for all services provided, pursuant to this Agreement that will be charged and/or billed to any vehicle owner(s) and/or their insurance company(ies).
- E. A copy of the completed towing and storage yard inspection report shall be submitted.
- F. Wrecker Service shall provide, to the Chief of Police and/or his designee, completed and signed "Authorization to Release Information Forms" specific to background investigations that may be conducted by the Casper Police Department on any employee(s), agent(s), representative(s), owner(s), or anyone else associated with the Wrecker Service who may have access to vehicles and/or property towed and/or stored by a Wrecker Service pursuant to this Agreement, for the purposes of criminal history reviews and/or background checks.
- G. Wrecker Service shall provide fingerprinting of any employee(s), agent(s), representative(s), owner(s), or anyone else associated with the Wrecker Service who will be providing services pursuant to this Agreement, for purposes related to criminal histories and/or a background investigation.
- H. Prior to an application receiving approval from the Chief of Police and/or his designee, the Wrecker Service must submit any required administration fees and/or reimbursement costs associated with conducting background investigations pursuant to this Agreement.

### Section 3. Sub-Leasing and Contracting Services.

Wrecker service companies are not permitted to sub-lease or contract out their services to any other Wrecker Service, for the purposes of providing service under the Agreement. Wrecker service companies are not permitted to contact and/or direct another Wrecker Service to handle a Rotation System service call pursuant to the Agreement.

### Section 4. On Call Requirements.

- A. Wrecker service companies, as part of the Agreement, must agree to a 24/7 call out, and must furnish PSCC with one telephone number for purposes of notifying the Wrecker Service of Rotation System calls. The Wrecker Service must also provide the name, street and mailing address of the responsible person for the Wrecker Service.
- B. Each Wrecker Service, whether identified under one business name or multiple business names, will receive one call per owner. The call out of a Wrecker Service will be based on a one-call-per-owner Rotation System.
- C. No more than one telephone number per Wrecker Service shall be supplied to the PSCC for Rotation System notification.

Section 5. Service Fees and Maintaining Records.

- A. Before approval, a Wrecker Service must provide a detailed record outlining all charges applicable to services that may be provided pursuant to this Agreement. The Chief of Police and/or his designee reserves the right to provide a copy of the fee and/or rate schedule to citizens who may be in need of a wrecker service company. Wrecker Service companies must provide, in writing to the Chief of Police and/or his designee, any revisions and/or change(s) to any fee and/or rate schedule thirty (30) days prior to implementing the change. The Wrecker Service, pursuant to this Agreement, shall not assess any surcharge, or assess any fees to PSCC or its user agencies for responding to PSCC requests. This includes any call(s) for service that may be cancelled by PSCC and/or any public safety employee, and/or the owner or person responsible for the vehicle to be towed. Once a Wrecker Service is summoned by PSCC to a call and has attached the towing apparatus of a wrecker to the vehicle, the Wrecker Service has the right to assess a fee, pursuant to the Agreement, to the owner of the vehicle.
- B. The Wrecker Service shall maintain complete records of all fees charged, assessed and collected for services performed, pursuant to this Agreement. The Wrecker Service shall correlate each bill and/or record associated with service calls, pursuant to this Agreement, with the PSCC case number assigned to the police record. The Wrecker Service shall produce for examination, upon any request of the Chief or Police and/or his designee, any record associated with a call for service under the Agreement. All records associated with calls for service pursuant to the Agreement must be maintained for a minimum period of two (2) years by the Wrecker Service. All charges for service calls performed pursuant to the Agreement shall be billed to the vehicle owner according to the fee and/or rate schedule submitted by the Wrecker Service to the Chief of Police and/or his designee, under the terms of this Agreement.

Section 6. Release of Property and Law Enforcement Vehicle Hold Orders.

- A. The Wrecker Service must release items of personal property to the lawful owner, when authorized by the participating agency requesting the tow, prior to receiving payment of any accrued charges. This subsection applies as directed by W.S. 31-13-112(c). For purposes of this Agreement, and the preservation of evidence, the Wrecker Service shall not allow access to towed and/or stored vehicles under an authorized vehicle hold order, without first receiving permission from the public safety official responsible for the criminal case involving the towed and/or stored vehicle.
- B. It shall be the responsibility of the Wrecker Service to notify the registered owner of the towed and/or stored vehicle within 24 hours, once any towed and/or stored vehicle has been released from a vehicle hold order. The agency initiating the vehicle hold order, or any agency associated with the vehicle hold order or the PSCC, is not to be assessed any fees associated with the towed and/or stored vehicle, and/or the costs associated with storage, after the Wrecker Service has been notified that the vehicle hold order has been cancelled. For purposes of notification, a telephone call by the PSCC, or an agent of any public safety agency, notifying the Wrecker Service that a vehicle hold order no longer exists, and the notification call is documented through any source of media utilized by the PSCC, will serve

as proof of notification.

- C. All Casper Police Department vehicle hold orders will be approved by the Chief of Police and/or his designee, before a vehicle hold order request can be implemented by the Wrecker Service. The name of the individual approving the vehicle hold order must be written on the bill and/or record associated with the Wrecker Service call by the Wrecker Service.
- D. Wrecker Service companies shall notify the PSCC before any vehicle tow (private property, repossessions, etc.) occurs *without* the vehicle owner(s) knowledge.
- E. PSCC will maintain call records of all Wrecker Service Rotation System calls placed by the PSCC for a two (2) year minimum.

#### Section 7. Storage Areas and Evidence Protection.

- A. The Wrecker Service's storage area(s), for the purposes of storing towed vehicles pursuant to this Agreement, shall successfully complete an inspection of its secured holding facility by a representative of the Casper Police Department. The storage area used to store all vehicles towed pursuant to this Agreement, must be secured, at a minimum by a security type fence, and the fenced area must have adequate illumination. For the purpose of being called for the towing of vehicles needing to be stored for protecting evidence on or in a vehicle, the Wrecker Service must be willing to provide an indoor storage area(s) to store two passenger sized vehicles long-term. The indoor storage area(s), while being utilized to store vehicles towed pursuant to this Agreement, must be clean and accessible only to public safety officials and/or employees of the Wrecker Service and/or its employee(s), agent(s), representative(s) and/or operator(s) who meet the guidelines of this Agreement. Wrecker service companies who do not meet the evidence storing requirement when requested by the PSCC will not lose a call for service in the Rotation System.
- B. Vehicles stored indoors pursuant to an approved vehicle hold order must not be removed from the indoor secured area(s) without the Wrecker Service first receiving authorization to do so from the public safety official responsible for the criminal case involving the towed and stored vehicle.

#### Section 8. Environmental Requirements.

Wrecker service companies are responsible for clearing all debris at the scene of a service call. Any costs associated with clearing debris not removed from the scene and/or cleaned up by the Wrecker Service responsible for the service call shall be billed to the Wrecker Service by the agency responsible for the removal of the debris.

#### Section 9. Insurance Requirements.

Any Wrecker Service providing service pursuant to this Agreement, shall maintain insurance that will cover any liability that may occur during towing or while in possession of any vehicle. Said insurance shall also cover towing, cargo and garage insurance. The Wrecker Service shall provide copies of the insurance policy(ies) to the Chief of Police and/or his designee. (See Section 2, paragraph B).

Said policies shall provide that the Chief of Police or his designee shall be notified by the insurer at least thirty (30) days prior to any changes, cancellation, or termination of coverage. Additionally, the Wrecker Service must also immediately notify the Chief of Police and/or his designee should any insurance coverage(s) be changed, cancelled, terminated or denied. The insurance selected by the Wrecker Service must provide, at a minimum, coverage for property damage to the vehicle being towed while in tow, as well as coverage to any other property and/or person(s) that may suffer damage, injuries, and/or death due to an unintended release of any such vehicle and/or cargo attached to, or part of any vehicle while in tow. PSCC and/or any entities it serves is not liable for any matters pertaining to wrecker service companies, wrecker service companies' insurance carriers, wrecker service companies' insurance coverage limits or the lack of insurance, or wrecker service companies who may become non-insured. Wrecker service companies who become non-insurable, or wrecker service companies who do not meet the insurance requirements of this Agreement, will not be eligible for Rotation System calls through the PSCC, and may be subject to provisions contained in Section 12 of this Agreement.

#### Section 10. Rotation System.

- A. If the party needing the Wrecker Service requests a particular Wrecker Service, the requested Wrecker Service will be notified, if available. Citizen requests will not affect the Rotation System. A Wrecker Service need not be under an Agreement to be called by special request of a citizen.
- B. If the party needing the Wrecker Service has no preference, the next Wrecker Service on the Rotation System will be called. If the notified Wrecker Service is unavailable to respond, or is not able to arrive on scene within 20 minutes to a location within the City Limits of Casper, or arrive within a reasonable response time to a scene in Natrona County, the next Wrecker Service in the Rotation System will be called. Wrecker service companies must notify PSCC of an estimated time of arrival when the service call is requested by PSCC. The Wrecker Service must also advise PSCC when arrival to the scene will not be within the allowable time limits. The Wrecker Service shall abide by all Federal laws, State Statutes and/or ordinances when providing service pursuant to this Agreement.
- C. When a Wrecker Service acknowledges that their arrival time to a scene will be within the specified time frame, but fails to respond within the time specified by this Agreement, the Wrecker Service will automatically lose a call for service in the Rotation System, if another Wrecker Service is called to respond to the initial call.
- D. Public safety officials reserve the right to request a particular Wrecker Service, whether or not the Wrecker Service is next on the Rotation System, or whether or not the Wrecker Service is under an Agreement, if a service call is of an immediate need and in the best interest of public safety. Public safety officials also reserve the right to request a particular Wrecker Service, if specialized equipment and/or services are needed, and it is determined that the specialized equipment and/or services are not owned and/or operated or provided by a Wrecker Service that is next in the Rotation System for a service call. The Rotation System will maintain a list of the class of wrecker equipment that has been approved pursuant to this Agreement for each approved Wrecker Service. Wrecker vehicles pursuant to this Agreement are classified as:

- Class A - carries a minimum gross vehicle weight (MGVW) of 7,500 lbs.
  - Class B - carries a minimum gross vehicle weight (MGVW) of 10,000 lbs.
  - Class C - carries a minimum gross vehicle weight (MGVW) of 20,000 lbs.
  - Class D - carries a minimum gross vehicle weight (MGVW) of 30,000 lbs.
- E. The abandoned vehicle towing service is a separate agreement between Natrona County and the Wrecker Service companies for the purpose of removing and/or towing abandoned vehicles. Rotation on the abandoned vehicle towing service list does not affect the PSCC Rotation System, and is not a service governed by this Agreement.
- F. When attempting to contact a Wrecker Service and PSCC receives a busy signal, the PSCC dispatcher will attempt to place the call two (2) additional times during a period of no more than five (5) minutes before calling the next Wrecker Service on the Rotation System. No contact due to a repeated busy telephone signal or no answer will be considered a no-answer call or a turn-down call, and the Wrecker Service will lose the call for service in the Rotation System.
- G. Wrecker Service must confirm acceptance of the PSCC service call within five (5) minutes. Failure to do so will be considered a turn-down, and the Wrecker Service will lose their call for service in the Rotation System.
- H. A history of repeated turn-downs or no-answers may be considered a performance issue and may become a cause for sanctions outlined in Section 12 of this Agreement being imposed by the Chief of Police.
- I. The PSCC staff and public safety personnel will not become involved in any acts of favoritism or preference directed toward any Wrecker Service company and/or its owner(s), agent(s), representative(s) and/or employee(s).

#### Section 11. Termination of Agreement.

Either party may terminate this Agreement at any time. In addition, the Chief of Police may recommend termination of this Agreement to the City Manager at any time.

#### Section 12. Sanctions.

- A. Whenever performance issues (complaints or breaches of an Agreement) are brought to the attention of the PSCC through citizens and/or any user agency of the PSCC, an investigation will be completed by the Casper Police Department. The Chief of Police and/or his designee shall have the authority to impose sanctions as outlined in this section.
- B. Sanctions, depending on the severity of sustained complaints, can range from a written warning to a recommendation for termination of this Agreement. Nothing in this Agreement precludes criminal prosecution and/or civil action for the violation of any law by a Wrecker Service.
- C. Repeated and/or serious violations by a Wrecker Service of this Agreement may result in

complete removal from the Rotation System.

- D. A Wrecker Service that has been suspended from providing service through the PSCC Rotation System, may be reinstated by the Chief of Police and/or his designee after the suspension period, when the Wrecker Service requests reinstatement, in writing, to the Chief of Police, and agrees to abide by the terms of this Agreement.

Section 13. Public Safety.

- A. A Wrecker Service must keep its equipment properly registered and insured pursuant to the law, and remain in compliance with this Agreement.
- B. Wrecker service employee(s), agent(s), representative(s) and/or operator(s), who have been convicted of any felony within the last three (3) years shall not be allowed to provide service pursuant to this Agreement.
- C. Wrecker Service must provide adequate traffic safety precautions. The participating agencies will assist with traffic control, whenever practical to do so, unless calls for service priorities dictate otherwise.

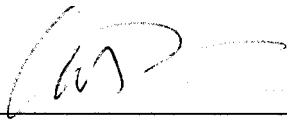
Section 14. General Provisions.

- A. This Agreement revokes and supersedes any and all agreements and policies regarding wrecker and towing services that the parties may have previously entered into or executed.
- B. The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights and defenses it may have pursuant to the Wyoming Governmental Claims Act.

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IN WITNESS WHEREOF, the undersigned duly authorized representatives of the parties have executed this Agreement as of the day and year above.

APPROVED AS TO FORM:

  
\_\_\_\_\_


ATTEST:


CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Charles Powell  
Mayor

WITNESS:

By:   
Printed Name: STEVE SCHURZ  
Title: POLICE CAPTAIN

By:   
Printed Name: Jeannette Schaan  
Title: CO-OWNER



## **CITY OF CASPER**

### **PROFESSIONAL SERVICES AGREEMENT FOR WRECKER SERVICE**

THIS AGREEMENT entered into as of this 3<sup>rd</sup> day of December, 2019, by and between the City of Casper, a Municipal Corporation, 200 North David, Casper, Wyoming, hereinafter referred to as "City", and On The Hook Towing, Recovery and Transport, 2602 Andrea Street, Casper, Wyoming 82601, hereinafter referred to as "Wrecker Service."

WITNESSETH:

WHEREAS, the City of Casper is under Agreement to provide public safety dispatching services, including the dispatch of wreckers, through the Public Safety Communications Center, hereinafter referred to as "PSCC," to the various entities in Natrona County; and,

WHEREAS, the City of Casper desires to protect the safety of the motoring public for whom it dispatches wreckers through the adoption of certain standards and requirements for those wrecker services; and,

WHEREAS, upon approval of this Agreement by the City Manager, City and Wrecker Service will follow the terms of this Agreement to provide wrecker services to the various entities served by the PSCC, when notified by the PSCC; and,

WHEREAS, the PSCC will use the Wrecker Service Rotation System, hereinafter referred to as "Rotation System," which is defined in the Towing and Wrecker Service Policy, hereinafter referred to as "Policy."

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, it is understood and agreed by and between the parties that both parties will adhere to the terms of this Agreement.

#### **Section 1. Application Requirements for a Wrecker Service.**

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- B. A Wrecker Service which has been approved by the Chief of Police to be on the Rotation System for wrecker related services must fully comply with all of the provisions of this Agreement and the Policy.
- C. This Agreement shall be valid for two (2) full calendar years from the date of the Agreement.

- D. It is the responsibility of the Wrecker Service to notify the Chief of Police, in writing, ninety (90) days prior to the expiration of the current Agreement, of their intent to renew or not renew their existing Agreement. Failure of the Wrecker Service to notify the Chief of Police ninety (90) days prior to the expiration date of the Agreement shall be cause for the removal from the Rotation System by the Chief of Police and/or his designee. A Wrecker Service which has been removed from the Rotation System due to the notification requirement must re-apply to be on the Rotation System, be approved to provide such service by the Chief of Police, and enter into a new Agreement.
- E. Approved Wrecker Service companies shall advise the Chief of Police and/or his designee within thirty (30) days, in writing, of any change(s) in the information required by this Agreement. Change(s) must be approved by the Chief of Police and/or his designee.
- F. Any owner(s) and/or any other associate(s) of any Wrecker Service that provides services pursuant to this Agreement, must provide a complete list of any other affiliated wrecker service company(ies) owned and/or operated by them, to the Chief of Police and/or his designee at the time of application. Immediate notification to the Chief of Police and/or his designee is required, should such affiliation occur during the term of this Agreement.
- G. Upon submitting an application, the Wrecker Service requesting approval to be on the Rotation System must provide documentation to the Chief of Police and/or his designee that anyone associated with the Wrecker Service who will be providing service under this Agreement, is certified by the National Driver Certification Program and Towing Recovery Association of America, or Wreckmaster, or a similar industry-accepted program. The Wrecker Service must also provide documentation that anyone associated with the Wrecker Service who will provide any services pursuant to this Agreement, meets all applicable Federal, State and local laws governing businesses of this nature. At any time after receiving approval, and during the term of this Agreement, any Wrecker Service approved to provide service through the Rotation System must be willing to immediately demonstrate, upon any request, that this Agreement is being complied with.
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- F. Wrecker Service shall provide, to the Chief of Police and/or his designee, completed and signed "Authorization to Release Information Forms" specific to background investigations that may be conducted by the Casper Police Department on any employee(s), agent(s), representative(s), owner(s), or anyone else associated with the Wrecker Service who may have access to vehicles and/or property towed and/or stored by a Wrecker Service pursuant to this Agreement, for the purposes of criminal history reviews and/or background checks.
- G. Wrecker Service shall provide fingerprinting of any employee(s), agent(s), representative(s), owner(s), or anyone else associated with the Wrecker Service who will be providing services pursuant to this Agreement, for purposes related to criminal histories and/or a background investigation.
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- B. The Wrecker Service shall maintain complete records of all fees charged, assessed and collected for services performed, pursuant to this Agreement. The Wrecker Service shall correlate each bill and/or record associated with service calls, pursuant to this Agreement, with the PSCC case number assigned to the police record. The Wrecker Service shall produce for examination, upon any request of the Chief or Police and/or his designee, any record associated with a call for service under the Agreement. All records associated with calls for service pursuant to the Agreement must be maintained for a minimum period of two (2) years by the Wrecker Service. All charges for service calls performed pursuant to the Agreement shall be billed to the vehicle owner according to the fee and/or rate schedule submitted by the Wrecker Service to the Chief of Police and/or his designee, under the terms of this Agreement.

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- A. The Wrecker Service must release items of personal property to the lawful owner, when authorized by the participating agency requesting the tow, prior to receiving payment of any accrued charges. This subsection applies as directed by W.S. 31-13-112(c). For purposes of this Agreement, and the preservation of evidence, the Wrecker Service shall not allow access to towed and/or stored vehicles under an authorized vehicle hold order, without first receiving permission from the public safety official responsible for the criminal case involving the towed and/or stored vehicle.
- B. It shall be the responsibility of the Wrecker Service to notify the registered owner of the towed and/or stored vehicle within 24 hours, once any towed and/or stored vehicle has been released from a vehicle hold order. The agency initiating the vehicle hold order, or any agency associated with the vehicle hold order or the PSCC, is not to be assessed any fees associated with the towed and/or stored vehicle, and/or the costs associated with storage, after the Wrecker Service has been notified that the vehicle hold order has been cancelled. For purposes of notification, a telephone call by the PSCC, or an agent of any public safety agency, notifying the Wrecker Service that a vehicle hold order no longer exists, and the notification call is documented through any source of media utilized by the PSCC, will serve

as proof of notification.

- C. All Casper Police Department vehicle hold orders will be approved by the Chief of Police and/or his designee, before a vehicle hold order request can be implemented by the Wrecker Service. The name of the individual approving the vehicle hold order must be written on the bill and/or record associated with the Wrecker Service call by the Wrecker Service.
- D. Wrecker Service companies shall notify the PSCC before any vehicle tow (private property, repossessions, etc.) occurs *without* the vehicle owner(s) knowledge.
- E. PSCC will maintain call records of all Wrecker Service Rotation System calls placed by the PSCC for a two (2) year minimum.

Section 7. Storage Areas and Evidence Protection.

- A. The Wrecker Service's storage area(s), for the purposes of storing towed vehicles pursuant to this Agreement, shall successfully complete an inspection of its secured holding facility by a representative of the Casper Police Department. The storage area used to store all vehicles towed pursuant to this Agreement, must be secured, at a minimum by a security type fence, and the fenced area must have adequate illumination. For the purpose of being called for the towing of vehicles needing to be stored for protecting evidence on or in a vehicle, the Wrecker Service must be willing to provide an indoor storage area(s) to store two passenger sized vehicles long-term. The indoor storage area(s), while being utilized to store vehicles towed pursuant to this Agreement, must be clean and accessible only to public safety officials and/or employees of the Wrecker Service and/or its employee(s), agent(s), representative(s) and/or operator(s) who meet the guidelines of this Agreement. Wrecker service companies who do not meet the evidence storing requirement when requested by the PSCC will not lose a call for service in the Rotation System.
- B. Vehicles stored indoors pursuant to an approved vehicle hold order must not be removed from the indoor secured area(s) without the Wrecker Service first receiving authorization to do so from the public safety official responsible for the criminal case involving the towed and stored vehicle.

Section 8. Environmental Requirements.

Wrecker service companies are responsible for clearing all debris at the scene of a service call. Any costs associated with clearing debris not removed from the scene and/or cleaned up by the Wrecker Service responsible for the service call shall be billed to the Wrecker Service by the agency responsible for the removal of the debris.

Section 9. Insurance Requirements.

Any Wrecker Service providing service pursuant to this Agreement, shall maintain insurance that will cover any liability that may occur during towing or while in possession of any vehicle. Said insurance shall also cover towing, cargo and garage insurance. The Wrecker Service shall provide copies of the insurance policy(ies) to the Chief of Police and/or his designee. (See Section 2, paragraph B).

Said policies shall provide that the Chief of Police or his designee shall be notified by the insurer at least thirty (30) days prior to any changes, cancellation, or termination of coverage. Additionally, the Wrecker Service must also immediately notify the Chief of Police and/or his designee should any insurance coverage(s) be changed, cancelled, terminated or denied. The insurance selected by the Wrecker Service must provide, at a minimum, coverage for property damage to the vehicle being towed while in tow, as well as coverage to any other property and/or person(s) that may suffer damage, injuries, and/or death due to an unintended release of any such vehicle and/or cargo attached to, or part of any vehicle while in tow. PSCC and/or any entities it serves is not liable for any matters pertaining to wrecker service companies, wrecker service companies' insurance carriers, wrecker service companies' insurance coverage limits or the lack of insurance, or wrecker service companies who may become non-insured. Wrecker service companies who become non-insurable, or wrecker service companies who do not meet the insurance requirements of this Agreement, will not be eligible for Rotation System calls through the PSCC, and may be subject to provisions contained in Section 12 of this Agreement.

#### Section 10. Rotation System.

- A. If the party needing the Wrecker Service requests a particular Wrecker Service, the requested Wrecker Service will be notified, if available. Citizen requests will not affect the Rotation System. A Wrecker Service need not be under an Agreement to be called by special request of a citizen.
- B. If the party needing the Wrecker Service has no preference, the next Wrecker Service on the Rotation System will be called. If the notified Wrecker Service is unavailable to respond, or is not able to arrive on scene within 20 minutes to a location within the City Limits of Casper, or arrive within a reasonable response time to a scene in Natrona County, the next Wrecker Service in the Rotation System will be called. Wrecker service companies must notify PSCC of an estimated time of arrival when the service call is requested by PSCC. The Wrecker Service must also advise PSCC when arrival to the scene will not be within the allowable time limits. The Wrecker Service shall abide by all Federal laws, State Statutes and/or ordinances when providing service pursuant to this Agreement.
- C. When a Wrecker Service acknowledges that their arrival time to a scene will be within the specified time frame, but fails to respond within the time specified by this Agreement, the Wrecker Service will automatically lose a call for service in the Rotation System, if another Wrecker Service is called to respond to the initial call.
- D. Public safety officials reserve the right to request a particular Wrecker Service, whether or not the Wrecker Service is next on the Rotation System, or whether or not the Wrecker Service is under an Agreement, if a service call is of an immediate need and in the best interest of public safety. Public safety officials also reserve the right to request a particular Wrecker Service, if specialized equipment and/or services are needed, and it is determined that the specialized equipment and/or services are not owned and/or operated or provided by a Wrecker Service that is next in the Rotation System for a service call. The Rotation System will maintain a list of the class of wrecker equipment that has been approved pursuant to this Agreement for each approved Wrecker Service. Wrecker vehicles pursuant to this Agreement are classified as:

- Class A- carries a minimum gross vehicle weight (MGVW) of 7,500 lbs.
- Class B - carries a minimum gross vehicle weight (MGVW) of 10,000 lbs.
- Class C - carries a minimum gross vehicle weight (MGVW) of 20,000 lbs.
- Class D - carries a minimum gross vehicle weight (MGVW) of 30,000 lbs.

- E. The abandoned vehicle towing service is a separate agreement between Natrona County and the Wrecker Service companies for the purpose of removing and/or towing abandoned vehicles. Rotation on the abandoned vehicle towing service list does not affect the PSCC Rotation System, and is not a service governed by this Agreement.
- F. When attempting to contact a Wrecker Service and PSCC receives a busy signal, the PSCC dispatcher will attempt to place the call two (2) additional times during a period of no more than five (5) minutes before calling the next Wrecker Service on the Rotation System. No contact due to a repeated busy telephone signal or no answer will be considered a no-answer call or a turn-down call, and the Wrecker Service will lose the call for service in the Rotation System.
- G. Wrecker Service must confirm acceptance of the PSCC service call within five (5) minutes. Failure to do so will be considered a turn-down, and the Wrecker Service will lose their call for service in the Rotation System.
- H. A history of repeated turn-downs or no-answers may be considered a performance issue and may become a cause for sanctions outlined in Section 12 of this Agreement being imposed by the Chief of Police.
- I. The PSCC staff and public safety personnel will not become involved in any acts of favoritism or preference directed toward any Wrecker Service company and/or its owner(s), agent(s), representative(s) and/or employee(s).

#### Section 11. Termination of Agreement.

Either party may terminate this Agreement at any time. In addition, the Chief of Police may recommend termination of this Agreement to the City Manager at any time.

#### Section 12. Sanctions.

- A. Whenever performance issues (complaints or breaches of an Agreement) are brought to the attention of the PSCC through citizens and/or any user agency of the PSCC, an investigation will be completed by the Casper Police Department. The Chief of Police and/or his designee shall have the authority to impose sanctions as outlined in this section.
- B. Sanctions, depending on the severity of sustained complaints, can range from a written warning to a recommendation for termination of this Agreement. Nothing in this Agreement precludes criminal prosecution and/or civil action for the violation of any law by a Wrecker Service.
- C. Repeated and/or serious violations by a Wrecker Service of this Agreement may result in

complete removal from the Rotation System.

- D. A Wrecker Service that has been suspended from providing service through the PSCC Rotation System, may be reinstated by the Chief of Police and/or his designee after the suspension period, when the Wrecker Service requests reinstatement, in writing, to the Chief of Police, and agrees to abide by the terms of this Agreement.

Section 13. Public Safety.

- A. A Wrecker Service must keep its equipment properly registered and insured pursuant to the law, and remain in compliance with this Agreement.
- B. Wrecker service employee(s), agent(s), representative(s) and/or operator(s), who have been convicted of any felony within the last three (3) years shall not be allowed to provide service pursuant to this Agreement.
- C. Wrecker Service must provide adequate traffic safety precautions. The participating agencies will assist with traffic control, whenever practical to do so, unless calls for service priorities dictate otherwise.

Section 14. General Provisions.

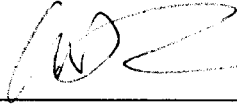
- A. This Agreement revokes and supersedes any and all agreements and policies regarding wrecker and towing services that the parties may have previously entered into or executed.
- B. The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights and defenses it may have pursuant to the Wyoming Governmental Claims Act.

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IN WITNESS WHEREOF, the undersigned duly authorized representatives of the parties have executed this Agreement as of the day and year above.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Charles Powell  
Mayor

WITNESS:

By: 

Printed Name: Steve Schuck

Title: Police Captain

By: 

Printed Name: Robert M. Maxwell

Title: President

RESOLUTION NO.19-237

A RESOLUTION AUTHORIZING THE PROFESSIONAL  
SERVICES AGREEMENT FOR ROTATIONAL WRECKER  
AND TOWING SERVICES

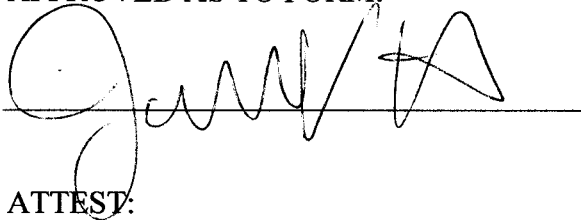
WHEREAS, the City of Casper Police Department desires rotational wrecker services; and,

WHEREAS, The Casper Police Department has received direction from Council to proceed with securing Professional Services Agreements with four (4) companies, All Around Towing LLC, E & F Towing, Transport and Recovery, M.A.D. Transportation & Towing, and On The Hook Recovery and Transport;

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, professional services agreements with the four companies.

PASSED, APPROVED, AND ADOPTED on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM:



A handwritten signature in black ink, appearing to read 'Fleur D. Tremel', is written over a horizontal line.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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

\_\_\_\_\_  
Charles Powell  
Mayor

November 22, 2019

**MEMO TO:** Carter Napier, City Manager *zaw*  
**FROM:** Tracey L. Belser, Support Services Director *zab*  
**SUBJECT:** Authorize a Professional Services Agreement with Graves Consulting LLC to Conduct a Comprehensive Compensation and Classification Study.

**Meeting Type & Date**

Council Meeting  
December 3, 2019

**Action type**

Resolution

**Recommendation**

That Council, by resolution, authorize a professional services agreement between the City of Casper and Graves Consulting, LLC to conduct a comprehensive compensation and classification study.

**Summary**

On September 30, Human Resources announced that the City of Casper was requesting Requests for Proposals (RFP) to conduct a comprehensive compensation and classification study. The City received seven proposals on October 21, 2019. The Executive Team reviewed the seven proposals on October 30, and narrowed it down to three consultants to do follow up Skype interviews with a subcommittee of the Executive Team. The Skype interviews were completed on November 5. On November 6, the Executive Team narrowed it down to two finalists to conduct reference checks on. Reference checks were completed on November 18, and the Executive Team selected Graves Consulting, LLC to enter into a professional services agreement.

Graves Consulting, LLC, (Graves) is based in Oklahoma. Graves has experience working with municipalities primarily in Colorado. This is a smaller company that takes a more hands on tailored approach with their clients. The total amount quoted to be paid to Graves for this study will not exceed \$36,090. Which includes a total of five on-site visits to meet with employees, management, and City Council. The project is anticipated to take three to four months from start to finish.

In addition to the consultant costs, the City of Casper will join Employers Council since members can utilize validated compensation data available. The annual membership fee for the City of Casper to join the Employers Council (formerly Mountain States Employer Council), is \$5,800. This will be a hybrid approach used with Employer Council compensation data, along with custom surveys that will be sent to organizations determined by the City of Casper and allow for utilization of already validated data for compensation comparison. The total amount that will be paid to the consultant and membership to the Employer Council will be \$41,890, which is still under the estimate of \$60,000 that Human Resources has budgeted for a comprehensive compensation and classification study.

### Historic timeline of City Classification and Compensation Studies:

- 2001 - Personnel Concepts, Inc. owned by Tony Gerczak, developed and maintained a proprietary classification system for the City of Casper. The City received notice in 2007 that Mr. Gerczak was retiring and would no longer be able to maintain the classification system in place.
- 2008 - City Council authorized Fox Lawson & Associates to conduct a comprehensive compensation study in an amount not to exceed \$85,000, with a timeline of nine months. The scope of the study included an analysis of the current classification, job evaluation, and also a compensation study. A position description questionnaire (PDQ) was required to be completed for every position with a review by supervisors, managers, and department heads. Due to the downturn in the national economy, the compensation portion of the study was delayed and final results weren't presented to City Council until 2010. There were 53 benchmark jobs selected for the compensation study portion. For all benchmarks combined, actual salaries were 5% above the 75<sup>th</sup> percentile of the market and deemed highly competitive overall. The recommendation was to create new salary structures and new classification system.
- 2012 - A compensation study was conducted internally by Human Resources using Mountain States Employer Council and TechNet as compensation data sources.
- July 2013 - A new classification system based off the Fox Lawson study was implemented for the City of Casper by Human Resources.
- Nov. 2013 – City Council approved Condrey & Associates, Inc. to conduct a specialized compensation study in the amount of \$19,500. Results were shared with City Council in February 2014. The scope was to assess the City of Casper's position in the labor market with the 50<sup>th</sup> percentile, at step three of the benchmarked positions selected. There were 42 benchmark positions selected for inclusion of this study. The overall result of this study suggested that the City of Casper was competitive and close to the 75<sup>th</sup> percentile of the market.
- July 23, 2019 – Human Resources made the recommendation for the City of Casper to conduct a comprehensive compensation and classification study at a Council Work Session.

### Financial Considerations

\$60,000.00 was allocated in the Human Resources budget which was adopted for the FY20 budget.

### Oversight/Project Responsibility

Tracey Belser, Support Services

### Attachments

Professional Services Agreement  
Resolution

## CONTRACT FOR PROFESSIONAL SERVICES

### PART I - AGREEMENT

This Contract for Professional Services ("Contract") is entered into on this 3<sup>rd</sup> day of December, 2019, 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. Graves Consulting, LLC ("Consultant").

Throughout this document, the City and the Consultant may be collectively referred to as the "parties."

### RECITALS

A. The City is undertaking a project to conduct a comprehensive compensation and classification study.

B. The project requires professional services for the comprehensive compensation and classification study.

C. The Consultant submitted a Comprehensive Compensation and Classification study proposal (October 2019) in response to the City's Request for Proposal. The Consultant provided additional information, at the request of the City, for two additional on-site visits. The Consultant's proposal, and addendum to the proposal, are attached as Exhibits 1 and 2.

D. The Consultant represents that it is ready, willing, and able to provide the professional services to City as required by this Contract.

E. The City desires to retain the 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:

The Consultant shall perform the following services in connection with and respecting the project:

- Develop a reasonable timeline of deliverables for scope of services.
- Coordinate all correspondence and appropriate record keeping throughout the process.
- Collaborate with the City to understand compensation philosophy.

- Conduct an analysis of how the City of Casper's compensation compares with similarly situated labor market employers. The total compensation plan considered shall include, but will not be limited to, the following: base wage/salary for full-time, part-time, and seasonal employees, medical insurance, holidays, paid time off, employer provided contributions to retirement programs, employer provided contributions (matching or otherwise) to deferred compensation or similar programs, and incentive pay programs.
- Prepare written salary recommendations for each classification within the study based on external marketplace data, as well as internal equity.
- Provide analysis and recommendations in writing to the existing five step classification structure for retention and professional growth opportunities.
- Evaluate current education requirements and/or equivalent experience.
- Collaborate with the City to identify up to 50 benchmark positions to analyze duties and job titles to use for the compensation study.
- Provide written options for the implementation of recommendations which outline the advantages, disadvantages, and fiscal impact of each reasonable alternative to the existing classification and compensation plan.
- Demonstrate validity and methodology utilized.
- Present final written study to the City Council.
- Five on-site visits to Casper

2. TIME OF PERFORMANCE:

The services of the Consultant shall be undertaken and completed on or before the 30th day of April, 2019.

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, the Consultant shall be compensated for services performed in accordance with paragraph 1, not to exceed a lump sum of Thirty-Six Thousand and Ninety Dollars (\$36,090.00).

4. METHOD OF PAYMENT:

Payment will be made following completion of the terms set forth herein and receipt of an itemized invoice, certified under penalty of perjury, from the Consultant for services rendered in conformance with the Contract, and following approval by the Casper City Council. The invoice for payment must specify the correct amount due; that the Consultant 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. See attached fee schedule, Exhibit 2.

If amounts owed by the 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 the 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:

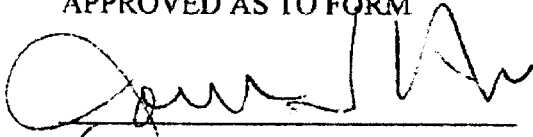
This Contract represents the entire and integrated Agreement between the City and the Consultant. The Contract may be amended only by written instrument signed by both the City's and the Consultant's authorized representatives.

The City and the 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.

[The rest of this page is intentionally left blank. Signature lines are on the next page.]

APPROVED AS TO FORM

  
\_\_\_\_\_  
ATTEST

CITY OF CASPER, WYOMING  
A Municipal Corporation

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

\_\_\_\_\_  
Charles Powell  
Mayor

WITNESS

CONSULTANT

Graves Consulting LLC

By: Laurie Graves

By: JWC

Printed Name: Laurie Graves

Printed Name: JEFFREY W. COX

Title: President

Title: \_\_\_\_\_



## **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, with approval by Consultant, to a bank, trust company, and other financial institution, or to a trustee in bankruptcy, without such Consultant's approval but subject to applicable law. Notice of any assignment or transfer shall be furnished to the City contemporaneously with 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 and agrees 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. 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:

- a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- b. 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.

- c. 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, fault or willful and wanton conduct 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.



October 11, 2019

PROPOSAL FOR COMPREHENSIVE COMPENSATION AND CLASSIFICATION STUDY  
City of Casper  
Tracey Belser, Support Services Director  
200 North David Street  
Casper, WY 82601

Thank you for the opportunity to respond to the City's Request for Proposal related to the Comprehensive Compensation and Classification Study. Please be assured that Graves Consulting is very interested in working with the City on this project. Municipal compensation work is our primary focus.

The project team for the proposed scope of work would be:

Laurie Graves, President, Graves Consulting, LLC  
Eric Marburger, President, ESM Consulting Services

Laurie Graves and Eric Marburger have more than 25 years of combined experience in compensation consulting work with local governments throughout Colorado and the Front Range. To demonstrate this experience, we have included several similar projects that we have completed within the past five years with appropriate reference contact information as well as a sample of our work product in our Proposal.

Enclosed with this cover letter, please find:

- Proposal for Comprehensive Compensation and Classification Study
- Resumes for Laurie Graves and Eric Marburger
- Sample Work Product from Snowmass Village project

We believe we have addressed all of your questions and provided all of the information requested in our Proposal. Should you or anyone with the City need any additional clarification or further information, please do not hesitate to contact me.

Sincerely,

*Laurie Graves*

Laurie Graves  
President, Graves Consulting, LLC.

*Graves Consulting, LLC.  
918-630-6053  
laurie@graveshrconsulting.com*





# **Comprehensive Compensation and Classification Study Proposal**

***October 2019***

Submitted by: Laurie Graves, President, Graves Consulting, LLC  
Eric Marburger, President, ESM Consulting Services

*Graves Consulting, LLC  
918-639-6053  
laurie@graveshrconsulting.com*

## ***1. Experience, Expertise and Workability***

Assigned staff for this project would be Laurie Graves of Graves Consulting and Eric Marburger of ESM Consultants, Inc. The number of hours committed weekly will vary throughout the term of the project in order to meet all deadlines.

Eric Marburger and Laurie Graves have over 25 years combined experience in compensation consulting work with local governments throughout Colorado and the Front Range. We have been working together for four years and take a very personalized and customized approach to compensation projects with our clients. We believe in a high touch approach that involves the leadership team for the City as well as department heads and other stakeholders.

More detail is provided in section 5 under References.

## ***2. Conflicts of Interest***

Graves Consulting agrees to comply with all terms in the City's Request for Proposal. We declare there is no concern for conflict of interest or pecuniary interest.

## ***3. Task Overview***

### ***Overall Scope of Work:***

Graves Consulting will meet with the City's leadership team to discuss the project and set the projects goals and schedule. We will review and analyze everything related to the current structure including the existing wage scales and classification system for the City, all job descriptions, organization structure and census data for all incumbents. We will analyze all the data, meet with stakeholders and work collaboratively to deliver a compensation and classification structure, pay philosophy and process that is customized to the City and its unique needs. This will also include recommendations for implementation, potential solutions for internal equity, compression issues, employees who are maxed out in their ranges, ongoing pay structure maintenance and employee communication.

### ***Process Steps***

#### ***Definition of Market***

In order to determine the appropriate market, Graves Consulting proposes to work closely with leadership to determine the geographic area and organizational make-up of the market that is most appropriate. We realize there is limited published survey data available that is specific to this geographic area and that in the past a combination of Employers Council data and custom

survey data has been collected and scrubbed by compensation consultants. We agree with this hybrid approach and would likely recommend anchoring this compensation study on statistically valid survey data from an existing source like EC (scoped to the region and size) and supplementing that with custom data solicited from organizations in the defined market, particularly focusing on unique or difficult to fill positions within the City. Anchoring the study on this larger data set will be even more important if the decision is made to fully redesign the existing pay structure rather than just adjust it to market. It is proposed that Graves Consulting use data from the Employer's Council as the anchor data and therefore the City would need to renew their membership to gain access.

### *Data Collection*

Once the decision has been made on the organizations, public and private, that should be included in the custom survey, Graves Consulting would design and deploy that tool, follow up with participants and scrub and analyze the data received. Our goal will be to collect data on actual wages being paid to incumbents in similar positions. That data, along with EC data, will be used to match the City's jobs as outlined below.

### *Job Matching*

As we match the City's positions with survey data, we do it in conjunction with the City. We have found the most efficient process to include:

- A review of the City's job descriptions (it is assumed that the City has reasonable accurate job descriptions from which we are able to work),
- Graves Consulting conducting preliminary job matches with as many City positions as possible,
- Members of the City management team meeting with Graves Consulting to review and verify the job matches,
- Extracting the actual data from the survey and compiling this data for the analysis.

### *Pay Structure Design, Philosophies and Process*

We would meet with City leadership to discuss how the pay structure should be constructed or enhanced. We have worked with organizations that wanted an open range system, a step system or some combination of structures for different work groups (as you currently have). Range structure and width (sometimes called the grade spread) and distance between midpoints also need to be addressed based on the City's positions, tenure of employees and the unique challenges of different functional areas. We also want to discuss how employees advance within each pay range as this is critical to the implementation and ongoing maintenance of a competitive pay system. This guidance and the City's total rewards philosophy will guide us as to how to best construct the pay structure.

Based on the City's philosophy, we would design a classification and pay structure(s) that would allow flexibility for the City and directly addresses the areas of largest concern. This is what we do best. We are able to hear what clients want as outcomes, discuss the pros and cons and deliver

a product that best meets the needs of the City. Should you contact any of our references, you will find that our flexibility, customization and creativity match our analytical and presentation skills. We believe the City has unique needs and that leaders know their organization best. We do not simply propose one type of classification and pay structure in a one size fits all approach. We will listen to what the City's goals are and propose options that will best meet those goals and culture of the City.

This work will include frequent communications with the City and presentations/education to the City's management team and to City employees, as well as a comprehensive final report. This final report will detail the process steps and our findings. It will also include an impact analysis with recommendations for implementation and ongoing maintenance as well as an employee communication plan.

Transparency throughout this process, with all stakeholders, is a foundational element to our success in delivering a compensation system and a plan for its implementation and maintenance that ensures the City can attract, retain and engage talent. Our goal is to create a system that is objective versus subjective and can be openly shared with employees to drive transparency and trust that will benefit the City for years to come.

As a full-service Human Resources consulting firm with dozens of municipal and private sector clients, we offer the ability for the City to choose to add to the scope of this project and have us review and address a variety of HR challenges including recruiting and retention issues, benefit plan design, strategic planning, leadership development and employee communications. We understand that many times there are several related HR issues entangled with the compensation process. Additionally, we will continue to be available as a resource for follow up questions related to this project that arise during and after implementation at no additional expense.

In order to deliver all of this and in addition to our offsite work, we anticipate three on-site visits:

- 1) To meet City management, discuss project goals and process steps, determine the appropriate market, understand current concerns and meet with managers to openly share the process and fully understand each position in their area for job matching purposes.
- 2) To meet with the leadership team, managers and potentially employee groups to share the work to date, validate our job matches and discuss findings and proposed recommendations.
- 3) To present final report and recommendations to City Manager, City Council and leadership team, as well as educational sessions for employees as appropriate.

## ***4. Cost***

All costs include routine expenses, travel, mileage and incidental costs. We expect to have both consultants attend most meetings and discussions when on-site. We found having two consultants engaged provides a much more robust end-product. Total project costs, including all

services listed above, would not exceed \$27,090. Of that, approximately \$7,200 is travel related costs including airfare, hotels, meals and reimbursement of travel time.

In the event that the scope of this project is smaller than anticipated, we would reduce our billing accordingly.

Upon mutual agreement, work that significantly extends beyond the scope of services listed are billed at \$125 per hour for professional services and \$60 per hour for Administrative Services and windshield time.

### ***Assumptions:***

City of Casper will provide the following in a timely manner:

- Current Job Descriptions for all positions included in the scope of this study
- Copy of the current pay structure and any back up documentation regarding market definition and job matches
- Current census file for incumbents in all positions included in the scope
- Overview of organization structure for the City
- Reasonable and timely access to all internal staff for onsite meetings and follow up discussions via phone or email as needed

### ***Project Timeline***

In our experience, a project of this scope should be able to be complete within 3-4 months of the initial meeting with the client. For example, if we are able to begin the project in early November 2019, we should be complete and able to present to leadership and the City Council in late February or early March of 2020. We understand your budget deadline and will ensure you have the information you need. This timeline will be impacted by the number of organizations and positions selected for the custom compensation survey as well as the decision to construct an entirely new pay structure, if that is deemed appropriate.

## ***5. References***

To demonstrate our experience and expertise, we have listed several clients with similar projects that we have completed within the past five years and appropriate contact information for two persons at each organization:

**Town of Snowmass Village**  
Kathy Fry, Human Resources Director  
970-922-2242; [kfry@tosv.com](mailto:kfry@tosv.com)  
Clint Kinney, Town Manager  
970-923-3777; [ckinney@tosv.com](mailto:ckinney@tosv.com)

Eric Marburger and Laurie Graves have conducted regular compensation and market reviews for the Town for over 10 years. These have included updating pay schedules, comparing benefit levels to the Town's pre-defined "market", reviewing unique positions that are not common with local government, assessing all supervisory level positions for internal equity, preparing detailed reports and presentations and presenting results to elected officials, Town management and Town employees.

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**City of Steamboat Springs**

Wendy Friden, Human Resource Manager  
970-871-8221; [wfriden@steamboatsprings.net](mailto:wfriden@steamboatsprings.net)  
Kim Weber, Finance Director  
970-879-8851; [kweber@steamboatsprings.net](mailto:kweber@steamboatsprings.net)

Eric Marburger and Laurie Graves conducted a thorough market review and compensation structure redesign for the City in 2017. This included converting the City from a traditional step system to an "open-range" system, restructuring the step systems within the Police and Fire Departments and presenting this work to the City Council, City management and employee groups. We recently finished updating their pay structure for 2019.

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**Metro Wastewater Reclamation District**

Colleen Dempsey, Director of Human Resources  
303-286-3234; [cdempsey@mwrd.dst.co.us](mailto:cdempsey@mwrd.dst.co.us)  
Brian Haggerty, Compensation & Benefits Officer  
303-286-3000; [bhaggerty@mwrd.dst.co.us](mailto:bhaggerty@mwrd.dst.co.us)

Eric Marburger has served as the District's wage consultant for 11 of the past 14 years and Laurie Graves has been involved for the last 3 years. Our work includes conducting an annual wage survey and market adjustment and presenting the results to the Board of Directors, management team and District employees. Also included has been special studies related to job classification, scheduling, wage policies and unique classifications and pay issues that arise.

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**Aspen Valley Hospital (a public hospital/special district)**

Alicia Miller, Human Resources Director  
970-544-1367; [amiller@aspenhospital.org](mailto:amiller@aspenhospital.org)  
Paige Aube, Human Resources Business Partner  
970-544-1362; [paube@aspenhospital.org](mailto:paube@aspenhospital.org)

Eric Marburger has served as the Hospital's HR Consultant since 2005 and Laurie Graves since 2016. We conduct annual market/salary reviews and recommend reclassifications and updates to the wage schedule. Last year, we converted the hospital from a performance-based pay system with all jobs in one family, to a market based multi-job family structure with four unique pay scales, all annually adjusted based on market. Additionally, we implemented a Development Plan process to replace the prior Performance Appraisal tool, to help the hospital retain and develop talent.

**The Town of Estes Park**

Jackie Williamson, Administrative Services Director

970-577-4771; [jwilliamson@estes.org](mailto:jwilliamson@estes.org)

Travis Machalek, Town Administrator

970-577-3705; [tmachalek@estes.org](mailto:tmachalek@estes.org)

Eric Marburger has served as the Town compensation and HR Consultant for 7 years and Laurie Graves for 3 years. We have restructured their pay scale, introduced pay families, designed a pay system to allow for employee growth and advancement and conducted annual market reviews based on a complex market definition. We introduced a Police step system to assist with employee recruitment, engagement and retention and facilitated a project with their entire leadership team that resulted in the creation of a 5-Year HR Strategic Plan for the Town.

Both Eric and Laurie continue to work with the clients listed above and therefore each should be considered references. Copies of Eric's and Laurie's resumes are attached to this proposal.

***See Attached:***

- ***Resumes for Eric Marburger and Laurie Graves***
- ***Example of Work Product***

# LAURIE GRAVES, SPHR, CEBS, CRM

918.639.6053

[laurie@graveshrconsulting.com](mailto:laurie@graveshrconsulting.com)

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## Executive Profile

Senior Human Resources Executive with a proven track record of success in building high functioning teams and people focused processes and systems that deliver engaged team members and financial results.

## Skill Highlights

- Compensation System Review & Design
- Benefit Plan Review & Design
- Strategic Vision & Planning
- Leadership Development
- Coaching/Mentoring

## Professional Experience

### GRAVES CONSULTING, LLC

2016 - CURRENT

#### Owner/Strategic HR Consultant

Providing consulting in all areas of Human Resources leadership including Strategic Planning, Population Health Management and Benefit Plan Design, Compensation, HCM Systems, Coaching/Mentoring, Leadership Development, Succession Planning, Corporate Social Responsibility and Inclusion Strategies.

Clients include:

City of Steamboat Springs, CO  
Town of Snowmass Village, C  
Town of Estes Park, CO  
Aspen Valley Hospital  
Metro Wastewater Reclamation District  
Town of Firestone, CO  
Town of Erie, CO  
Town of Lochbuie, CO

ARYZTA  
Tulsa International Airport  
George Kaiser Family Foundation  
Community Service Counsel  
FOP 93 Health Trust (Tulsa Police)

### THE BAMA COMPANIES, INC.

2001 – 2016

*Bama is a global manufacturer of bakery products serving the quick service, fast casual, casual dining and broad-line channels of the foodservice industry.*

#### Director, People Systems (HR)

Member of the Senior Management Team and leader of a team of HR professionals that delivered world class, award winning people processes that have been recognized locally and nationally, including:

- Comprehensive outcomes based population health management system that has delivered a negative trend in total cost for the latest three years



- Competency based leadership development system including Individual Development Plans and succession planning tools that resulted in over 90% of management positions being filled internally
- Unique market based compensation system from entry level to executive talent that is focused on retention and leadership development
- Comprehensive team member feedback processes and people analytics that fosters engaged team members and informed business decisions
- Locally and nationally recognized Inclusion strategy to recruit and retain top talent
- Bama Caring Center – An in depth, broad based support system that helps meet personal, legal and financial needs of Team Members and their families in a systemic way, reducing turnover and increasing engagement

**TV GUIDE, INC****1991 – 2001**

*Provider of entertainment data for consumer electronics manufacturers, service providers, retailers, online portals and application developers.*

**Comp/Benefits and Risk Manager**

- Directed plan design, contract negotiation and administration for all health and welfare plans including executive compensation plans
- Involved in due diligence work for all HR related merger and acquisition activities and oversaw benefit plan mergers
- Managed all aspects of risk management, including worker's compensation, property, primary casualty, professional liability and executive risk insurance coverages

**Professional Designations**

SPHR, Senior Professional in Human Resources

CEBS, Certified Employee Benefit Specialist

CRM, Certified Risk Manager

**Community Service**

Board Member, Operation Aware

Board Member, Tulsa CARES

Former Board Member, YWCA of Tulsa

Former Board Member, Ronald McDonald House of Tulsa

## **Employment History**

1997 - Present

Principal  
ESM Consulting Services  
PO Box 3505  
Centennial, CO 80161

Provide human resource, compensation consulting and training expertise to organizations as needed. Specialize in local government and health care consulting with specific expertise in compensation, employee relations and interim leadership assignments.

July 2000 – April 2012

Senior Human Resources and Compensation Consultant  
Mountain States Employer Council (Employers Council)  
1799 Pennsylvania St., PO Box 539  
Denver, CO 80201

Provide part time, interim or project based professional human resources services to Council members as requested. Projects include on-going Senior-level HR Support, executive level recruitment, complex compensation and classification studies, HR audits and generalist assignments.

July 1998 - July 2000

Director of Human Resources  
El Paso County Government  
105 East Vermijo, Suite 103  
Colorado Springs, CO 80903

Director of full-service Human Resources Department that served an employee population of 2,050 and a citizen base of 500,000. Services included benefits, classification and salary administration; recruitment and related compliance issues (EEO/AA); performance management; training and development and organizational and individual consulting. Serve as Chairperson for the County-wide Strategic Planning Committee as well as being an active member of several other County Committees and Councils.

January 1994 - July 1998

Personnel Manager  
City of Hagerstown, Maryland  
1 East Franklin Street  
Hagerstown, MD 21740

Responsible for all employment and recruitment activity, benefits administration, safety, training and development, classification and wage administration, employee and labor relations. Lead negotiator for all collective bargaining (IAFF, AFSCME, IBEW). Resolve grievances through negotiations and rendering Decision and Orders. Hired and supervised consultants for worker's compensation, health care, classification and pay and pension/actuarial analysis. Reported to City Administrator with extensive involvement with Mayor and Council.

January 1990 - January 1994

Personnel Analyst/Training Coordinator  
Howard County Government, Maryland  
3430 Courthouse Drive  
Ellicott City, Maryland 21043

Personnel generalist serving as liaison with departments that employed 1,800 FT and several hundred part-time employees. Counseled employees and managers in County Code and policy interpretation, developed eligibility lists for hiring, coordinated office network activities, developed assessment processes for public safety hiring and promotions, met with public concerning employment opportunities, coordinated activities with legal staff regarding grievances and EEO cases. Developed numerous training programs for supervisory and line employees. Wrote curriculum and was instructor for Total Quality program delivered to 1,800 employees. Published bi-annual training catalog, recruited instructors from within workforce, established on-site computer lab and training schedule, created supervisor newsletter.

August 1986 - January 1990 Personnel Manager/Training Specialist

Montgomery Ward  
200 Defense Highway  
Annapolis, Maryland 21401

Responsible for recruitment, staffing, training and benefits administration for \$31 million retail store with staff of 230 FTE. Interacted with store and district management daily. Provided advice and analysis regarding all personnel related issues. Conducted training for district staff on all managerial, customer service and technical subject matters.

### **Educational Background**

May 1998                      M.B.A. - Concentration in Public Administration  
Hood College, Frederick, Maryland

May 1986                      B.A. - Personnel Administration, Magna Cum Laude  
University of Maryland Baltimore County, Catonsville, Maryland

### **Affiliations, Past and Current**

Society for Human Resource Management  
International Public Management Association – Human Resources (IPMA-HR), National and Committee, IPMA Certified Professional (IPMA-CP)  
Senior Professional of Human Resources (SPHR)  
Vice-President & Board Member – Colorado Chapter, IPMA-HR  
American Society of Hospital Human Resources Administrators

### **Miscellaneous**

"A Day in the Life of an HR Professional", *IPMA News*, March 1999, May 2000, April 2001



# **Addendum to Proposal for a Comprehensive Compensation and Classification Study**

*November 2019*

Submitted by: Laurie Graves, President, Graves Consulting, LLC  
Eric Marburger, President, ESM Consulting Services

*Graves Consulting, LLC  
918-639-6053  
laurie@graveshrconsulting.com*

### ***Casper Additional Questions:***

1. Please indicate additional cost for two additional onsite trips during the course of the project:

*Assuming each trip is roughly a day and a half to two days, for two consultants with travel costs included, that would add \$9,000 to the total. This is assuming the total project scope is not changing dramatically. Just adding more time to be onsite, meeting with leadership, specific departments or employee groups.*

*This brings our total not to exceed cost for the project to \$36,090.*

2. How will these costs be billed?

*Graves Consulting intends to invoice the City for work completed to date in three increments. Those would be at 40% complete, 70% complete and 100% complete. Attainment of those milestones will be upon mutual agreement with the City.*

Please let us know if you have any additional questions or requests for information.

Thank you for your continued consideration.

Sincerely,

***Laurie Graves***

Laurie Graves  
President and Principal Consultant  
Graves Consulting, LLC

RESOLUTION NO.19-238

A RESOLUTION AUTHORIZING A CONTRACT WITH GRAVES CONSULTING, LLC TO CONDUCT A COMPREHENSIVE COMPENSATION AND CLASSIFICATION STUDY.

WHEREAS, the City of Casper needs a comprehensive compensation and classification study completed; and,

WHEREAS, Graves Consulting, LLC is able and willing to provide those services; and,

WHEREAS, the City of Casper desires to hire Graves Consulting, LLC to perform those services.

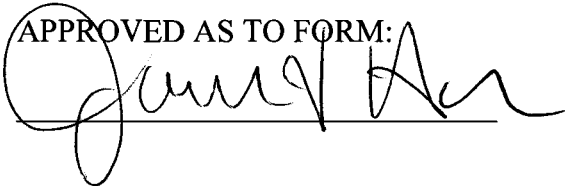
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, an agreement with Graves Consulting, LLC for those services.

BE IT FURTHER RESOLVED: That the City Manager or his designee is hereby authorized to make verified partial payments throughout the term of the agreement in accordance with the schedule of fees contained within the contract.

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 with Graves Consulting, LLC to provide services to conduct a comprehensive compensation and classification study for the City of Casper.

PASSED, APPROVED, AND ADOPTED on this 3rd day of December, 2019.

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to read "Fleur D. Tremel", is written over a horizontal line.


ATTEST:


CITY OF CASPER, WYOMING  
A Municipal Corporation

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

\_\_\_\_\_  
Charles Powell  
Mayor

November 20, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., City Engineer   
Bruce Martin, Public Utilities Manager  
Alex Sveda, P.E., Associate Engineer

SUBJECT: Reject Bids for the CY Booster Station Replacement, Project No. 16-024

Meeting Type & Date:  
Regular Council Meeting  
December 3, 2019

Action Type:  
Minute Action

Recommendation:  
That Council, by minute action, reject the bid from 71 Construction, Inc., for the CY Booster Station Replacement, Project No. 16-024.

Summary:  
On Tuesday, November 12, 2019, one (1) bid was received for the CY Booster Station Replacement, Project No. 16-024. The bid was as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>TOTAL BASE BID</u>
71 Construction, Inc.	Casper, WY	\$2,830,251.71

Civil Engineering Professionals, Inc., (CEPI) is under contract with the City for design and construction administration of this project. The estimated construction cost from CEPI was \$1,500,000.

After discussions with prospective contractors, an extended completion date along with flexible construction sequencing may allow for more interested bidders. The Project will be re-bid addressing the above items in anticipation of receiving more competitive bids.

Financial Considerations

Funding for this project will be funded through a Grant from the Wyoming Water Development Commission (WWDC) by a 67%/33% WWDC/City match and Water Fund Reserves.

Oversight/Project Responsibility

Alex Sveda, Associate Engineer

Attachments: Bid Recommendation from CEPI; Bid Form from 71 Construction, Inc.



Friday, November 15, 2019

Mr. Alex Sveda, PE  
City of Casper, Associate City Engineer  
200 North David Street  
Casper, Wyoming 82601

Re: Recommendation of Award – CY Booster Station Replacement Project

Mr. Sveda,

Bids were received for the CY Booster Station Replacement Project on November 12, 2019 at 2:00 PM. One bid was received from 71 Construction with a Total Base Bid of \$2,830,251.71. The engineer's estimate was in the amount of \$1,500,000.00. There were no alternates for the bid of this project.

We have reviewed the bid provided by 71 Construction. With only one bid received and that bid being significantly higher than the engineer's estimate; CEPI does not recommend awarding the project to 71 Construction. We will discuss with contractors and review the project documents to determine if there are any "value engineering" components that may provide potential costs savings for rebidding the project.

Please feel free to contact me if you have any questions or concerns.

Sincerely,  
***Civil Engineering Professionals, Inc.***

A handwritten signature in black ink, reading "Nicholas Larsen", is positioned above the printed name.

Nicholas Larsen, PE  
Project Manager



EXHIBIT "A"  
STANDARD  
BID FORM  
(Approved by City Attorney, 1995)

PROJECT IDENTIFICATION:      City of Casper  
CY Booster Station Replacement Project  
Project No. 16-024

THIS BID SUBMITTED TO:              City of Casper  
200 N. David Street, Casper, WY 82601

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the City in the form included in the Bidding Documents and to complete all Work by August 1st, 2020 as specified or indicated in the Bidding Documents for the Contract Price, and completed and ready for final payment not later than by August 15th, 2019, in accordance with the Bidding Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid Guaranty. This Bid will remain effective for thirty (30) calendar days after the day of Bid opening. Bidder will sign the Agreement and submit the Bonds and other documents required by the Bidding Documents within thirty (30) calendar days after the date of the City's Notice of Award.
3. Notice that preferences will be granted pursuant to Wyoming Statutes Section 16-6-101, et seq., is hereby acknowledged.
4. In submitting this Bid, Bidder represents, as more fully set forth in the Bidding Documents, that:
  - A. Bidder has examined copies of all the Bidding Documents and of the following addenda (receipt of all which is hereby acknowledged):  

Addendum No. <u>1</u>	Dated <u>November 5, 2019</u>
Addendum No. <u>2</u>	Dated <u>November 7, 2019</u>
  - B. Bidder has examined the site and locality where the work is to be performed, the federal, state, and local Laws and Regulations, and the conditions affecting cost, progress, or performance of the work and has made such independent investigations as Bidder deems necessary;

BF-1

C. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, corporation, or other business entity. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm, or a corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or against the City.

5. Bidder is bidding all schedules, alternates, if any, and will complete the Work for unit price(s) stated on the attached bid schedule based on materials actually furnished and installed and services actually provided. The Bid is summarized below on the basis of estimated quantities:

TOTAL COMBINED BID, IN NUMERALS: \$ 2,830,251.71

TOTAL COMBINED BID, IN WORDS: Two million eight hundred thirty thousand two hundred fifty-one dollars and seventy-one cents DOLLARS.

6. Bidder agrees that the work for the City will be as provided above.
7. Bidder accepts the provisions of the Bidding Documents as to liquidated damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.
8. The following documents are attached to and made a condition of this Bid:
- A. Required Bid Guaranty in the form of a Bid Bond. (Unless otherwise provided by the City.)
  - B. Itemized Bid Schedule.
  - C. Copy of Certificate of Residency, if bidding as Wyoming Resident.
9. Communications concerning this Bid shall be addressed to:

Address of Bidder:

7072 Barton Cr.

PO Box 4600

Casper, WY 82604

10. The terms used in this Bid are defined in and have the meanings assigned to them in the General Conditions, except as provided in the Supplementary Conditions and Bidding Documents.

Submitted on November 12, 2019.

BF-2

Bidder is bidding as a Resident (Insert Resident or Non-Resident)

IF BIDDER IS:

AN INDIVIDUAL

By: \_\_\_\_\_ (seal)  
(Individual's Name)

doing business as: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

A PARTNERSHIP

By: \_\_\_\_\_ (seal)  
(Firm's Name)

\_\_\_\_\_  
(General Partner)

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

A CORPORATION OR LIMITED LIABILITY COMPANY

By: 71 CONSTRUCTION  
(Corporation's or Limited Liability Company's Name)

WYOMING  
(State of Incorporation or Organization)

Shirley  
PREZ

(Title)

Attest: Shirley Kennedy

Business Address: PO Box 4600  
Casper WY 82604

Phone Number: 307-235-2922

A JOINT VENTURE

By: \_\_\_\_\_ (seal)  
(Name)

\_\_\_\_\_  
(Address)


By: \_\_\_\_\_ (seal)  
(Name)

\_\_\_\_\_  
(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

BF-4

December 3, 2019

MEMO TO: His Honor, The Mayor, and Members of City Council  
FROM: J. Carter Napier, City Manager   
SUBJECT: Economic Development Joint Powers Board Reappointment

Meeting Type & Date  
Regular Council Meeting  
December 3, 2019

Action type  
Minute Action

Recommendation  
That Council, by minute action, authorize the reappointment of Mark Pepper to the Economic Development Joint Powers Board (EDJPB).

Summary  
The Economic Joint Powers Board has one board position that is jointly appointed by Natrona County and the City of Casper. Mark Pepper was previously appointed by both the County and City. Mr. Pepper has requested to be reappointed. If approved, Mr. Pepper's term will begin on January 1, 2018 and expire on December 31, 2020. The Natrona County Commissioners have approved his reappointment and the signed letter is included.

Financial Considerations  
No Financial Considerations

Oversight/Project Responsibility  
Economic Development Joint Powers Board

Attachments  
Natrona County Commissioners' Letter of Appointment



## Natrona County Commissioners

200 North Center, Room 115  
Casper, WY 82601  
Phone (307) 235-9202  
Fax (307) 235-9486

Paul Bertoglio, Commissioner  
Forrest Chadwick, Commissioner  
Robert Hendry, Commissioner  
Brook Kaufman, Commissioner  
Jim Milne, Commissioner

November 19, 2019

Mr. Mark Pepper  
5305 Pawnee Circle  
Casper, WY 82601

RE: CITY-COUNTY ECONOMIC DEVELOPMENT JOINT POWERS BOARD

Dear Mr. Pepper,

Congratulations from the Natrona County Commissioners and Casper City Council on your reappointment to the City-County Economic Development Joint Powers Board. Your term will begin on January 1, 2018 and expire December 31, 2020. We greatly appreciate your willingness to serve in this valuable capacity and unselfish giving of your time.

We look forward to your continuing interest in the the shared concern for the welfare of the great community of which we live.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert L. Hendry", is written over a horizontal line.

Robert L. Hendry, Chairman  
Board of Natrona County Commissioners

Charles Powell, Mayor  
City of Casper, Wyoming

RLH/mlm

cc: Renee Jordan Smith