

REGULAR COUNCIL MEETING  
 Tuesday, September 20, 2016  
 6:00 p.m.

COUNCIL POLICY  
PUBLIC STATEMENTS

- I. Members of the Public Wishing to Place a New Item on the Agenda Must Submit a Written Request to the City Manager No Later Than 11:00 a.m. on the Wednesday Preceding the Council Meeting.
- II. Members of the Public Wishing to Speak to an Item Already on the Agenda, Other Than a Public Hearing, Must Submit a Written Request to the City Manager by 12:00 Noon on the Monday Immediately Preceding the Council Meeting.
- III. When Speaking to the City Council Please:
  - Clearly State Your Name and Address.
  - Keep Your Remarks Pertinent and Non-Repetitive.
  - Speak to the City Council with Civility and Decorum.
- IV. The City Council Will Not Respond to Any Comments or Questions Concerning Personnel Matters. Any Such Comments or Questions will be Handled by the Appropriate Persons.
- V. Questions Posed by Speakers May, or May Not be Responded to by Council Members.
- VI. Willful Disruption of, or the Breach of the Peace at, a Council Meeting may Result in the Removal of any Such Individuals or Groups from the Council Chambers.

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

2015 CITY COUNCIL GOALS

**Downtown** - The City of Casper will foster growth and prosperity of the City's core through infrastructure development, creating public spaces and supportive facilities.

**Infrastructure** - The City of Casper will create the conditions for economic development by expanding and maintaining its physical assets and equipment, including streets, water lines, parking garages, fire stations, buildings and parks.

**Recreation** - The City of Casper will support, maintain and upgrade its current recreational facilities and programs and develop recreational opportunities that provide citizens and visitors with a variety of affordable activities for all ages that serve to enhance quality of life.

<b>Council Goals Scorecard</b>
<i>Actions since 5/5/2015</i>
<b>25</b>
<b>178</b>
<b>63</b>

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CONSIDERATION OF MINUTES OF THE SEPTEMBER 6, 2016 REGULAR COUNCIL MEETING, AS PUBLISHED IN THE CASPER STAR-TRIBUNE ON SEPTEMBER 13, 2016
4. CONSIDERATION OF BILLS AND CLAIMS
5. JAYDEN SHAW – METRO ANIMAL SHELTER DONATION
6. ESTABLISH DATE OF PUBLIC HEARINGS

A. Consent

1. Establish October 4, 2016, as the Public Hearing Date for Consideration of:
  - a. Public Hearing Date for Consideration of a Zone Change of **Lots 5 & 6, Standard Oil Co. Subdivision**, located at **911 CY Avenue and 1535 South Poplar Street**, from R-2 (One Unit Residential) to C-2 (General Business).
2. Establish October 18, 2016, as the Public Hearing Date for Consideration of:
  - a. Transfer of Ownership for **Retail Liquor License No. 3**, from **Poor Boys Holdings, LLC**, Located at 739 North Center to **Triple C Food & Beverage, LLC**, Located at **739 North Center**.
  - b. Transfer of Ownership for **Retail Liquor License No. 18**, from **Casper Hospitality Group, LLC**, d.b.a. Wonder Bar, Located at 256 South Center to **3OH7 Hospitality, LLC**, Located at **256 South Center**.

7. PUBLIC HEARINGS

A. Resolution

1. **Fiscal Year 2017 Budget Adjustments** Related to the Casper Events Center.
  - a. **Continue Public Hearing** to the **September 27, 2016 Special Council Meeting**.

7. PUBLIC HEARINGS (continued)

B. Minute Action

1. **Cancel Public Hearing** (which has been rescheduled to October 4, 2016) for Consideration of a Zone Change of **Lots 5 & 6, Standard Oil Co. Subdivision**, located at **911 CY Avenue and 1535 South Poplar Street**, from R-2 (One Unit Residential) to C-2 (General Business).

C. Fiscal Year 2015-2016 **Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER)**.

8. SECOND READING ORDINANCES

A. Consent

1. **Vacation and Replat** Lots 3 and 4, and West 37<sup>th</sup> Street in Mountain Plaza Addition No. 5; and Lot 11 in Mountain Plaza Addition No. 6, to Create the **Wolf Creek Eight Addition**; and **Rezoning** of the Proposed Wolf Creek Eight Addition From PUD (Planned Unit Development), C-2 (General Business), and OB (Office Business) to R-2 (One Unit Residential). Said Property is Located Generally West of Aspen Place and South of Talon Drive.
2. **Vacation and Replat** of Lots K-T, Block 59 of the Eddings Subdivision, to Create **Central Wyoming Rescue Mission Addition**, and **Rezoning** the Area of the Proposed Central Wyoming Rescue Mission Addition Formerly Described as Lots Q, R, S, and T, Block 59 of the Eddings Subdivision, From M-1 (Limited Industrial) to C-3 (Central business), Generally Located at the Northwest Corner of North Park and East A Streets.

9. RESOLUTIONS

A. Consent

1. Authorizing Agreement with the **University of Wyoming**, in the Amount of \$25,123, for **Professional Outreach and Educational Services**.
2. Adopting the **Event Sponsorship/Financial Support Policy**.
3. Adopting the **Business, Travel, Training and Employee Moving Expense Policy**.
4. Authorizing a **Lease Extension** with the **Central Wyoming Senior Services, Inc.**, through October 30, 2016, to Allow Time to Discuss Terms and Conditions of the Contract.

2015 Goals		
Downtown	Infrastructure	Recreation

10. MINUTE ACTION (continued)

A. Consent

1. Authorizing Expenditure of \$95,158.10 in **Community Promotion Funds** for Fiscal Year 2017 for **Community Promotion Events**, as Outlined in Staff’s Report Dated September 20, 2016, and Authorizing the City Manager to Execute Necessary Agreements.
2. Authorizing the Purchase of Two (2) New **Mack, LR613, 66,000 Pounds Side-Load Sanitation Trucks**, with **Wayne, 27 Cubic Yard Curbtender G4 Bodies**, with Options, in the Amount of \$573,344.90, from **CMI-TECO** of Mills, Wyoming, for Use by the Public Services Department.
3. Authorizing the Purchase of Four (4) New **Ford Fusion Sedans**, in the Amount of \$81,980, before Trade-in Allowance, from **Greiner Motor Company**, Casper, Wyoming, for Use by the **Casper Police Department**.
4. Authorizing the Purchase of One (1) New **Front End Loader** with Options, in the Amount of \$165,174 before Trade-in, from **Wyoming Machinery Company**, Casper, Wyoming.

2015 Goals		
Downtown	Infrastructure	Recreation

11. COMMUNICATIONS

A. From Persons Present

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

13. ADJOURN INTO EXECUTIVE SESSION - LITIGATION

Upcoming Council meetings

**Special Council meeting**

6:00 p.m. Tuesday, September 27, 2016 – Council Chambers

**Council meetings**

6:00 p.m. Tuesday, October 4, 2016 – Council Chambers

6:00 p.m. Tuesday, October 18, 2016 – Council Chambers

**Work sessions**

4:30 p.m. Tuesday, September 27, 2016 – Council Meeting Room

4:30 p.m. Tuesday, October 11, 2016 – 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	OYDSPC	Old Yellowstone District and South Poplar Street Corridor Form Based Code

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COUNCIL PROCEEDINGS  
 Casper City Hall – Council Chambers  
 September 6, 2016

Casper City Council met in regular session at 6:00 p.m., Tuesday, September 6, 2016. Present: Cathey, Heili, Hopkins, Humphrey, Johnson, Pacheco, Powell, and Mayor Sandoval. Absent: Councilman Miller.

Moved by Councilman Cathey, seconded by Councilman Powell, to, by minute action, excuse the absence of Councilman Miller. Motion passed.

Mayor Sandoval led the audience in the Pledge of Allegiance.

Moved by Councilman Hopkins, seconded by Councilman Johnson, to, by minute action, approve the minutes of the August 16, 2016, regular Council meeting, as published in the Casper-Star Tribune on August 28, 2016. Motion passed.

Moved by Councilman Pacheco, seconded by Councilman Heili, to, by minute action, approve payment of the September 6, 2016, bills and claims, as audited by City Manager McDonald. Councilman Johnson noted he wished to abstain from voting on invoices pertaining to the Natrona County Sheriff’s Office. Motion passed.

Bills & Claims  
 09/06/16

71Construction	Projects	\$56,529.18
A-1	Services	\$110.00
AAALandscaping	Services	\$2,242.48
Addco	Services	\$12,740.00
AGiraldo	Services	\$40.00
AMBI	Services	\$740.28
AmericanTitle	Services	\$510.00
AREyes	Refund	\$57.57
ArrowheadHeating	Services	\$290.00
ASundell	Reimb	\$232.88
B&BSales	Services	\$1,889.32
Balefill	Services	\$91,139.14
BankOfAmerica	Goods	\$307,174.73
BarDSigns	Goods	\$169.89
BDumon	Refund	\$53.30
BKussy	Refund	\$16.20
Brenntag	Goods	\$67,336.75
Burns&McDonnellEngineering	Services	\$16,263.59
CasperHousingAuth	Projects	\$247.80
CasperPlanetarium	Services	\$181.00
CasperPubSafetyComm	Services	\$2,497.16

CasperYouthBaseball	Refund	\$500.00
CATC	Funding	\$135,559.00
CDurdahl	Refund	\$50.00
CDWGVmt	Goods	\$1,381.10
Centurylink	Services	\$18,869.89
CGriffith	Reimb	\$47.50
Ch2mHill	Services	\$23,602.59
CHanamaikai	Reimb	\$76.37
Charter	Services	\$450.00
CIGNA	Services	\$12,220.74
CityofCasper	Services	\$10,636.36
CivilEngineeringProfessionals	Projects	\$24,035.60
CKeck	Refund	\$54.07
CobanTech	Services	\$424.00
CODistAttorney	Services	\$225.00
CollectionCenter	Services	\$578.87
CommTech	Goods	\$1,812.16
Comtronix	Services	\$1,418.10
CrimeSceneInfo	Services	\$86.25
CsprMuseumConsort	Funds	\$2,000.00
DaveLodenConstruction	Projects	\$27,187.00
DGriswold	Reimb	\$1,799.78
DHartPatrolSvc	Services	\$26,200.00
DooleyOil	Fuel	\$37,155.67
DoubleDWelding	Services	\$195.00
DowntownCasperBusinessAssociation	Refund	\$1,061.25
DPCIndustries	Goods	\$11,052.17
DTanner	Reimb	\$100.00
Duhamel	Ads	\$520.00
DvdsnFxdMgmt	Services	\$6,440.80
EMoore	Reimb	\$75.00
EnvironmentalCivilSolutions	Services	\$1,909.33
FirstData	Services	\$8,059.82
FirstInterstateBank	Services	\$15,464.35
FischerAutoBody	Services	\$2,320.31
FmlyJrnyCtr	Services	\$998.55
FtCasperMuseumAssoc	Services	\$1,211.09
GlobalPcking	Services	\$48,020.00
GolderAssociates	Services	\$19,052.32
GreenTreeArbor	Services	\$174.50
Hach	Goods	\$6,214.10
Homax	Goods	\$11,961.11
HydroConst	Refund	\$26.52
InbergMillerEngineers	Services	\$317.24
IndstrlContnrSvc	Goods	\$3,151.63
ITCElec	Services	\$30,660.76

J Gall	Reimb	\$75.00
JacobsEngineeringGroup	Services	\$12,529.31
JBearnsen	Refund	\$51.07
JBoynnton	Refund	\$64.80
JTLGroup	Services	\$466,860.47
JWWilliams	Supplies	\$37.50
JYozannides	Refund	\$48.07
KCote	Reimb	\$423.70
KCWY-TV	Services	\$514.25
KKofakis	Reimb	\$62.99
KManchego	Refund	\$48.32
KRoadifer	Refund	\$13.98
LaborReady	Services	\$285.60
LenhartMasonAssoc	Services	\$2,685.00
LKaping	Refund	\$13.94
LLohse	Refund	\$38.64
LnclnNtlLife	Services	\$290.50
LSCTrans	Svc	\$4,298.75
MBaker	Reimb	\$250.00
MBakerIntl	Services	\$4,140.00
McMurryReadyMix	Goods	\$5,553.51
MillsPolice	Services	\$308.67
MManning	Refund	\$39.76
Motorola	Goods	\$5,811.72
NationalBenefitServices	Services	\$422.00
NatronaCountyCommissioner	Services	\$154,181.50
NC Clerk	Services	\$330.00
NCSheriffsOffice	Funding	\$7,808.67
NCTreasurer	Taxes	\$203.00
NevesUniforms	Goods	\$2,086.80
NEWealth.com	Supplies	\$98.39
Paciolan	Services	\$3,600.00
PBrooker	Services	\$600.00
PillarStructuralEng	Projects	\$1,900.00
PMoss	Refund	\$74.43
Pntwrks	Services	\$294.72
PorterMuirhead	Services	\$20,000.00
PostalPros	Services	\$6,679.35
PreservationSolutions	Services	\$640.00
RenewableEarthMaterials	Goods	\$6,020.00
ResourceManagement	Goods	\$1,224.00
RockyMtnPower	Services	\$117,032.29
RodBarstadsPnt	Services	\$15,725.64
RWilliams	Refund	\$53.57
RWolosyn	Refund	\$42.82
SaltusTech	Goods	\$1,125.00

SchererBroConst	Goods	\$7,470.00
SDaley	Reimb	\$112.99
ShrwnWlms	Supp	\$51.04
Siteimprove	Services	\$4,050.00
SkylineRanches	Services	\$269.64
SourceGas	Services	\$15,469.66
StarLineFeeds	Goods	\$560.15
StateEngineer	Subscrip	\$30.00
StealthPartnerGroup	Services	\$58,543.82
SuperiorTramway	Services	\$101.83
SyscoFoodSvcs	Goods	\$2,215.97
ThePeak	Goods	\$1,650.00
TMills	Refund	\$240.27
TretoConstruction	Projects	\$15,460.00
UrbanInteractive	Services	\$250.00
VentureTech/ISC	Services	\$5,402.35
VGonzales	Reimb	\$40.00
VisionServicePlan	Services	\$1,676.24
Visits	Services	\$297.89
VSchuler	Reimb	\$438.00
VStrozzi	Refund	\$11.52
WAMCAT	Services	\$60.00
WasteWaterTreatment	Funding	\$301,560.24
WesternWaterConsult	Services	\$87,523.77
WestlandPark	Services	\$1,710.87
WhitesBuffaloSportingGoods	Goods	\$288.76
WorthingtonLenhart&Carpenter	Services	\$8,480.25
WWohl	Reimb	\$60.00
Wy Meth Project	Services	\$5,000.00
WyDEQ	Services	\$100.00
WYDOT	Services	\$2,647.80
WyPowerWash	Services	\$2,745.00
YouthCrisisCenter	Funding	\$4,574.20
		\$2,429,497.16

Mayor Sandoval then announced that the City of Casper has received recognition from the Wyoming Association of Risk Management for the procedures and training carried out by the aquatics staff. These preparations ensured that staff was able to efficiently care for a patron that suffered a heart attack in the aquatics center in April 2016. Mayor Sandoval presented two of these staff members, Edwin Luers and Mariah Spearman, with certificates of recognition for their lifesaving efforts.

Moved by Councilman Cathey, seconded by Councilman Hopkins, to, by minute action, establish September 20, 2016, as the public hearing date for the consideration of:  
a. zone change of Lots 5 & 6, Standard Oil Co. Subdivision, located at 911 CY Avenue and 1535 South Poplar Street, from R-2 (One Unit Residential) to C-2 (General Business);

- b. fiscal year 2015-2016 Community Development Block Grant Consolidated Annual Performance and Evaluation Report;
  - c. fiscal year 2017 budget adjustments related to the Casper Events Center; and, Establish October 4, 2016, as the public hearing date for consideration of:
    - a. sale of City-owned real property to the State of Wyoming;
    - b. transfer of ownership for Retail Liquor License No. 35, City of Casper, d.b.a. Casper Events Center, located at 1 Events Drive; and
    - c. transfer of ownership of an Achilles SG-140 inflatable boat with Mercury motor and trailer and six (6) sets of dive gear to the Natrona County Sheriff's Office.
- Motion passed.

Mayor Sandoval opened the public hearing for the consideration of the rezoning, vacation and replat creating the Wolf Creek Eight Addition.

City Attorney Luben entered two (2) exhibits: correspondence from Liz Becher, to V.H. McDonald, dated August 24, 2016 and an affidavit of publication, as published in the Casper-Star Tribune, dated August 16, 2016. City Manager McDonald provided a brief report.

Speaking in support was: Shawn Gustafson, ECS Engineers, 111 W. 2nd. Mr. Gustafson addressed Council and answered their questions.

There being no others to speak for or against the issues involving the Wolf Creek Eight Addition, the public hearing was closed.

Following ordinance read:

ORDINANCE NO. 9-16  
AN ORDINANCE APPROVING A REPLAT, SUBDIVISION  
AGREEMENT AND ZONE CHANGE FOR THE PROPOSED  
WOLF CREEK EIGHT ADDITION, IN THE CITY OF CASPER,  
WYOMING.

Councilman Powell presented the foregoing ordinance for approval, on first reading. Seconded by Councilman Hopkins. Motion passed.

Mayor Sandoval opened the public hearing for the consideration of the rezoning, vacation and replat creating the Central Wyoming Rescue Mission Addition.

City Attorney Luben entered two (2) exhibits: correspondence from Liz Becher, to V.H. McDonald, dated August 24, 2016 and an affidavit of publication, as published in the Casper-Star Tribune, dated August 16, 2016. City Manager McDonald provided a brief report.

Speaking in support was: Brad Hopkins, Executive Director of the Central WY Rescue Mission; and Shawn Gustafson, ECS Engineers, 111 W. 2nd.

Dennis Steensland, 533 S. Washington, asked about the zoning of the area. Craig Collins, Casper City Planner, indicated that the zoning allowed mixed use and would be appropriate for the area.

There being no others to speak for or against the issues involving the Central Wyoming Rescue Mission Addition, the public hearing was closed.

Following ordinance read:

ORDINANCE NO. 10-16  
AN ORDINANCE APPROVING A REPLAT, SUBDIVISION  
AGREEMENT AND ZONE CHANGE FOR THE PROPOSED  
CENTRAL WYOMING RESCUE MISSION ADDITION, IN  
THE CITY OF CASPER, WYOMING.

Councilman Heili presented the foregoing ordinance for approval, on first reading. Seconded by Councilman Humphrey. Motion passed.

Mayor Sandoval opened the public hearing for the consideration of the issuance of Restaurant Liquor License No. 21, to 666 Restaurant, Inc., located at 260 S. Center.

City Attorney Luben entered four (4) exhibits: correspondence from Tracey L. Belser, to V.H. McDonald, dated August 18, 2016, an affidavit of publication, as published in the Casper-Star Tribune, dated August 18, 2016, an affidavit of website publication, as published on the City of Casper website, dated August 18, 2016, and the Liquor License application filed July 19, 2016. City Manager McDonald provided a brief report.

There being no one to speak for or against the issues involving Restaurant Liquor License No. 21, the public hearing was closed.

Moved by Councilman Hopkins, seconded by Councilman Powell, to, by minute action, authorize the issuance of Restaurant Liquor License No. 21. Motion passed.

Mayor Sandoval opened the public hearing for the consideration of the issuance of Retail Liquor License No. 37, to Charger Holdings, LLC, d.b.a. Yellowstone Garage, located at 355 W. Yellowstone.

City Attorney Luben entered four (4) exhibits: correspondence from Tracey L. Belser, to V.H. McDonald, dated September 6, 2016, an affidavit of publication, as published in the Casper-Star Tribune, dated September 6, 2016, an affidavit of website publication, as published on the City of Casper website, dated August 23, 2016, and the Liquor License application filed July 27, 2016. City Manager McDonald provided a brief report.

Speaking in support was John Huff, 824 W. Yellowstone.

Paul Paad, 2781 Cherokee, asked why Council was restricting this license by location. Councilman Cathey indicated that these are the terms and that Council wanted the terms to be known up front.

There being no others to speak for or against the issues involving Retail Liquor License No. 37, the public hearing was closed.

Moved by Councilman Johnson, seconded by Councilman Cathey, to, by minute action, authorize the issuance of Retail Liquor License No. 37 with the license being issued and restricted for its active use only at 355 W. Yellowstone, and shall not be eligible for transfer to any other location, with this restriction being stated upon the license. Councilmen Powell and Hopkins also spoke in support of the restriction based on location of the license. Motion passed.

The following resolutions were considered, by consent agenda:

RESOLUTION NO. 16-218

A RESOLUTION AUTHORIZING A "CONSENT AGREEMENT FOR REAL PROPERTY INSPECTIONS" WITH THE STATE OF WYOMING.

RESOLUTION NO. 16-219

A RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO THE CONTRACT FOR PROFESSIONAL SERVICES WITH CH2M HILL ENGINEERS, INC. FOR THE SAM H. HOBBS WWTP PRELIMINARY FACILITIES PLAN, PROJECT 15-080.

RESOLUTION NO. 16-220

A RESOLUTION AUTHORIZING AN AGREEMENT WITH ATLANTIC ELECTRIC, INC., FOR THE LUMINAIRE SERVICES, PROJECT NO. 16-008.

RESOLUTION NO. 16-221

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO THE AGREEMENT WITH LOENBRO INSTRUMENT AND ELECTRICAL, FOR A TIME EXTENSION FOR THE CASPER EVENTS CENTER LIGHTING, PROJECT NO. 15-54.

RESOLUTION NO. 16-222

A RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES WITH HDR ENGINEERING, INC. FOR ONGOING STUDIES, TASKS, AND ACTIVITIES REGARDING WATER RIGHTS AND WATER SUPPLY ACTIVITIES.

RESOLUTION NO. 16-223

A RESOLUTION AUTHORIZING A RIGHT-OF-WAY EASEMENT WITH KEVIN KALIES FOR DRAINAGE CHANNEL AND CULVERT UPSIZING FOR THE LOWER EASTDALE CREEK CHANNEL IMPROVEMENTS.

RESOLUTION NO. 16-224

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 WITH GW MECHANICAL, INC. FOR THE CASPER EVENTS CENTER CHILLER REPLACEMENT PROJECT.

RESOLUTION NO. 16-225

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO THE AGREEMENT WITH INSTALLATION AND SERVICE COMPANY, INC., FOR THE RECREATION CENTER PARKING LOT IMPROVEMENTS, PROJECT NO. 16-003.

RESOLUTION NO. 16-226

A RESOLUTION AUTHORIZING AN AGREEMENT WITH 71 CONSTRUCTION, INC, FOR THE MIKE SEDAR POOL PARKING LOT PROJECT.

RESOLUTION NO. 16-227

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 WITH ACE SANDBLASTING & COATING, INC, FOR A PRICE INCREASE AS PART OF THE PRIMARY CLARIFIER #1 RE-COATING PROJECT.

RESOLUTION NO. 16-228

A RESOLUTION AUTHORIZING THE TERMINATION OF A CONTRACT FOR PROFESSIONAL SERVICES WITH WOLF GANG OF WYOMING, LLC.

Councilman Humphrey presented the foregoing eleven (11) resolutions for adoption. Seconded by Councilman Johnson. Motion passed.

Moved by Councilman Hopkins, seconded by Councilman Johnson, to, by consent minute action, approve a one year extension for Retail Liquor License No. 8, for Z-Financial, Administration and Management, Inc., located at 1121 Wilkins Circle. Councilmen Heili and Humphrey voted nay. Motion passed.

Paul Paad, 2781 Cherokee, addressed Council regarding high/variable water bills. Pete Meyers, City of Casper Assistant Support Services Director, answered questions regarding the water bills. Councilmen Hopkins and Humphrey as well as Mayor Sandoval also made statements regarding the water bills.

The following individuals also addressed Council: Dennis Steensland, 533 S. Washington, regarding the extension of Retail Liquor License No. 8, the need for change orders, and the cost of the Mike Sedar pool parking lot; Tracey LaMont, 721 E. 12<sup>th</sup>, regarding the biathlon area, water permits on Casper Mountain, and Hogadon ski area; Michael Allen, 2760 Roberton Road, regarding field space for girls' softball; and Amy Kidd, 455 Milton, regarding lack of staff follow-up for an investigation.

Mayor Sandoval noted the next meetings of the City Council will be a work session to be held at 4:30 p.m., Tuesday, September 13, 2016, in the Council's meeting room; and, a regular Council meeting to be held at 6:00 p.m., Tuesday, September 20, 2016, in the Council Chambers.

Moved by Councilman Johnson, seconded by Councilman Hopkins, to, by minute action adjourn. Motion passed.

The meeting was adjourned at 7:45 p.m.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Tracey L. Belser  
City Clerk

\_\_\_\_\_  
Daniel Sandoval  
Mayor

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

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

16-08-483 POSTAGE	\$137.70	
	<b>\$137.70</b> Subtotal for Dept.	Casper Events Center
16-08-479 POSTAGE	\$43.02	
	<b>\$43.02</b> Subtotal for Dept.	City Attorney
16-08-481 POSTAGE	\$3.36	
	<b>\$3.36</b> Subtotal for Dept.	City Manager
16-08-482 POSTAGE	\$68.64	
	<b>\$68.64</b> Subtotal for Dept.	Engineering
16-08-484 POSTAGE	\$666.13	
	<b>\$666.13</b> Subtotal for Dept.	Finance
16-08-485 POSTAGE	\$46.87	
	<b>\$46.87</b> Subtotal for Dept.	Fire
16-08-608 POSTAGE	\$1,260.60	
16-08-490 POSTAGE	\$38.19	
	<b>\$1,298.79</b> Subtotal for Dept.	Health Insurance
16-08-487 POSTAGE	\$14.90	
	<b>\$14.90</b> Subtotal for Dept.	Metro Animal
16-08-488 POSTAGE	\$185.51	
	<b>\$185.51</b> Subtotal for Dept.	Municipal Court
16-08-492 POSTAGE	\$381.40	
	<b>\$381.40</b> Subtotal for Dept.	Police
16-08-489 POSTAGE	\$1.71	
	<b>\$1.71</b> Subtotal for Dept.	Police Grants
16-08-495 POSTAGE	\$1.14	
	<b>\$1.14</b> Subtotal for Dept.	Property & Liability Insurance
16-08-496 POSTAGE	\$16.66	
16-08-480 POSTAGE	\$5.70	
	<b>\$22.36</b> Subtotal for Dept.	Refuse Collection
	<b>\$2,871.53</b> Subtotal for Vendor	

## A-1 PORTABLES & SERVICES

1334 PORTABLES	\$42.00	
	<b>\$42.00</b> Subtotal for Dept.	Balefill
	<b>\$42.00</b> Subtotal for Vendor	

## AAA LANDSCAPING

11588 WEED MOWING	\$900.00	
11567 WEED MOWING	\$650.00	
	<b>\$1,550.00</b> Subtotal for Dept.	Code Enforcement
	<b>\$1,550.00</b> Subtotal for Vendor	

## ADECCO USA, INC.

68057146 TEMPORARY LABOR	\$158.40	
	<b>\$158.40</b> Subtotal for Dept.	Balefill
	<b>\$158.40</b> Subtotal for Vendor	

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## AMERICAN PROGRAM BUREAU, INC.

67245-1-0 SUBSTANCE ABUSE CONFERENCE

\$2,250.00  
**\$2,250.00** Subtotal for Dept. Police Grants  
**\$2,250.00** Subtotal for Vendor

## ARCADIS U.S., INC.

0801506 ENGINEERING SERVICES

\$11,322.23  
**\$11,322.23** Subtotal for Dept. Waste Water  
**\$11,322.23** Subtotal for Vendor

## BAR-D SIGNS, INC.

30874 STENCILS

\$211.50  
**\$211.50** Subtotal for Dept. Refuse Collection  
**\$211.50** Subtotal for Vendor

## BOYS & GIRLS CLUBS OF CENTRAL WY

4060 FUNDING

\$18,321.25  
**\$18,321.25** Subtotal for Dept. One Cent #15  
**\$18,321.25** Subtotal for Vendor

## BRANT MARSHALL

000314 CLOTHING REIMBURSEMENT

\$88.04  
**\$88.04** Subtotal for Dept. Water  
**\$88.04** Subtotal for Vendor

## BRENNTAG PACIFIC, INC.

BPI653817 CHEMICALS

\$13,101.76  
**\$13,101.76** Subtotal for Dept. Water Treatment Plant  
**\$13,101.76** Subtotal for Vendor

## CANDIE BUCKALLEW

RIN0027045 REIMBURSE EXPENSES

\$100.62  
**\$100.62** Subtotal for Dept. Casper Events Center  
**\$100.62** Subtotal for Vendor

## CASELLE, INC.

75503 MAINTENANCE SUPPORT

\$75.00  
**\$75.00** Subtotal for Dept. Finance  
**\$75.00** Subtotal for Vendor

## CASPAR BUILDING SYSTEMS, INC.

RIN0027034 RETAINAGE

(\$29,591.20)  
**(\$29,591.20)** Subtotal for Dept. Capital Projects - Engineering

RIN0027004 STORAGE BUILDING

\$100,592.10  
**\$100,592.10** Subtotal for Dept. Casper Events Center

RIN0027034 FIRE STATION #6 CONSTRUCTION

\$295,912.00  
**\$295,912.00** Subtotal for Dept. Fire  
**\$366,912.90** Subtotal for Vendor

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## CASPER EVENTS CENTER

RIN0027015 SHOW SHORTFALL - SUMMERLAND

\$9,510.48  
**\$9,510.48** Subtotal for Dept. Casper Events Center  
**\$9,510.48** Subtotal for Vendor

## CASPER HOUSING AUTHORITY

129 FUNDING

\$22,918.40  
**\$22,918.40** Subtotal for Dept. One Cent #15  
**\$22,918.40** Subtotal for Vendor

## CENTRAL WY. REGIONAL WATER

143542 INVESTMENT FEES  
143594 WATER

\$8,202.00  
\$919,094.03  
**\$927,296.03** Subtotal for Dept. Water  
**\$927,296.03** Subtotal for Vendor

## CENTURYLINK

RIN0026959 PHONE USE	\$38.27	
	<b>\$38.27</b>	Subtotal for Dept. Balefill
RIN0027029 PHONE USE	\$81.51	
	<b>\$81.51</b>	Subtotal for Dept. Cemetery
RIN0027029 PHONE USE	\$155.38	
	<b>\$155.38</b>	Subtotal for Dept. City Hall
RIN0027018 PHONE USE	\$65.48	
	<b>\$65.48</b>	Subtotal for Dept. Code Enforcement
AP00005709091621 PHONE USE	\$2,725.62	
AP00013209091621 PHONE USE	\$1,686.72	
	<b>\$4,412.34</b>	Subtotal for Dept. Finance
RIN0027029 PHONE USE	\$65.48	
RIN0027018 PHONE USE	\$65.48	
	<b>\$130.96</b>	Subtotal for Dept. Fire
RIN0027018 PHONE USE	\$44.35	
	<b>\$44.35</b>	Subtotal for Dept. Golf Course
RIN0027018 PHONE USE	\$44.35	
	<b>\$44.35</b>	Subtotal for Dept. Parks
RIN0027029 PHONE USE	\$196.13	
	<b>\$196.13</b>	Subtotal for Dept. Water
RIN0026971 PHONE USE	\$43.42	
	<b>\$43.42</b>	Subtotal for Dept. Water Treatment Plant
	<b>\$5,212.19</b>	Subtotal for Vendor

## CH DIAGNOSTIC & CONSULTING SVC., INC.

20160687 LAB TESTING

\$440.00  
**\$440.00** Subtotal for Dept. Water Treatment Plant  
**\$440.00** Subtotal for Vendor

## CH2M HILL, INC.

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## CH2M HILL, INC.

381076444 PRELIMINARY FACILITIES PLAN

\$55,829.20  
**\$55,829.20** Subtotal for Dept. Waste Water  
**\$55,829.20** Subtotal for Vendor

## CHARTER

AP00017509091621 INTERNET SERVICE

\$452.95  
**\$452.95** Subtotal for Dept. Finance  
**\$452.95** Subtotal for Vendor

## CHONG, SARAH

0027227907 UTILITY REFUND

\$53.57  
**\$53.57** Subtotal for Dept. Water  
**\$53.57** Subtotal for Vendor

## CHRISTINA GRADNER

RIN0027037 COURT REFUND

\$350.00  
**\$350.00** Subtotal for Dept. Municipal Court  
**\$350.00** Subtotal for Vendor

## CITY OF CASPER - BALEFILL

247/143535-539 SANITATION

\$377.00  
**\$377.00** Subtotal for Dept. Parks

2772/143577 SANITATION

\$5,522.50

2772/143637-645 SANITATION

\$11,306.32

2772/143775 SANITATION

\$6,138.67

2772/143817 SANITATION

\$5,471.27

2772/143849-859 SANITATION

\$6,587.03

2772/143524 SANITATION

\$5,965.24

2772/142871 SANITATION

\$5,636.71

2772/143491 SANITATION

\$6,330.43

2772/143735 SANITATION

\$6,176.74

**\$59,134.91** Subtotal for Dept. Refuse Collection

1276/143489 SANITATION

\$82.25

1276/143847 SANITATION

\$89.77

1276/143733 SANITATION

\$83.66

1276/143633 SANITATION

\$82.25

**\$337.93** Subtotal for Dept. Waste Water

**\$59,849.84** Subtotal for Vendor

## CIVIL ENGINEERING PROFESSIONALS, INC.

15-046-09 E 21ST STREET IMPROVEMENTS

\$9,275.07

**\$9,275.07** Subtotal for Dept. Streets

15-046-09 E 21ST STREET IMPROVEMENTS

\$7,159.68

**\$7,159.68** Subtotal for Dept. Water

**\$16,434.75** Subtotal for Vendor

## CLIFFORD J GLARROW

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## CLIFFORD J GLARROW

RIN0026950 DEPOSIT REFUND

\$500.00  
**\$500.00** Subtotal for Dept. City Hall  
**\$500.00** Subtotal for Vendor

## COMMUNICATION TECHNOLOGIES, INC.

77386 TOWER TOP BOX

\$19,535.00  
**\$19,535.00** Subtotal for Dept. Communications Center

77360 STATION 3 RADIO

\$553.75  
**\$553.75** Subtotal for Dept. Fire

76770 REPAIRS

\$103.00

76771 REPAIRS

\$103.00

76713 REPAIRS

\$33.60

**\$239.60** Subtotal for Dept. Police

76726 PARTS

\$579.00

76789 INSTALLATION OF EQUIPMENT

\$532.00

**\$1,111.00** Subtotal for Dept. Police Equipment

**\$21,439.35** Subtotal for Vendor

## COMMUNITY ACTION PARTNERSHIP OF NC

RIN0027042 FUNDING

\$19,074.75

RIN0027042 FUNDING

\$53,684.75

RIN0027042 FUNDING

\$10,435.87

**\$83,195.37** Subtotal for Dept. Social Community Services

**\$83,195.37** Subtotal for Vendor

## COMTRONIX, INC.

46081 ALARM MONITORING

\$1,272.00

20050861 ALARM MONITORING

\$732.00

**\$2,004.00** Subtotal for Dept. Balefill

20050868 ALARM MONITORING

\$119.85

**\$119.85** Subtotal for Dept. Police

**\$2,123.85** Subtotal for Vendor

## CONTINUOUS ALCOHOL MONITORING OF WY LLC

2016-182 REMOTE BREATH TESTING

\$3,787.00

2016-206 REMOTE BREATH TESTING

\$2,827.50

**\$6,614.50** Subtotal for Dept. Municipal Court

**\$6,614.50** Subtotal for Vendor

## COPLOGIC INC.

C100423-20160630 LICENSE

\$9,217.95

**\$9,217.95** Subtotal for Dept. Police

**\$9,217.95** Subtotal for Vendor

## COWBOY CHEMICAL

9285 MAINTENANCE

\$39.00

**\$39.00** Subtotal for Dept. Casper Events Center

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## COWBOY CHEMICAL

**\$39.00** Subtotal for Vendor

## CRIME SCENE INFORMATION

157-12-055 TELECOMMUNICATIONS

\$86.25

**\$86.25** Subtotal for Dept. Police

**\$86.25** Subtotal for Vendor

## DEL VALLE, ALEXANDER

0027181569 UTILITY REFUND

\$23.70

**\$23.70** Subtotal for Dept. Water

**\$23.70** Subtotal for Vendor

## DELTA CONSTRUCTION INC

RIN0027009 RETAINAGE

\$52,232.20

4 RETAINAGE

(\$52,232.20)

**\$0.00** Subtotal for Dept. Capital Projects - Engineering

4 HOGADON LODGE

\$522,322.00

**\$522,322.00** Subtotal for Dept. Hogadon

**\$522,322.00** Subtotal for Vendor

## DELTA DENTAL PLAN OF WY.

RIN0027041 DENTAL INSURANCE

\$1,587.90

**\$1,587.90** Subtotal for Dept. Health Insurance

**\$1,587.90** Subtotal for Vendor

## DOOLEY OIL, INC.

58758 FUEL

\$9,394.41

57228 FUEL

\$12,332.13

**\$21,726.54** Subtotal for Dept. Balefill

**\$21,726.54** Subtotal for Vendor

## DOUG FOLLIK

RIN0027016 REIMBURSEMENT PER CONTRACT

\$300.00

**\$300.00** Subtotal for Dept. Casper Events Center

**\$300.00** Subtotal for Vendor

## DPC INDUSTRIES, INC.

727000265-16 CHEMICALS

\$5,524.85

**\$5,524.85** Subtotal for Dept. Water Treatment Plant

**\$5,524.85** Subtotal for Vendor

## EASTRIDGE MALL (GENERAL GROWTH PROPERTIES)

RIN0027038 DEPOSIT REFUND

\$36.96

**\$36.96** Subtotal for Dept. Water

**\$36.96** Subtotal for Vendor

## EDWARD JACOBS

RIN0026960 BOOT REIMBURSEMENT

\$75.00

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## EDWARD JACOBS

**\$75.00** Subtotal for Dept. Refuse Collection  
**\$75.00** Subtotal for Vendor

## EMAJNT ENTERPRISES, LLC

S01593 EMAINTENANCE SUPPORT

\$3,540.00  
**\$3,540.00** Subtotal for Dept. Waste Water  
**\$3,540.00** Subtotal for Vendor

## ENGINEERING DESIGN ASSOCIATES

09498 EMERGENCY GENERATOR PROJECT

\$1,210.00  
**\$1,210.00** Subtotal for Dept. Casper Events Center

09499 FIRE SUPPRESION SYSTEM DESIGN

\$625.00  
**\$625.00** Subtotal for Dept. CDBG  
**\$1,835.00** Subtotal for Vendor

## EVENTBOOKING.COM LLC

11768 BOOKING SERVICES

\$2,300.00  
**\$2,300.00** Subtotal for Dept. Casper Events Center  
**\$2,300.00** Subtotal for Vendor

## FIRST DATA MERCHANT SVCS CORP.

REMI1167200 MERCHANT FEES

\$2,059.07

REMI1167208 MERCHANT FEES

\$1,267.58

**\$3,326.65** Subtotal for Dept. Casper Events Center

REMI1180145 MERCHANT FEES

\$200.10

**\$200.10** Subtotal for Dept. Fort Caspar

REMI1180146 MERCHANT FEES

\$2,493.22

**\$2,493.22** Subtotal for Dept. Golf Course

REMI1157720 MERCHANT FEES

\$154.39

REMI1180148 MERCHANT FEES

\$157.98

**\$312.37** Subtotal for Dept. Municipal Court

**\$6,332.34** Subtotal for Vendor

## FIRST INTERSTATE BANK

RIN0027040 SERVICE AWARDS

\$79.00

**\$79.00** Subtotal for Dept. Human Resources

**\$79.00** Subtotal for Vendor

## FIRST INTERSTATE BANK - PETTY CASH

RIN0027000 PETTY CASH - COMM DEVELOPMENT

\$12.58

**\$12.58** Subtotal for Dept. Code Enforcement

RIN0027000 PETTY CASH - COMM DEVELOPMENT

\$3.79

RIN0027000 PETTY CASH - COMM DEVELOPMENT

\$0.40

RIN0027000 PETTY CASH - COMM DEVELOPMENT

\$5.70

RIN0027000 PETTY CASH - COMM DEVELOPMENT

\$3.19

**\$13.08** Subtotal for Dept. Metropolitan Planning

RIN0027000 PETTY CASH - COMM DEVELOPMENT

\$21.49

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## FIRST INTERSTATE BANK - PETTY CASH

RIN0027000 PETTY CASH - COMM DEVELOPMENT

\$239.00

**\$260.49** Subtotal for Dept. Planning

RIN0027027 WITNESS FEES

\$255.00

**\$255.00** Subtotal for Dept. Municipal Court

**\$541.15** Subtotal for Vendor

## GALLAWAY, CHELSEA/JOHN

0027227908 UTILITY REFUND

\$8.12

**\$8.12** Subtotal for Dept. Water

**\$8.12** Subtotal for Vendor

## GARY MARSH, INC.

374 COMMISSION FEES

\$20,265.98

**\$20,265.98** Subtotal for Dept. Golf Course

**\$20,265.98** Subtotal for Vendor

## GOLDER ASSOCIATES

457596 LANDFILL GAS BIDDING

\$6,402.57

**\$6,402.57** Subtotal for Dept. Balefill

**\$6,402.57** Subtotal for Vendor

## GPC ARCHITECTS PLLC

RIN0027035 HOGADON LODGE

\$7,174.54

**\$7,174.54** Subtotal for Dept. Hogadon

**\$7,174.54** Subtotal for Vendor

## GREEN TREE ARBORICULTURE LLC

1-112610 WEED MOWING

\$2,004.93

**\$2,004.93** Subtotal for Dept. Code Enforcement

**\$2,004.93** Subtotal for Vendor

## GRIZZLY EXCAVATING

RIN0027003 RETAINAGE

\$22,107.34

**\$22,107.34** Subtotal for Dept. Capital Projects - Engineering

**\$22,107.34** Subtotal for Vendor

## GRIZZLY EXCAVATING & CONST. LLC.

RIN0027002 RETAINAGE

(\$22,107.34)

**(\$22,107.34)** Subtotal for Dept. Capital Projects - Engineering

RIN0027002 15TH & ELM ST IMPROVEMENTS

\$7,506.59

**\$7,506.59** Subtotal for Dept. Sewer

RIN0027002 15TH & ELM ST IMPROVEMENTS

\$186,679.27

**\$186,679.27** Subtotal for Dept. Streets

RIN0027002 15TH & ELM ST IMPROVEMENTS

\$26,887.54

**\$26,887.54** Subtotal for Dept. Water

**\$198,966.06** Subtotal for Vendor

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## HAASS CONSTRUCTION CO., INC.

RIN0027020 RETAINAGE	(\$1,975.42)		
	<b>(\$1,975.42)</b>	<b>Subtotal for Dept.</b>	Capital Projects - Engineering
RIN0027020 STUCKENHOFF SHOOTERS COMPLEX	\$19,754.13		
	<b>\$19,754.13</b>	<b>Subtotal for Dept.</b>	Parks
	<b>\$17,778.71</b>	<b>Subtotal for Vendor</b>	

## HACH CO., CORP.

10077668 LAB SUPPLIES	\$352.63		
	<b>\$352.63</b>	<b>Subtotal for Dept.</b>	Water Treatment Plant
	<b>\$352.63</b>	<b>Subtotal for Vendor</b>	

## HEDQUIST CONSTRUCTION

RIN0027012 RETAINAGE	\$17,604.77		
	<b>\$17,604.77</b>	<b>Subtotal for Dept.</b>	Capital Projects - Engineering
	<b>\$17,604.77</b>	<b>Subtotal for Vendor</b>	

## HEDQUIST CONSTRUCTION, INC.

RIN0027011 RETAINAGE	(\$17,604.77)		
	<b>(\$17,604.77)</b>	<b>Subtotal for Dept.</b>	Capital Projects - Engineering
RIN0027011 EAST 21ST ST IMPROVEMENTS	\$10,837.54		
	<b>\$10,837.54</b>	<b>Subtotal for Dept.</b>	Sewer
RIN0027011 EAST 21ST ST IMPROVEMENTS	\$87,246.65		
	<b>\$87,246.65</b>	<b>Subtotal for Dept.</b>	Streets
RIN0027011 EAST 21ST ST IMPROVEMENTS	\$77,963.55		
	<b>\$77,963.55</b>	<b>Subtotal for Dept.</b>	Water
	<b>\$158,442.97</b>	<b>Subtotal for Vendor</b>	

## HEIN-BOND, LLC

16-025 MATERIALS RECOVERY FACILITY	\$58,493.00		
16-024 DESIGN SERVICES	\$61,682.50		
	<b>\$120,175.50</b>	<b>Subtotal for Dept.</b>	Balefill
	<b>\$120,175.50</b>	<b>Subtotal for Vendor</b>	

## HIGH PLAINS CONSTRUCTION, INC.

PA1 16-102 HOT MIX	\$3,198.12		
	<b>\$3,198.12</b>	<b>Subtotal for Dept.</b>	Streets
	<b>\$3,198.12</b>	<b>Subtotal for Vendor</b>	

## HOLESHOT LAWN CARE & SNOW REMOVAL LLC

INV007 WEED MOWING	\$620.55		
INV006 WEED MOWING	\$1,199.90		
	<b>\$1,820.45</b>	<b>Subtotal for Dept.</b>	Code Enforcement
	<b>\$1,820.45</b>	<b>Subtotal for Vendor</b>	

## HOMAX OIL SALES, INC.

CL74608 FUEL	\$3,845.91		
	<b>\$3,845.91</b>	<b>Subtotal for Dept.</b>	Water

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## HOMAX OIL SALES, INC.

**\$3,845.91** Subtotal for Vendor

## INSTALLATION & SVC. CO.

RIN0027028 RETAINAGE

(\$1,737.05)

**(\$1,737.05)** Subtotal for Dept. Capital Projects - Engineering

RIN0027028 PARKING LOT IMPROVEMENTS

\$142,367.13

**\$142,367.13** Subtotal for Dept. Casper Recreation Center

**\$140,630.08** Subtotal for Vendor

## INTERMOUNTAIN MOTOR SALES, INC.

29371 RECONDITION MOTOR-BEARINGS

\$1,488.75

**\$1,488.75** Subtotal for Dept. Golf Course

**\$1,488.75** Subtotal for Vendor

## INTERNATIONAL COLISEUMS COMPANY

5 STORAGE BUILDING

\$13,197.24

**\$13,197.24** Subtotal for Dept. Casper Events Center

**\$13,197.24** Subtotal for Vendor

## ITC ELECTRICAL TECHNOLOGIES

20191 ELECTRICAL INSTRUMENTATION

\$568.15

20234 ELECTRICAL INSTRUMENTATION

\$118.80

**\$686.95** Subtotal for Dept. Water Treatment Plant

**\$686.95** Subtotal for Vendor

## JACOBS ENGINEERING GROUP

WVXY7701-082616 CASPER RANCH DEVELOPMNT

\$20,112.69

**\$20,112.69** Subtotal for Dept. Engineering

**\$20,112.69** Subtotal for Vendor

## JANETTE BROWN

RIN0026999 NOTARY REIMBURSEMENT

\$98.00

**\$98.00** Subtotal for Dept. Water

**\$98.00** Subtotal for Vendor

## JASON GREENWOOD

1-250020 BOOT REIMBURSEMENT

\$75.00

**\$75.00** Subtotal for Dept. Fleet Maintenance

**\$75.00** Subtotal for Vendor

## JEROD LEVIN

RIN0027017 TUITION

\$1,047.54

**\$1,047.54** Subtotal for Dept. Fire

**\$1,047.54** Subtotal for Vendor

## KNIFE RIVER/JTL

RIN0027007 RETAINAGE

(\$12,188.63)

**(\$12,188.63)** Subtotal for Dept. Capital Projects - Engineering

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## KNIFE RIVER/JTL

RIN0027007	2016 CHIP SEAL	\$38,828.79		
RIN0027007	2016 CHIP SEAL	\$243,480.86		
138497	PLANT MIX	\$10,909.20		
138881	PLANT MIX	\$3,552.98		
		<b>\$296,771.83</b>	Subtotal for Dept.	Streets
		<b>\$284,583.20</b>	Subtotal for Vendor	

## LABOR READY CENTRAL, INC.

21099052	TEMPORARY LABOR	\$496.23		
		<b>\$496.23</b>	Subtotal for Dept.	Casper Events Center
		<b>\$496.23</b>	Subtotal for Vendor	

## LOGAN SIMPSON DESIGN INC

19254	FY16 COMPREHENSIVE PLAN UPDATE	\$30,178.86		
19254	FY16 COMPREHENSIVE PLAN UPDATE	\$3,171.63		
		<b>\$33,350.49</b>	Subtotal for Dept.	Metropolitan Planning
		<b>\$33,350.49</b>	Subtotal for Vendor	

## MANPOWER, INC.

30486251	TEMPORARY LABOR	\$405.92		
		<b>\$405.92</b>	Subtotal for Dept.	Casper Events Center
		<b>\$405.92</b>	Subtotal for Vendor	

## MCMURRY READY MIX CO.

223800	CONCRETE	\$1,120.50		
223841	CONCRETE	\$560.25		
223799	CONCRETE	\$177.75		
		<b>\$1,858.50</b>	Subtotal for Dept.	Streets
		<b>\$1,858.50</b>	Subtotal for Vendor	

## MICHAEL BRATVOLD

RIN0026961	CLOTHING REIMBURSEMENT	\$50.25		
		<b>\$50.25</b>	Subtotal for Dept.	Balefill
		<b>\$50.25</b>	Subtotal for Vendor	

## MICHAEL MCDANIELS

RIN0026985	BOOT REIMBURSEMENT	\$57.75		
		<b>\$57.75</b>	Subtotal for Dept.	Water Treatment Plant
		<b>\$57.75</b>	Subtotal for Vendor	

## MILLS POLICE DEPT.

RIN0027022	SHARE OF SEIZURE	\$198.00		
		<b>\$198.00</b>	Subtotal for Dept.	Police Grants
		<b>\$198.00</b>	Subtotal for Vendor	

## MOUNTAIN WEST TELEPHONE/ WERCS COMMUNICATIONS

30979	ETHERNET ACCESS	\$512.50		
		<b>\$512.50</b>	Subtotal for Dept.	Communications Center

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## MOUNTAIN WEST TELEPHONE/ WERCS COMMUNICATIONS

31299 CREDIT MEMO

(\$485.00)

**(\$485.00) Subtotal for Dept.** Finance

**\$27.50 Subtotal for Vendor**

## NATRONA COUNTY - SHERIFFS' OFFICE

RIN0027021 SHARE OF SEIZURE

\$198.00

**\$198.00 Subtotal for Dept.** Police Grants

**\$198.00 Subtotal for Vendor**

## NATRONA COUNTY CLERK

RIN0027050 RECORDING FEES

\$21.00

**\$21.00 Subtotal for Dept.** Engineering

RIN0027050 RECORDING FEES

\$252.50

**\$252.50 Subtotal for Dept.** Planning

**\$273.50 Subtotal for Vendor**

## NORDIC SOUND INCORPORATED

140278 UPGRADING VIDEO EQUIPMENT

\$7,200.00

**\$7,200.00 Subtotal for Dept.** Council

**\$7,200.00 Subtotal for Vendor**

## NORTH PARK TRANSPORATION

08757559 SHIPPING

\$174.70

**\$174.70 Subtotal for Dept.** Fleet Maintenance

08756549 SHIPPING

\$225.22

**\$225.22 Subtotal for Dept.** Waste Water

**\$399.92 Subtotal for Vendor**

## NORTHWEST COMMUNITY ACTION PROGRAMS OF WY INC

ER-082916-0716 EWASTE

\$1,296.15

**\$1,296.15 Subtotal for Dept.** Balefill

**\$1,296.15 Subtotal for Vendor**

## O'CONNOR COMPANY

109613 CITY HALL BOILER

\$26,420.00

**\$26,420.00 Subtotal for Dept.** Buildings & Structures

**\$26,420.00 Subtotal for Vendor**

## PACIOLAN, INC.

INV107258-PA BOX OFFICE SERIVES

\$1,859.25

**\$1,859.25 Subtotal for Dept.** Casper Events Center

**\$1,859.25 Subtotal for Vendor**

## P-CARD VENDORS

00045485 CREDIT MEMO

(\$3.57)

**(\$3.57) Subtotal for Dept.** Balefill

TAX CREDIT TAX CHARGED ON DOMINO'S CHG

(\$2.14)

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

		<b>(\$2.14)</b>	<b>Subtotal for Dept.</b>	<b>Metro Animal</b>
00048870	CPU VENTURE TECH NETWO	\$29.95		
00048540	SAMS CLUB	\$29.96		
00048602	AMAZON	\$5.79		
00048540	SAMS CLUB	\$47.00		
00048540	SAMS CLUB	\$16.65		
00048753	MG GREAT FALLS	\$134.55		
00048602	AMAZON	\$5.77		
00048741	WHITES MARINE CENTER 7	\$18.29		
00048527	WESTERN WYOMING LOCK &	\$745.00		
00048624	SHERWIN WILLIAMS 70343 - Credi	(\$1.11)		
00048858	ULINE SHIP SUPPLIES	\$93.94		
00048819	NORCO INC	\$148.85		
00048753	MG GREAT FALLS	\$276.69		
00048753	MG GREAT FALLS	\$134.55		
00048753	MG GREAT FALLS	\$67.78		
00048787	NORCO INC	\$26.71		
00048777	NORCO INC	\$7.02		
00048753	MG GREAT FALLS	\$410.64		
00048818	NORCO INC	\$205.15		
00048753	MG GREAT FALLS	\$270.16		
00048753	MG GREAT FALLS	\$218.27		
00048753	MG GREAT FALLS	\$142.51		
00048753	MG GREAT FALLS	\$285.06		
00048426	SHERWIN WILLIAMS 70343	\$23.08		
		<b>\$3,342.26</b>	<b>Subtotal for Dept.</b>	<b>Aquatics</b>
00048338	IN ALLIANCE ELECTRIC,	\$65.00		
00048387	COCA COLA BOTTLING CO	\$44.10		
00048397	MURDOCH'S RANCH & HOME	\$26.97		
00048469	IN ALLIANCE ELECTRIC,	\$1,315.27		
00048373	ALBERTSONS STO00000620	\$19.99		
00048339	CRETEX CONCRETE PRODUC	\$13,050.00		
00048335	AIRGAS CENTRAL	\$137.70		
00048307	RESPOND FIRST AID OF W	\$128.76		
00048269	SAMS CLUB #6425	\$123.59		
00048224	ACT WSWRA - Credit	(\$240.00)		
00048221	ACT WSWRA - Credit	(\$5.00)		
00048217	ACT WSWRA - Credit	(\$5.00)		
00048365	BLOEDORN LUMBER CASPER	\$23.80		
00048573	WYOMING MACHINERY CO	\$1,523.26		
00048650	WYOMING MACHINERY CO	\$571.34		
00048727	WYOMING MACHINERY CO - Credit	(\$641.56)		
00048645	WYOMING MACHINERY CO	\$208.40		
00048640	WYOMING MACHINERY CO	\$641.56		
00047732	IN AMERICAN EAGLE CL	\$1,250.00		
00048668	CLAIM ADJ/IN AMERICAN EA - Cr	(\$912.55)		
00048880	WYOMING MACHINERY CO	\$627.00		
00048531	WYOMING MACHINERY CO	\$4,287.33		

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

00048600 COCA COLA BOTTLING CO	\$7.35	
00048525 WYOMING MACHINERY CO	\$2,922.50	
00048567 MMS	\$90.56	
00048554 WYOMING MACHINERY CO	\$2,351.91	
00048549 WYOMING MACHINERY CO	\$233.44	
00048545 SAMS CLUB #6425	\$3.76	
00048168 ACT WSWRA - Credit	(\$5.00)	
00048532 WYOMING MACHINERY CO	\$699.14	
00048215 ACT WSWRA - Credit	(\$250.00)	
00048663 ARCMATE MFG CORP	\$1,326.95	
00048626 WYOMING MACHINERY CO	\$303.25	
00048885 AGP PROPANE SERVICES	\$40.72	
00048691 CLAIM ADJ/IN AMERICAN EA - Cr	(\$218.75)	
00048192 ACT WSWRA - Credit	(\$5.00)	
00048747 HP PRODUCT SVC&RPR	\$164.75	
00048825 SAMSCLUB #6425 - Credit	(\$1.13)	
00048833 MMS	\$5,658.90	
00048734 LYLE SIGNS	\$1,730.00	
00048207 ACT WSWRA - Credit	(\$5.00)	
00048887 AGP PROPANE SERVICES	\$147.00	
00048699 SAFETY KLEEN SYSTEMS B	\$8,696.40	
00048884 AGP PROPANE SERVICES	\$85.45	
00048683 AIRGAS CENTRAL	\$156.20	
00048875 WYOMING MACHINERY CO	\$335.21	
00048843 OFFICEMAX/OFFICEDEPOT6	\$18.00	
00048847 AIRGAS CENTRAL	\$145.56	
00048851 AIRGAS CENTRAL	\$78.00	
00048681 Claim ADJ/IN AMERICAN EA - Cr	(\$1,250.00)	
00048690 AIRGAS CENTRAL	\$10.50	
00048657 BAILEYS ACE HDWE	\$34.53	
00048206 IN PEDENS INC.	\$455.00	
00048200 WYOMING MACHINERY CO	\$28.86	
00048179 ACT WSWRA	\$150.00	
00048135 SAMSCLUB #6425	\$12.46	
00048128 WYOMING MACHINERY CO	\$303.25	
00048120 WYOMING MACHINERY CO	\$3,455.56	
00048775 WM SUPERCENTER #3778	\$5.97	
00048709 CLAIM ADJ/IN AMERICAN EA - Cr	(\$609.44)	
00047653 IN AMERICAN EAGLE CL	\$912.50	
00048717 WYOMING MACHINERY CO - Credit	(\$303.25)	
00047665 IN AMERICAN EAGLE CL	\$218.75	
00048632 WYOMING MACHINERY CO	\$305.86	
00048603 BAILEYS ACE HDWE	\$7.99	
00048757 WYOMING MACHINERY CO - Credit	(\$208.44)	
00048767 SAMSCLUB #6425	\$43.92	
00048126 BAILEYS ACE HDWE	\$22.75	
	<b>\$50,546.90</b>	<b>Subtotal for Dept. Balefill</b>
00048697 SHERWIN WILLIAMS 70343	\$41.79	

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

00048705	WW GRAINGER	\$37.40	
00048702	BAILEYS ACE HDWE	\$5.59	
00048629	BLOEDORN LUMBER CASPER	\$6.29	
00048737	BLOEDORN LUMBER CASPER - Credi	(\$17.99)	
00048755	HERCULES INDUSTRIES CA	\$170.23	
00048759	DENNIS SUPPLY COMPANY	\$18.18	
00048763	BLOEDORN LUMBER CASPER	\$29.99	
00048802	BLOEDORN LUMBER CASPER	\$8.54	
00048807	WYOMING BUILDING SUP	\$25.50	
00048740	CASPER WINNELSON CO	\$26.13	
00048628	CASPER WINNELSON CO	\$244.32	
00048696	BLOEDORN LUMBER CASPER	\$15.90	
00048633	CASPER WINNELSON CO	\$139.43	
00048637	DIAMOND VOGEL PAINT #7	\$45.66	
00048639	OVERHEAD DOOR CO OF CA	\$10.13	
00048647	BLOEDORN LUMBER CASPER	\$21.13	
00048687	CASPER WINNELSON CO	\$13.24	
00048694	BLOEDORN LUMBER CASPER	\$25.54	
00048813	WW GRAINGER	\$558.36	
00048752	CASPER WINNELSON CO	\$296.63	
00048899	SUTHERLANDS 2219	\$7.49	
00048983	BLOEDORN LUMBER CASPER	\$111.06	
00048719	CASPER WINNELSON CO	\$956.25	
00048785	BAILEYS ACE HDWE	\$22.99	
		<b>\$2,819.78</b>	<b>Subtotal for Dept. Buildings &amp; Structures</b>
00048693	ATLAS OFFICE PRODUCTS	\$59.98	
00048369	ALBERTSONS STO00000604	\$5.98	
00048935	COMTRONIX	\$78.00	
00048706	FACEBK 2UW2BA6GG2	\$43.03	
00048675	STAPLES 00114181	\$27.98	
00048791	ALSCO INC.	\$576.17	
00048834	SAMSClub #6425	\$152.50	
00048935	COMTRONIX	\$78.00	
00048638	HEARTLAND PAPER COMPAN	\$73.90	
00048231	BLU SAND LLC	\$202.72	
00048507	NORCO INC	\$262.42	
00048622	HEARTLAND PAPER COMPAN	\$278.04	
00048849	FINANCIAL SERVICES	\$749.00	
00048866	WAL-MART #1617	\$30.08	
00048893	PARTY AMERICA CASPER #	\$13.40	
00048923	WM SUPERCENTER #3778	\$53.82	
00048591	SAMSClub #6425	\$17.88	
00048928	ALBERTSONS STO00000620	\$252.66	
00048503	NORCO INC	\$42.60	
00048588	IAVM INC	\$470.00	
00048506	NORCO INC	\$99.44	
		<b>\$3,567.60</b>	<b>Subtotal for Dept. Casper Events Center</b>
00048489	TORRINGTON SOD FARMS	\$211.00	

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

00048463 BAILEYS ACE HDWE	\$35.04		
	<b>\$246.04</b>	<b>Subtotal for Dept.</b>	Cemetery
00048982 ATLAS OFFICE PRODUCTS	\$37.43		
00048538 ATLAS OFFICE PRODUCTS	\$289.73		
	<b>\$327.16</b>	<b>Subtotal for Dept.</b>	City Attorney
00048937 COMTRONIX	\$78.00		
00048864 AMAZON.COM AMZN.COM/BI	\$194.06		
00048976 CPU VENTURE TECH NETWO	\$1,682.00		
	<b>\$1,954.06</b>	<b>Subtotal for Dept.</b>	City Manager
00048873 AMBI MAIL AND MARKETIN	\$358.00		
00048744 OFFICEMAX/OFFICEDEPOT6 - Credi	(\$10.49)		
00048731 OFFICEMAX/OFFICEDEPOT6	\$20.84		
00048735 OFFICEMAX/OFFICEDEPOT6	\$10.49		
	<b>\$378.84</b>	<b>Subtotal for Dept.</b>	Code Enforcement
00048721 CHARTER COMM	\$76.93		
00048714 GUS GLOBALSTAR USA	\$125.68		
00048698 AT&T 0512212711001	\$41.42		
00048653 AT&T 0512212799001	\$68.61		
00048678 VZWRLSS IVR VB	\$122.90		
	<b>\$435.54</b>	<b>Subtotal for Dept.</b>	Communications Center
00048914 USPS 57155809430310940	\$6.47		
00048689 ATLAS OFFICE PRODUCTS	\$25.70		
00048945 III BOTTICELLI RISTORA	\$47.80		
00048664 CPU VENTURE TECH NETWO	\$917.98		
00048599 ALBERTSONS STO00000620	\$11.77		
00048571 SAMS CLUB #6425	\$115.56		
00048975 CASPER STAR TRIBUNE	\$939.68		
00048769 SUBWAY 03116324	\$6.30		
00048619 CASPER AREA CHAMBER	\$50.00		
	<b>\$2,121.26</b>	<b>Subtotal for Dept.</b>	Council
00048613 HOSE & RUBBER SUPPLY I	\$302.35		
	<b>\$302.35</b>	<b>Subtotal for Dept.</b>	Finance
00048859 ATLAS OFFICE PRODUCTS	\$62.58		
00048134 WPSG, INC 800-852-6088	\$368.00		
00048205 WAL-MART #1617	\$13.62		
00048263 SMITHS FOOD #4185	\$50.00		
00048266 THE HOME DEPOT #6001	\$26.19		
00048290 THE HOME DEPOT #6001	\$30.39		
00048590 THE HOME DEPOT #6001	\$8.98		
00048354 BARGREEN WYOMING 25	\$410.45		
00048138 SAMSCLUB #6425	\$366.58		
00048703 AMAZON.COM	\$208.47		
00047927 NORCO INC	\$1,849.44		
00048556 EXXONMOBIL 47626544	\$36.64		
00048630 VZWRLSS BILL PAY VB	\$94.23		
	<b>\$3,525.57</b>	<b>Subtotal for Dept.</b>	Fire
00047941 COMMUNICATION TECHNOLO	\$2,576.61		

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

	<b>\$2,576.61</b>	Subtotal for Dept.	Fire Equipment
00048356 CASPER TIRE 0000705 -TIRE REPA	\$32.50		
00048100 NAPA-ALTERNATOR	\$91.45		
00048541 GOODYEAR COMMERCIAL TI	\$470.86		
00048495 CASPER TIRE 0000705 - TIRE REP	\$79.50		
00048536 STOTZ EQUIPMENT	\$116.52		
00048100 NAPA-CORE CREDIT	(\$5.56)		
00048100 NAPA-BATTERY STRAP	\$6.69		
00048100 NAPA-BATTERY 7565	\$106.51		
00048159 HONNEN EQUIPMENT 04 -BULB	(\$9.79)		
00048100 NAPA-CORE CREDIT	(\$18.08)		
00048100 NAPA-CORE CREDIT	(\$18.08)		
00048101 PETERBILT OF WYOMING - SLACK A	\$208.81		
00048100 NAPA	(\$26.99)		
00048234 ALPINE MOTOR SPORTS	\$487.80		
00048100 BEARING BELTCHAIN00244	\$410.33		
00048280 CASPER TIRE 0000705 - TIRE REP	\$32.50		
00048100 NAPA-CORE CREDIT	(\$54.04)		
00048178 WW GRAINGER	\$38.24		
00048092 CMI-TECO - Credit CORE RETURN	(\$350.00)		
00048075 VERMEER SALES & SVCS O - CUTTE	\$248.06		
00048210 GREINER MOTOR COMPANY - THROTT	\$292.15		
00048617 JACKS TRUCK AND EQUIPMT	\$63.84		
00048739 COMTRONIX	\$78.00		
00048746 AGP PROPANE SERVICES	\$18.24		
00048578 COMMUNICATION TECHNOLO	\$396.40		
00048578 COMMUNICATION TECHNOLO	\$284.40		
00048618 WYOMING MACHINERY CO	\$15.30		
00048129 CASPER TIRE 0000705 - TIRE REP	\$45.00		
00048367 BEARING BELTCHAIN00244	\$802.53		
00048367 NAPA-SENSOR	\$39.88		
00048367 NAPA-SPARK PLUGS	\$47.92		
00048722 ALSCO INC.	\$987.63		
00048715 STOTZ EQUIPMENT	\$198.48		
00048118 UPS (800) 811-1648 - FREIGHT	\$145.83		
00048367 NAPA	\$54.41		
00048658 WEAR PARTS INC	\$21.75		
00048124 WW GRAINGER	\$22.44		
00048646 JACKS TRUCK AND EQUIPMT - Credi	(\$429.77)		
00048367 NAPA-BATTERY 7565	\$106.51		
00048258 GREINER MOTOR COMPANY -CALIPER	(\$200.00)		
00048367 NAPA-SPARK PLUGS	\$11.12		
00048367 NAPA	\$55.46		
00048380 JACKS TRUCK AND EQUIPMT - WINDO	\$230.78		
00048631 DRIVE TRAIN CASPER	\$10.95		
00048724 WYOMING MACHINERY CO - REPAIR	\$2,711.92		
00048724 WYO MACH/TROUBLESHOOT ENGINE B	\$379.87		
00048724 WYO MACH/REPAIR LIFT KICKOUT C	\$732.53		

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

00048738	COMMUNICATION TECHNOLO - INSTA	\$244.90
00048508	JACKS TRUCK AND EQUIPMT	\$1,400.14
00048142	GREINER MOTOR COMPANY	\$36.29
00048513	CAPITAL BUSINESS SYSTE	\$26.00
00048294	STOTZ EQUIPMENT - BUSHING	\$40.22
00048578	COMMUNICATION TECHNOLO	\$284.40
00048145	NORTHERN HYDRAULICS IN - FLANG	\$69.09
00048367	NAPA-BELT	\$22.87
00048824	STOTZ EQUIPMENT	\$95.79
00048815	NORCO INC	\$68.66
00048635	NAPA-SPARK PLUG	\$2.99
00048635	NAPA-OXYGEN SENSOR	\$90.33
00048635	NAPA-BATTERY 8496R	\$121.98
00048635	NAPA	\$6.49
00048635	NAPA	\$227.85
00048635	NAPA	\$51.21
00048635	NAPA-BELT	\$22.27
00048578	COMMUNICATION TECHNOLO	\$284.40
00048612	HOSE & RUBBER SUPPLY I - BRAKE	\$50.61
00048812	CASPER TIRE 0000705 - ST235/85	\$135.00
00048821	STOTZ EQUIPMENT	\$87.95
00048635	BEARING BELTCHAIN00244	\$13.99
00048641	JACKS TRUCK AND EQUIPMT	\$4,955.00
00048642	JACKS TRUCK AND EQUIPMT - Credi	(\$4,955.00)
00048827	BEARING BELTCHAIN00244	\$624.00
00048682	JACKS TRUCK AND EQUIPMT - SHACK	\$198.16
00048860	CENTRAL TRUCK AND DIES - CHECK	\$178.85
00048692	S&S CASPER	\$697.42
00048695	MG OIL COMPANY GILLET	\$150.93
00048708	DRIVE TRAIN CASPER - BRAKE SHO	\$97.92
00048826	NETWORK FLEET. INC.	\$18.95
00048835	AMAZON.COM	\$25.27
00048838	AMAZON MKTPLACE PMTS	\$110.58
00048820	SAFETY KLEEN SYSTEMS B	\$810.34
00048774	GREINER MOTOR COMPANY	\$11.30
00048749	GREINER MOTOR COMPANY	\$62.13
00048758	GREINER MOTOR COMPANY	\$308.49
00048761	OSHKOSH CORP MCNEILUS	\$217.09
00048584	AMERI-TECH EQUIPMENT C	\$5,911.89
00048762	WW GRAINGER	\$52.84
00048773	JACKS TRUCK AND EQUIPMT -RESEVO	\$87.55
00048594	WW GRAINGER	\$31.77
00048596	JACKS TRUCK AND EQUIPMT	\$21.10
00048811	GOODYEAR COMMERCIAL TI	\$239.70
00048601	OREILLY AUTO 00027466	\$10.98
00048604	DRIVE TRAIN CASPER	\$199.04
00048778	ALPINE MOTOR SPORTS	\$1,362.03
00048782	CASPER TIRE 0000705 - TIRE TUB	\$136.00

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

00048627	HOSE & RUBBER SUPPLY I - FUEL	\$11.21	
00048611	JACKS TRUCK AND EQUIPMT - BRAKE	\$49.55	
00048615	WYOMING MACHINERY CO - VAPORIZ	\$301.47	
00048804	GREINER MOTOR COMPANY - GLOW P	\$11.89	
00048610	GREINER MOTOR COMPANY	\$223.09	
00048620	CASPER TIRE 0000705 - TIRE REP	\$105.00	
00048615	WYO MACH	\$17.38	
		<b>\$24,638.15</b>	<b>Subtotal for Dept. Fleet Maintenance</b>
00048522	HIGHPLAINSP	\$193.57	
		<b>\$193.57</b>	<b>Subtotal for Dept. General - Fort Caspar</b>
00048861	WATERWORKS INDUSTRIES	\$214.14	
00048561	CPS DISTRIBUTORS INC C	\$9.77	
00048533	BEARING BELTCHAIN00244	\$16.95	
00048955	SHARP BROS SEED CO.	\$299.00	
00048460	RESPOND FIRST AID OF W	\$66.10	
00049017	R & R REST STOPS	\$378.00	
00048546	R & R REST STOPS	\$378.00	
		<b>\$1,361.96</b>	<b>Subtotal for Dept. Golf Course</b>
00048446	USPS 57155809430310940	\$93.81	
00048424	ATLAS OFFICE PRODUCTS	\$28.20	
		<b>\$122.01</b>	<b>Subtotal for Dept. Health Insurance</b>
00048805	ACCESSO SIRIUSWARE	\$2,945.95	
00048822	AIRGAS CENTRAL	\$78.49	
00048779	ORKIN LLC 002	\$101.96	
00048559	MENARDS CASPER WY	\$29.00	
00047789	SQ CASCADE RESCUE COM	\$11.99	
00048473	CONOCO - HOMAX OIL SAL	\$130.55	
00048490	WESTERN SLING CO	\$612.00	
00048780	BLAKEMAN PROPANE INC	\$2,051.34	
		<b>\$5,961.28</b>	<b>Subtotal for Dept. Hogadon</b>
00047761	ADOBE CREATIVE CLOUD	\$73.48	
00047994	GOLF COURSE	\$1,800.00	
00048003	WAL-MART #3778	\$172.82	
00048022	WAL-MART #3778	\$763.33	
00048429	IN POWDER RIVER SHRED	\$70.00	
00048020	CADDIE SHACK RESTAURAN	\$1,380.00	
		<b>\$4,259.63</b>	<b>Subtotal for Dept. Human Resources</b>
00048518	SAMSCLUB #6425 - Credit	(\$7.98)	
00048865	PFG VISTAR DE	\$460.25	
00048819	NORCO INC	\$148.87	
00048818	NORCO INC	\$205.14	
00048787	NORCO INC	\$26.71	
00048592	FARMER BROS CO	\$54.57	
00048569	SAMS INTERNET	\$76.25	
00048558	MENARDS CASPER WY	\$7.48	
00048540	SAMS CLUB	\$16.66	
00048535	PARTY AMERICA CASPER #	\$13.98	

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

00048562 SAMS CLUB #6425	\$33.92	
00048790 SAMS CLUB #6425	\$33.34	
00048616 SAMSCLUB #6425	\$137.59	
00048684 MENARDS CASPER WY	\$8.98	
00048814 SAMS CLUB #6425	\$8.98	
00048655 FACEBK QBBEGAATE2	\$5.00	
00048660 BAILEYS ACE HDWE	\$9.98	
00048788 AGP PROPANE SERVICES	\$34.97	
00048783 WM SUPERCENTER #1617	\$30.24	
00048795 SAMS CLUB #6425	\$12.98	
	<b>\$1,317.91</b>	<b>Subtotal for Dept. Ice Arena</b>
00049066 CPU VENTURE TECH NETWO	\$5,787.00	
	<b>\$5,787.00</b>	<b>Subtotal for Dept. Information Services</b>
00048883 CRDN OF WYOMING	\$113.40	
00048712 NORCO INC	\$198.65	
00048654 BAILEYS ACE HDWE	\$72.98	
00048809 VZWRLLS APOCC VISB	\$379.82	
	<b>\$764.85</b>	<b>Subtotal for Dept. Metro Animal</b>
00048867 IN POWDER RIVER SHRED	\$21.00	
00048927 ATLAS OFFICE PRODUCTS	\$21.94	
00048412 ATLAS OFFICE PRODUCTS	\$191.55	
	<b>\$234.49</b>	<b>Subtotal for Dept. Municipal Court</b>
00048566 CPS DISTRIBUTORS INC C	\$2.42	
00048368 USPS 57155809430310940	\$47.00	
00048415 SQ WYATT ELECTRIC INC	\$180.25	
00048419 SQ WYATT ELECTRIC INC	\$1,175.90	
00048730 THE HOME DEPOT #6001	\$27.28	
00047720 CPS DISTRIBUTORS INC C	\$93.57	
00047472 CASPER WINNELSON CO	\$19.13	
00048251 WEAR PARTS INC	\$3.58	
00048826 NETWORK FLEET. INC.	\$155.91	
00048240 CPS DISTRIBUTORS INC C	\$265.20	
00047998 CPS DISTRIBUTORS INC C	\$1,606.35	
00047922 HOSE & RUBBER SUPPLY I	\$33.83	
00047884 CPS DISTRIBUTORS INC C	\$509.10	
00047834 CPS DISTRIBUTORS INC C	\$453.51	
00047738 CPS DISTRIBUTORS INC C	\$14.76	
00048252 CPS DISTRIBUTORS INC C	\$192.82	
00048648 BAILEYS ACE HDWE	\$62.96	
00048700 THE HOME DEPOT #6001	\$123.80	
00048455 THE HOME DEPOT #6001	\$45.45	
00048465 SQ ATLANTIC ELECTRIC,	\$75.00	
00048454 BAILEYS ACE HDWE	\$5.99	
00048661 BAILEYS ACE HDWE - Credit	(\$6.06)	
00048467 SQ ATLANTIC ELECTRIC,	\$123.00	
00048475 BAILEYS ACE HDWE	\$79.96	
00047575 DANA KEPNER CO.	\$106.00	
00048537 CPS DISTRIBUTORS INC C	\$87.63	

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

00047546	CPS DISTRIBUTORS INC C	\$6.97		
00048491	SQ ATLANTIC ELECTRIC,	\$180.58		
		<b>\$5,671.89</b>	<b>Subtotal for Dept.</b>	<b>Parks</b>
00048968	CASPER STAR TRIBUNE	\$107.52		
00048701	PIZZA HUT #240	\$42.23		
00048742	OFFICEMAX/OFFICEDEPOT6	\$32.00		
00048881	AMBI MAIL AND MARKETIN	\$8.48		
		<b>\$190.23</b>	<b>Subtotal for Dept.</b>	<b>Planning</b>
00048364	MCDONALD'S F35345	\$8.17		
00048352	PERRETT'S	\$11.66		
00048502	THE TRAILHEAD	\$10.78		
00048303	MCDONALD'S F35345	\$8.17		
00048345	MCDONALD'S F35345	\$7.13		
00048716	HARTZ E&F TOWING & REC	\$240.00		
00048432	ARBYS 5740	\$8.80		
00048786	R & R REST STOPS	\$138.92		
00048332	QTS RESTAURANT RIVERTO	\$29.87		
00048810	RIMAGE	\$424.26		
00048324	QTS RESTAURANT RIVERTO	\$31.38		
00048529	THE BREADBOARD	\$13.98		
00048720	CORNER STORE 4545	\$24.39		
00048686	CONOCO - LOVELAND CNTR	\$41.15		
00048830	WYOMING CAMERA	\$184.78		
00048313	DAIRY QUEEN #11301 QPS	\$7.01		
00048667	CASPER ANIMAL MEDICAL	\$249.43		
00048297	WAL-MART #3778	\$13.52		
00048302	DAIRY QUEEN #11301 QPS	\$12.47		
00048447	WENDY'S 6706	\$9.73		
00048487	WM SUPERCENTER #3778	\$23.76		
00048395	MCDONALD'S F35345	\$7.13		
00048688	HOLIDAY INNS	\$190.04		
00048732	ATLAS OFFICE PRODUCTS	\$696.92		
00048494	THE TRAILHEAD	\$11.84		
00048512	MAVERIK CNTRY STRE 1	\$6.78		
00048436	MCDONALD'S F35345	\$5.63		
00048751	GALLS HQ	\$735.03		
00048431	THE TRAILHEAD	\$18.42		
00048520	WAL-MART #3778 - Credit	(\$13.52)		
00048514	SIRCHIE FINGER PRINT L	\$188.68		
00048362	CODE 4 PUBLIC SAFETY E	\$99.00		
00048568	MAVERIK CNTRY STRE 1	\$30.31		
00048750	IN JOHNSON ROBERTS &	\$52.00		
00048574	THE TRAILHEAD	\$12.57		
00048349	ARBYS 5740	\$15.81		
00048534	SIRCHIE FINGER PRINT L	\$556.39		
00048350	PERRETT'S	\$12.65		
00048563	SIGMA ALDRICH US	\$356.68		
00048557	THE BREADBOARD	\$9.06		

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

00048435 KFC J242012	\$13.62	
00048359 DAIRY QUEEN #11301 QPS	\$12.05	
	<b>\$4,516.45</b>	<b>Subtotal for Dept. Police</b>
00048479 MAGNETFOREN USA	\$2,199.02	
	<b>\$2,199.02</b>	<b>Subtotal for Dept. Police Grants</b>
00048826 NETWORK FLEET. INC.	\$360.05	
00048477 PUBLIC RISK MANAGEMENT	\$385.00	
00048498 SQ ATLANTIC ELECTRIC,	\$3,210.00	
	<b>\$3,955.05</b>	<b>Subtotal for Dept. Property &amp; Liability Insurance</b>
00048602 AMAZON MKTPLACE PMTS	\$5.77	
00048819 NORCO INC	\$148.85	
00048540 SAMS CLUB #6425	\$13.96	
00048787 NORCO INC	\$26.72	
00048540 SAMS CLUB	\$16.65	
00048423 WM SUPERCENTER #3778	\$80.00	
00048540 SAMS CLUB	\$47.00	
00048818 NORCO INC	\$205.14	
00048430 ALBERTSONS STO00000620	\$72.15	
	<b>\$616.24</b>	<b>Subtotal for Dept. Recreation</b>
00048924 CASPER TIRE 0000705	\$32.50	
00048904 CASPER TIRE 0000705	\$32.50	
00048726 SAFETY VISION	\$1,626.59	
00048609 BAILEYS ACE HDWE	\$28.48	
00048856 BAILEYS ACE HDWE	\$49.99	
00048826 NETWORK FLEET. INC.	\$492.70	
00048897 CASPER TIRE 0000705	\$65.00	
00048123 INTERMOUNTAIN MOTOR SA	\$1,139.81	
00048585 DRIVE TRAIN CASPER	\$99.21	
00048579 MENARDS CASPER WY	\$16.64	
00048530 CMI-TECO	\$2,401.40	
00048784 CASPER TIRE 0000705 - TIRE REP	\$45.00	
00048402 WEAR PARTS INC	\$43.45	
00048634 HARBOR FREIGHT TOOLS 3	\$224.84	
00048341 AIRGAS CENTRAL	\$105.36	
00048320 AIRGAS CENTRAL	\$675.84	
00048299 AIRGAS CENTRAL	\$185.88	
00048148 AIRGAS CENTRAL	\$322.91	
00048163 QUALITY OFFICE SOLUTIO	\$38.89	
00048204 WYOMING STEEL AND RECY	\$4,877.10	
	<b>\$12,504.09</b>	<b>Subtotal for Dept. Refuse Collection</b>
00048493 OFFICEMAX/OFFICEDEPOT6	\$99.99	
00048826 NETWORK FLEET. INC.	\$37.90	
00048248 USPS 57155809430310940	\$7.99	
00048136 CASPER CONTRACTORS SUP	\$293.39	
00048131 WATERWORKS INDUSTRIES	\$61.18	
00048113 SQ ISC, INC. DBA V	\$160.65	
	<b>\$661.10</b>	<b>Subtotal for Dept. Sewer</b>

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

00048863	SHERWIN-WILLIAMS 70896 - Credi	(\$0.71)	
00048857	SHERWIN-WILLIAMS 70896	\$39.80	
00048826	NETWORK FLEET. INC.	\$568.50	
00048453	BAILEYS ACE HDWE	\$4.59	
00048829	SWARCO REFLEX LLC	\$992.30	
00048414	AIRGAS CENTRAL	\$55.01	
00048770	SWARCO REFLEX LLC	\$520.00	
00048789	SWARCO REFLEX LLC	\$804.75	
00048888	WAGNER'S OUTDOOR OUTFI	\$205.02	
00048800	3MCPPro SS26704 SS2670	\$5,737.50	
00048452	TETON STEEL	\$587.50	
00048347	CASPER COLLEGE	\$336.00	
	<b>\$9,850.26</b>	<b>Subtotal for Dept.</b>	<b>Streets</b>
00048621	RESPOND FIRST AID OF W	\$61.78	
00048711	POWER EQUIPMENT CO CPR	\$215.05	
00048707	BEARING BELTCHAIN00244	\$10.70	
00048614	BEARING BELTCHAIN00244	\$9.66	
00048607	WW GRAINGER	\$229.50	
00048643	BOXWOOD TECHNOLOGY	\$250.00	
00048674	WEAR PARTS INC	\$152.18	
00048468	MCCOY SALES CORPORATIO	\$12.87	
	<b>\$941.74</b>	<b>Subtotal for Dept.</b>	<b>Waste Water</b>
00046862	GATE SUPPLIES	\$372.78	
00048826	NETWORK FLEET. INC.	\$170.55	
00048817	PROKOTEENGINEERINGSUPP	\$68.70	
00048855	ENERGY LABORATORIES, I	\$320.00	
00048868	ENERGY LABORATORIES, I	\$340.00	
00048671	WATERWORKS INDUSTRIES	\$57.50	
00048651	B & B RUBBER STAMP SHO	\$30.95	
00048670	DOMINO'S 6041	\$43.96	
00048672	SAMS CLUB #6425	\$66.43	
00048673	BEARING BELTCHAIN00244	\$23.98	
00048679	DANA KEPNER CO.	\$58.40	
00048710	BEARING BELTCHAIN00244	\$11.86	
00048725	ALSCO INC.	\$564.40	
00048736	PROKOTEENGINEERINGSUPP	\$364.32	
00048756	RMI WYOMING INC	\$67.08	
00048652	CASPER COLLEGE	\$425.00	
	<b>\$2,985.91</b>	<b>Subtotal for Dept.</b>	<b>Water</b>
00048581	INTERMOUNTAIN MOTOR SA	\$1,097.67	
00048583	FERGUSON ENT #3069	\$586.18	
00048353	EUROFINS EATON ANALYTI	\$200.00	
00048488	SUPERIOR SIGNS & SUPPL	\$1,016.00	
00048526	WEAR PARTS INC	\$41.29	
00048555	UNITED STATES WELDING	\$3,095.69	
00048608	ATLAS OFFICE PRODUCTS	\$20.59	
00048589	IN INDUSTRIAL MAINTAI	\$285.00	
	<b>\$6,342.42</b>	<b>Subtotal for Dept.</b>	<b>Water Treatment Plant</b>

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## P-CARD VENDORS

**\$167,213.51** Subtotal for Vendor

### PLUM, DOROTHY/RICHARD

0027227909 UTILITY REFUND

\$44.82

**\$44.82** Subtotal for Dept. Water

**\$44.82** Subtotal for Vendor

### POWDER RIVER CONSTRUCTION INC

RIN0027014 RETAINAGE

\$5,219.10

RIN0027013 RETAINAGE

(\$5,219.10)

**\$0.00** Subtotal for Dept. Capital Projects - Engineering

RIN0027013 SCHOOL WALKABILITY PROJECT

\$10,438.20

RIN0027013 SCHOOL WALKABILITY PROJECT

\$41,752.80

**\$52,191.00** Subtotal for Dept. Streets

**\$52,191.00** Subtotal for Vendor

### PRINTWORKS

11078 PLUMBING PERMIT APPLICATIONS

\$129.02

**\$129.02** Subtotal for Dept. Code Enforcement

**\$129.02** Subtotal for Vendor

### PUBLIC SAFETY COMMUNICATIONS CENTER

442/142882 FALSE ALARMS

\$175.00

**\$175.00** Subtotal for Dept. Fort Caspar

**\$175.00** Subtotal for Vendor

### RESOURCE STAFFING

5973 TEMPORARY SERVICES

\$143.56

**\$143.56** Subtotal for Dept. Casper Events Center

**\$143.56** Subtotal for Vendor

### RICH BROWN

RIN0026965 BOOK REIMBURSEMENT

\$201.60

**\$201.60** Subtotal for Dept. Police

**\$201.60** Subtotal for Vendor

### RICHARD "ZAK" SZEKELY

RIN0026992 COURT APPOINTED ATTORNEY

\$538.00

**\$538.00** Subtotal for Dept. Municipal Court

**\$538.00** Subtotal for Vendor

### RICHARD YOUNG

RIN0027019 MILEAGE

\$83.86

**\$83.86** Subtotal for Dept. Fort Caspar

RIN0027030 TRAVEL EXPENSES

\$196.13

**\$196.13** Subtotal for Dept. Fort Caspar

**\$279.99** Subtotal for Vendor

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## ROCKY MOUNTAIN POWER

AP00016909091621	ELECTRICITY	\$5,369.35	
AP00014909091621	ELECTRICITY	\$5,261.99	
		<b>\$10,631.34</b>	<b>Subtotal for Dept. Aquatics</b>
AP00016709091621	ELECTRICITY	\$7,042.61	
		<b>\$7,042.61</b>	<b>Subtotal for Dept. Balefill</b>
AP00015309091621	ELECTRICITY	\$11,388.25	
		<b>\$11,388.25</b>	<b>Subtotal for Dept. Casper Events Center</b>
AP00015009091621	ELECTRICITY	\$238.01	
		<b>\$238.01</b>	<b>Subtotal for Dept. Cemetery</b>
AP00015109091621	ELECTRICITY	\$832.64	
AP00015109091621	ELECTRICITY	\$210.10	
AP00015109091621	ELECTRICITY	\$5,621.63	
AP00015109091621	ELECTRICITY	\$416.65	
		<b>\$7,081.02</b>	<b>Subtotal for Dept. City Hall</b>
AP00015509091621	ELECTRICITY	\$2,876.38	
		<b>\$2,876.38</b>	<b>Subtotal for Dept. Fire</b>
AP00015409091621	ELECTRICITY	\$3,372.24	
		<b>\$3,372.24</b>	<b>Subtotal for Dept. Fleet Maintenance</b>
AP00015609091621	ELECTRICITY	\$1,103.10	
		<b>\$1,103.10</b>	<b>Subtotal for Dept. Fort Caspar</b>
AP00015709091621	ELECTRICITY	\$7,518.25	
		<b>\$7,518.25</b>	<b>Subtotal for Dept. Golf Course</b>
AP00015809091621	ELECTRICITY	\$1,781.34	
		<b>\$1,781.34</b>	<b>Subtotal for Dept. Hogadon</b>
AP00015909091621	ELECTRICITY	\$4,420.80	
		<b>\$4,420.80</b>	<b>Subtotal for Dept. Ice Arena</b>
AP00016009091621	ELECTRICITY	\$789.09	
		<b>\$789.09</b>	<b>Subtotal for Dept. Metro Animal</b>
AP00018109091621	ELECTRICITY	\$3,815.58	
AP00018009091621	ELECTRICITY	\$2,446.18	
AP00016109091621	ELECTRICITY	\$3,456.54	
		<b>\$9,718.30</b>	<b>Subtotal for Dept. Parks</b>
AP00016209091621	ELECTRICITY	\$351.74	
		<b>\$351.74</b>	<b>Subtotal for Dept. Police</b>
AP00015209091621	ELECTRICITY	\$5,504.06	
		<b>\$5,504.06</b>	<b>Subtotal for Dept. Recreation</b>
AP00016309091621	ELECTRICITY	\$367.01	
		<b>\$367.01</b>	<b>Subtotal for Dept. Sewer</b>
AP00016409091621	ELECTRICITY	\$47,012.03	
AP00017009091621	ELECTRICITY	\$88.74	
		<b>\$47,100.77</b>	<b>Subtotal for Dept. Streets</b>
AP00016609091621	ELECTRICITY	\$27,791.91	
		<b>\$27,791.91</b>	<b>Subtotal for Dept. Waste Water</b>
AP00016509091621	ELECTRICITY	\$39,555.15	
		<b>\$39,555.15</b>	<b>Subtotal for Dept. Water</b>

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## ROCKY MOUNTAIN POWER

**\$188,631.37** Subtotal for Vendor

### SAM DUNNUCK

4612 CLOTHING REIMBURSEMENT

\$159.58

**\$159.58** Subtotal for Dept. Police

**\$159.58** Subtotal for Vendor

### SHARP IRON GROUP, LLC

000190 GRAVITY THICKENER DRIVE

\$38,890.00

**\$38,890.00** Subtotal for Dept. Waste Water

**\$38,890.00** Subtotal for Vendor

### SINCLAIR CASPER FEFINING CO

RIN0027039 PARK RENTAL

\$175.00

**\$175.00** Subtotal for Dept. General - Parks

RIN0027039 PARK DEPOSIT REFUND

\$300.00

**\$300.00** Subtotal for Dept. General - Parks

**\$475.00** Subtotal for Vendor

### SNYDER, JOHN

0027181570 UTILITY REFUND

\$57.07

**\$57.07** Subtotal for Dept. Water

**\$57.07** Subtotal for Vendor

### STAR LINE FEEDS

240740 PET FOOD

\$753.45

**\$753.45** Subtotal for Dept. Metro Animal

**\$753.45** Subtotal for Vendor

### STATE OF WY. - DEPT. OF REVENUE

AUGUST 2016 AUGUST SALES TAX

\$463.85

AUGUST 2016 AUGUST SALES TAX

\$37.02

AUGUST 2016 AUGUST SALES TAX

\$4.93

**\$505.80** Subtotal for Dept. Aquatics

AUGUST 2016 AUGUST SALES TAX

\$257.62

**\$257.62** Subtotal for Dept. Balefill

AUGUST 2016 AUGUST SALES TAX

\$670.09

AUGUST 2016 AUGUST SALES TAX

\$12.86

AUGUST 2016 AUGUST SALES TAX

\$1,755.42

**\$2,438.37** Subtotal for Dept. Casper Events Center

AUGUST 2016 AUGUST SALES TAX

\$458.57

**\$458.57** Subtotal for Dept. Fort Caspar

AUGUST 2016 AUGUST SALES TAX

\$94.20

**\$94.20** Subtotal for Dept. Ice Arena

AUGUST 2016 AUGUST SALES TAX

\$24.90

**\$24.90** Subtotal for Dept. Recreation

**\$3,779.46** Subtotal for Vendor

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## STATE OF WY. - NOTARY DIV.

RIN0027010 NOTARY APPLICATION	\$30.00	
	<b>\$30.00</b>	Subtotal for Dept. Municipal Court
	<b>\$30.00</b>	Subtotal for Vendor

## STATE OF WY. - OFFICE OF STATE LANDS & INVEST

RIN0027036 CWSRF 128GR PRINCIPAL PAYMENT	\$3,434.22	
	<b>\$3,434.22</b>	Subtotal for Dept. Waste Water
	<b>\$3,434.22</b>	Subtotal for Vendor

## STATE OF WYOMING ATTORNEY GENERAL

RIN0026988 CONFERENCE REGISTRATION	\$75.00	
RIN0027025 CONFERENCE REGISTRATION	\$75.00	
RIN0027024 CONFERENCE REGISTRATION	\$75.00	
RIN0027023A CONFERENCE REGISTRATION	\$75.00	
RIN0027026A CONFERENCE REGISTRATION	\$75.00	
	<b>\$375.00</b>	Subtotal for Dept. Police Grants
	<b>\$375.00</b>	Subtotal for Vendor

## STEVE SCHULZ

RIN0026966 TUITION	\$330.86	
	<b>\$330.86</b>	Subtotal for Dept. Police
	<b>\$330.86</b>	Subtotal for Vendor

## STEVENS ENGINEERS INC

10680 CHILLER SYSTEM	\$13,900.00	
	<b>\$13,900.00</b>	Subtotal for Dept. Casper Ice Arena
	<b>\$13,900.00</b>	Subtotal for Vendor

## SWI, LLC

RIN0026990 RETAINAGE	(\$3,818.00)	
	<b>(\$3,818.00)</b>	Subtotal for Dept. Capital Projects - Metro
RIN0026990 METRO OUTDOOR IMPROVEMENTS	\$38,180.00	
	<b>\$38,180.00</b>	Subtotal for Dept. Metro Animal
	<b>\$34,362.00</b>	Subtotal for Vendor

## SYSCO FOOD SVCS. CORP.

608290240 PRODUCT	\$346.76	
609020179 PRODUCT	\$533.81	
1663269PU CREDIT MEMO	(\$371.76)	
609090300 CREDIT MEMO	(\$93.91)	
609020179 PRODUCT	\$50.33	
608240185 PRODUCT	\$1,240.68	
609060870 PRODUCT	\$1,850.00	
609070102 PRODUCT	\$354.26	
	<b>\$3,910.17</b>	Subtotal for Dept. Casper Events Center
	<b>\$3,910.17</b>	Subtotal for Vendor

## TRAM SUPPORT, INC.

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## TRAM SUPPORT, INC.

3351 TESTING

\$184.20

**\$184.20** Subtotal for Dept. Hogadon

**\$184.20** Subtotal for Vendor

## TRETO CONST.

RIN0027009 JONQUIL STORM SEWER UPGRADES

\$8,085.00

RIN0027009 JONQUIL STORM SEWER UPGRADES

\$5,725.00

**\$13,810.00** Subtotal for Dept. Streets

RIN0027043 2015 MISC WATERLINE REPLACEMENT

\$1,410.50

**\$1,410.50** Subtotal for Dept. Water

**\$15,220.50** Subtotal for Vendor

## VENTURE TECHNOLOGIES/ISC, INC.

SIN016144 BARRACUDA WEB SECURITY

\$8,246.30

**\$8,246.30** Subtotal for Dept. City Manager

**\$8,246.30** Subtotal for Vendor

## VISITS LLC

3572 CAR WASH

\$5.00

**\$5.00** Subtotal for Dept. Code Enforcement

**\$5.00** Subtotal for Vendor

## WATER TECHNOLOGY GROUP

5374591 LIFT STATION SAFETY HATCH

\$1,603.00

5374592 LIFT STATION SAFETY HATCH

\$2,113.00

5374593 LIFT STATION SAFETY HATCH

\$2,066.05

5374594 LIFT STATION SAFETY HATCH

\$1,993.00

**\$7,775.05** Subtotal for Dept. Sewer

**\$7,775.05** Subtotal for Vendor

## WEST PLAINS ENGINEERING, INC.

BC15031-1009 CHILLER REPLACEMENT

\$450.00

BC15031-1008 CHILLER REPLACEMENT

\$980.00

**\$1,430.00** Subtotal for Dept. Casper Events Center

**\$1,430.00** Subtotal for Vendor

## WESTERN PLAINS LANDSCAPING LLC.

20456 FACILITIES

\$9,832.30

**\$9,832.30** Subtotal for Dept. Balefill

20456 FACILITIES

\$77,340.00

20456 RETAINAGE

(\$4,662.36)

**\$72,677.64** Subtotal for Dept. Refuse Collection

**\$82,509.94** Subtotal for Vendor

## WLC ENGINEERING - SURVEYING - PLANNING

2016-11049 WEST CASPER ZONE II WATER SYST

\$9,550.66

**\$9,550.66** Subtotal for Dept. Water

# Bills and Claims

City of Casper

07-Sep-16 to 20-Sep-16

## WLC ENGINEERING - SURVEYING - PLANNING

**\$9,550.66** Subtotal for Vendor

## WOLF GANG OF WY

1037 AUGUST TV PROGRAMMING

\$2,555.55

**\$2,555.55** Subtotal for Dept. Council

**\$2,555.55** Subtotal for Vendor

## WY. DEPT. OF TRANSPORTATION

0000080157 W YELLOWSTONE

\$13,325.90

0000083157 W YELLOWSTONE

\$249.95

0000082718 BRYAN STOCK TRAIL

\$36,165.76

0000083514 BRYAN STOCK TRAIL

\$44,772.13

0000083577 W YELLOWSTONE

\$45.99

**\$94,559.73** Subtotal for Dept. Streets

**\$94,559.73** Subtotal for Vendor

## WY. LAW ENFORCEMENT ACADEMY

S-9746 TRAINING

\$300.00

**\$300.00** Subtotal for Dept. Communications Center

**\$300.00** Subtotal for Vendor

**Grand Total**

**\$4,053,294.47**

Approved By:

On:

CITY of CASPER, WYOMING  
 BILLS and CLAIMS ADDENDUM  
 Council Meeting  
 09/20/16

**Payroll Disbursements**

9/8/16	CITY PAYROLL	\$ 1,113,506.37
9/8/16	BENEFITS & DEDUCTIONS	\$ 213,580.04
9/9/16	FIRE PAYROLL	\$ 170,372.23
9/9/16	BENEFITS & DEDUCTIONS	\$ 32,117.65

	<b>Total Payroll</b>	<u><u>\$ 1,529,576.29</u></u>
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**Additional Fees**

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

	<b>Total Additional AP</b>	<u><u>\$ -</u></u>
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September 12, 2016

MEMO TO: V.H. McDonald, City Manager 

FROM: Liz Becher, Community Development Director 

SUBJECT: Establishing October 4, 2016, as the date of a public hearing for consideration of a zone change of Lots 5 & 6, Standard Oil Co. Subdivision, located at 911 CY Avenue and 1535 South Poplar Street.

Recommendation:

That Council, by minute action, establish October 4, 2016 as the date of a public hearing for consideration of a zone change of Lots 5 & 6, Standard Oil Co. Subdivision, located at 911 CY Avenue and 1535 South Poplar Street from R-2 (One Unit Residential) to C-2 (General Business).

Summary:

Cornerstone Commercial Partners, LLC has applied for a zone change of two (2) lots located immediately south of the former Shell gas station, at the corner of CY Avenue and Poplar Street. The gas station was purchased and closed by the Wyoming Department of Transportation (WYDOT) when the recent construction improvements to the intersection occurred. The gas station property consists of two (2) different zoning classifications, C-2 (General Business) and R-2 (One Unit Residential), with the structure straddling the division between the two. The applicant has applied for a zone change of the two (2) southern-most lots from R-2 (One Unit Residential) to C-2 (General Business) to clean up the zoning of the property and bring it into conformance.

The Planning and Zoning Commission recommended approval of the zone change after a public hearing on August 18, 2016. There were no public comments received.

September 12, 2016

MEMO TO: V.H. McDonald, City Manager 

FROM: Tracey L. Belser, Support Services Director   
Pete Meyers, Assistant Support Services Director  
Carla Mills-Laatsch, Customer Service Supervisor 

SUBJECT: Establish Public Hearing for Transfer of Ownership for Retail Liquor License No. 3, from Poor Boys Holdings, LLC., d.b.a Poor Boy's Steakhouse, located at 739 North Center to Triple C Food & Beverage, LLC., located at 739 North Center.

Recommendation:

That Council, by minute action, establish October 18, 2016, as the Public Hearing date for the consideration of a Transfer of Ownership for Retail Liquor License No. 3, from Poor Boys Holdings, LLC., d.b.a Poor Boy's Steakhouse located at 739 North Center to Triple C Food & Beverage, LLC., located at 739 North Center.

Summary:

An application has been received for a Transfer of Ownership for Retail Liquor License No. 3, from Poor Boys Holdings, LLC., d.b.a Poor Boy's Steakhouse located at 739 North Center to Triple C Food & Beverage, LLC., located at 739 North Center.

The State of Wyoming Liquor Division will duly review the application. The Fire Department, Planning and Community Development, and the Health Department will review this business and address.

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

September 12, 2016

MEMO TO: V.H. McDonald, City Manager 

FROM: Tracey L. Belser, Support Services Director   
Pete Meyers, Assistant Support Services Director  
Carla Mills-Laatsch, Customer Service Supervisor 

SUBJECT: Establish Public Hearing for Transfer of Ownership for Retail Liquor License No. 18, from Casper Hospitality Group, LLC., d.b.a Wonder Bar, located at 256 South Center to 3OH7 Hospitality, LLC., located at 256 South Center.

Recommendation:

That Council, by minute action, establish October 18, 2016, as the Public Hearing date for the consideration of a Transfer of Ownership for Retail Liquor License No. 18, from Casper Hospitality Group, LLC., d.b.a Wonder Bar, located at 256 South Center to 3OH7 Hospitality, LLC., located at 256 South Center.

Summary:

An application has been received for a Transfer of Ownership for Retail Liquor License No. 18, from Casper Hospitality Group, LLC., d.b.a Wonder Bar, located at 256 South Center to 3OH7 Hospitality, LLC., located at 256 South Center.

The State of Wyoming Liquor Division will duly review the application. The Fire Department, Planning and Community Development, and the Health Department will review this business and address.

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

September 20, 2016

MEMO TO: V.H. McDonald, City Manager   
FROM: Kirk Gunderson, Accountant KG  
SUBJECT: FY 2017 Budget Adjustment –Casper Events Center

Recommendation:

That Council continue, to the September 27, 2016 City Council special session, the adjustment of the Fiscal Year 2017 Budget.

Summary:

The Municipal Budget Act, Section 16-4-108, prohibits the expenditure or encumbrance of any money in excess of the amounts provided in the budget for each department. To comply with this requirement, City Council may authorize an adjustment of budgets.

Typically, twice each fiscal year, Department Heads evaluate the budgets of the operations in their departments for consideration of presenting budget adjustment requests to the City Council. However, a contract is before Council to transfer the management of the Casper Events Center from the City to an outside firm. Given the significance of this contract, Council agreed to consider a budget adjustment outside the normal review schedule.

The adjustments submitted are summarized as follows:

General Fund – Increase \$120,045 for the following:

- Increase subsidy to Casper Events Center by \$120,045. This will be funded from General Fund reserves.

Casper Events Center Fund – Increase \$120,045 for the following:

- Provide \$97,500 to fund the pro-rated share of the annual management fee for the management of the Casper Events Center. It is assumed this arrangement will begin on October 1, 2016 and the typical fixed fee for an entire year will be \$130,000.
- Provide funding of \$22,545 for anticipated management fees of an anticipated 3% fee paid on all food and beverage to a professional management firm.

The purpose of this potential arrangement is to decrease the annual payment the City General Fund pays to the Casper Events Center to subsidize their operations. However, no decrease is guaranteed and the subsidy could increase as a result of the arrangement. We believe this budget amendment represents a worst case scenario and may not be necessary at fiscal year-end.

September 12, 2016

MEMO TO: V.H. McDonald, City Manager 

FROM: Liz Becher, Community Development Director 

SUBJECT: Cancel September 20, 2016, as the date of a public hearing for consideration of a zone change of Lots 5 & 6, Standard Oil Co. Subdivision, located at 911 CY Avenue and 1535 South Poplar Street.

Recommendation:

That Council, by minute action, cancel the public hearing previously established for September 20, 2016, as the date of a public hearing for consideration of a zone change of Lots 5 & 6, Standard Oil Co. Subdivision, located at 911 CY Avenue and 1535 South Poplar Street from R-2 (One Unit Residential) to C-2 (General Business).

Summary:

Cornerstone Commercial Partners, LLC has applied for a zone change of two (2) lots located immediately south of the former Shell gas station, at the corner of CY Avenue and Poplar Street. The gas station was purchased and closed by the Wyoming Department of Transportation (WYDOT) when the recent construction improvements to the intersection occurred. The gas station property consists of two (2) different zoning classifications, C-2 (General Business) and R-2 (One Unit Residential), with the structure straddling the division between the two. The applicant has applied for a zone change of the two (2) southern-most lots from R-2 (One Unit Residential) to C-2 (General Business) to clean up the zoning of the property and bring it into conformance.

Public notice of the public hearing did not occur within the statutory timeframe required. Therefore, staff is requesting that the public hearing be rescheduled.

September 12, 2016

MEMO TO: V.H. McDonald, City Manager 

FROM: Liz Becher, Community Development Director   
Joy Clark, Community Development Technician 

SUBJECT: Consideration and Review of Fiscal Year 2015-2016 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER).

Recommendation:

That Council, consider and review the Fiscal Year 2015-2016 Community Development Block Grant Consolidated Annual Performance and Evaluation Report (CAPER) for the period covering July 1, 2015 through June 30, 2016.

Summary:

As a requirement of an entitlement community for Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD), the City of Casper must submit a Consolidated Annual Performance and Evaluation Report (CAPER) detailing to HUD how the City used its CDBG funds. Meeting HUD requirements, and utilizing the required formatting in HUD's Integrated Disbursement Information System (IDIS), the Housing and Community Development Division has prepared a draft of the CAPER for the period covering July 1, 2015 through June 30, 2016.

Law requires a public hearing on the CAPER be held in the presence of the Mayor and City Council members. The public hearing is a concurrent action with the fifteen (15) day public comment period that ended September 8, 2016. All comments received from the public comment period and the public hearing will be incorporated into the final CAPER that will be submitted to HUD no later than September 30, 2016. The final CAPER will be posted on the City's website, Housing and Community Development page.

ORDINANCE NO. 9-16

AN ORDINANCE APPROVING A REPLAT, SUBDIVISION AGREEMENT AND ZONE CHANGE FOR THE PROPOSED WOLF CREEK EIGHT ADDITION, IN THE CITY OF CASPER, WYOMING.

WHEREAS, an application has been made to replat Lots 3 and 4, and West 37<sup>th</sup> Street in Mountain Plaza Addition No. 5; and Lot 11 in Mountain Plaza Addition No. 6; to create the Wolf Creek Eight Addition, City of Casper, Wyoming; and,

WHEREAS, an application has been made to rezone all of the above described lots from zoning classifications PUD (Planned Unit Development), C-2 (General Business), and OB (Office Business) to R-2 (One Unit Residential); and,

WHEREAS, the City Council approved replats and zone changes of the subject property in 2014, via Ordinance Numbers 17-14 and 18-14; and,

WHEREAS, following approval of Ordinance Numbers 17-14 and 18-14, the Owner failed to execute and record the plat within the one (1) year limitation set forth in Section 16.24.060(F) of the Casper Municipal Code, and the plats became void; and,

WHEREAS, Ordinance Numbers 17-14 and 18-14 should be rescinded; and,

WHEREAS, a written subdivision agreement for Wolf Creek Eight will be entered into with the City of Casper, which will be approved with the replat 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 replat and zone change requests; and,

WHEREAS, the governing body of the City of Casper finds that the above described zone change, replat 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 zone change is hereby approved.

SECTION 2:

The replat and subdivision agreement, as described above, are hereby approved, and the Mayor is hereby authorized and directed to execute, and the City Clerk to attest said documents.

SECTION 3:

Ordinance Number 17-14 and Ordinance 18-14 are hereby rescinded, and of no further force or effect.

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 6<sup>th</sup> day of September, 2016.

PASSED on 2nd reading the \_\_\_\_ day of \_\_\_\_\_, 2016.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the \_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED AS TO FORM:

Walter Trent

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Tracey L. Belser  
City Clerk

\_\_\_\_\_  
Daniel Sandoval  
Mayor

ORDINANCE NO. 10-16

AN ORDINANCE APPROVING A REPLAT, SUBDIVISION AGREEMENT AND ZONE CHANGE FOR THE PROPOSED CENTRAL WYOMING RESCUE MISSION ADDITION, IN THE CITY OF CASPER, WYOMING.

WHEREAS, an application has been made to vacate and replat Lots K-T, Block 59 of the Eddings Subdivision, to create Central Wyoming Rescue Mission Addition, City of Casper, Wyoming; and,

WHEREAS, an application has been made to rezone the portion of the proposed Central Wyoming Rescue Mission Addition formerly described as Lots Q, R, S and T, Block 59 of the Eddings Subdivision, from M-1 (Limited Industrial) to C-3 (Central Business); and,

WHEREAS, a written subdivision agreement for Central Wyoming Rescue Mission Addition will be entered into with the City of Casper, which will be approved with the replat 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 replat and zone change requests; and,

WHEREAS, the governing body of the City of Casper finds that the above described zone change, replat 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 zone change is hereby approved.

SECTION 2:

The replat and subdivision agreement, as described above, are hereby approved, and the Mayor is hereby authorized and directed to execute, and the City Clerk to attest said documents.

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 6<sup>th</sup> day of September, 2016.

PASSED on 2nd reading the \_\_\_\_ day of \_\_\_\_\_, 2016.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the \_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED AS TO FORM:

Wilbur Trumbull

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Tracey L. Belser  
City Clerk

\_\_\_\_\_  
Daniel Sandoval  
Mayor

September 14, 2016

MEMO TO: W. H. McDonald, City Manager 

FROM: Andrew Beamer, Public Services Director   
Dan Coryell, Parks Manager

SUBJECT: Renewal of Contract with University of Wyoming for Agricultural Extension  
Educational Services

Recommendation:

That Council, by Resolution, authorize and agreement with the University of Wyoming in the amount of \$25,123, for professional outreach and educational services.

Summary:

The Wyoming Extension, also known as the UW Agricultural Resource and Learning Center, is a County-owned building on Fairgrounds Road. Donna Hoffman is employed there as a full-time educator who provides public instruction on issues related to agriculture, arboriculture, horticulture, and related fields.

Ms. Hoffman is formally employed by the University of Wyoming, but a portion of her salary is funded by both the City of Casper and Natrona County. Each entity provides a portion of her salary, with the City's share being \$25,123. The City pays for this from the Weed and Pest fund. The City and the University of Wyoming began this relationship at least twenty (20) years ago. Records of annual agreements dated back to 1997, but earlier contracts may also exist. The most recent professional services contract was adopted in 2015 and expired on June 30, 2016.

Much of Ms. Hoffman's day to day work is focused on managing the Natrona County Master Gardener program. The Master Gardener Program trains interested citizens to be expert gardeners. In return for this training, Master Gardeners are expected to volunteer their time by assisting the public with gardening and agricultural issues. There are twenty Master Gardener programs throughout the state. Ms. Hoffman is one of two full-time Master Gardener coordinators (the other is in Campbell County); the other county programs are managed by part-time coordinators.

Ms. Hoffman also provides assistance to the City Parks Division, upon request. In the past year, Ms. Hoffman has assisted with the annual Litter Index, which requires her to systematically assess the litter in various City of Casper neighborhoods over a period of several days. Ms. Hoffman assists regularly with the administration of arborist licensing exams. She also served as a member of the City's Tree Task Force.

A Resolution and Agreement are attached for Council's consideration.

## CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services (“Contract”) is made and entered into by and between the University of Wyoming (“University”) and the City of Casper, a Municipal Corporation, Casper, Wyoming (“City”).

University and City may each be identified as a “Party.” The University and the City may be jointly identified as the “Parties.”

WHEREAS, under the Federal Smith-Lever Act of 1914, the State Acceptance Act of 1915, and amendments thereto covering Extension programs, the City desires an Extension Professional to assist and encourage the development of horticulture programming (position currently held by Donna Hoffman); and

WHEREAS, the University employs such Extension Professionals; and

WHEREAS, the Parties wish to continue their long running partnership for the conduct of this service.

NOW THEREFORE, the Parties agree as follows:

### 1. SCOPE OF SERVICES:

- a. University shall employ an Extension Professional whose primary place of employment shall be 2011 Fairgrounds Road, Casper, Wyoming. The Extension Professional shall be able to demonstrate a high proficiency in regards to horticulture, arboriculture, and the execution of public educational programs and public outreach programs. The Extension Professional shall:
  - i. Field queries and provide expert advice to citizens and property owners within Natrona County relative to horticulture, arboriculture, and related fields. The fielding of queries may involve investigation, research, and site visits, as appropriate.
  - ii. Create, execute, and manage public outreach programs that will promote and enhance positive behaviors such as gardening, planting, volunteerism, and public beautification, with an emphasis on activities that will achieve enhanced beautification, food production, flood control, fire control, pest

control, biodiversity, water and soil conservation, and environmental protection for the residents and property owners of Natrona County. Likewise, the Extension Professional shall create, execute, and manage public outreach and public education programs that will discourage negative behaviors that tend to counteract the positive behaviors described in this paragraph.

1. Public outreach programs and public education programs will be designed to include performance metrics that will quantitatively gauge the efficacy of each program. Metrics will provide before and after quantitative assessments, which may require data collection prior to the program's execution as well as data collection post hoc.
  - iii. Provide general assistance to the City of Casper Parks Manager, at his or her request, on matters related to horticulture, arboriculture, landscaping, and public outreach or public education.
- b. University shall submit a written plan of activity for the Extension Professional. The plan of activity will be submitted to the City of Casper Parks Manager no later than August 17, 2016. The plan of activity will describe the programs, projects, and other activities that shall be conducted by the Extension Professional during the term of the Contract. Each public outreach program and public education program will be accompanied by appropriate performance metrics and the plan for data collection relative to each performance metric.
- i. City of Casper Parks Manager shall review the plan of activity and may accept the plan or he or she may, at his or her option, request additions, deletions, or amendments to the plan. Requests for request additions, deletions, or amendments shall be submitted to University by August 30, 2016. If University does not accept the revised plan as requested by the City of Casper Parks Manager, then Parties shall make good faith efforts to revise the plan of activity so that it is acceptable to both Parties.
- c. University shall produce reports on the Extension Professional's activities that

occur within the term of this Contract. Reports on the Extension Professional's activities will be submitted to the Parks Manager by July 31, 2017. Reports shall include the following:

- i. Report on the queries received from the public, including the number of queries and the date that each query was received. University shall categorize queries by topic.
- ii. Report on each public outreach program and each public education program conducted. Report shall include a project description, project timeline, a summary of the Extension Professional's time spent on the project, a summary of the performance metric data collected for the project, and an assessment on the efficacy of the project relative to the performance metrics.
- iii. Number of hours spent addressing each request for assistance received from the City of Casper Parks Manager.
- iv. Number of hours spent on activities not otherwise accounted for within paragraph 1.c of the Contract.

2. PAYMENT:

In return for the above services, which shall be done and directed under the supervision of the Director of the University of Wyoming Extension, City will contribute Twenty Five Thousand One Hundred Thirty-Six Dollars (\$25,136) to the University of Wyoming Extension. Payment will be made following receipt of an itemized invoice from the University for services rendered in conformance with the Contract, and following approval by the Casper City Council. Contractor shall submit an invoice for payment specifying that it has performed the services rendered under this Contract, in conformance with the Contract, and that it is entitled to receive the amount requested under the terms of the Contract.

If amounts owed by the University 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 Contractor pursuant to this Contract.

3. TERMS AND CONDITIONS:

This CONTRACT is subject to and incorporates the provisions attached hereto as PART II -- GENERAL TERMS AND CONDITIONS.

4. EXTENT OF CONTRACT:

This CONTRACT represents the entire and integrated Contract between the City and the University, and supersedes all prior negotiations, representations, or agreements, either written or oral. The Contract may be amended only by written instrument signed by both the City's and the University's authorized representatives.

The City and the University each individually represent that they have the requisite authority to execute this Contract and perform the services described in this Contract.

5. TERM AND TERMINATION: The term of this Contract shall commence on August 16, 2016 and shall remain in full force and effect until June 30, 2017, unless terminated. Contract may be terminated by either party upon thirty (30) days written notice to the other party. In the event this Contract is terminated, the University will return unused funds contributed by the City.

In witness whereof, the parties to this Contract through their duly authorized representatives have executed this Contract on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Contract as set forth herein.

City of Casper, Casper, Wyoming

APPROVED AS TO FORM



ATTEST

CITY OF CASPER, WYOMING  
A Municipal Corporation

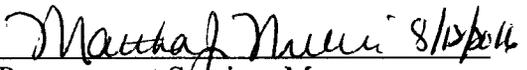
\_\_\_\_\_  
Tracey L. Belser  
Clerk

\_\_\_\_\_  
Daniel Sandoval  
Mayor

WITNESS

UNIVERSITY OF WYOMING

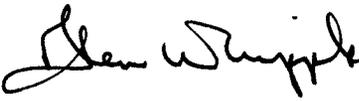
By: \_\_\_\_\_

  
Procurement Services Manager

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

Martha J. Miller, Manager  
Printed Name: Procurement Services

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

  
Glen Whipple

## PART II - GENERAL TERMS AND CONDITIONS

### 1. TERMINATION OF CONTRACT:

1.1 Either Party may terminate this Contract at any time by providing thirty (30) days written notice to University of intent to terminate said Contract. In such event, all finished or unfinished documents, data, studies and reports prepared by the University under this Contract shall, at the option of the City, become its property, and the University shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

1.2 Notwithstanding the above, the University shall not be relieved of liability to the City for damages sustained by the City, by virtue of termination of the Contract by University, or any breach of the Contract by the University, and the City may withhold any payments to the University for the purpose of setoff until such time as the exact amount of damages due the City from the University 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 University's compensation, which are mutually agreed upon between the City and the University, shall be incorporated in written amendments to this Contract. There shall be no increase in the amount of University's compensation unless approved by Resolution adopted by City.

### 3. ASSIGNABILITY:

The University 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 University from the City under this Contract may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer shall be furnished to the City within five (5) business days of any assignment or transfer.

### 4. AUDIT:

The City or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the University 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 University shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The University shall take affirmative action to insure 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 University 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 University shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.

6. OWNER OF PROJECT MATERIALS:

All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, and reports prepared by the University 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 University may, at no additional expense to the City, make and retain such additional copies thereof as University 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 University 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 University under this Contract are confidential and shall not be made available to any individual or organization by the University without the prior written consent of the City, unless required by law.

8. GOVERNING LAW:

This Contract shall be governed by the laws of the State of Wyoming. The University 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 University 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 University, or under its supervision, and all personnel engaged in the work shall be fully qualified. All personnel employed by University shall be employed in conformity with applicable local, state or federal laws.

10. SUBCONTRACTOR:

The University shall not employ any subcontractor to perform any services in the scope of this project, unless the subcontractor is approved in writing by the City. Any approved subcontractor shall be paid by the University.

11. INSURANCE AND INDEMNIFICATION:

11.1 Prior to commencement of work, University shall procure and at all times maintain with insurer acceptable to the City the following minimum insurance protecting the University and City against liability from damages because of injuries, including death, suffered by persons, including employees of the City, and liability from damages to property arising from and growing out of the University's negligent operations in connection with the performance of this Contract.

LIMITS

A. Workers' Compensation	The University shall cover its employees with statutory workers compensation as required by state law.
B. Comprehensive General Liability	\$250,000 per person and \$500,000 per occurrence

11.2 University shall provide City with certificates evidencing such insurance as outlined above prior to beginning any work under this Contract. Such certificates shall provide thirty (30) days advance written notice to City of cancellation or non-renewal, and except for Workers' Compensation and professional liability insurance, shall list the City as an additional insured.

11.3 Neither party shall indemnify, defend, or hold harmless the other for any cause of action, or claim or demand arising out of this Contract. Each party shall be responsible for their own negligent actions or omissions. Furthermore, for the avoidance of doubt, the University is not responsible for providing insurance for the negligent actions or omissions of any City employees.

11.4 It is recognized by and between the parties to this Contract that the insurance requirements contained herein are the maximum liabilities which may be imposed under Wyoming Statutes 1-39-101 et seq. In the event the maximum liability allowed by law is altered, either during the term of this Contract, or any subsequent terms, then such insurance as outlined above from University shall be amended accordingly so as to provide insurance in an amount equal to or greater than the maximum liability imposed by law. The parties agree that failure to provide proof of insurance as outlined above, or any lapse in that coverage, will result in the City having the option to immediately terminate this Contract.

11.5 The University shall procure and maintain, at its own cost, any additional kinds and amounts of insurance which, in its own judgment, may be necessary for its proper protection.

12. INTENT:

University 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 University shall perform all of the services for the compensation set forth in this Contract. University 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. University 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 Parties do not waive any right or rights that they may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the Parties specifically reserve the right to assert any and all rights, immunities, and defenses they 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.

RESOLUTION NO. 16-229

A RESOLUTION AUTHORIZING AN AGREEMENT WITH THE UNIVERSITY OF WYOMING FOR THE PROVISION OF PUBLIC OUTREACH AND EDUCATIONAL SERVICES AT THE WYOMING EXTENSION FACILITY AT 2011 FAIRGROUNDS ROAD.

WHEREAS, the City of Casper desires to provide public education on topics related to horticulture and arboriculture; and,

WHEREAS, the Federal Smith-Lever Act of 1914 created a nationwide network of cooperative extension services that promote public education on such topics; and,

WHEREAS, the University of Wyoming operates a program to support and manage the extension offices throughout the state, including the University of Wyoming Extension facility at 2011 Fairgrounds Road in Casper, Wyoming.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING that the Mayor is hereby authorized to execute an agreement with the University of Wyoming to provide educational outreach services in the amount of Twenty-Five Thousand One Hundred Thirty Six Dollars (\$25,136).

PASSED APPROVED, AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2016.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Tracey L. Belser  
City Clerk

\_\_\_\_\_  
Daniel Sandoval  
Mayor

September 12, 2016

MEMO TO: V.H. McDonald, City Manager   
FROM: Tracey Belser Assistant City Manager/Support Services Director  
SUBJECT: Event Sponsorship/Financial Support Policy

Recommendation:

That Council, by resolution, adopt the Event Sponsorship/Financial Support Policy.

Summary:

The Casper City Council directed staff to develop a policy regarding event sponsorship, and specifically fundraising events.

The City Council and Management Staff have provided input, resulting in the proposed Policy.

A resolution has been prepared for Council consideration.

**Policy Number: E.18**

**Effective Date: September 21, 2016, Resolution No. 16-230**

**Subject: FUNDRAISING EVENT SPONSORSHIP/FINANCIAL SUPPORT**

**PURPOSE**

The purpose of this policy is to identify and provide guidelines regarding:

- The City’s authorized expenditures of public funds for sponsorship of fundraising events.
- Delineation of valid expenses made for public or municipal purposes, including attracting potential businesses or events to the Community.

**EVENT SPONSORSHIP AND FINANCIAL SUPPORT**

Support or sponsorship of a fundraising event or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization.

Expenditure of public funds on a privately sponsored event requires (1) the existence of a recognizable public or municipal purpose that relates to the purpose for the City’s existence and (2) proper authorization from the City Council for such sponsorship.

The City does not pay for tables or blocks of tickets at fundraising events.

Entities may pursue funding for events by submitting applications for the annual Community Promotion, and In Kind funding programs, as well as other funding that may be made available by the Casper City Council.

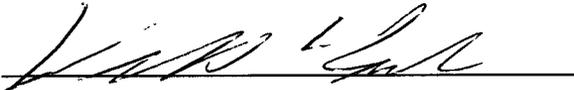
RESOLUTION NO. 16-230

A RESOLUTION ADOPTING THE EVENT SPONSORSHIP /  
FINANCIAL SUPPORT POLICY

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF  
THE CITY OF CASPER, WYOMING: That the Event Sponsorship / Financial Support Policy be  
adopted.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED AS TO FORM:



CITY OF CASPER, WYOMING  
A Municipal Corporation

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Tracey L. Belser  
City Clerk

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Daniel Sandoval  
Mayor

September 12, 2016

MEMO TO: V.H. McDonald, City Manager 

FROM: Tracey Belser, Assistant City Manager/Support Services Director

SUBJECT: Business, Travel, Training and Employee Moving Expenses Policy

Recommendation:

That Council, by resolution, adopt the Business, Travel, Training and Employee Moving Policy.

Summary:

The City's Business, Travel, Training and Employee Moving Policy was recently reviewed. Issues concerning clarification and approval of Council, staff, and others' travel and business expenditures were identified. Previously, the Reimbursement of Travel, Moving and Business Expense Policy was an administrative policy established by the City Manager. With the amended Policy being applicable to the City Council, the Policy should be adopted by resolution of the City Council. Consequently, the former Reimbursement of Travel, Moving and Business Expense Policy is recommended to be replaced by the revised Business, Travel, Training and Employee Moving Policy.

The City Council and Management Staff have provided input, resulting in the proposed Policy.

Specifically, the major amendments of the former policy being recommended in this Policy for adoption are:

*Business, Travel, Training and Employee Moving Policy*

- Clarifying the applicability of the Policy to include Council Members and others for which expenses may be incurred.
- Specifying the approval process for Business, Travel, Training and Employee expenses. This includes establishing that the Mayor or Vice Mayor are to approve the expenses incurred by Council.
- Establishing that except for meals during working meetings, meals incurred for City business will be reimbursed to the individual on a per diem basis only.
  - To relieve the burden of individuals carrying the cost of meals during extended trips made on behalf of the City, advance payment of per diem reimbursement is allowed for trips in excess of three days.
- Specifying required approval for use of personal vehicles.
- Clarifying the vehicle cost reimbursement for long distance travel of City employees that receive a car allowance in lieu of an assigned vehicle.

A resolution has been prepared for Council consideration.

**Policy Number: E.17**

**Effective Date: September 21, 2016, Resolution No. 16-231**

**Subject: BUSINESS, TRAVEL, TRAINING AND EMPLOYEE MOVING EXPENSES**

### **PURPOSE AND ADMINISTRATION**

The purpose of this policy is to identify and provide guidelines regarding:

- Travel on behalf of the City.
- Delineation of valid expenses for which Individuals may qualify for reimbursement and/or for which the City will pay.
- Other business expenses that the City may incur.

This policy applies to City Council Members, City employees, public officials and others (non-compensated volunteers, advisory and board committee members, etc.), collectively or separately referred to as Individuals/Individual in this Policy, who incur authorized business expenses for travel, subsistence, registration, and related expenses while on City business, and provides a reasonable and timely mechanism for the reimbursement of expenditures.

All Individuals submitting bills and claims have the responsibility for becoming knowledgeable about authorized expenditures and the documentation requirements. Care must be taken to avoid unnecessary or excessive expenditures and those not directly and reasonably related to the conduct of City business.

It shall be the responsibility of the Support Services Director to adopt, publish and enforce rules and procedures consistent with this Policy for the purpose of carrying out the provisions thereof; and to provide forms accompanied by instructions for their use.

### **Documentation**

Requests for reimbursement, including receipts, shall be submitted on an expense report form signed by the Individual and the appropriate approver (see Approval Process section of this Policy), and then submitted to the Finance Division. Reimbursements are typically produced each Thursday, providing that the reimbursement was submitted far enough in advance.

Documentation requirements for payment of purchases made by Purchase Cards are covered in the Purchase Card Program Policy. Documentation for payment of purchases made through Credit Charge Accounts is the same as for employee reimbursements as contained in this Policy.

The name(s) of the Individual(s) whose purchases are also reflected on the vendor's receipt should also be included.

A description of the meeting or event precipitating the expense must be noted on the request form.

The receipt shall document a list of the goods or services purchased. **A receipt without a listing of what was purchased is not valid documentation of the purchase.**

Where possible, receiving the sales tax exemption on purchases made by the City of Casper while traveling is appropriate, and should always occur for in-state travel.

### *Exceptions*

Should a receipt be lost or not be obtainable, a certification memo, signed by the individual's Department Head (the City Manager if the individual is a Department Head, the Mayor if the individual is a Council Member and the Vice-Mayor if the individual is the Mayor), will serve as a substitute for a receipt. Such receipt or certification memo should show the date, vendor identification, itemization of goods and services, amount paid, and an explanation for the lack of a receipt.

### **Meals**

Except for the cost of meals incurred during working meetings (scheduled meetings during which work is conducted on behalf of the City), the cost of meals incurred when Individuals are conducting City business will be paid for by Per Diem Reimbursement only. The City will pay the actual cost of meals incurred during working meetings.

### **Per Diem Reimbursement**

#### ***Daily Total Per Diem Rate***

The daily total per diem is the rate paid for overnight trips (below). The daily per diem rate is for each documented complete 24 hour period of travel during which the Individual is out of town. No receipts are required to be submitted to receive per diem payment. Any meal expenses in excess of daily per diem rate or any prorated per diem rates are the responsibility of the Individual.

#### ***Prorated Per Diem Rates***

The need for prorating the per diem rate occurs when an Individual has some meals provided by a conference or host, participates in a business group meal, or is on travel status for a part of the day, which is frequently the case for first and last day of travel. Prorating the meal per diem is based on a 24 hour day, and the meal allocation corresponds to the hours of the day a person is traveling.

	Travel Period	Prorated Per Diem Rate
Breakfast	Traveling from 12:01 a.m. to 10:00 a.m.	\$10.00
Lunch	Traveling from 10:01 a.m. to 4:00 p.m.	\$13.00
Dinner	Traveling from 4:01 p.m. to 12:00 a.m.	\$24.00

If meals are provided by a conference or host, then the meal per diem for that trip will be adjusted (reduced) to correspond with the meals that were provided. In the event that all meals for a day are provided by a conference, a business group meal or another source, no meal per diem can be claimed for that date.

Advanced payment of per diem reimbursement is allowed for City business trips in excess of three days.

*Overnight*

All Individuals claiming reimbursement for meals consumed while on overnight City business shall be entitled to reimbursement, excluding tip, (not to exceed 15% of total bill) and is not to exceed the following schedule, based on vendor receipt:

BREAKFAST	\$10.00		
LUNCH	\$13.00	<b>or</b>	<b>\$47.00/day</b>
DINNER	\$24.00		

(The above rates shall be adjusted periodically by resolution of the Casper City Council to the closest average of Standard Rate Meal Expenses for Wyoming from the U.S. General Services Administration (GSA). (<http://www.gsa.gov/mie>, <http://www.gsa.gov/portal/content/104877>))

Notwithstanding the foregoing schedule, actual meal costs incurred may be claimed when they are part of a regularly scheduled business event such as a training seminar, professional meeting or conference, or other business meeting. Should a business event (professional organization) luncheon, for example, have costs exceeding the lunch maximum, reimbursement will be for the actual luncheon costs.

The Department Head is authorized to approve in writing requests for exceptions to the authorized meal allowance schedule when it is determined that either the region of the country is recognized as a high cost locale, or that the event's location requires a greater cost. All Individuals claiming reimbursement for meals consumed while on overnight City business shall be entitled to reimbursement, excluding tip (not to exceed 15% of total bill), and is not to exceed the current GSA limit for high cost areas, including Wyoming High Cost areas.

If costs of meals or any other expenses being included for reimbursement or payment are for persons other than Individuals as defined above, those persons must be identified as who they are and be justified why they are participating in City business.

Allowing consultants or those who may be trying to sell the City a product or service to buy meals or give other gratuities for or to an individual is inappropriate and shall not be allowed.

### *Not Overnight*

Meal reimbursements while traveling on business but **not** overnight may be reportable as income for income tax purposes, dependent upon tax laws and Internal Revenue Service (IRS) regulations.

Even though the Individual is away from their home for substantially longer than a normal workday and even stops for rest, the Individual is not considered to be away from home overnight. Any meal reimbursement money that the Individual receives may be taxable.

### **Travel**

Reimbursement for reasonable costs of business travel is authorized. General guidelines are as follows:

#### *Incident Vehicle Costs*

Incidental costs, such as parking, are reimbursable.

#### *City Vehicle*

The use of a City vehicle rather than a personal car is encouraged but subject to approval by Risk Management for all Individuals. Motorcycles shall not be used in carrying out City of Casper business, including travel, except for police motorcycles as approved by Council. Traffic citations received while driving a City vehicle or otherwise are the responsibility of the driver. Multiple occurrences of traffic violations while on City business could result in disciplinary action.

Individuals who are not City employees must have approval from the City's Risk Manager before being allowed to drive a City vehicle.

#### *Personal Vehicles*

If a City employee chooses to use their personal vehicle when a City vehicle is available, then they will be reimbursed for fuel only (or mileage at the going rate if less expensive).

When City vehicles are not available, Individuals will be reimbursed at the current maximum mileage rate allowed by the IRS for deductions. City employees who receive an automobile allowance in lieu of being provided with an assigned City vehicle shall be entitled to mileage reimbursement for out-of-town travel in excess of the first 25 miles. Incidental costs, such as parking, are reimbursable as they would be if a City vehicle was provided.

### *Rental Vehicle*

Vehicle rental authorization must be separately set out in a request for approval of travel expenses. The cost of vehicle rental when on out-of-town business is considered an exception to this policy and renting vehicles must be preapproved by the Department Head for City Employees only.

### *Air Travel*

Arrangement for air travel on City related business shall be made as outlined below:

1. The Individual will arrange for air travel based on the lowest available airfare for a regularly scheduled flight which reasonably accommodates the time of travel requested, and the destination as specified by the requesting department.
2. If personal travel is combined with business related travel, the traveling Individual shall be responsible for paying the increase in airfare, including baggage or other additional charges, necessary to accommodate the personal part of the trip. The City shall only pay the lowest available airfare for the round trip between Natrona County International Airport and the business related destination. Such payment for personal travel shall accompany the City's payment to the vendor for the ticket. If changes in travel plans occur that are the result of City business requirements, any associated costs shall be paid by the City. However, any increases in the cost of travel due to changes for personal convenience will be borne by the Individual.
3. The Individual who obtains airline tickets on their own will be reimbursed based on the lowest airfare available for their time of travel, unless an exception is granted in writing by the City Manager. When purchased by the Individual, he/she must pay the cost of the travel, provide documentation that the airfare purchased is indeed the lowest price available and seek reimbursement along with all other travel expenses. Direct billing of airfare to the City is allowed only if arranged for or approved by the Department Head or the City Manager.

### *Other Miscellaneous Travel Expenses*

Miscellaneous travel costs related to the Individual's official duties such as bus, taxi, bridge or other tolls, parking, ferry, tips and the like are authorized by listing of same on the reimbursement form. A vendor's receipt will be required only when the single item cost of this type of expense exceeds \$10.00.

### **Accommodations**

Reasonable hotel/motel accommodations for Individuals are acceptable and will be reimbursed at the single room rate without any amenities such as hot tubs, suites, etc. Exceptions may be authorized by the Department Head or the City Manager should a single room rate not be available, but evidence of this should be received from the hotel/motel. A vendor's receipt for this category is required for all claims. Direct billing of hotel/motel charges are allowed if prior arrangements have been made with the facility.

### **Allowable Incidental Expenses**

This category includes all reasonable and necessary incidental expenses. Those expenses allowed and specifically not allowed are identified, but not limited to:

#### *Allowed Expenditures Include*

- Laundry expenses if away from home five or more calendar days on City business.
- Baggage checking and handling.
- Parking or shuttle fees.
- Business telephone and postage expenses.
- One phone call per day to the employee's home will be allowed for an amount of time not to exceed 10 minutes; however, the number of phone calls reimbursed by the City to the employee's home shall not exceed three per work week. Costs for longer calls than 10 minutes will be paid by the employee with the amount determined on a proportional basis.
- Telephone calls to make travel related arrangements are business expenses and will be reimbursed.
- It is expected that if a City-issued cell phone is available to the employee, it should be used instead of the hotel phone when making any calls while traveling.

#### *Not Allowed Expenditures Include*

- No alcoholic beverages will be paid for under any circumstances.
- Expenses of a spouse or other persons not authorized to receive reimbursement under this policy.
- Beauty parlor or barber services.
- Personal entertainment. (Movie rentals, etc.)
- Airline or other trip insurance.
- Personal postage, reading materials, or non-business related telephone calls.
- Personal toiletry articles.
- Food and beverage purchased outside of Breakfast/Lunch/Dinner will be considered a snack and therefore non-reimbursable.

### **Reimbursable Expenses for New City Employees**

As authorized by the City Manager, and by the Mayor related to the employment of the City Manager, the reasonable moving expenses of a new City employee, limited to Division Heads and above, may be reimbursable. Moving expenses shall mean the cost of moving household goods, furniture, clothing and other personal effects of the new employee. Reimbursement for moving expenses, if provided, shall be a negotiated item in the employee's employment contract. Claims will be submitted on an Accounts Payable payment voucher and this payment may be treated as additional income in accordance with federal tax law and IRS regulations and subject to all applicable withholding taxes.

### **Allowable or Reimbursable Non-Travel Expenses**

- Meals consumed by the Individual during meetings and other functions which conduct official City business or serve to benefit the City of Casper are reimbursable to the Individual.
- Reasonable expenses, including food and beverages (except alcohol), associated with commemorating a dedication or an unveiling that is recognized as serving an official public purpose are legitimate City expenses.
- Expenditure of public funds incurred by Individuals that are reasonably necessary to attract potential business or events to the community will be reimbursed provided such expenditures are approved in advance by the Council or the City Manager and provided such reimbursement does not include reimbursement for the purchase of alcohol and provided requests for reimbursement are accompanied by the documentation required.
- Expenditure of public funds reasonably necessary to conduct City business and purposes.
  - Allowable or reimbursable non-travel expenditures necessary to conduct City business and purposes are:
    - Purchases of goods necessary to conduct City business that similar items **not** available from City inventories of goods or through purchasing arrangements, i.e. technology, office supplies, vehicle and equipment supplies, etc.
    - Any expenditure not listed in the Policy but was approved in advance by the Council (for the City Council) or by the City Manager (for City employees and other Individuals).

### **Reimbursable Expenses for Potential Job “Candidates”**

As authorized by the City Manager, reasonable expenses of candidates for City positions are reimbursable when such candidates are invited in writing to visit Casper for personal interviews. Such invitation shall specify the current pay amount and the requirement that other expenses be documented and turned over to the recruiting official who will prepare the reimbursement claim. The written invitation for interview and arrangements for transportation and lodging will be made at the direction of the City Manager, or as he/she may delegate. Claims will be submitted on a white AP payment voucher by the Department involved. A copy of the interview invitation and detailed vendor invoices for the expenses incurred will be used as the customary supporting documents. The travel expenditure guidelines will be applied to recruiting claims. Other incidental expenses are limited to transportation by shuttle vehicle to and from Natrona County International Airport and necessary telephone calls to Individuals.

### **Reimbursable Expenses for Others**

“Non-employees” or non-compensated volunteers, advisory and board committee members, and others who are participating in City business but are not on the City’s payroll may be reimbursed for expenses as follows:

- Transportation, Lodging, Meals and Miscellaneous Travel Expenses

- Coffee utensils and other light refreshments at meetings involving volunteers and other non-employees are authorized City expenditures.
- Incidental consumption of beverages (except alcohol) by Individuals at meetings involving non-employees is allowed.

**Credit Cards**

It is not the obligation of the City to provide City-issued credit cards (P-Cards) for travel and meetings purposes or for business expenses. It is expected that the expenses will be incurred by the employee and reimbursed based on the policies outlined in this section. The City will not extend cash advances for travel purposes. **Those who sign out credit cards should that they will be personally liable for the expenses accrued on the cards to the extent that those expenses are not appropriate City expenses.**

**APPROVAL - FAILURE TO ABIDE**

**Approval Process**

All claims for Travel/Training reimbursement shall be submitted for reimbursement using the Travel Expense/Reimbursement form along with a White AP payment voucher. This includes travel and subsistence expenses, except for incidental and minor costs authorized in this policy or in the petty cash policy.

Other claims for reimbursement shall be submitted on a White AP payment voucher.

Special approvals required by this policy shall be obtained by Individuals in advance from the City Manager or his/her designee; which approvals shall be in advance of the event and by separate memo, which identifies the policy exception being authorized and the reasons for the exception. Claims may include the reimbursable costs of other City officials or employees who would be entitled in their own right to claim business expenses.

All purchases and employee reimbursement claims must be authorized by the following.

Purchases Made By	Approver		Optional Approver
	Travel & Employee Reimbursement	Non-Travel & Non-Employee Reimbursement	
<b>Council Member</b>	Mayor	Mayor	Vice Mayor
<b>Mayor</b>	Vice Mayor	Vice Mayor	Other Council Member
<b>City Manager</b>	Mayor	None (1)	Vice Mayor
<b>City Attorney</b>	Mayor	None (1)	Vice Mayor
<b>Municipal Judges</b>	Mayor	None (1)	Vice Mayor
<b>Assistant City Manager</b>	City Manager	None (1)	Mayor
<b>Department Head</b>	City Manager	None (1)	Assistant City Manager
<b>Division Head</b>	Department Head	None (1) (2)	Assistant City Manager
<b>All Other Staff</b>	Division Head	Division Head	Department Head/Assistant City Manager

All Others	Department Head/City Manager	NA (2)	Department Head/Assistant City Manager
1 – The City’s Internal Auditing Program provides sufficient testing and review to eliminate necessity of additional level of approval; May require electronic approval in Central Financial System and P-card System by proxy (typically a Department Head)			
2 –The number of Non-travel and Non-employee purchases made by a Division Head should be minimal because of the high employee cost of purchasing			
Note - Non-employees should rarely, or never purchase on behalf of the City			

**Failure to Abide**

Any failure on the City employee’s part to abide by the directives issued in this policy may be subject to disciplinary action and/or personal obligation to pay the unapproved expenses.

Claims that are rejected by the Administrative Services Director shall be referred back to the appropriate Department Head for review and disposition. Should a dispute arise, the claim and related documentation shall be submitted to the City Manager for review and final disposition. Department Head claims shall be referred to the City Manager for review and disposition.

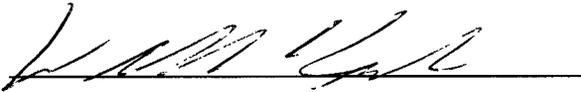
RESOLUTION NO. 16-231

A RESOLUTION ADOPTING THE BUSINESS, TRAVEL,  
TRAINING AND EMPLOYEE MOVING EXPENSE POLICY

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF  
THE CITY OF CASPER, WYOMING: That the Business, Travel, Training and Employee  
Moving Expense Policy be adopted.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED AS TO FORM:



CITY OF CASPER, WYOMING  
A Municipal Corporation

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Tracey L. Belser  
City Clerk

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Daniel Sandoval  
Mayor

September 9, 2016

MEMO TO: His Honor, the Mayor, and Members of the City Council

FROM: Liz Becher, Assistant City Manager   
Tanya Johnson, Special Projects Coordinator 

SUBJECT: Lease Extension with Central Wyoming Senior Services, Inc., through October 30, 2016, to Allow Time to Discuss Terms and Conditions Prior to Lease Renewal

Recommendation:

That Council authorize, be resolution, an extension to the Lease Agreement with Central Wyoming Senior Services, Inc., for the operation of the senior citizens' center located at 1831 E 4<sup>th</sup> Street, Casper WY 82601.

Summary:

The City of Casper and Central Wyoming Senior Services, Inc., entered into a three-year lease agreement on September 2, 2013, commencing on the 1<sup>st</sup> day of October 2013, to and including the 30<sup>th</sup> day of September 2016, with the option to renew the same under similar terms and conditions for one (1) additional three (3) year period provided, however, that the rental payments for the additional term(s) be negotiated at the time of the lease extension.

The executive director of Central Wyoming Senior Services, Inc., submitted an email to City staff on September 6, 2016, acknowledging the upcoming expiration of their lease and indicating interest in lease renewal.

To allow time for City staff to review and discuss the terms and conditions of the current lease agreement prior to renewing the lease, it is necessary to extend the existing agreement with Central Wyoming Senior Services, Inc., until October 30, 2016.

A resolution and lease extension have been prepared for Council's consideration.

## **LEASE EXTENSION**

This Lease Extension (the "Extension") is entered into this \_\_\_\_\_ day of September, 2016, by and between the City of Casper, Wyoming, a municipal corporation, hereinafter referred to as "City," whose principal offices are located at 200 North David, Casper, Wyoming 82601, and Central Wyoming Senior Services, Inc., whose address is 1831 E. 4<sup>th</sup> Street, Casper, Wyoming 82601, hereinafter referred to as the "Lessee." The City and Lessee are collectively referred to as the "parties."

### **RECITALS**

WHEREAS, the parties entered into a Lease Agreement, dated September 2, 2013, (the "Lease"), whereby the City leased to the Lessee the property located at 1831 E. 4<sup>th</sup> Street to operate the senior citizens' center for a three-year term; and,

WHEREAS, the initial Lease between the parties is set to expire at midnight on September 30, 2016; and,

WHEREAS, the City desires to extend the Lease through midnight on October 30, 2016, in order to review and discuss the terms and conditions of the current Lease prior to renewing the Lease for an additional three-year term.

**NOW, THEREFORE**, the parties hereto, in consideration of the promises and covenants herein contained, hereby agree by and between them as follows:

### **ARTICLE I: INCORPORATION OF RECITALS**

The Recitals set forth above are hereby incorporated herein at this point as if fully set forth as part of the terms and conditions of this Extension.

### **ARTICLE II: EXTENSION OF LEASE TERM**

The parties hereto agree to extend the Lease expiration date from midnight on September 30, 2016, to midnight on October 30, 2016.

### **ARTICLE III: RATIFICATION OF CONTRACT**

The parties hereby ratify the terms and conditions of the Lease as amended hereby, said terms and conditions to remain in full force and effect between parties.

**ARTICLE IV: MISCELLANEOUS AGREEMENTS**

This Agreement shall constitute the entire understanding and agreement of the parties as to the Extension, and no amendment or modification of the terms of this Extension shall be valid or enforceable unless made in writing and executed by all parties hereto.

The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, WY Stat. § 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.

This Extension is executed by the parties hereto on the date and the year first above written.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Daniel Sandoval, Mayor

LESSEE  
Central Wyoming Senior Services, Inc.

  
\_\_\_\_\_  
Caysie LaRue, Executive Director

RESOLUTION NO. 16-232

A RESOLUTION AUTHORIZING AN EXTENSION TO THE LEASE AGREEMENT WITH CENTRAL WYOMING SENIOR SERVICES, INC., FOR THE OPERATION OF THE SENIOR CITIZENS' CENTER LOCATED AT 1831 E. 4<sup>TH</sup> STREET.

WHEREAS, the City of Casper entered into a three-year Lease Agreement on September 2, 2013, with Central Wyoming Senior Services, Inc., for the operation of the Senior Citizens' Center located at 1831 E. 4<sup>th</sup> Street; and,

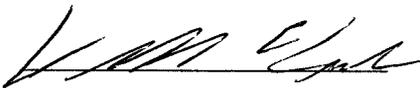
WHEREAS, the Lease Agreement is set to expire at midnight on September 30, 2016; and,

WHEREAS, it is now necessary to extend the term of the Lease through midnight on October 30, 2016, in order for the parties to review and discuss the terms and conditions of the current Lease prior to any renewal thereof.

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 extension to the Lease with Central Wyoming Senior Services, Inc., for the operation of the Senior Citizens' Center at 1831 E. 4<sup>th</sup> Street.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_\_ day of September, 2016.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation:

\_\_\_\_\_  
Tracey L. Belser  
City Clerk

\_\_\_\_\_  
Daniel Sandoval  
Mayor

September 20, 2016

MEMO TO: V.H. McDonald, City Manager 

FROM: Fleur Tremel, Deputy Assistant City Manager 7.7  
Liz Becher, Assistant City Manager 

SUBJECT: Community Promotions Allocations – FY 2017 – Final Results

Recommendation:

That Council, by minute action, authorize \$95,158.10 in Health, Social and Community Services Cash Funding to support the Community Promotions events listed below and authorize City Manager McDonald to sign the agreements with each organization.

Summary:

The Council received forty-two (42) applications for Community Promotions funding this year. Of those, a total of forty (40) were eligible for in-kind and facility funding. Further thirty-four (34) of those were eligible for cash funding as well.

Council completed the voting process at the September 13, 2016 work session. The results of the requests call for Council to make \$95,158.10 in awards, including \$40,263.84 in cash, and fee reductions for in-kind services and facilities that are worth \$21,704.27 and \$33,190.00 respectively, to the following organizations:

	<b>Organization</b>	<b>Event Name</b>	<b>Final Result</b>
1	12-24 Club	Hawgs & Hot Summer Nights	\$1,722.22
2	Boys & Girls Clubs of Central Wyoming	Out of School Programming	\$667.50
3	Brain Injury Alliance of Wyoming	Multi-purpose Room for Community Use	\$2,141.11
4	Casper Amateur Hockey Club	Season Events: 7/1/16 - 6/30/17	\$17,044.44
5	Casper Artist's Guild	State-wide Promotion of the Casper First Thursday Art Walk	\$2,777.78
6	Casper Children's Chorale	22nd Annual Wyoming All State Children's Honor Choir	\$280.50
7	Casper College Foundation & Alumni Association	T-Bird Trek Half Marathon, 10K, 5K	\$2,122.86

	<b>Organization</b>	<b>Event Name</b>	<b>Final Result</b>
8	Casper Figure Skating Club	2016 Holiday Program	\$3,208.89
9	Casper Figure Skating Club	2017 Casper Invitational Competition	\$1,754.44
11	Casper Marathon	Casper Marathon	\$814.08
12	Casper Mountain Biathlon Club	McMurry Mountain Park Racing	\$3,833.09
13	Casper Museum Consortium	"Museum Minute" on Brian Scott Morning Show	\$1,055.56
14	Casper Rotary Foundation	Rotary District Conference 2017	\$4,250.00
15	Casper Soccer Club	Casper Fall Classic	\$789.83
16	Casper Soccer Club	Spring Jamboree	\$789.83
17	Casper Soccer Club	Wyoming State Cup	\$789.83
18	Central Wyoming Skating Association	Spring Ice Show	\$3,231.25
19	Children's Advocacy Project	Shoot Trap for Cap & Cap's Night of Giving	\$644.00
20	Community Recreation Foundation	2016 Holiday Craft Fair	\$6,386.00
21	Court Appointed Special Advocate of Natrona County (CASA)	Super Hero 5K Run	\$1,212.50
22	Downtown Casper Business Association	Christmas Parade 2016	\$1,293.02
23	Eddie McPherson Memorial	Eddie McPherson Memorial Midget A Tournament	\$2,040.00
26	Nicolaysen Art Museum	Nic Fest 2017	\$14,085.70
28	Platte River Trails Trust	2016 Riverfest	\$3,170.28
29	Poverty Resistance	Running Scared & Haunted House	\$1,718.67

	<b>Organization</b>	<b>Event Name</b>	<b>Final Result</b>
31	The Science Zone	A View from Space Exhibit	\$148.50
32	The Science Zone	Lunar Motion Exhibit	\$148.50
33	Special Olympics	2016 Summer Sports Classic	\$1,355.18
34	Special Olympics	2016 Fall Tournament	\$6,777.80
35	Special Olympics	2016-2017 Winter Games Practice	\$3,575.00
36	Wyoming Amateur Softball Association	ASA Men's D 3&4 State Tournament	\$700.00
37	Wyoming Fiddlers' Association, District #4	Rocky Mountain Regional Fiddle Championships & Music Festival	\$655.56
40	Wyoming Medical Center Foundation	Reindeer Relay / Holiday Square	\$1,106.12
41	Wyoming Medical Center Foundation	Safe Kids Day; Safe Swim Night	\$812.50
42	Wyoming Symphony Orchestra	2016-2017 Concert Series	\$2,055.56
<b>Totals</b>			<b>\$95,158.10</b>

September 13, 2016

MEMO TO: V.H. McDonald, City Manager 

FROM: Tracey Belser, Assistant City Manager   
Jason C Shellabarger, Fleet Maintenance Manager

SUBJECT: Purchase of two (2) New 66,000 Lbs. Side-Load Sanitation Trucks for use by the Solid Waste Division

Recommendation:

That Council, by minute action, authorize the purchase of two (2) new Mack, LR613, 66,000 Lbs. side-load sanitation trucks, with Wayne, 27 cubic yard, Curbtender G4 bodies, with options, from CMI-TECO of Mills, Wyoming. These trucks will be used by the Solid Waste Division, of the Public Services Department, in the amount of \$573,344.90, before the trade-in allowance.

Summary:

Bids for two (2) 66,000 lb. side-loading sanitation trucks were received on May 11, 2016. Included in the previous bid package was language to piggyback this bid for 120 days after the delivery of the final unit from the first order. The final unit from the first order has not been delivered to date.

The City is utilizing the bid from May to now purchase two (2) new Mack LR 613/ Wayne G4 Sanitation Trucks. Purchasing these side-loading sanitation trucks at the previously bid pricing allows the City to avoid any pricing increases. This purchase will replace two (2) side-loading sanitation trucks in the Solid Waste Division that are due for scheduled replacement due to age and mileage.

<u>Bid Item</u>	<u>Vendor</u>	<u>Amount of Bid</u>	<u>Estimated Trade-In</u>	<u>Estimated Total</u>
<b>(2) 2017 Mack LR 613/ Wayne G4</b>	<b>CMI-TECO</b>	<b>\$573,344.90</b>	<b>\$88,000.00</b>	<b>\$485,344.90</b>

This equipment purchase will be funded by the FY 2017 Solid Waste Division, Refuse Collection Reserves.

September 13, 2016

MEMO TO: V.H. McDonald, City Manager   
FROM: Tracey Belser, Assistant City Manager   
Jason C. Shellabarger, Fleet Maintenance Manager  
SUBJECT: Purchase of Four (4) Mid-Size Sedans for use by the Casper Police Department

Recommendation:

That Council, by minute action, authorize the purchase of four (4) new Ford Fusion Sedans, from Greiner Motor Company, Casper, Wyoming, to be used in the Casper Police Department in the amount of \$81,980.00, before trade-in allowance.

Summary:

A bids for three (3) new Mid or Full Size Sedans were received on March 25, 2016. Included in the previous bid package was language to piggyback this bid for 120 days after the delivery of the final unit from the first order. The final unit from the first order was delivered July 7, 2016.

The City is utilizing the bid from March to now purchase four (4) new Ford Fusion Sedans. Purchasing these sedans at the previously bid pricing allows the City to avoid any pricing increases. This purchase will replace four (4) vehicles in the Police Department that are due for scheduled replacement with age and mileage.

<u>Bid Item</u>	<u>Vendor</u>	<u>Base Cost</u>	<u>Estimated Trade-in Value</u>	<u>Estimated Total Cost</u>
<b>(4) 2017 Ford Fusions</b>	<b>Greiner</b>	<b>\$81,980.00</b>	<b>\$18,270.00</b>	<b>\$63,710.00</b>

Funding for this purchase will come from FY 2017 Optional One Cent #15 Sales Tax allocated to the Police Department for equipment replacement.

September 16, 2016

MEMO TO: V.H. McDonald, City Manager

FROM: Tracey Belser, Support Services Director *JB*  
Jason C. Shellabarger, Fleet Maintenance Manager

SUBJECT: Purchase one (1) New Front End Loader by the State Bid Process

Recommendation:

That Council, by minute action, authorize the purchase of one (1) new front end loader by the State bid process from Wyoming Machinery Company, Casper Wyoming to be used in the Public Utilities Division of the Public Services Department. The amount of this purchase is to be \$165,174.00, with options, before trade-in.

Summary:

Wyoming State Statute allows cities to purchase specific vehicles by utilizing the State bid process. Taking advantage of this State Statute reduces the cost of vehicles purchased. Staff is requesting approval to purchase one (1) new front end loader for a replacement due to hours and mileage.

The recommended purchase of the Caterpillar 938M from Wyoming Machinery Company meets all of the necessary specifications. The purchase of this unit will include the option of a three year, 3000 hour, buyback. Utilizing this option every three years will greatly decrease the cost of operation, as well as reducing the need to budget higher dollar amounts for replacements.

<u>Bid Item</u>	<u>Vendor</u>	<u>Amount of Bid</u>	<u>Estimated Trade In</u>	<u>Estimated Total</u>
<b>Caterpillar 938M Front End Loader</b>	<b>Wyoming Machinery</b>	<b>\$165,174.00</b>	<b>\$38,000.00</b>	<b>\$127,174.00</b>

This equipment purchase will be funded by the FY 2017 Water Distribution Division Reserves.