

COUNCIL WORK SESSION
Tuesday, April 22, 2014, 4:30 p.m.
Casper City Hall
Council Meeting Room

AGENDA

1. Proposed Hearing Procedure for April 29, 2014
2. 2014 National Electrical Code Updates
3. CDBG Annual Action Plan Proposal FY 2014/2015
4. Amendment to Form-Based Code
5. Discussion on Morning Closure of Oakcrest Avenue by NCSD
6. Grant Submittal Request by MPO for TIGER 2014
7. Wastewater Treatment Plan Presentation
8. Hogadon Master Plan Review
9. Liquor Licensing Issues

Proposed Hearing Procedure

Preparation:

1. Council will review and agree to procedures to be followed at its work session on April 22.
2. The attorney for the City's administration and the attorney(s) for Mr. Hedquist's shall provide Council with copies of any exhibits that may be offered and a list of witnesses that may be called to provide testimony. Witnesses should have personal knowledge of the events giving rise to or concerning the alleged misconduct. Copies of exhibits and a brief summary of expected testimony for each witness shall be provided to the other side and to Council by 4 p.m. Friday 4/25/14.
3. Arrangements will be made for court reporting to record and transcribe all testimony

Hearing procedures

1. Council will select a hearing officer from its members at its work session on April 22.
2. Council will review the list of witnesses provided by the City's attorneys and Mr. Hedquist's attorney prior to the hearing. Witnesses that do not have actual knowledge of the events at issue will not be permitted to speak at the hearing. Any comments from those with no actual knowledge of events can be submitted in writing at the hearing.
3. Council will hear an opening statement from attorneys representing the City administration.
Time allowance: 30 minutes
4. Council will hear an opening statement from attorney(s) representing Mr. Hedquist. Time allowance: 30 minutes
5. Council will hear statements from witnesses identified by the City administration's attorney(s) and question each witness
6. Council will hear statements from witnesses identified by Mr. Hedquist's attorney(s) and question each witness.

Conclusion

1. Council will consider motion(s) to rule or postpone ruling.

March 18, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Liz Becher, AICP, and Community Development Director
Doug Barrett, Bldg/ Code Enforcement Manager *DB*

SUBJECT: Adoption of 2014 National Electrical Code.

Recommendation:

That Council, by ordinance, approve the ordinance adopting the 2014 National Electrical Code.

Summary:

Adoption of the 2014 National Electrical Code is a continuation of Code upgrades every that are updated every three years, and the State of Wyoming has adopted the 2014 National Electrical Code, as the minimum Code for the entire State, effective July 1, 2014.

Staff and the City Contractors' Board of Licensing and Appeals have reviewed the 2014 National Electrical Code and recommend that Council adopt the Code. Staff has notified all licensed electrical contractors of the intent to adopt the Code and the proposed changes.

The following are some of the changes that effect residential type units;

- Receptacles that are installed within 6' of sinks must have a GFCI breaker.
- Receptacles installed within 6' of tub or showers they must have a GFCI breaker.
- All receptacles installed in laundry areas they must be GFCI breakers.
- Receptacles installed for dishwasher must be a GFCI breaker.
- Arc fault protection breaker is now required in kitchen and laundry areas.
- At least one duplex receptacle with separate branch circuit is required in garages.

March 18, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Liz Becher, AICP, and Community Development Director
Doug Barrett, Bldg/ Code Enforcement Manager *DB*

SUBJECT: Adoption of 2014 National Electrical Code.

Recommendation:

That Council, by minute action, establish the date of May 20, 2014, as the date of the public hearing of an ordinance amending Chapter 15, of the Casper Municipal Code, adopting the 2014 National Electrical Code.

Summary:

The State of Wyoming has adopted the 2014 National Electrical Code, as the minimum Code for the entire State, effective July 1, 2014.

Staff and the City Contractors' Board of Licensing and Appeals have reviewed the 2014 National Electrical Code and recommend that Council adopt the Code. Staff has notified all licensed electrical contractors, by letter, of the intent to adopt the Code and the proposed changes.

ORDINANCE NO.

AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 15.28 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE ~~2011~~ 2014 EDITION OF THE NATIONAL ELECTRICAL CODE.

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

SECTION 1:

The following sections of Chapter 15.28 of the Casper Municipal Code are hereby amended to read as follows:

The reference to the year ~~2011~~ in Sections 15.28.010, 15.28.040, 15.28.170, 15.28.300, 15.28.370(A) and 15.28.440 are deleted and shall read “~~2011~~” “**2014**”.

SECTION 2:

If any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 3:

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

PASSED on 1st. reading the ___ day of _____, 2014
PASSED on 2nd. reading the ___ day of _____, 2014

PASSED, APPROVED, AND ADOPTED on the 3rd. and final reading the ___ day of _____, 2014.

APPROVED AS TO FORM:

CITY OF CASPER, WYOMING
A Municipal Corporation

V.H. McDonald
City Clerk

Paul L. Meyer
Mayor

April 14, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Liz Becher, Community Development Director *LB*
Joy Clark, Community Development Technician *JC*

SUBJECT: Proposed Uses of Program Year 2014/2015 Community Development Block Grant Funds

Summary:

As a recipient of entitlement Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD), the City wishes to solicit community opinion in its submission of an Annual Action Plan outlining its proposed use of CDBG funds. After taking into account community input, the Housing and Community Development Division will prepare and publish a draft of the Annual Action Plan (AAP) to be available for a 30-day comment period. The CDBG allocation for FY2014/2015 is **\$264,192**.

Staff is seeking Council's comments and questions about the following list of proposed projects before finalizing the draft AAP.

- Transportation Programs: **\$35,000** for ridership tokens to low income individuals for The Bus and CATC.
- Housing Rehabilitation Assistance Program: **\$25,000** for assistance to low-moderate income (LMI) homeowners with emergency repairs and program-related costs.
- LifeSteps Campus Care: **\$50,000** for necessary repairs and capital improvements.
- General Administration Costs: **\$50,000** to provide for salary and benefits for one full-time employee.
- Housing Initiatives: **\$75,000** to continue to address the housing needs in Casper for emergency, transitional, and market affordable shelters and units.
- City Core Revitalization Activities: **\$20,000** for matching façade grants.
- Clearance and Demolition: **\$9,192** for activities that remove health and safety issues in LMI areas.

The projects must meet one of three national objectives of the CDBG program: benefiting the low income population of Casper, addressing slum and blight, and/or urgent need. To ensure the public hearing is meaningful to the citizens, law requires that it be held in the presence of the Mayor and City Council members. The public hearing will be held on May 6, 2014 where a draft of the Program Year 2014/15 Annual Action Plan will be presented, and comments solicited. Review and final approval will be concurrent with City of Casper budget approval.

April 14, 2014

TO: John Patterson, City Manager

FROM: Joshua Bake, Urban Renewal Manager *JB*
Craig Collins, City Planner *CC*
Liz Becher, Community Development Director *LB*

SUBJECT: Proposed parking changes to the Form Based Code

Recommendation:

That Council recommend that the current parking of the Old Yellowstone District and South Poplar Street Corridor in the Form Based Code be changed to mirror the downtown's parking ordinance.

Summary:

The Old Yellowstone District and South Poplar Street Corridor Form-Based Code provides the regulatory framework for the redevelopment of a large portion of Casper's urban core, located generally between the "downtown" on the east, and the Platte River Commons on the west. The Form Based Code was the first of its kind for Wyoming, and when it was written it was understood that flexibility would be required, and periodic changes would be necessary, because markets change, and regulatory concepts must evolve. The Community Development Department has been approached by the Old Yellowstone District Advisory Committee requesting that the portion of the Form Based Code dealing with off-street parking requirements be revisited.

The downtown/urban core of most towns and cities consists of a much different development pattern than outlying areas. The downtown is, with few exceptions, the oldest portion of the town/city and was usually designed and constructed prior to modern development considerations favoring automobiles. Downtowns were traditionally constructed at a higher density than the newer, outlying portions of the community, and also consist of a much wider variety of uses, all located in a relatively compact area. As is the case in Casper, downtowns are almost always considered by the community to be a special place, with a unique sense of character. As such, downtown development regulations often must deviate significantly from the development regulations governing the other areas of a town/city to maintain the character of the area, and to ensure that new development is consistent with the old. In Casper, parking regulations are one example.

When a new development is proposed in most areas of Casper it is required to construct and maintain a minimum number of off-street parking spaces. Even prior to 2007, the Municipal Code only required that the area downtown provide off-street parking for new developments at a

rate of fifty percent (50%) of what was required in the rest of Casper. However, in 2007 the City Council decided that the downtown parking requirements were still too onerous, and voted to eliminate all minimum off-street parking requirements in the C-3 (Central Business) zoning district, with the exception of residential uses and schools. Many towns and cities across the country have, likewise, eliminated their parking mandates in their downtowns as a way to reinforce the historic building pattern. It has been found that off-street parking mandates have the negative effect of stifling growth and investment in a downtown because of the scarcity of property available to devote to off-street parking. Unfortunately, when redevelopment in a downtown is proposed, historic structures are too often torn down in order to meet the City's parking mandates. In addition to the loss of historic structures, the downtown also loses its dense, pedestrian-friendly character, resulting in a "gap tooth" development pattern over time, with individual structures being separated by parking lots and driveways (gaps) rather than the historic pattern of a continuous row of retail businesses.

When the Old Yellowstone District Form Based Code was developed in 2008 and amended in 2009, it required that all new development provide a minimum number of off-street parking spaces, but also put a limit on the maximum number of spaces that could be constructed. The maximum parking restrictions were in recognition that having too much parking reduces building densities. Although the minimum/maximum parking requirements in the Old Yellowstone District were an attempted improvement of the City's standard parking requirements at the time, it has since been found to be too restrictive, and an impediment to the redevelopment and growth of the area. The Old Yellowstone District Advisory Committee has approached the City and requested that the OYD parking requirements be changed to mirror the City's current C-3 (Central Business) downtown parking requirements. If the Old Yellowstone District parking regulations were changed, it would mean the elimination of all mandated off-street parking requirements, with the exception of residential uses and schools. The proposed code amendment would encourage the movement to a market-based parking approach, whereby property owners would be free to tailor parking to the unique needs of each project. Successful developers understand that the market demands parking, and will ensure that it is provided, either on site, or off. In a downtown, dispersed, shared parking lots scattered throughout the area, is a preferable development pattern as compared to each building being required to provide its own parking lot. If the Old Yellowstone District is to be redeveloped as a continuation and extension of the historic downtown, then logically, it should be developed with similar flexibility in meeting parking needs.

The City's current C-3 (Central Business) parking regulations are shown below for the Council's reference. The provision of a minimum number of off-street parking spaces is not required in the downtown, except as noted for residential and school uses. For the purpose of determining the number of parking spaces required, a "dwelling unit" is defined as a complete, independent living, sleeping, eating, cooking, and sanitation facility for one family.

Building Use	Parking Requirements
Residential	1 parking space per dwelling unit.
Residential,	0.56 parking space per dwelling unit.

condominium	
Residential, high rise apartments	0.44 parking space per dwelling unit.
Residential, low/mid-rise apartments	0.61 parking space per dwelling unit.
Senior Citizen housing	0.16 parking space per dwelling unit.
Schools, senior high	0.25 parking space per student.
Schools, elementary and middle schools	0.19 parking space per the sum of the number of students plus the number of staff. On-street parking abutting the school grounds and any adjacent park land may be used to meet the off street parking required for the school.

The City's current OYDSPC Form Based Code parking regulations are shown below for the Council's reference. As stated above, staff recommends that the parking regulations below be eliminated, and the C-3 (Central Business) parking regulations (listed above) be adopted in the Old Yellowstone District.

Building Use	Parking Requirements
Bank	Minimum 0.60 spaces per 1,000 square feet.
Commercial Uses, Including Personal Services	Minimum 2.0 – maximum 3.0 parking spaces per 1,000 square feet of gross square feet leasable area. If under 1,000 square feet, a minimum of stalls shall be required.
Gas Station/Convenience	Minimum 1.0 space per 500 feet of gross floor area.
Hotel	Minimum 1.0 parking space per sleeping room, plus 1 space per employee on the smallest shift.
Office	Minimum 2.0 – maximum 2.9 spaces per 1,000 gross square feet building area.
Residential Stacked Flats, Courtyard, Mansion Apartment	Minimum 1.0 – maximum 2.0 parking spaces per dwelling unit.
Residential Tower	Minimum 0.80 – maximum 1.5 parking spaces per dwelling

	unit with .50 covered.
Residential - Rowhouse	Minimum 1.0 – maximum 2.0 spaces per dwelling unit with 1 covered.
Residential – 2 Flat Tandem	Minimum – maximum 4.0 parking spaces per dwelling unit.
Residential – Village Home	Minimum 1.0 – maximum 3.0 spaces per dwelling unit with 1 covered.
Residential – Senior/Active Adult	Minimum 0.5 – maximum 1.0 space per two sleeping rooms.
Restaurant/Nightclub	Minimum 7.0 – maximum 8.5 parking spaces per 1,000 gross square feet leasable area.

Upon approval, staff will take Council’s recommendation to the Planning and Zoning Commission on May 27, 2014.

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 17.94.100 OF THE CASPER MUNICIPAL CODE PERTAINING TO PARKING REGULATIONS IN THE OLD YELLOWSTONE DISTRICT AND SOUTH POPLAR STREET CORRIDOR (OYDSPC) FORM-BASED CODE.

WHEREAS, in June of 2008 the City Council adopted Chapter 17.94, the Old Yellowstone District and South Poplar Street Corridor (OYDSPC) Form-Based Code, which provides the regulatory framework for the redevelopment of a large portion of Casper's urban core; and,

WHEREAS, as the City has continually implemented the OYDSPC Form-Based Code since 2008, it has been necessary at times to amend the regulations in order to allow flexibility in design reviews of new and/or potential projects; and,

WHEREAS, the minimum/maximum off-street parking regulations found in the OYDSPC Form-Based Code, found in Section 17.94.100 of the Municipal Code, have become an impediment to the redevelopment of the area, and the City proposes to eliminate the current parking standards and adopt the C-3 (Central Business) zoning district parking standards in the Old Yellowstone District and South Poplar Street Corridor; and,

WHEREAS, both the Planning and Zoning Commission and the Old Yellowstone District and South Poplar Street Corridor Architectural Review Committee have reviewed and approved the proposed amendment to the OYDSPC Form-Based Code; and,

WHEREAS, it is the desire of the governing body of the City of Casper to amend Section 17.94.100 of the Casper Municipal Code pertaining to parking regulations in the OYDSPC (Old Yellowstone District and South Poplar Street Corridor).

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

SECTION 1:

Section 17.94.100 is hereby amended as follows:

17.94.100 Parking regulations.

- A. Off-street Parking Dimensions. Refer to Casper Municipal Code Section 17.12.070.
- B. Specific Requirement. Unless specified, requirements listed represent the ~~maximum~~ MINIMUM number of parking spaces ~~allowed~~ REQUIRED.

Building Use	Parking Requirements
Bank	Minimum 0.60 spaces per 1,000 square feet.
Commercial Uses, Including Personal Services	Minimum 2.0 — maximum 3.0 parking spaces per 1,000 square feet of gross square feet leasable area. If under 1,000 square feet, a minimum of stalls shall be required.
Gas Station/Convenience	Minimum 1.0 space per 500 feet of gross floor area.
Hotel	Minimum 1.0 parking space per sleeping room, plus 1 space per employee on the smallest shift.
Office	Minimum 2.0 — maximum 2.9 spaces per 1,000 gross square feet building area.
Residential Stacked Flats, Courtyard, Mansion Apartment	Minimum 1.0 — maximum 2.0 parking spaces per dwelling unit.
Residential Tower	Minimum 0.80 — maximum 1.5 parking spaces per dwelling unit with .50 covered.
Residential — Rowhouse	Minimum 1.0 — maximum 2.0 spaces per dwelling unit with 1 covered.
Residential — 2 Flat Tandem	Minimum — maximum 4.0 parking spaces per dwelling unit.
Residential — Village Home	Minimum 1.0 — maximum 3.0 spaces per dwelling unit with 1 covered.
Residential — Senior/Active Adult	Minimum 0.5 — maximum 1.0 space per two sleeping rooms.
Restaurant/Nightclub	Minimum 7.0 — maximum 8.5 parking spaces per 1,000 gross square feet leasable area.

Building Use	Parking Requirements
Residential	1 parking space per dwelling unit.
Residential, condominium	0.56 parking space per dwelling unit.
Residential, high rise apartments	0.44 parking space per dwelling unit.
Residential, low/mid-rise apartments	0.61 parking space per dwelling unit.
Senior Citizen housing	0.16 parking space per dwelling unit.
Schools, senior high	0.25 parking space per student.
Schools, elementary and middle schools	0.19 parking space per the sum of the number of students plus the number of staff. On-street parking abutting the school grounds and any adjacent park land may be used to meet the off street parking required for the school.

SECTION 2:

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

PASSED on 1st reading the ____ day of _____, 2014.

PASSED on 2nd reading the ____ day of _____, 2014.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the day of _____, 2014.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

V. H. McDonald
City Clerk

Paul L. Meyer
Mayor

City Council Work Session

April 22, 2014

Presentation by Natrona County School District (Dennis Bay)

Re: Proposed morning closure of Oakcrest Avenue

Agenda:

- Proposal Request
- Map of the area, noting the proposed closure areas, and traffic flows
- Notification radius to inform neighborhood
- Draft format of notification and timing of the mailing



NATRONA COUNTY SCHOOLS

Facilities and Business Services Division

Steve Hopkins, Superintendent

Dennis E. Bay, Executive Director

970 N. Glenn Road. * Casper, WY 82601 * (307) 253-5317 * www.natronaschools.org

March 3, 2014

Liz Becher
Director, Community Development Department
City of Casper
200 N. David St.
Casper, WY 82601

Re: Grant Elementary School,
Morning Closure of Oakcrest Avenue

Dear Liz,

Natrona County School District is requesting permission to temporarily close Oakcrest Avenue between 16th and 17th Streets directly in front of Grant Elementary School (1536 Oakcrest Avenue) from 7:30 a.m. until 8:45 a.m. on days that school is in session to only allow bus traffic to enter and exit this street.

In 2009 the District approached the City to temporary close Oakcrest Avenue in the afternoons during the time that students are being picked up by buses and parents. This has worked very well and has made this section of street much safer for our students.

In order to limit the traffic to buses only during the 7:30 a.m. to 8:45 a.m. time period, NCSD again proposes blocking Oakcrest Avenue off between 16th and 17th Streets with our portable barricades and detour signs that we utilize in the afternoons. The school neighborhood will be sent individual letters from the school notifying of the closure so they will be aware of the increased traffic on 16th Street, 17th Street and South Bonnie Brae Street. Parents will be informed of the closure and directed where they are allowed to park. Signs will be in place to direct northbound vehicle traffic from Oakcrest Avenue to 17th Street and southbound traffic from Oakcrest Avenue to 16th Street. Buses will be allowed to enter and exit Oakcrest Avenue, but it will be closed to all other traffic. In addition, traffic exiting the alley south of the school will be allowed to turn right only onto Oakcrest Avenue.

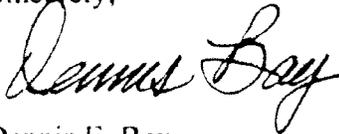
Liz Becher
Director, Community Development Department
City of Casper
March 3, 2014
Page 2

The school is again committed to providing the manpower to place and remove the barricades and signs and feel the safety of our students is worth this additional time. We sincerely believe this is a way to improve the safety of our students before school and hope this proposal will receive your approval.

If approved, we would like to start as soon as possible after all parties are notified of the closure.

Please contact me if you should have questions or need additional information. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Dennis Bay". The signature is written in a cursive, flowing style.

Dennis E. Bay
Executive Director Business Services

pc: Mr. Rick Harrah
Mr. Andrew Beamer, P.E.

WHERE THE INFORMATION IS PROVIDED TO THE BEST OF OUR KNOWLEDGE IT IS SUBJECT TO CHANGE AS FACTS OR PROJECTS ARE CONSTRUCTED OR NEW INFORMATION IS PROVIDED. NCSD #1 SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS.



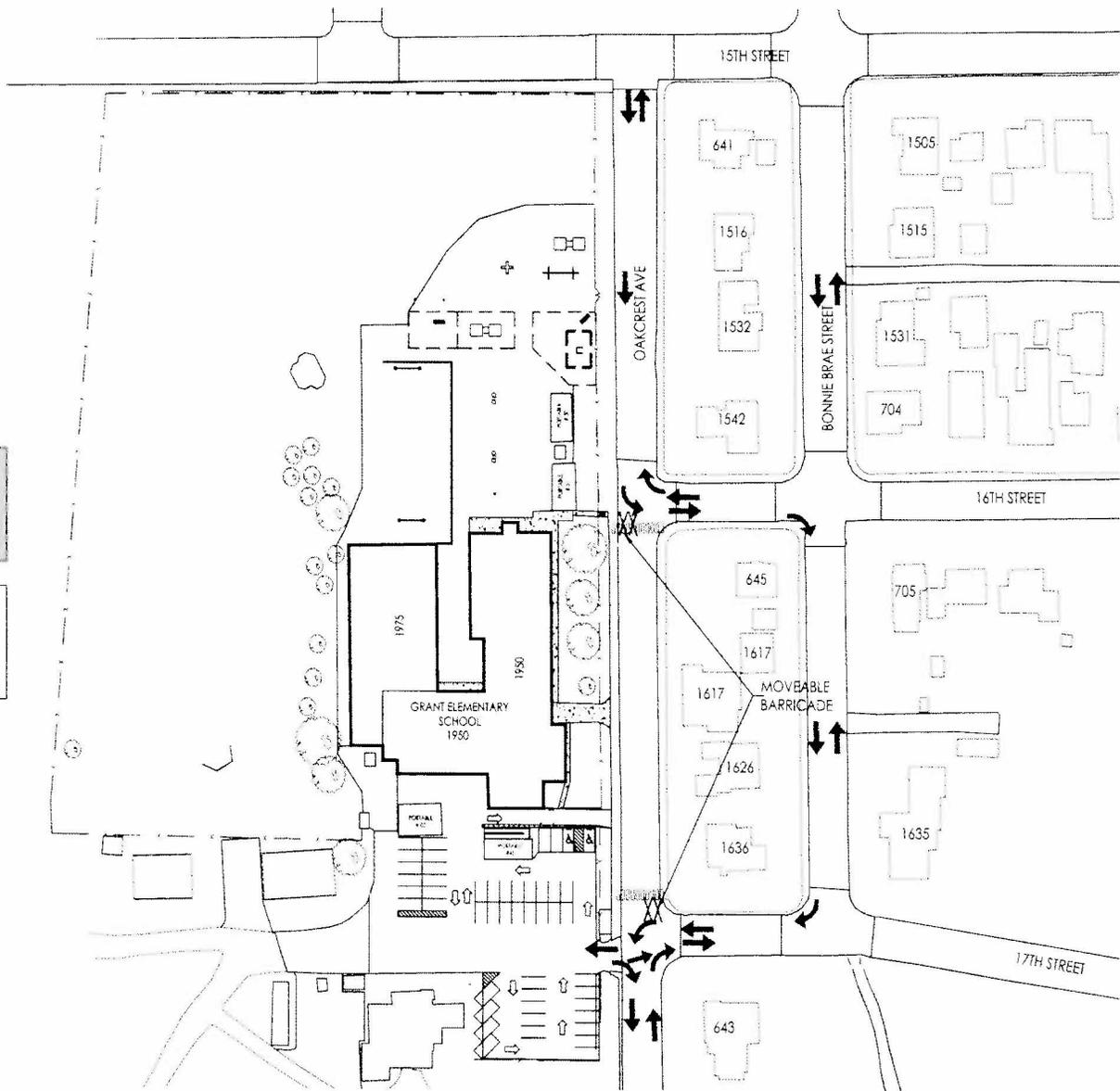
NATRONA
COUNTY SCHOOLS

GRANT

SITE
PLAN

DATE:
2014_04_16
SCALE:
NTS

DRAWN BY:
MRM



LEGEND

XX MOVEABLE BARRICADE

← DIRECTION OF TRAFFIC

CURRENT:
AFTERNOON STUDENT PICK UP ROUTES
3:00-4:30 PM

PROPOSED:
MORNING STUDENTS PICK UP ROUTES
7:30-8:45 AM

GRANT ELEMENTARY
SCHOOL
1950

15TH STREET

OAKCREST AVE

BONNIE BRAE STREET

16TH STREET

17TH STREET

MOVEABLE
BARRICADE

641

1516

1532

1542

1505

1515

1531

704

705

645

1617

1617

1626

1636

1635

643

1975

1980

PORCH

WALKWAY

2014_4_22

Addresses of neighbors around Grant ES for temporary closure of Oakcrest

(Addresses are for those neighbors directly impacted by the temporary closure on Bonnie Brae St., 16th St., & 17th St)

April 15, 2014 a "Feedback Letter" from Grant Administration was sent home to all parents/guardians of all students regarding closure

An informational item will be added to the PTA agenda, if temporary closure is approved

Another letter will be sent home to all parents/guardians of all students advising of the closure, if approved

Letters will be sent to the following addresses, if Council approves the temporary closure

641 E. 15th St.
1505 S. Bonnie Brae
1515 S. Bonnie Brae
1516 S. Bonnie Brae
1531 S. Bonnie Brae
1532 S. Bonnie Brae
1542 S. Bonnie Brae
704 E. 16th St.
645 E. 16th St.
705 E. 16th St.
1617 S. Bonnie Brae
1628 S. Bonnie Brae
1635 S. Bonnie Brae
1636 S. Bonnie Brae
643 E. 17th St.

GRANT ELEMENTARY SCHOOL

Shawn Smith, Principal

1536 Oakcrest
Casper, WY 82601
(307) 253-1300



May __, 2014

Dear Grant School Neighbor,

You may have heard on the news, or read in the paper, that Grant School has been given permission from the City Council to close Oakcrest on school days. This closure, between 16th and 17th Streets, will occur from approximately 7:30 am until 8:45 am each day school is in session. Traffic will be rerouted to Bonnie Brae during these times. The reason we have asked for this closure is to increase the safety of our students in the area in front of the school. Due to the fact that many more students are being driven to and from school, and the number of school and daycare buses using this same area has continued to increase and consequently the traffic congestion. We have had many close calls with our students nearly getting hit by vehicles.

This street closure will prevent parents from parking on Oakcrest between 16th and 17th Streets, but allow the buses to enter. Therefore, parents are being asked to park on 16th and 17th Streets and further north or south on Oakcrest and on Bonnie Brae. The parking lot south of the school building will continue to be available for parent and staff parking. The barricades that we will be using at the corners of 16th and 17th Streets are the same barricades that we have been using in the afternoons and will be placed outside the crosswalks so students and parents can cross Oakcrest more safely.

We anticipate that initially there will be additional traffic on 16th, 17th, and Bonnie Brae until drivers that use Oakcrest decide to use a different route during this time of day. We realize this may cause more traffic on your street and ask for your patience and understanding as we work to make this a safer area for our students. If you have any questions of concerns, please contact me at 253-1300.

Sincerely,

Shawna Smith, Principal

GRANT ELEMENTARY SCHOOL

Empowering ~ Enriching ~ Excelling ~ Engaging
Shawna Smith, Principal

1536 Oakcrest
Casper, WY 82601
(307) 253-1300



April 15, 2014

Grant Families,

We are looking to make a change for the safety of all Grant Elementary students & other children who ride school busses to and from our school each day. We will be proposing to close the Oakcrest Street in front of Grant Elementary in the mornings, just as we do at the end of each school day.

We work every day to continuously improve what we do for all of the children of our school, and this particular situation has become a concern for the safety of all children.

Please sign, date & return this paper to show support for closing Oakcrest Street in the mornings for about 1 hour each day.

Thank you for helping to promote the safety of our students!

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

Grant Elementary School's Mission Statement

Empowering, Enriching, Excelling, Engaging

April 14, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Liz Becher, Community Development
Andrew Nelson, MPO Supervisor

SUBJECT: Grant Submittal Request by the Casper Area Metropolitan Planning Organization (MPO) for TIGER 2014 funding

In an ongoing effort to secure funding to reconstruct Midwest Avenue between Poplar Street and David Street in the Old Yellowstone District, staff is seeking Council's approval to submit a grant application for Transportation Investment Generating Economic Recovery (TIGER) 2014 funds from the United States Department of Transportation (DOT).

The City of Casper has applied three times previously for TIGER funds. Each time the grant application has been modified to address the criteria specified by DOT. The grant application seeks projects that are engineered and ready to go. The Midwest project meets this requirement, and has also benefitted with being awarded a Wyoming Business Council grant this past fall which will show an additional local financial match. Midwest Avenue is the primary connector between two state highways, a corridor into downtown, and a key arterial to reduce traffic at the 1st Street and Poplar Street intersection. The total amount of the grant request will be \$7.8 million, down from last year's request of \$10 million.

With Council's approval, staff will submit the application. The MPO staff members will work closely with City Engineering, and their engineering consulting firm, to ensure a well-written submittal. If the City is awarded a grant during this application period, a resolution to accept the funding will be drafted for Council's consideration.

Staff would be happy to answer any questions that you may have about this project.

April 14, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Rick Harrah, Public Services Director
David W. Hill, P.E., Public Utilities Manager

SUBJECT: Regional Wastewater System Capital Needs – Capital Improvement Plan

Recommendation:

No action. For Council information at this time.

Summary:

The Wastewater Treatment Plant (WWTP) was originally built in 1959 with several expansions/improvements over the years. The WWTP has a large amount of older equipment and processes which need replacement in the years ahead. Much of the WWTP equipment, piping, and electrical systems are 30 years or older.

Future discharge permit renewals by DEQ/EPA (2018 and/or 2023) may require nutrient (phosphorous and nitrogen) removal and selenium removal. Guidance of future discharge permit requirements from regulatory agencies has not been forthcoming. The capital cost for these process changes in the future could be very large.

Rehabilitation of the North Platte Sanitary Sewer is also needed. This concrete sewer (24-inch to 54-inch in size) was installed from 1981-1983, is 8.9 miles long, and suffers from corrosion from hydrogen sulfide generation. It was overbuilt due to the high Casper growth rate at the time which regressed in the mid-1980's. Approximately 20% of the sewer needs rehabilitation by relining and reconstruction of relief drop structures. The rehabilitation of this sewer (\$8,000,000) currently has no funding mechanism.

A Power Point presentation will be given with an overview of the capital needs for the Regional Wastewater System as well as a discussion of future regulatory concerns regarding nutrient and selenium removal.

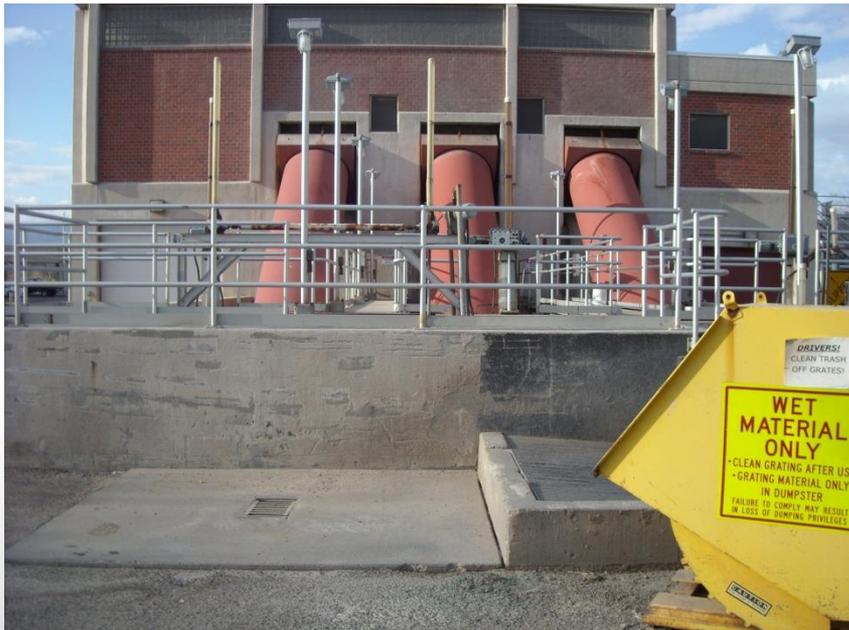
Regional Wastewater System - Capital Improvement Plan

- a) WWTP
- b) NPSS Interceptor



The Sam H Hobbs WWTP

- 10 MGD Activated Sludge Wastewater Treatment Facility That Discharges To The North Platte River – Currently 7 MGD
- Preliminary, primary, **secondary treatment**, disinfection, and solids handling processes
- Serves 66,800 people
- Built in the late 1950's with five major upgrades



Ten-Year Capital Plan

- Identify new and replacement capital projects
- Identify equipment replacement needs – Aging Equipment
- Prolong the life and improve the efficiency of the WWTP
- Prioritize equipment replacement
- Develop a planning schedule for equipment replacement
- Provide an outlook on spending requirements



REGIONAL WASTEWATER SYSTEM					
CAPITAL IMPROVEMENT PLAN					
CAPITAL IMPROVEMENTS PROJECTED FOR FY 2018					
Item Number	Item	Cost	Small Equipment	Large Equipment	CIP Stand Alone
1	Replace Digester #2 Floating Cover	\$ 1,150,000			\$ 1,150,000
2	Lab Equipment	\$ 12,000	\$ 12,000		
3	Lighting Renovations	\$ 30,000	\$ 30,000		
4	Sludge Grinder	\$ 10,000	\$ 10,000		
5	Computer Replacement	\$ 7,500	\$ 7,500		
6	UV Equipment	\$ 45,000	\$ 45,000		
7	Lift Station Generator	\$ 90,000		\$ 90,000	
	Yard Piping Annual Allocation	\$ 100,000		\$ 100,000	
	Critical Valve Replacement Annual Allocation	\$ 27,440		\$ 27,440	
Annual	Instrumentation Annual Allocation	\$ 10,000	\$ 10,000		
	Conduit and Cabling Annual Allocation	\$ 40,000	\$ 40,000		
	Equipment Replacement Annual Allocation	\$ 100,000		\$ 100,000	
	Total	\$ 1,621,940	\$ 154,500	\$ 317,400	\$ 1,150,000
	New Capital	\$ 486,570	\$ 46,350	\$ 95,220	\$ 345,000
	Replacement Capital	\$ 1,135,330	\$ 108,150	\$ 222,180	\$ 805,000
	Total Check	\$ 1,621,900			

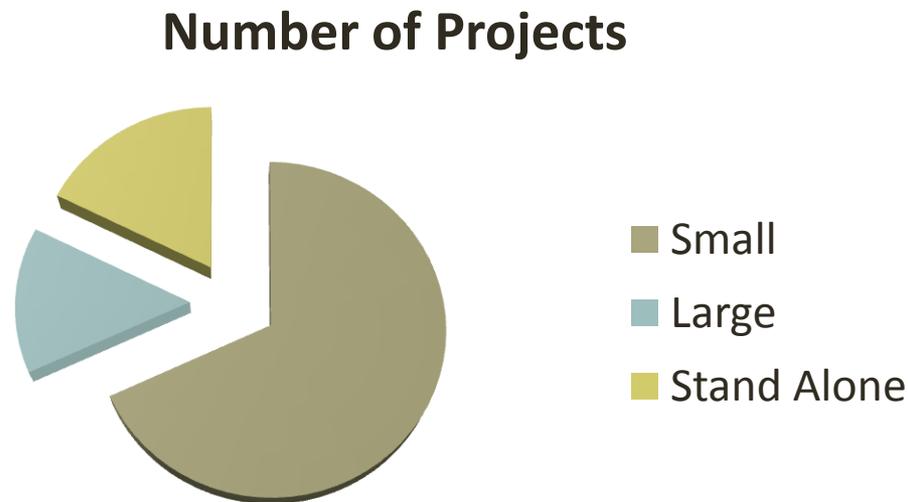
Developing the RWWS Capital Plan

- Consultant/City Staff Assessments
 - WWTP Structures
 - Large Equipment & Processes
 - Small Equipment
 - Remote Lift/Meter Stations
 - Vehicle Replacement
 - Laboratory Equipment
 - Security Issues
 - Technology Upgrades (SCADA)
 - North Platte Sanitary Sewer & other Regional Interceptor Sewers



Number of Projects Identified

- 127 Projects have been identified in the RWWS 10 year CIP:
 - 77 small projects
 - 25 large projects
 - 25 stand alone projects



Estimated Costs - CIP

- Total Estimated Costs
 - \$29,431,440
- Costs are broken down into two categories:
 - Replacement Capital
 - 70% of total costs or \$18,829,432 including the NPSS Interceptor Rehabilitation
 - New Capital
 - 30% of total costs or \$8,829,008 (Most of these are replacement projects - 30% allocated to new capacity)
- Major Projects
 - Centrifuge
 - PLC/SCADA Replacements
 - Emergency Power
 - NPSS
 - WWTP Upgrade Study
 - Digester No. 2 Floating Cover Replacement
 - Dempsey Acres Interceptor

Limitations

- Facility modifications by enhanced regulatory water quality standards will impact future decisions – expend funds or defer expenditures in lieu of major process changes or facility expansion
- Capital Improvement Plans are guides only
- Expect frequent changes



Future Regulations

- Nutrient Limits
 - EPA is pushing Wyoming DEQ to develop and implement Nutrient Limits for WWTPs. This will require removal of Total Nitrogen and Phosphorous from the wastewater.
 - DEQ, along with a stakeholder group, have begun meetings to begin work on developing Nutrient Limit Criteria.
 - Casper may see some form of nutrient limits in our 2018 WYPDES permit renewal. More likely, we will see full nutrient removal requirements in our 2023 permit.

Future Regulations

- Selenium
 - Sections of the North Platte River are listed on the 303(d) list as selenium impaired waters.
 - Wyoming DEQ is currently monitoring WWTP Influent and Effluent Selenium levels.
 - It is very likely that we will have to address the levels of selenium in our wastewater effluent at some point in the future.
 - NCCD and others are working on implementing best management practices throughout the watershed to mitigate the amount of selenium reaching the North Platte River.

What Do Future Regulations Mean To The City of Casper WWTP

- Nutrient and/or Selenium limits cannot be met with our current secondary treatment processes.
 - To meet the new limits will require a significant upgrade to the secondary treatment process equipment and structures.
 - Cost ?

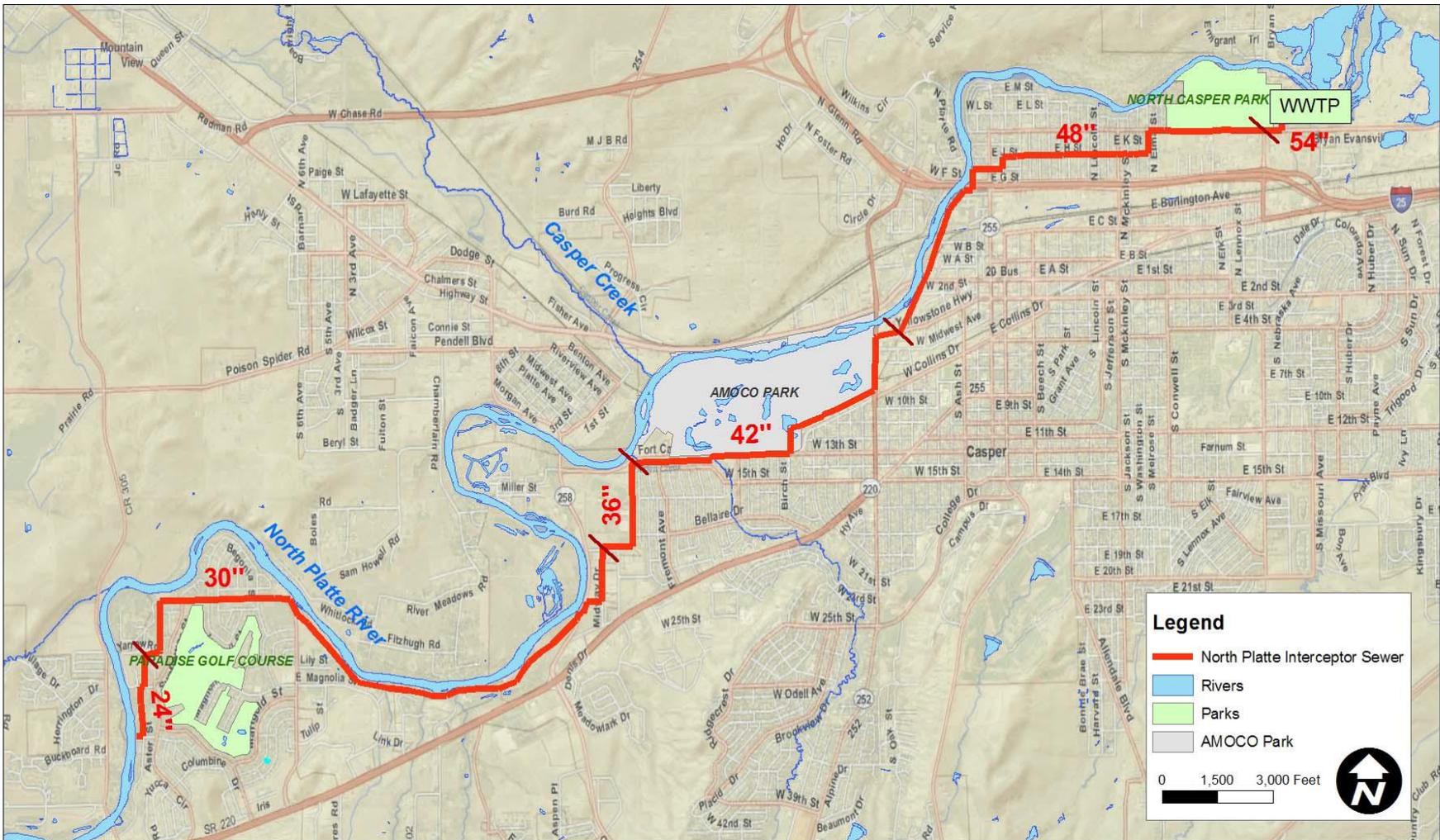


In The Mean Time

- Our current secondary treatment process equipment currently requires capital improvements.
 - If we invest significant money in the current secondary system now it may all have to be scrapped as the new nutrient/selenium regulations come into effect.
 - By not investing in the current system we are assuming some risk of equipment/piping failure.



North Platte Sanitary Sewer Interceptor – RCP



NPSS Pipe Observations



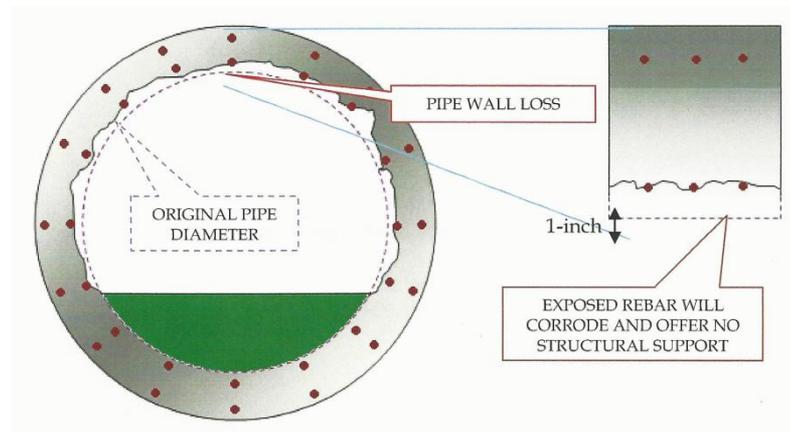
10/7/2011 9:49 AM
7.0 FT
Upstream manhole No: gw00055
Downstream manhole No: gw00050
Cam Dir: Downstream
Crown of line has been scoured with



10/17/2011 2:41 PM
116.7 FT
Upstream manhole No: WW00155
Downstream manhole No: WW00150
Cam Dir: Downstream

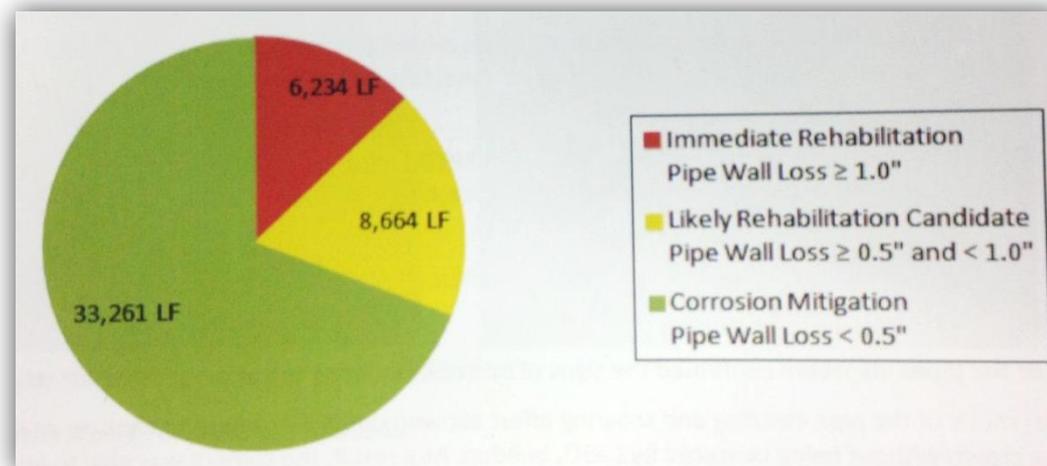


0.0 FT.
03:20 PM
09/23/11



NPSS Pipeline Rehabilitation

- Lining Recommended for 10,696 feet of pipeline – (Out of 47,000 feet total)
 - Pipes with advanced corrosion, pipe wall loss of more than one inch, exposed reinforcement, and major flaws
 - Pipes with notable corrosion AND adjacent to worst pipes



NPSS Pipeline Rehabilitation – (Continued)

- Trenchless Rehabilitation (Lining)
- Manhole Rehabilitation
- Drop Connection Improvements
- Total estimate - \$8,000,000
- Funding (?) – 1% or CWSRF

Questions



April 17, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Linda L. Witko, Assistant City Manager 

SUBJECT: Hogadon Master Plan Review

As requested by Council, the staff has provided copies of the summary sheets from the Hogadon Master Plan as well as the Implementation Plan which was presented last year. Council asked that they be allowed time to discuss whether they are ready to move forward with the Plan or if they would like to take a step back and re-evaluate the timeline for improving the ski area.

The proposal from MOA Architecture for services related to developing a Conceptual Plan and Cost Estimates for the building improvements is also included in this packet. The costs associated with this proposal would come from the 1%#14 funds allocated for the construction of a new facility for the ski patrol.

HOGADON IMPLEMENTATION SCHEDULE

	FY14 13/14 Season	FY15 14/15 Season	1C15 November 2014	Unallocated 1C14 March 2015	FY16 15/16 Season
SNOWGUNS (2/year)	\$80,000	\$80,000			\$80,000
MAGIC CARPET	\$200,000				
SKI PATROL/MAINT BUILDING		\$300,000 (net of \$160,000 available)			
SNOWCAT					\$325,000
LODGE			\$3,100,000		
QUAD CHAIRLIFT				\$2,000,000	
WATER RESOURCES		\$100,000			

Table 1.1. Implementation Plan

Recommendation	Type	MP Section	Scheduling Notes	Preliminary Cost Estimate – CAPEX	Preliminary Cost Estimate - OPEX	Notes Regarding Preliminary Cost Estimate
PHASE I						
Vital Recommendations						
Carpet Conveyor for Novice and First-Time-learner area	Terrain/ Equipment	5.2.2.2 5.3.1.1.1	ASAP: Purchase Summer 2013 install, use 2013-14 season, breakdown for storage Summer 2014, reconfigure 2014/15 season	\$120,000		Could range as low as \$80,000 depending on cover and grading needs.
Snow-making Equipment Study and Upgrade	Equipment	5.3.1.2	Begin soliciting SMI study ASAP - This equipment upgrade study from SMI will generate the required quantity of water for snow-making, then that quantity can be given to consultant performing Water Resources Study	\$300,000		Could range as low as \$100,000. Costs of study are included in equipment estimate, but if the equipment is not purchased from MI then the study will cost extra.
Water Resources Study	Equipment	5.3.1.2.1	Begin soliciting study ASAP - The quantity of water required will be determined by the snow-making equipment study and given to the consultants for use in this report	\$30,000		
Emergency Response Plan Revision and Ski Patrol Staffing Increase (add one additional paid professional patroller)	Operations	5.5.1	ASAP: Coordinate with Casper Mountain Ski Patrol, implement 2013/14 season		\$14,500	Patroller salary. Could range as low as \$16,000 depending on wages and benefit package. Review costs negligible (existing staff time).
Terrain Park Enhancement	Operations	5.5.1.11	2013-14 season; start planning ASAP	\$20,000		Annually for material for terrain features (rails, etc.). Grooming included in staffing estimates.
Buildings Replacement Option A: (New lodge, new maintenance building, add description of where Ski Patrol is)	Buildings	5.4.2.1	Contract architect Fall 2013, build Summer 2014 - Begin with construction of support building, then remove all other buildings except existing lodge, which can remain in use until new lodge is completed. Ski rental will require a temporary structure	\$3,560,000		\$3.1M for Lodge; \$460K for support building.
Fixed-Grip Quad Chairlift Replacing 2 Existing Chairs	Equipment	5.3.1.1	Begin purchasing process 2013, install Summer 2014	\$2,000,000		Estimate is for a new chair, installed, and includes the price of removing both existing double chairs. Dealers may also consider lease.
1st priority level of new staff (seasonal unless noted): 1 lift operators, 4 lift attendants, 3 terrain park attendants (can be cross-trained as lift attendants to rotate) 1 full-time lift mechanics 1 snow-makers 1 parking lot attendant, 1 full-time marketing/ sales/admin *1 paid professional patroller included in ski patrol recommendation above	Operations	5.5.1	ASAP before 2013/14 season		\$225,500	Annually.
Snow Cat Staggered Replacement Program	Equipment	5.3.1.3	ASAP	\$325,000		Planning costs inherent in staffing. Estimate is for PB400. Costs can drop with trade-in of current equipment.
Dedicated Website	Marketing	5.7.1.1	ASAP before 2013/14 season	\$4,000		Estimate is for start-up. Daily maintenance is included in staffing cost estimates.
Social Media Marketing Campaign (1 year)	Marketing	5.7.1.2	July 2013		\$7,000	Annually
Social Media Ad Campaign Implementation and Management (1 year)	Marketing	5.7.1.2	July 2013		\$9,000	Annually; however, could be brought in-house following first year
Alternative lift ticket rate structure (passes for youth and families, bundles, early-bird discount)	Marketing	5.7.1.5	ASAP before 2013/14 season	\$0		Likely increase overall use and therefore revenue but difficult to calculate.
Develop new logo for Ski Area	Marketing	5.7.1.7	ASAP before 2013/14 season	\$500		Could be designed by existing marketing staff

Recommendation	Type	MP Section	Scheduling Notes	Preliminary Cost Estimate – CAPEX	Preliminary Cost Estimate - OPEX	Notes Regarding Preliminary Cost Estimate
"The Face" (Designate as back-country run with ski patrol coverage of this area in revised Emergency Response Plan)	Terrain	5.2.2.3	Revise Emergency Response Plan Fall 2013, implement 2013/14 season	\$0		Cost already estimated for new patroller position.
2nd priority level of new staff (seasonal unless noted): 1 full-time janitor, 1 full-time lift mechanic, 1 parking attendant, 2 paid Ski Patrolters, 1 administrative/sales staff	Operations	5.5.1	Before 2013-14 season		\$144,000	Annually.
Positive and Novice-Friendly Culture	Operations	5.5.1.13	As hire staff: before and during 2013/14 season.	\$12,800		Estimate is for taking each employee on a 2-day observational training at Jackson Hole or comparable resort. Regular trainings are inherent in staffing costs.
Human Resource Policies Review	Operations	5.5.1.2	ASAP before 2013/14 season	\$0		Review included in staffing estimates. Estimate save salaries for 2 attendant-level positions.
<i>Subtotal Phase I "Vital"</i>				<i>\$6,372,300</i>	<i>\$400,000</i>	
Optional Recommendations						
Fixed-Grip Double "Low and Slow" Chairlift Replacing Poma	Equipment	5.3.1.1.2	Begin purchasing process 2013, install Summer 2014	\$800,000		Estimate is for a new chair, installed, and includes the price of removing the Poma. Estimate for used chair is \$400,000.
Viewing Deck at Base of Area	Buildings	5.4.2.3.3	Best to construct at same time install new Quad lift	\$16,000		
Ongoing Marketing Effectiveness Evaluation	Marketing	5.7.1.1	Immediate start, continuous	\$0		Cost included in staffing estimates.
Employee Cross-Training	Operations	5.5.1.1	ASAP before 2013/14 season	\$0		Training costs included in staffing estimates. Estimate save salaries for 2 attendant-level positions.
Snowboard-Friendly Benches	Equipment	5.3.1.5	Pre-season for 2013/14	\$1,000		
Illumination Study and Lighting #1 Beginning area near the lodge	Equipment	5.3.1.4	ASAP	\$300,000		Estimate includes illumination study (\$75,000) using standards of Illumination Engineering Society of North America and first phase equipment (\$225,000), but it is hard to estimate as illumination field is changing rapidly. Costs would change if phases are implemented together.
Lighting #2 Morning Dew, Park Ave., Boomerang	Equipment	5.3.1.4	Summer 2013	\$225,000		Hard to estimate as illumination field is changing rapidly. Costs would change if phases are implemented together.
Professional Ski Instructors of America (PSIA) Membership	Operations	5.5.1.12	October, 2013	\$0		Verify part of contract with CMSP (typically membership \$106 annually/person for basic membership; certification fees variable depending on discipline and level)
"Demo" Rental Equipment	Operations	5.5.1.15	Possible immediately	\$0		Verify part of contract with rental concessionaire
Hiking Trails Design by consultant	Alternative Uses	5.6.2.1	Possible immediately	\$12,000		Assuming volunteer trail work for construction
Mountain Biking Trail Design by consultant	Alternative Uses	5.6.2.1	Possible immediately	\$12,000		Assuming volunteer trail work for construction
Special Event Rentals of Lodge	Alternative Uses	5.6.2.4	Possible immediately	\$0		Generates income but difficult to forecast

Recommendation	Type	MP Section	Scheduling Notes	Preliminary Cost Estimate – CAPEX	Preliminary Cost Estimate - OPEX	Notes Regarding Preliminary Cost Estimate
Incorporate QR Codes into marketing materials	Marketing	5.7.1.4	ASAP	\$0		QR Codes free; minor labor cost to set up codes and incorporate into advertisements included in staffing estimates
Key Demographic Partnerships	Marketing	5.7.1.10	Possible immediately	\$0		Cost included in staffing estimates. Generates income but difficult to forecast
Increase Marketing to Local, Non-Snow Event Attendees	Marketing	5.7.1.11	Possible immediately	\$0		Cost included in staffing estimates. Generates income but difficult to forecast
Develop Marketing Contingencies For Poor-Snow Years	Marketing	5.7.1.12	ASAP	\$0		Staff
Scenic Chair Rides	Alternative Uses	5.6.2.3	After new Quad Is installed	\$0		Generates income but difficult to forecast
Lighting #3 – Dreadnaught or Park Cutoff, Ridge & Ski Team Hill	Equipment	5.3.1.4	After study and Lighting 31 and 32	\$225,000		Hard to estimate as illumination field is changing rapidly. Costs would change if phases are implemented together
Area C Acquisition (44 private acres southwest of Poma) with designation of Runs on Area C1 (5 of these acres immediately serviceable by existing lifts and by Phase I proposed lift configuration)	Terrain/ Equipment	5.2.2.4	Possible immediately	\$440,000		Approximate 44 acres @ \$10,000/Acre
<i>Sub-Total Phase I "Optional"</i>				\$2,031,000	\$0	
SUB-TOTAL PHASE I VITAL AND OPTIONAL COMBINED				\$8,403,300	\$400,000	
PHASE II						
Expand and maintain hiking options	Alternative Uses	5.6.3.1		\$0		Staff
Expand and maintain mountain biking trails	Alternative Uses	5.6.3.2		\$0		Staff
Track feedback w/ innovative techniques	Marketing	5.7.2.1		\$0		Investigation and tracking by staff so cost absorbed in staffing estimate
Electronic Purchasing System Investigation	Operations	5.5.2.2		\$0		Investigation by staff so cost absorbed in staffing estimate
Lift to serve remaining 39 acres of Area C	Terrain/ Equipment	5.3.2.1		\$800,000		Half of this estimate is purchase and half Installation
Snow Tubing Investigation and Development	Alternative Uses	5.6.3.5		\$200,000		Estimate includes surface tow; grooming costs absorbed into staffing estimate
Surface lift to serve The Face	Terrain/ Equipment	5.3.2.2	Summer 2014 or 2015	\$180,000		
Zip lines	Alternative Uses	5.6.3.3		\$1,000,000		
Alpine slide	Alternative Uses	5.6.3.4		\$1,000,000		
SUB-TOTAL PHASE II				\$3,180,000	\$0	

Recommendation	Type	MP Section	Scheduling Notes	Preliminary Cost Estimate – CAPEX	Preliminary Cost Estimate - OPEX	Notes Regarding Preliminary Cost Estimate
TOTAL COSTS - ALL RECOMMENDATIONS				\$11,583,300	\$400,000	



MOA ARCHITECTURE

April 14, 2014

Mr. Doug Follick
Leisure Services Director
City of Casper

RE: Hogadon Ski Area Planning Services
Project Fee Proposal

Dear Mr. Follick,

MOA ARCHITECTURE (MOA) is pleased to provide this fee proposal for architectural and engineering planning services for the modifications to the Hogadon Ski Area. Our understanding of the proposed project, scope and services required are outlined below.

Our understanding of the proposed project, scope and services was outlined in our letter of April 4, 2014 (included as Attachment A), for which you reviewed and gave us feedback. Based upon that scoping outline and feedback from you, we have solicited consultant fees and prepared the following fee proposal for your consideration.

FEE OUTLINE

These fees are for the Architectural, geotechnical, and civil engineering planning services.

Data Collection / Site Assessment / Geotechnical Report	\$14,970.00
Program of Spaces – Development and Analysis	\$12,770.00
<u>Conceptual Plan Development & Cost Estimate</u>	<u>\$28,260.00</u>
Total Fee Proposal	\$56,000.00

Please review this proposal and contact us with any questions you may have. Our MOA design team remains very excited about your project and are prepared to start immediately as you develop the future for the Hogadon Ski Area.

Sincerely,
MOA Inc. dba MOA ARCHITECTURE

Brandon Daigle, AIA, LEED AP
Principal

Attachment "A": Project Scope and Definition of Proposed Services

ATTACHMENT "A"



MOA ARCHITECTURE

April 4, 2014

Mr. Doug Follick
Leisure Services Director
City of Casper

RE: Hogadon Ski Area Planning Services
Project Scope and Proposed Services Definition

Dear Mr. Follick,

MOA ARCHITECTURE (MOA) is pleased to provide this outline of proposed services for the modifications to the Hogadon Ski area. The intent of the deliverables for this proposed scope of work is to assist the City of Casper in confirming the program for the ski area, assess the existing conditions of the site (including utility infrastructure to support said program), develop one preferred site plan option with proposed building configurations, and to develop a realistic cost estimate for funding purposes.

When agreement of the proposed scope of services is confirmed, MOA will develop a fee proposal for that scope for City approval and agreement execution.

PROJECT BACKGROUND

The City of Casper envisions a Hogadon Ski Area that will maximize the experience for first-time skiers/boarders, disabled riders, and seasoned riders alike; while minimizing deterrents and being conscious of the average family budget. In order to achieve this goal, the city commissioned PB Communications & Strategic Solutions to create a master plan in 2013. The masterplan outlines a schedule and scope for integrating a new ski lodge and support building at the ski area.

In March of 2014, the City of Casper requested proposals from architects to provide architectural and engineering services for the design of the support building. MOA Architecture was selected by city staff to provide those services. At the city council meeting on March 18th, a discussion was held about the project budget and whether the city was prepared to invest a large amount of money in new facilities at the Hogadon Ski Area. MOA proposed and the Council agreed to revise the scope of work for design services to provide site planning services for the buildings, civil engineering for the associated site infrastructure work, and cost estimates for the new ski lodge and support building/ski patrol hut and related site infrastructure.

DESIGN SERVICES SCOPE OF WORK

The new two-story ski lodge is programmed to be approximately 20,000 total square feet (with 10,000 sf per floor). The new ski patrol and maintenance building is programmed to be approximately 9,700 square feet. In addition to providing preliminary building floor plans and site planning for the buildings, MOA will evaluate the existing site conditions including utility infrastructure to support those facilities, helipad location, parking, viewing deck at base of area, and site access.

DESIGN SERVICES SCOPE OF WORK (CONTINUED)

The scope of work will include the following tasks:

1. Program confirmation and preliminary building footprint layout
2. Site plan layout options and conceptual floor plans and building elevations
3. Site assessment, topographical and utility improvement (infrastructure) survey
4. Geotechnical report for buildings and site
5. Presentation to the City for review and selection of preferred option
6. Final Deliverable Report to including the following:
 - a. Written narrative of findings and recommendations
 - b. Topographic and improvement survey
 - c. Geotechnical report
 - d. Rendered site plan of preferred option
 - e. Fee estimate of design/engineering services for the preferred option
 - f. Construction cost estimate for the preferred option (broken into two separate buildings, and site work)
 - g. Design and construction schedule for preferred option

PROPOSED PROJECT DESIGN TEAM

Architecture	MOA ARCHITECTURE
Civil Engineering	Civil Engineering Professionals, Inc. (CEPI)
Cost Estimating	Soval Management Group

PROJECT SCHEDULE

We propose the following schedule for this scope of work:

Agreement Negotiation / Execution / Notice to Proceed	Date TBD
Site assessment, topographical and utility improvement survey	6 weeks
Program confirmation and preliminary building layout	concurrent with activity above
Site plan layout options & conceptual plans & building elevations	3 week
Council planning session (or staff level) for approval	TBD
Geotechnical Boring and Report	3 weeks
Final deliverable report preparation	concurrent with activity above
Present final report	TBD

Note: This planning schedule requires Owner review between phases of work.

This completes the outline of our proposed scope of services. We look forward to your review and comments. When we are fully aligned on the services required for the project, we will follow with a formal fee proposal.

Please contact me if you have any questions or require additional information.

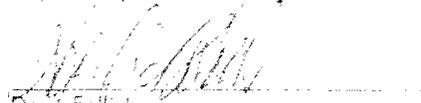
We thank you again for your consideration and look forward to collaborating with you on a great project for Casper and the region.

Sincerely,
MOA Inc. dba MOA ARCHITECTURE



Brandon Daigle, AIA, LEED AP
Principal

Acceptance:
City of Casper



Doug Follick

4/4/14
Date

April 9, 2014

MEMO TO: John C. Patterson, City Manager
FROM: V.H. McDonald, Administrative Services Director 
SUBJECT: Definition and Requirements of Partitions to Create a Room Related to
Liquor Licensing

Recommendation:

That Council consider the definition and requirements of a "partition" and "room" related to liquor licensing.

Summary:

There has been a development in the application of the definition of a "partition" to form a "room" by the Wyoming Department of Revenue-Liquor Division.

Generally, all liquor licenses require designation of a room in or from which alcohol may be served. In the case of a Restaurant Liquor Licenses, alcohol may only be served from a dispensing room. For Retail Liquor Licenses, such licenses provide for the selling of alcohol on one room upon the licensed premise, with licenses available for an additional room available for an additional fee. For all licenses types the designated room brings with it age restrictions of who may enter the area.

Casper Municipal Code Section 5.08.010(22) defines partition and a room as:

"....an enclosed and partitioned space within a building, large enough for a person. Partitions may contain windows and doorways, but any partition shall extend from floor to ceiling."

Wyoming Statute 12-1-101(a)(xv) defines partition and a room as:

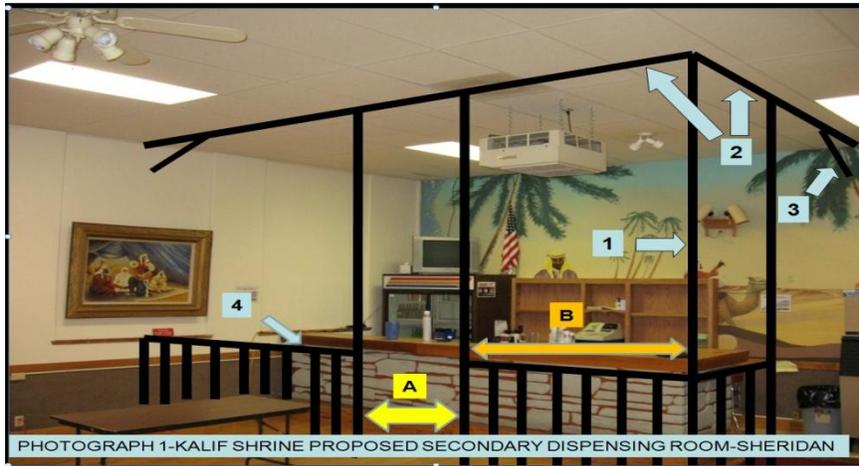
".....an enclosed and partitioned space within a building large enough for a person to enter but not a cabinet. Partitions may contain windows and doorways, but any partition shall extend from floor to ceiling:"

The attached photographs have been supplied by the Liquor Division and exemplify what the Division considers an adequate partition to create a room. As seen in the photographs, the Liquor Division is advising interested parties that a minimal structure for a partition complies with statute.

However, what the City Council considers a partition for the purpose of creating a room may be different, and more restrictive as the local licensing authority, than what the Liquor Division considers a partition. Staff requests Council to determine if the minimal structure acceptable by State to be compliant to statutes is also acceptable to meet the standards of the Casper Municipal Code Section 5.08.010(22).



Beginning Room- not enclosed



Proposed Enclosure



Completed Room