

COUNCIL WORK SESSION

Tuesday, April 25, 2017

Casper City Hall

Council Meeting Room

There will be a Special Regular Council Meeting which will begin at 4:30 p.m. in the Council Chambers. The Work Session will follow immediately afterwards in the Council Meeting Room.

AGENDA

1. Sexual Assault Response Team – Self Help Center (Jennifer Dyer)
2. Generation Casper Update (Aaron Kloke)
 - To see the Generation Casper Public Draft 2017 click [here](#)
3. Sole Source Purchase of Two Baler Piston Rods (Andrew Beamer)
4. CDBG Annual Action Plan 2017-2018 (Liz Becher)
5. City-Owned Property Bids (Craig Collins)
6. Municipal Code Amendments Regarding Dispensing Rooms (Tracey Belser)
7. Council Processes
 - a. Appointment for Vacant Councilmember Seat
 - b. Scorecard on Council Meeting Agendas
 - c. July 4th Meeting Ordinance/Resolution Discussion
8. City Manager Report
 - a. Budget Review
 - b. Eclipse Update
8. Future Agenda Review
9. Council Around the Table
10. Executive Session - Personnel

April 10, 2017

TO: Her Honor, the Mayor, and Members of City Council

FROM: Jennifer Dyer, Executive Director, Self Help Center
Cynthia Duncan, Wyoming Medical Center

SUBJECT: Sexual Assault Resource Team

Meeting Type & Date

Work Session, April 25, 2017

Recommendation

For informational purposes only.

Summary

The Natrona County Sexual Assault Resource Team (SART) will be providing an informational presentation about sexual assault response in Natrona County.

Financial Considerations

N/A

Oversight/Project Responsibility

Jennifer Dyer
918 E. 2nd St.
Casper, WY 82601

Attachments

None.

April 10, 2017

MEMO TO: Liz Becher, Interim City Manager ^{eb}
FROM: Craig Collins, AICP, City Planner
Aaron Kloke, Planner I
SUBJECT: Generation Casper Comprehensive Plan Update

Meeting Type & Date: Regular Council Work Session, April 25, 2017

Action Type: Information Only

Recommendation: Information Only

Summary: **Background and Analysis** – Generation Casper, which began approximately ten months ago, is an update to the City’s 2000 Comprehensive Plan. In May of 2016, Logan Simpson Design Inc. (Logan Simpson), of Fort Collins, CO, was retained to assist staff in completing the Plan update. Representatives from Logan Simpson are attending the work session to provide Council with a brief overview of the Public Draft and to answer any questions that Council may have about the project or Draft Plan.

This Plan serves as a decision-making guide for the next 10-20 years with regard to future City policies and investments, land use and transportation planning, economic development forecasting, and capital improvement planning. As a policy document, with a focus on land use and transportation, this Plan will help ensure efficient city services, key infrastructure, and managed growth while maintaining Casper’s unique quality of life. The goal of this planning process was to create a document that is for the residents of Casper, created by the residents of Casper through a robust public outreach process. Herein lies the ultimate value of the Comprehensive Plan. As the City must often make difficult decisions, the Comprehensive Plan can be used as a touchstone for those decisions.

The Plan is first and foremost a land use policy document that will help guide future development, public amenities, and infrastructure. The Plan includes specific and detailed visions, principles, and recommendations that are unique to Casper. In addition to a robust public outreach process, extensive data and trend analysis, best practices in city planning, and previously adopted plans also informed the Plan. The recommendations fall under six major themes related to Casper’s character, transportation, economic development, natural assets, urban center, and overall quality of life. The Plan also includes maps showing proposed and recommended future land use designations and major street alignments.

A strong vision is not enough. This document also provides strategies and a priority list for next step projects, initiatives, and actions as well as establishes performance measurements in

relation to future needs and goals to monitor success of future land and transportation development. It is important to note that the implementation strategies are meant to further the goals and vision of the Plan, which are aspirational. Not all goals and visions are immediately attainable, and flexibility will be necessary with changing long term economic and political realities. When it comes to immediate actions for implementation, the Plan focuses on four (4) policy focus areas to begin:

- Reducing infrastructure and long term maintenance costs and impacts to city services;
- Zoning code changes;
- Rethinking infrastructure financing;
- Working with private and public partners.

Previous Council/Commission/Board Actions – At the May 17, 2016 Council Meeting, a resolution was adopted authorizing a contract between the City of Casper and Logan Simpson Design Inc. for professional services to complete the Comprehensive Plan update. At that time, Kristina Kachur and Megan Moore of Logan Simpson described the project timeline and answered Council’s questions.

Throughout this process, at numerous Steering Committee Meetings, and working meetings, Council has been represented by current Councilman Bob Hopkins and former Councilman Stephen Cathey. In addition, Chairman Bob King and former Vice Chairman James Holloway have represented the Planning & Zoning Commission.

Communication Efforts – Since June of 2016, we have managed the following public outreach efforts:


- Seven (7) public meetings such as open houses, workshops, and listening sessions;
- Five (5) surveys in paper format and online with 1,794 respondents;
- Sixteen (16) community events attended such as Art Walk, Farmer’s Market, Back to School Bash, etc.;
- Twenty-four (24) focus groups or group presentations;
- Six (6) steering committee meetings;
- Eight (8) e-newsletter updates to 750+ contacts;
- One (1) water bill mailing to 22,000+ property owners.


Financial Considerations: None

Oversight/Project Responsibility: Aaron Kloke, Planner I is tasked with managing the update to Casper’s Comprehensive Plan.

Attachments: A link is attached to view the Public Draft online or for PDF download: <http://generationcasper.com/document/generation-casper-public-draft-april-2017>

April 19, 2017

TO: Liz Becher, Interim City Manager 

FROM: Andrew Beamer, Public Services Director 
Cynthia Langston, Solid Waste Division Manager
Sean Orszulak, Solid Waste Superintendent

SUBJECT: Sole Source Purchase of Two (2) Baler Piston Rods, in the Total Amount of \$60,000 for Use by the Solid Waste Division.

Meeting Type & Date:

Work Session, April 25, 2017

Action Type:

Direction to move forward with Sole Source Purchase Contract at May 2, 2017 Regular Council Meeting

Recommendation:

That Council, by minute action, authorize the purchase of two (2) baler piston rods, from Recykling Industrial Repairs (RIR), Milan, Georgia, to be used in the Solid Waste Division of the Public Services Department, in the amount of \$60,000.

Summary:

City Council awarded a professional services agreement to RIR to repair the City's baler gather cylinder systems on March 7, 2017. The gather cylinder systems were shipped to RIR's cylinder repair shop on March 8, 2017, and the cylinders arrived on Saturday, March 11, 2017. The cylinders were opened during the week of March 13th, and repairs to the cylinder tubes were initiated the week of March 20th.

On Friday, March 24, 2017, the cylinder tubes were repaired, and the piston rods were inspected. The piston rods were both damaged and outside of manufacturer's tolerance. The piston rods could not be repaired to return to the manufacturer's tolerance. RIR recommended purchasing new piston rods. New piston rods can take up to fourteen (14) weeks to manufacturer unless the steel is available in the United States. RIR staff called several steel manufacturers in the United States and found one that had the steel needed to manufacturer the piston rods. RIR's cost to manufacture new piston rods is \$30,000 for each piston rod. If RIR gets approval to manufacture the piston rods by the May 2, 2017 regular council meeting, the time of performance of May 30, 2017 will still be met as identified in the original professional services agreement.

RIR is qualified to manufacturer new piston rods with the quickest turnaround time, and getting the balers operational is critical to operations, and specifically litter control. City staff recommends approval for RIR to manufacture new piston rods for a total cost not to exceed \$60,000.

Financial Considerations:

Project funding is from Balefill Fund Reserves and included in the Balefill FY17 budget.

Oversight/Project Responsibility:

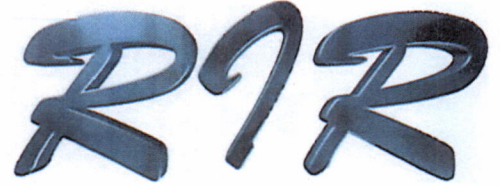
Sean Orszulak, Superintendent of Solid Waste Operations

Attachments:

Exhibit A – RIR Cost Estimate

Recykling Industrial Repairs, Inc.
50 W Railroad Street
Milan, GA 31060
mike.crumley@ririnc.com

EXHIBIT A
March 27, 2017
Cost Quote for New
Piston Rods



DESCRIPTION OF WORK	QUANTITY	RATE	PROJECT COSTS
Manufacture New Gatherer Cylinder Piston Rods (cylinder dimensions of 16" x 12" x 149.5")	2	\$30,000.00	\$60,000.00

Report of North Cylinder Repairs

The bore of the cylinder was in good shape with a 12.002 inch diameter. We honed the bore to assure the size is consistent from end to end. The new bore size is 12.006 inches. The concentricity between the head and the bore were inspected and found to be in tolerance (0.006 inches).

The rod measured 11.998inches/12.000inches and looked to need polished. After we set the rod in the lathe we inspected it for straightness and found a .090 inch bend about 33 inches from the piston end. This is out of tolerance and we recommend replacing the rod. As of today, the rod material is available and if authorized to manufacturer a new rod by 4/25/17, we can have the rods manufactured by May 5, 2017. The repaired cylinder tub, new piston rod and head, and new seal for both cylinders would be reassembled by May 12, 2017 to perform the bench tests and release the cylinder systems for shipment back to Casper by May 30, 2017.

Report of South Cylinder Repairs

The bore of the cylinder was not in good shape compared to the north cylinder. The bore varied in size from 12.118 inches to 12.131 inches. It also had a spiral imperfection that appeared to be from a previous honing. We honed the bore to 12.135/12.137 from end to end. We also checked the barrel for concentricity between the head and bore and found it to be in tolerance (0.010 inches).

The rod measured 11.997inches/12.001inches and looked to need polished. After we set the rod in the lathe we inspected it for straightness and found it to be ben 0.380 inches in the middle of its length. This is out of tolerance and we recommend replacing the rod. As of today, the rod material is available and if authorized to manufacturer a new rod by 4/25/17, we can have the rods manufactured by May 5, 2017. The repaired cylinder tub, new piston rod and head, and new seal for both cylinders will be reassembled by May 12, 2017 to perform the bench tests and release the cylinder systems for shipment back to Casper by May 30, 2017.

April 3, 2017

MEMO TO: Liz Becher, Interim City Manager *eb*
FROM: Joy Clark, Community Development Technician, CDBG Program *jc*
SUBJECT: Reviewing 2017-2018 Annual Action Plan Executive Summary

Meeting Type & Date

Work Session – Tuesday, April 25, 2017

Action type

Review the proposed allocation options for the 2017-2018 Community Development Block Grant funding from the U.S. Department of Housing and Urban Development (HUD) for the City's Third-Year Annual Action Plan.

Recommendation

That Council, review the 2017-2018 Annual Action Plan Executive Summary and understand the funding options for the allocations for HUD's next Program Year.

Summary

Staff is seeking Council's comments and questions about the Executive Summary which includes the proposed projects before finalizing the draft Annual Action Plan. Due to the Budget Cut Proposal for HUD/CDBG funding in Washington, DC the allocation amount for the 2017-2018 Program Year is unknown. Therefore, three different scenarios are being presented: One with options for ten-percent less funding than last year, one with options for more funding than last year, and one with no funding for the CDBG Program.

Background & Analysis

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 a 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 scheduled for June 6, 2017, where a draft of the Program Year 2017/18 Annual Action Plan will be presented, and comments solicited, before the Plan is finalized and forwarded to HUD by the federal deadline.

Council Goals

Downtown Development and Infrastructure.

Communication Efforts

Two Public meetings will be held relaying information contained in the Executive Summary. The Summary will be posted at five (5) different public information locations as well as in all twenty (20) public transportation vehicles satisfying the minimum fifteen (15) day public notice requirement.

Financial Considerations

Not applicable

Oversight/Project Responsibility

Joy Clark, Community Development Technician, CDBG Program Coordinator, Housing and Community Development

Attachments

City of Casper Annual Action Plan CDBG 2017/2018 Executive Summary

CITY OF CASPER ANNUAL ACTION PLAN CDBG FY2017/2018

City of Casper

Executive Summary

The City of Casper is pleased to present its Fiscal Year 2017/18 Annual Action Plan (AAP) to the U. S. Department of Housing and Urban Development (HUD). The planned projects are an effort to work toward achievement of the larger accomplishments set forth in the Five Year Consolidated Plan for 2015-2019, which include providing safe, decent housing, suitable living environments, reducing homelessness, city-wide transportation assistance and economic opportunity.

The City's allocation of Community Development Block Grant funds (CDBG) for the upcoming year is being estimated due to not having final funding allocation amounts available at the time of producing this AAP. The *estimated* amount being utilized for this Plan is ten-percent less than the allocation the City received last year. The amount of funding for this year *estimated* at ten percent less than the 2016/17 allocation is \$258,552. Unexpended funds of HUD allocations from prior years of \$121,003 are estimated to remain at the close of Program Year 2016.

The following is the *estimated* breakdown of CDBG funds to allocate for FY17/18:

<i>Estimated</i> HUD Allocation	\$258,552
Carryover Funds from Prior Year	<u>\$120,967</u>
Total	\$379,519

The primary focus of the Plan is how the City can best utilize its allocation of Community Development Block Grant (CDBG) funds to improve the quality of life for its low income population by establishing goals and objectives to address critical housing and community development needs. Issues to be addressed are improving and providing safe housing for persons who are homeless or of low-to-moderate income, transportation assistance, and economic development.

Another purpose of the Third-Year AAP is to guide the decision-making process over the year, and to plan how to effectively and efficiently allocate and spend CDBG funds to meet these objectives. Local social service, government, and housing agencies were consulted in the development of the Plan regarding community development and housing in the City of Casper and to obtain their input about current availability of services, what the needs are in the City and how to best prioritize funding to address these needs.

The proposed projects for this program year based on an *estimated* HUD allocation of \$258,552 plus the projects using carry-over funding of \$121,003 are as follows:

HUD PROGRAM YEAR 2017 FUNDING – CITY FY2017/2018

- Transportation Programs: **\$21,971** for ridership tokens to low income individuals for The Bus and CATC.
- LifeSteps Campus Care: **\$175,000** for replacement of the fire suppression system in Building F, and fire alarm system in Buildings C, K, L, E, and F.
- General Administration Costs: **\$51,581** to provide for salary and benefits for one full-time employee.
- City Core Revitalization Activities: **\$10,000** for matching façade grants.

CARRY-OVER FUNDING

- Housing Rehabilitation Assistance Program: **\$13,650** providing assistance for low to low-to-moderate income (LMI) homeowners with rehabilitation and emergency repairs.
- Sidewalk replacements: **\$40,000** to address the needs in Casper for replacement of severely damaged or deteriorated sidewalks in low-income census tracts.
- City Core Revitalization Activities: **\$30,720** for matching façade grants.
- Emergency Repairs: **\$5,442** providing assistance on an emergency basis to LMI homeowners with urgent needs.
- Demolition: **\$31,155** to remove structures which are deemed unsafe and/or hazards to the City.

The City's 2017-2018 AAP is written with hopes of continuing to support the successful projects from past program years assisting the LMI population.

Per NOTICE: CPD-16-18 from the U.S. Department of Housing and Urban Development in Washington, DC, Grantees are required to stress that the amounts listed in this Executive Summary and in the AAP Draft are *estimated*. It is further required that scenarios are given for funding allocation amounts which may be higher, lower or not funded.

In the event that the allocation received by the City is higher than the *estimated* amount, the proposed Plan will be adjusted accordingly:

- Increase Transportation Programs: up to an amount not to exceed \$35,000.
- Increase the Housing Rehabilitation Assistance Program: additional remaining funds.

In the event that the allocation is received by the City is lower than the *estimated* amount, the proposed Plan will be adjusted accordingly:

- LifeSteps Campus Care funding will be re-analyzed to replace only the fire suppression system and continue using the existing fire alarm system.
- If further amounts need to be reduced:
 - City Core Revitalization Activity would be removed
 - Transportation Program reduced to the remaining available allocation.

In the event that no allocation is received by the City, the proposed Plan will be adjusted accordingly:

- Re-allocate all carry-over funding to LifeSteps Campus Care to replace the fire suppression system which is in critical need of replacement in Building F. The Campus houses: Housing First-housing for persons who are homeless, permanent supportive housing programs, Early Head Start School, Healthcare for the Homeless Clinic, Pathways – Housing in Building C for ages four to ten year old, high-risk, young females, full commercial kitchen serving three meals per day, and many community-attended programs and classes. Having one at-risk building on the Campus could affect all buildings if a fire would strike and could not be safely and quickly extinguished by a fully operational fire suppression system.

The City will proceed with the required procedures to prepare and submit the AAP for 2017/18. The following schedule has been established:

- April 7, 2017- Deliver Executive Summaries to five locations in the City and twenty public transportation vehicles (The Bus, CATC).
- Public meetings will occur:
 - April 21, 2017- Friday, 3:00, LifeSteps Campus, Building K.
 - April 23, 2017- Sunday, 5:00, King's Corner Outreach Center
- April 25, 2017- Present Executive Summary at Council Work Session.
- May 15, 2017 – Establish June 6, 2017 as the Public Hearing to present the Draft FY 2017/2018 AAP and approve the 2017-2018 Third-Year AAP.
- June 6, 2017- Public Hearing. Add any comments received at the public hearing, produce the final copy, and submit the Plan to HUD.

It is hoped that the actual allocation amount the City will receive will be announced by the end of May, so that the AAP Draft presented on June 6, 2017 will reflect actual, rather than estimated, amounts. The AAP may not be submitted to HUD until the actual amount is known and reflected throughout the AAP per the NOTICE referred to on Page 2.

April 19, 2017

MEMO TO: Liz Becher, Interim City Manager *lb*
FROM: Craig Collins, AICP, City Planner
SUBJECT: Property Bids for Potential Sale of City-Owned Properties

Meeting Type & Date: Council Work Session, April 25, 2017.

Action Type: Direction from Council.

Recommendation: Staff is seeking Council's direction on which of the City-owned property bids that they would like to pursue.

Summary:

The following is a summary of the bids that were received for the four (4) City-owned properties at the special meeting on Monday April 17, 2017. Staff has reviewed all of the bids against the Terms and Conditions in the Public Notice/Request for Bids, and the outcomes are included in the summary.

Fire Station #6

Appraised Value - \$230,000

1. Z-Holdings, LLC - \$182,000. A valid government issued photo ID was provided for Mitchel Dean Zimmerman, as was a copy of the Articles of Organization of Z-Holdings, LLC which named Mitchell D. Zimmerman as the registered agent.
2. Cameron Wagner - \$180,000. A valid government issued photo ID was not provided with the bid, as was required in the legal notice.

****Update – Cameron Wagner provided a copy of his driver's license on 4/20/17 via Email in hope that the City Council would accept it after the deadline.

3. O'Quinn Enterprises Limited Partnership - \$130,000. A valid government issued photo ID was provided for Richard Cameron O'Quinn, as was a copy of a Certificate of Amendment of O'Quinn Enterprises Limited Partnership Agreement, which names Richard C. O'Quinn, Trustee of the Richard C. O'Quinn Revocable Trust, dated July 29, 2009 as a General Partner.

777 Bernadine Street
Appraised Value - \$145,000

1. Cameron Wagner – \$70,000. A valid government issued photo ID was not provided with the bid, as was required in the legal notice.

****Update – Cameron Wagner provided a copy of his driver’s license on 4/20/17 via Email in hope that the City Council would accept it after the deadline.

2. River Valley Builders - \$60,000. A copy of a driver’s license was provided, as was information from the Secretary of State naming John Lance as Vice President.

334 Lark Street
Appraised Value - \$30,000

1. Cameron Wagner - \$5,000. A valid government issued photo ID was not provided with the bid, as was required in the legal notice.

****Update – Cameron Wagner provided a copy of his driver’s license on 4/20/17 via Email in hope that the City Council would accept it after the deadline.

Wolf Creek Cemetery
Appraised Value \$345,000

1. Endeavor Enterprises, LLC - \$379,500. A valid government issued photo ID was not provided with the bid, as was required in the legal notice. *A Resolution of Directors Authorizing Purchase of Corporate Property* was provided, which authorized Kevin James Miller to purchase property on behalf of Endeavor Enterprises. The form was signed, but there is no “printed name” shown on the form, the signatures are illegible. In addition, the bid included a contingency that there is City water available to the property, adequate to supply up to 30 single-family households. Under the terms and conditions of the legal notice, #1 stated that all properties will be sold “as-is, where-is,” and that the City of Casper makes no warranties or guarantees whatsoever.

****Update – Kevin Miller provided a copy of his driver’s license via Email on 4/20/17 in hope that the City Council would accept it after the deadline.

April 24, 2017

MEMO TO: Liz Becher, Interim City Manager
FROM: Tracey L. Belser, Assistant City Manager/Support Services Director
Pete Meyers, Assistant Support Services Director
SUBJECT: Municipal Code Amendments Regarding Dispensing Rooms

TLB

Meeting Type & Date:

Council Work Session
April 25, 2017

Action Type:

No action

Recommendation:

For informational purposes only.

Summary:

The State legislature enacted an overhaul of state liquor law in 2017. There will be five new laws -- SF0011, SF0013, SF0014, SF0043, and SF0045 that will become effective on July 1, 2017.

The City of Casper's municipal code has an extensive chapter of liquor law. Since this chapter was written to be compatible with state law, it is recommended that the municipal code be amended in order to remain consistent with the new state statutes. But given the extensive nature of the statutory changes, city staff is recommending that the amendments be enacted gradually.

City staff understands the most pressing statutory changes are those that address dispensing rooms. A meeting with the Natrona County Liquor Dealer's Association on April 14, 2017 confirmed this priority. Several of the proprietors have already begun renovations of their establishments in anticipation that the dispensing room concept will be expiring. With that in mind, City staff is recommending that Council proceed with a series of Municipal Code amendments that will apply to dispensing rooms. These changes will affect several sections of the municipal code, but the nature of the changes are relatively straightforward.

Expiring State Law Regarding Dispensing Rooms

Wyoming State Statute 12-5-201 currently requires restaurants, bars, and similar establishments to have a designated "dispensing room." Only one or two dispensing rooms can be designated for each establishment. Alcohol can only be poured from within a dispensing room. Retail license holders are also authorized to have an area from which they can sell packaged liquor. Restaurant liquor license holders are (and will continue to be) banned from pouring and serving from within the same room. For most of the other license types, especially retail liquor licenses and bar and grill liquor licenses, the proprietor can pour alcohol and serve it from within the same room; in this way, they can operate with a traditional bar and bartender.

A second major impact is that the laws prevent unaccompanied minors from entering any dispensing room. Under the expiring version of State law WSS 12-5-203, no one under the age of 18 can enter a dispensing room. An exception is made for minors in dining and waiting areas if they are accompanied by an adult, but even accompanied minors have to leave the dispensing room by 10:00 PM. For retail liquor license holders especially, this means that unaccompanied children may not walk into a room where alcohol was being served. Employees of the establishment are also affected; they must be at least 19 years old in order to enter a dispensing room while alcohol is being served.

New State Law Regarding Dispensing Rooms As of July 1, 2017

SF0045 effectively eliminates the concept of a dispensing room for any establishment other than a restaurant. The State law will still require restaurants to designate one or two dispensing rooms. Customers will still be banned from entering those restaurant dispensing rooms, which means that restaurants will still be banned from operating a traditional bar. Underage restaurant employees will still be banned from entering the dispensing room during service hours.

For other types of liquor establishment, the new law will grant a great deal of additional flexibility. Owners of retail liquor licenses, owners of limited retail liquor licenses, and owners of bar and grill liquor licenses will now be allowed to pour from any room in the building. Young people will be allowed to enter the rooms where liquor is being served, and underage employees will be allowed to work in those rooms.

Anyone who is under the age of 21 will still be banned from entering a place that sells packaged liquor unless they are accompanied by a parent.

Current Municipal Law

The City's municipal code largely reflects state law in regards to dispensing rooms. In particular:

- 5.08.070 specifies that liquor dealers must designate a dispensing room or rooms.
- 5.08.280 specifies that restaurants can only pour from within one room. (This has always been more restrictive than the state law, which allows restaurants to have two dispensing rooms.)
- 5.08.290 specifies that alcohol can only be poured from one or two rooms in any retail establishment, plus one area for packaged liquor sales.
- 5.08.350 specifies that no one under the age of 21 may enter a dispensing room unless they are accompanied by an adult; this applies to both customers and to employees. (This has always been more restrictive than the state law, which allows the age limit to be as low as 18.) It also specifies that accompanied minors may not remain in the room past 10:00 PM.

Discussion of Recommendations

City Staff is recommending that the Municipal Code be amended to match the state statute for issues related to dispensing rooms. This would mean maintaining the dispensing room concept for restaurants, but removing it for other types of liquor license. It is also proposed that the City amend the code so that restaurants can have two dispensing rooms, rather than just one. This will provide greater operational flexibility for restaurants.

Last but not least, it is recommended that code be amended to allow 19 year olds to enter dispensing rooms, currently the Casper City Code states no one under 21 years old is allowed to enter dispensing rooms. If the other changes are enacted, then the only dispensing rooms will be those in restaurants. Customers are already (and will continue to be) prevented from entering those rooms, so the lowered age limit will only impact employees of the restaurant and other people (such as delivery people) who might have a professional reason to enter the room.

Proposed Timeline

The proposed timeline to enact these changes would be as follows:

- May 2, 2017 – Regular Council Meeting to set a public hearing date for the ordinance’s first reading.
- May 16, 2017 – Regular Council Meeting, including the Public Hearing and the first reading of the ordinance.
- June 6, 2017 – Regular Council Meeting with second reading of the ordinance.
- June 20, 2017 – Regular Council Meeting with the third reading of the ordinance; law enacted.

Financial Considerations

No financial consideration.

Oversight/Project Responsibility

Pete Meyers, Assistant Support Services Director

Attachments:

SF0045

ENROLLED ACT NO. 33, SENATE

SIXTY-FOURTH LEGISLATURE OF THE STATE OF WYOMING
2017 GENERAL SESSION

AN ACT relating to alcoholic beverages; removing restriction and fee on number of dispensing rooms in which alcoholic and malt beverages may be sold; repealing issuance of temporary permits for licensees to sell alcoholic or malt beverages in additional dispensing rooms; providing for the sale of alcoholic and malt beverages anywhere in a licensed building as specified; modifying where a club holding a limited retail license may sell alcoholic or malt beverages; creating an offense for underage persons who enter or remain in establishments that are primarily for off-premise sales of alcoholic or malt beverages as specified; repealing restriction on minors in rooms where alcoholic or malt beverages are sold as specified; conforming provisions; repealing rulemaking requirements; and providing for an effective date.

Be It Enacted by the Legislature of the State of Wyoming:

Section 1. W.S. 12-2-203(f) and (g), 12-4-102(a)(i), 12-4-103(a)(iii), 12-4-104(a), 12-4-301(c), 12-4-410(a), (b) and by creating a new subsection (f), 12-4-412(d), 12-4-413(f), 12-4-501(c)(i), (iii)(intro) and (iv), 12-4-502(a), 12-4-702(b)(ii) and (c), 12-5-201(a), (e) through (j), (k)(intro), (i), (ii) and by creating a new subsection (m), 12-5-202, 12-5-301(a)(intro), 12-6-101(c)(iv), (v) and by creating a new paragraph (vi) and 12-6-103(d)(v) are amended to read:

12-2-203. Manufacturing and rectifying; importing and industry representatives; licensing; fees.

(f) A holder of a manufacturer's license under subsection (a) of this section who is a federally licensed distiller or rectifier may dispense free of charge on-site samples in quantities not to exceed one and one-half (1.5)

ENROLLED ACT NO. 33, SENATE

SIXTY-FOURTH LEGISLATURE OF THE STATE OF WYOMING
2017 GENERAL SESSION

ounces of their manufactured product and no more than two (2) samples per consumer per day. The dispensing of samples shall be subject to the schedule of operating hours provided in W.S. 12-5-101 and the ~~dispensing room~~ licensed building provisions provided in W.S. 12-5-201.

(g) The local licensing authority may issue to the holder of a manufacturer's license under subsection (a) of this section who is a federally licensed distiller or rectifier, a satellite manufacturer's permit which allows the permittee to sell its manufactured product at not more than one (1) satellite location within Wyoming separate from its manufacturing site under the original permit. All products sold at a manufacturer's satellite location shall be obtained through the division. The satellite manufacturer's permit may be issued on application to the appropriate licensing authority. The local licensing authority may require a public hearing and the payment of an additional permit fee not to exceed one hundred dollars (\$100.00). The satellite manufacturer's permit shall be subject to the terms and conditions of W.S. 12-4-106, the schedule of operating hours provided in W.S. 12-5-101 and the ~~dispensing room~~ licensed building provisions pursuant to W.S. 12-5-201.

**12-4-102. Application for licenses and permits;
contents; signature and verification.**

(a) Any person desiring a license or permit authorized by this title shall apply to the appropriate licensing authority. The application shall be made under oath upon a form to be prepared by the attorney general and furnished to the licensing authority. The application shall be filed in the office of the clerk of the appropriate

ENROLLED ACT NO. 33, SENATE

SIXTY-FOURTH LEGISLATURE OF THE STATE OF WYOMING
2017 GENERAL SESSION

licensing authority and shall contain the following provisions:

(i) The location ~~and a description~~ of the ~~room~~ licensed building in which the applicant will sell under the license if the building is in existence at the time of application. If the building is not in existence, the location and an architect's drawing or suitable plans of the ~~room~~ licensed building and premises to be licensed;

12-4-103. Restrictions upon license or permit applicants and holders; license limitation per person.

(a) A license or permit authorized by this title shall not be held by, issued or transferred to:

(iii) Any person who does not own the building ~~in which the sales room is located~~ or hold a written lease for the period for which the license will be effective containing an agreement by the lessor that alcoholic or malt beverages may be sold upon the leased premises, except as provided by paragraph (iv) of this subsection. This paragraph shall not be interpreted to prevent the use of a resort liquor license by a contractor or subcontractor as permitted by W.S. 12-4-403(b);

12-4-104. Publication of notice; grant or denial; renewal preference; copy of application and notice to division; judicial review.

(a) When an application for a license, permit, renewal or any transfer of location or ownership thereof has been filed with a licensing authority, the clerk shall promptly prepare a notice of application, place the notice conspicuously upon the premises shown by the application as

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the proposed place of sale and publish the notice in a newspaper of local circulation once a week for two (2) consecutive weeks. When a county is the licensing authority, the county clerk shall also post the notice on the official website of the county in the manner provided in W.S 18-3-516(f). When a city or town is the licensing authority, the city clerk shall also post the notice on the city or town's official website if one exists. The notice shall state that a named applicant has applied for a license, permit, renewal or transfer thereof, and that protests against the issuance, renewal or transfer of the license or permit will be heard at a designated meeting of the licensing authority. Each applicant shall, at the time of filing his application, pay the clerk an amount sufficient to cover the costs of publishing notice. Notices may be substantially in the following form:

NOTICE OF APPLICATION FOR A

Notice is hereby given that on the day of (year) (name of applicant) filed an application for a license (permit), in the office of the clerk of the city (or town or county) of for the following ~~described place (and room)~~ building (insert ~~description~~ address) and protests, if any there be, against the issuance (transfer or renewal) of the license (permit) will be heard at the hour ofM., on the day of (year), in the (meeting place of the governing body).

Dated

Signed

12-4-301. Sales by clubs; license fees; petition; license restrictions.

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(c) Except as otherwise provided by W.S. 12-5-201(g), a club holding a limited retail license ~~shall not~~ may sell alcoholic or malt beverages for consumption anywhere ~~except within~~ on the licensed premises ~~and for consumption by its members and their accompanied guests only~~ as approved by the local licensing authority. ~~It shall be the duty and obligation of the club to check and regulate sales to members and their accompanied guests to insure that all alcoholic or malt beverages sold are consumed within the building, space or premises.~~

12-4-410. Sale of alcoholic beverages for off-premises consumption prohibited; location, regulation and restrictions on dispensing of liquor; prohibiting certain activities.

(a) Except as provided in subsection (e) of this section, restaurant liquor licensees shall not sell alcoholic or malt beverages for off-premises consumption ~~off the premises from the licensed building~~ owned or leased by the licensee. Except as provided in subsections (b) and (e) of this section, alcoholic or malt beverages shall be served for on-premises consumption only in dining areas which are adequately staffed and equipped for all food services offered by the restaurant.

(b) Alcoholic and malt beverages shall be dispensed and prepared for consumption in one (1) room, and one (1) additional room if authorized and approved ~~as provided in W.S. 12-5-201(a)~~ by the local licensing authority, upon the licensed premises separated from the dining area in which alcoholic and malt beverages may be served and in the case of a golf course upon which a restaurant liquor license is operational or in the case of a guest ranch upon which a retail or restaurant liquor license is operational, at

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dispensing areas on the premises of the golf course or guest ranch as permitted by the licensing authority. No consumption of alcoholic or malt beverages shall be permitted within the dispensing room, nor shall any person other than employees over eighteen (18) years of age be permitted to enter the dispensing room. If a restaurant has a dispensing room separate from the dining area which is licensed prior to February 1, 1979 for purposes of alcoholic or malt beverage sales and consumption, the restaurant may dispense alcoholic or malt beverages in the separate dispensing room under a restaurant liquor license, and any person over eighteen (18) years of age is permitted to enter the separate dispensing room.

(f) For purposes of this section, "room" means, as approved by the local licensing authority, 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.

12-4-412. Microbrewery and winery permits; authorized; conditions; dual permits and licenses; satellite winery permits; direct shipment of wine; fees.

(d) In addition to subsection (b) of this section, the local licensing authority may issue to the holder of a winery permit under this section a satellite winery permit which allows the permittee to sell its manufactured wine at up to three (3) satellite locations within Wyoming separate from its licensed manufacturing site under the original permit fee. The satellite winery permit may be issued on application to the appropriate licensing authority. The local licensing authority may require a public hearing and the payment of an additional permit fee not to exceed one

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hundred dollars (\$100.00) regardless of the number of satellite locations. The satellite winery permit shall be subject to the terms and conditions of W.S. 12-4-106, the schedule of operating hours provided in W.S. 12-5-101 and the ~~dispensing room~~ licensed building provisions of W.S. 12-5-201.

12-4-413. Bar and grill liquor license; authorized; requirements.

(f) Bar and grill liquor licenses shall be subject to the provisions of W.S. 12-4-408 and 12-4-410(c) to the same extent those provisions are applicable to restaurant liquor licenses. Bar and grill liquor licensees shall not sell alcoholic or malt beverages for off-premises consumption ~~off the premises from the licensed building~~ owned or leased by the licensee except as allowed under W.S. 12-4-410(e).

12-4-501. Malt beverage permit for University of Wyoming; fee; rules and regulations.

(c) The board of trustees of the University of Wyoming shall provide rules and regulations for the following:

(i) ~~Location of the dispensing rooms~~ Locations in which malt beverages may be sold;

(iii) The hours and days of the operation of the ~~dispensing rooms~~ licensed building, which shall be within the following limits:

(iv) Whether food may be sold in the ~~dispensing rooms~~ licensed building;

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12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.

(a) A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit. ~~W.S. 12-5-201 does not apply to this subsection.~~

12-4-702. Signature and attestation; contents; display required.

(b) The following shall be shown in each license:

(ii) ~~A description~~ An address of the ~~place licensed building~~ in which alcoholic or malt beverages may be sold;

(c) Each licensee shall display his license in a conspicuous place in the licensed ~~room~~ building.

ARTICLE 2
LICENSED BUILDING

12-5-201. Location, regulation and restrictions as to place of sale; inspections.

(a) Except as otherwise provided in this section, the principal place in which alcoholic liquor and malt beverages are sold under a license shall be located in ~~one~~

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~~(1) room upon the premises~~ the licensed building for which the license is issued and as approved by the licensing authority. Upon payment of an additional license fee equal to ~~two-thirds (2/3) of the fee paid for the original license,~~ a licensee may have and maintain one (1) additional dispensing room in the same building under the authority of the original license. Alcoholic beverages secured in the licensed room by a server may be served only in the licensed building in which the licensed room is located and in an immediately adjacent fenced or enclosed area as approved by the local licensing authority. This adjacent area shall not be in another building, and shall be located on the licensed premises. Only alcoholic and malt beverages, nonalcoholic beverages, food, tobacco, alcoholic liquor and malt beverage promotional sales items sold to the licensee bearing the name and trademark of the alcoholic liquor and malt beverage firm or company whose product the item is advertising, promotional products bearing the name of the licensed retailer, billiard and dart supplies, newspapers, magazines and periodicals may be sold and served in the licensed room. The licensing authority shall, as often as necessary, inspect the licensed ~~room and adjoining rooms~~ building and adjacent areas where alcoholic beverages are served to insure that the licensee is in compliance with sanitation and fire hazard requirements and other applicable laws. A licensee may separate the facility for the sale of alcoholic liquor and malt beverages for off-premise consumption from the facility used to serve customers for on-premise consumption without payment of an additional fee. A separated facility for making sales for off-premise consumption shall be located ~~adjoining the facility for making sales for on-premise consumption.~~ The two (2) facilities may be separated by a glass or other suitable partition.

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(e) Notwithstanding subsection (a) of this section, a licensee who holds a license other than a club license issued under W.S. 12-4-301 or restaurant license issued under W.S. 12-4-407, and who is engaged in a business operation with motel or hotel sleeping room accommodations at the same premises may, ~~at an additional fee of not to exceed one-half (1/2) of the fee paid for the original license,~~ sell alcoholic liquor and malt beverages in sealed containers from a minibar located in any sleeping room of the licensee's motel or hotel operation occupied by a registered guest twenty-one (21) years of age or older. Sales under this subsection shall be only to registered guests age twenty-one (21) years or more, are not subject to hours of operation imposed under W.S. 12-5-101 and shall be only for consumption within the motel or hotel sleeping room premises occupied by the guest. Restrictions imposed upon minors under W.S. 12-6-101 apply to sales authorized under this subsection. The price imposed upon alcoholic liquor, malt beverages and all other items available for sale from the minibar shall be clearly posted. A minibar used for purposes of this subsection shall be a closed container, refrigerated or nonrefrigerated, access to the interior of which is restricted by means of a locking device requiring the use of a key, magnetic card or similar device. The appropriate licensing authority may impose additional reasonable restrictions on the operation of a minibar licensed under this subsection.

(f) A holder of a resort retail liquor license may dispense alcoholic beverages from any location within the boundaries of the resort premises. The resort premises shall be a single property within a contiguous boundary upon which the resort is located and which shall be identified in the license. ~~Subsections (a) through (c) and (e) of this section do not apply to holders of a resort~~

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~~retail liquor license with respect to alcoholic beverages dispensed within the contiguous boundaries of the resort premises for which a resort retail liquor license is issued, except that~~ Any location on the resort premises where alcoholic beverages are dispensed as approved by the licensing authority shall comply with applicable sanitation and fire hazard requirements and other applicable laws. The licensing authority shall, as often as necessary, inspect the licensed location where alcoholic beverages are dispensed to ensure that the licensee is in compliance with sanitation and fire hazard requirements. ~~For each additional fixed dispensing location, the applicant shall pay an annual fee equal to sixty-six and two-thirds percent (66 2/3%) of the original license fee.~~

(g) Any golf club as defined by W.S. 12-1-101(a)(iii)(D) which holds a retail liquor license or a club limited retail liquor license under W.S. 12-4-301 may dispense alcoholic beverages from any location within the boundaries of the golf club premises. The premises shall be a single property within a contiguous boundary upon which the golf club is located and which shall be identified in the license. ~~Subsections (a) through (c) and (e) of this section do not apply to golf clubs as defined by W.S. 12-1-101(a)(iii)(D) which are holders of a retail liquor license or a club limited retail liquor license with respect to alcoholic beverages dispensed within the contiguous boundaries of the golf club premises, except that~~ Any location on the golf club premises where alcoholic beverages are dispensed as approved by the licensing authority shall comply with applicable sanitation and fire hazard requirements and other applicable laws. The licensing authority shall, as often as necessary, inspect the licensed location where alcoholic beverages are dispensed to ensure that the licensee is in compliance with

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sanitation and fire hazard requirements. Any political subdivision issued a club limited retail liquor license for use at a bona fide golf course may contract for or otherwise subcontract the operations of the golf course or any food and beverage services associated therewith to another individual or entity without transferring the license thereto.

(h) With the approval and on the conditions imposed by the licensing authority, any restaurant liquor licensee operating on a golf course may dispense alcoholic beverages from any location on the premises of the golf course. ~~Subsections (a) through (c) and (e) of this section do not apply to holders of such licenses, but such~~ Holders shall comply with all applicable sanitation and fire hazard requirements, and other applicable laws.

(j) Any retail or restaurant liquor licensee operating on a guest ranch as defined by W.S. 12-1-101(a)(xxiii) may dispense alcoholic beverages from any location within the boundaries of the guest ranch premises. The guest ranch premises shall be a single property within a contiguous boundary upon which the guest ranch is located and which shall be identified in the license. ~~Subsections (a) through (c) and (e) of this section do not apply to holders of such licenses.~~ The licensing authority shall, as often as necessary, inspect the licensed location where alcoholic beverages are dispensed to ensure that the licensee is in compliance with sanitation and fire hazard requirements and other applicable laws. ~~For each additional fixed dispensing location, the applicant shall pay an annual fee equal to two-thirds (2/3) of the original license fee.~~

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(k) A licensing authority may authorize a licensee holding a retail liquor license issued under W.S. 12-4-201 to hold an event ~~on~~ in the licensed ~~premises~~ building at which persons under the age of twenty-one (21) are permitted ~~upon the premises if:~~

(i) No alcoholic liquor or malt beverages are sold, served, consumed or possessed by any person ~~in the dispensing room during~~ attending the event;

(ii) ~~The dispensing room is closed during the event and all~~ No alcoholic liquor ~~and or~~ malt beverages are removed from the dispensing room in which the event is held and are stored in an area on the licensed premises not accessible to persons in the closed dispensing room during the event or stored in a manner preventing dispensation ~~during~~ attending the event;

(m) Nothing under this act shall prohibit more than one (1) liquor license holder to operate within the same building provided that each licensee maintains distinct areas within the building.

12-5-202. Storage outside licensed premises prohibited; exception.

A retail licensee shall not store alcoholic liquor or malt beverages outside of the licensed ~~premises~~ building unless he files with the division a written statement that he stores alcoholic liquors or malt beverages in a place other than his place of business and states the exact location of the storage place.

12-5-301. Conditions for operation.

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(a) Upon approval of the licensing authority, a drive-in area adjacent or contiguous to the licensed ~~room~~ building may be used by the holder of a retail liquor license for taking orders, making delivery of and receiving payment for alcoholic liquor or malt beverages under the following conditions:

12-6-101. Sale or possession prohibited; when possession unlawful; public drunkenness; falsification of identification; penalty; prima facie identification as defense.

(c) Except as otherwise provided in this title, no person under the age of twenty-one (21) years shall:

(iv) Consume any ethyl alcohol;~~or~~

(v) Have measurable blood, breath or urine alcohol concentration in his body;~~or~~ or

(vi) Enter or remain in an establishment that is primarily for off-premise sales of alcoholic liquor or malt beverages unless accompanied by a parent, spouse or legal guardian who is twenty-one (21) years of age or older.

12-6-103. Compliance.

(d) For purposes of this section, the term "compliance check" shall mean an inspection conducted pursuant to the provisions of this section for purposes of education or enforcement of laws prohibiting the sale of alcohol to minors. The use of persons age eighteen (18) to twenty-one (21) during compliance checks is authorized subject to the following:

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FILE NO. SF0045

ENGROSSED

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(v) Any participant or adult aiding a participant in a compliance check under this section shall be granted immunity from prosecution under W.S. 12-6-101. ~~and 12-5-203.~~

Section 2. W.S. 12-1-101(a)(xv), 12-4-412(c)(i), 12-4-501(c)(ii), 12-4-504(e), 12-4-505(c), 12-5-201(b) through (d), 12-5-203 and 12-5-301(a)(ii) are repealed.

Section 3. This act is effective July 1, 2017.

(END)

Speaker of the House

President of the Senate

Governor


TIME APPROVED: _____

DATE APPROVED: _____

I hereby certify that this act originated in the Senate.

Chief Clerk

April 21, 2017

TO: Her Honor, the Mayor, and Members of City Council
FROM: Liz Becher, Interim City Manager 
SUBJECT: Council Processes

Meeting Type & Date

Work Session, April 25, 2017

Recommendation

Staff is seeking Council's direction on various processes.

Summary

The following items will require direction from Council:

1. Process for vacant Councilmember seat. Samples of the documents used in a previous vacancy are attached for your review and discussion purposes.
2. "Scorecard" on Council meeting agendas (no attachment.)
3. July 4th Council meeting/holiday ordinance and resolution (City Attorney to lead discussion.)

Financial Considerations

No cost at this time.

Oversight/Project Responsibility

Liz Becher, Interim City Manager; Tracey Belser, Assistant City Manager; Bill Luben, City Attorney.

Attachments

Samples of the documents used for a previous Council vacancy are attached as well as a page citing Rules of Council and a sample of the ordinance.

Process for Vacant Councilmember Seat

Main steps

Announce vacancy & allow time for application process

Meeting date(s) for interviews set/Mayor calls for a special meeting

New member sworn in at scheduled Council meeting

Staff requests guidance on the following

- Duration of application period
- Determine who will be interviewed
- Date(s) and time allowed for interviews
- Interview questions
- Start date/swearing in of new member
- Orientation for new member
- Boards/commissions assignments for new member

Staff will

- Issue press release
- Post on web
- Accept application materials
- Verify candidate information
- Schedule interviews
- Handle special meeting (agenda, packet, notify press, televise, minutes, oath of office, judge to swear in new member, etc.)
- Arrange “hiring” new member & delivery of assets (I-pad, keys, etc.)

PUBLIC NOTICE

CITY OF CASPER

Vacancy

Casper City Council has a vacancy in Ward II. Ward II is generally located west of Poplar Street (ward maps are available at [https://geosmart.casperwy.gov/?map=Casper under Casper→Council Wards.](https://geosmart.casperwy.gov/?map=Casper%20under%20Casper%20-%20Council%20Wards))

Any individual interested in serving on the Casper City Council is asked to submit an application and resume to the City Manager's Office, 200 North David Street, no later than 4:00 pm, Monday, August 17, 2015. The term of this vacancy will end on December 31, 2016. This Council position will be filled by election in November 2016.

To qualify, you must be a registered voter in Natrona County and reside within Ward II of the City of Casper.

To obtain an application, please go to www.casperwy.gov or visit the City Manager's Office. For questions or additional information, contact the City Manager's Office at (307) 235- 8224.

PUBLIC NOTICE

CITY OF CASPER

Vacancy

Casper City Council has a vacancy in Ward II. Ward II is generally located west of Fortia Street (ward maps are available at [https://geosmart.casperwy.gov/?map=Casper under Casper→Council Wards.](https://geosmart.casperwy.gov/?map=Casper%20under%20Casper%20Council%20Wards))

Any individual interested in serving on the Casper City Council is asked to submit an application and resume to the City Manager's Office, 200 North David Street, no later than 4:00 pm, Monday, August 17, 2015. The term of this vacancy will end on December 31, 2016. This Council position will be filled by election in November 2016.

To qualify, you must be a registered voter in Natrona County and reside within Ward II of the City of Casper.

To obtain an application, please go to www.casperwy.gov or visit the City Manager's Office. For questions or additional information, contact the City Manager's Office at (307) 235-8224.

PUBLIC NOTICE

Casper City Council has a vacancy in Ward II. Ward II is generally located west of Poplar Street (ward maps are available at <https://geosmart.casperwy.gov/?map=Casper> under *Casper→Council Wards.*)

Any individual interested in serving on the Casper City Council is asked to submit an application and resume to the City Manager's Office, 200 North David Street, no later than 4:00 pm, Monday, August 17, 2015. The term of this vacancy will end on December 31, 2016. This Council position will be filled by election in November 2016.

To qualify, you must be a registered voter in Natrona County and reside within Ward II of the City of Casper.

To obtain an application, please go to www.casperwy.gov or visit the City Manager's Office. For questions or additional information, contact the City Manager's Office at (307) 235-8224.

NEWS RELEASE



City Council

For Immediate Release

Contact:

Tanya Johnson

(307) 235-8224

tjohnson@cityofcasperwy.com

Casper City Council announces vacancy in Ward II

Citizens interested in serving on City Council asked to apply

Casper, Wyoming – Casper City Council has a vacancy in Ward II. Ward II is generally located west of Poplar Street. Boundary maps can be found at <https://geosmart.casperwy.gov/?map=Casper> under *Casper*→*Council Wards*.

Any individual interested in serving on the Casper City Council is asked to submit an application and resume to the City Manager's Office, 200 North David Street, no later than 4:00 pm, Monday, August 17, 2015. The term of this vacancy will end on December 31, 2016. This Council position will be filled by election in November 2016.

To qualify, you must be a registered voter in Natrona County and reside within Ward II of the City of Casper.

To obtain an application, please go to www.casperwy.gov or visit the City Manager's Office. For questions or additional information, contact the City Manager's Office at (307) 235-8224.

End

APPLICATION FOR WARD I COUNCIL VACANCY

December 2015

I, _____, the undersigned certify, under penalty of perjury, that I have been a resident of Ward I in the City of Casper since _____, and that I am a registered voter in Natrona County.

Signed

Residence Address & Telephone Number

Mailing Address (if different)

City/State/Zip

Employer & Telephone Number

PLEASE ATTACH A RESUME WHICH SHOULD INCLUDE YOUR EDUCATIONAL BACKGROUND, WORK EXPERIENCE, AND COMMUNITY SERVICE EXPERIENCES.

APPLICATIONS ARE DUE TO THE CITY MANAGER'S OFFICE BY 4:00 PM ON THURSDAY, DECEMBER 31, 2015.

CALL OF SPECIAL MEETING FOR THE CASPER CITY COUNCIL

I, **Daniel Sandoval**, as the Mayor of the City of Casper, Wyoming, hereby give notice to the Casper City Clerk that I am requesting that a special meeting be set for the Casper City Council on **Tuesday, April 12, 2016**, at **4:30 p.m.** in the Council Chambers of the Casper City Hall, 200 N. David, Casper, Wyoming 82601 for the City Council's consideration of **three resolutions regarding the Downtown Plaza/Parking and an additional resolution regarding the State Office Building in Downtown Casper.**

Dated this **7th** day of **April**, 2016.

Daniel Sandoval
Mayor
City of Casper, Wyoming

SPECIAL COUNCIL MEETING
Wednesday, September 2, 2015
4:30 p.m.

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.

AGENDA

1. ROLL CALL
2. WARD II COUNCILMEMBER APPLICANT INTERVIEWS

	Time	Candidate
1	4:40-4:50	
2	4:50-5:00	
3	5:00-5:10	
4	5:10-5:20	
5	5:20-5:30	
6	5:30-5:40	
7	5:40-5:50	
8	5:50-6:00	

3. BREAK (6:00-6:30)
4. WARD II COUNCILMEMBER APPLICANT INTERVIEWS (CONTINUED)

	Time	Candidate
9	6:30-6:40	
10	6:40-6:50	
11	6:50-7:00	

Please note that the interview with **XXXX** is scheduled for Tuesday, September 1, at the Regular Council Meeting

5. EXECUTIVE SESSION
6. APPOINTMENT OF WARD II COUNCILMAN
7. ADJOURNMENT

Ward 1 Interview Notes

01/18/16

Instructions: *The following pages are provided for you to make notes about each interviewee. Notes made during interviews are required to be collected after the interviewees have been discussed in Executive Session. Please leave this note packet in the Council Meeting Room after tonight's Executive Session, and staff will collect it.*

Ward 1 Interview Notes

XXXX (4:40 - 4:50 p.m.)

1. Tell us about yourself.
2. Explain why you want to serve on the City Council.
3. Describe your qualifications and how they will benefit the city of Casper.
4. Are you willing to run for re-election at the end of the term?
5. Tell us about your availability to serve the time commitments of council meetings and board meetings throughout the week.

Ward 1 Interview Notes

XXXX (4:50 – 5:00 p.m.)

1. Tell us about yourself.
2. Explain why you want to serve on the City Council.
3. Describe your qualifications and how they will benefit the city of Casper.
4. Are you willing to run for re-election at the end of the term?
5. Tell us about your availability to serve the time commitments of council meetings and board meetings throughout the week.

Ward 1 Interview Notes

XXXX (5:00 – 5:10 p.m.)

1. Tell us about yourself.
2. Explain why you want to serve on the City Council.
3. Describe your qualifications and how they will benefit the city of Casper.
4. Are you willing to run for re-election at the end of the term?
5. Tell us about your availability to serve the time commitments of council meetings and board meetings throughout the week.

Ward 1 Interview Notes

XXXX (5:10 – 5:20 p.m.)

1. Tell us about yourself.
2. Explain why you want to serve on the City Council.
3. Describe your qualifications and how they will benefit the city of Casper.
4. Are you willing to run for re-election at the end of the term?
5. Tell us about your availability to serve the time commitments of council meetings and board meetings throughout the week.

Ward 1 Interview Notes

XXXX (5:20 – 5:30 p.m.)

1. Tell us about yourself.
2. Explain why you want to serve on the City Council.
3. Describe your qualifications and how they will benefit the city of Casper.
4. Are you willing to run for re-election at the end of the term?
5. Tell us about your availability to serve the time commitments of council meetings and board meetings throughout the week.

Ward 1 Interview Notes

XXXX - *Skype or Phone Interview (5:30 – 5:40 p.m.)*

1. Tell us about yourself.
2. Explain why you want to serve on the City Council.
3. Describe your qualifications and how they will benefit the city of Casper.
4. Are you willing to run for re-election at the end of the term?
5. Tell us about your availability to serve the time commitments of council meetings and board meetings throughout the week.

Ward 1 Interview Notes

XXXX (5:40 – 5:50 p.m.)

1. Tell us about yourself.
2. Explain why you want to serve on the City Council.
3. Describe your qualifications and how they will benefit the city of Casper.
4. Are you willing to run for re-election at the end of the term?
5. Tell us about your availability to serve the time commitments of council meetings and board meetings throughout the week.

SPECIAL COUNCIL MEETING
September 2, 2015
4:30 p.m.

AGENDA ITEM 1

ROLL

MAYOR: I now call the September 2, 2015, Special Council meeting to order.

Would Council members please denote your presence by depressing your "yes" switch?

OR

MAYOR: The Chair would entertain a motion to, by minute action, excuse the absence of Councilman _____, _____, _____, and _____.

Moved. Councilman _____.

Seconded. Councilman _____.

MAYOR: Please cast your vote.

MAYOR: Please record the vote

**AGENDA ITEM 2
COUNCILMEMBER APPLICANT INTERVIEWS**

MAYOR: At this time we will interview candidates for the Ward II vacancy, who will fill the vacancy for the remainder of the term which ends December 31, 2016.

The City Council is interviewing all qualified applicants. Each applicant will be given ten minutes to answer the five questions that Council developed.

The candidates will be answering the following questions.

1. Tell us about yourself.
2. Explain why you want to serve on the City Council.
3. Describe your qualifications and how they will benefit the city of Casper.
4. Are you willing to run for re-election in 2016?
5. Tell us about your availability to serve the time commitments of council meetings and board meetings throughout the week.

For the applicants, on the lectern, is a Speaker Timer with green, yellow, and red lights which will be used to track the 10 minute time limit.

Now we will begin with the first candidate.

	Time	Candidate	Question Number				
			1	2	3	4	5
1	4:30-4:40						
2	4:40-4:50						
3	4:50-5:00						
4	5:00-5:10						
5	5:10-5:20						
6	5:20-5:30						
7	5:30-5:40						
8	5:40-5:50						
9	5:50-6:00						

AGENDA ITEM 3
COUNCILMEMBER APPLICANT INTERVIEWS

MAYOR: At this time we will take a 30 minute break and resume at 7:30 pm
(may need to be adjusted).

**AGENDA ITEM 4
COUNCILMEMBER APPLICANT INTERVIEWS
(CONTINUED)**

MAYOR: At this time I reconvene the meeting and continue with the interviews.

Will the next applicant please come forward, Dale Zimmerle.

1. Tell us about yourself.
2. Explain why you want to serve on the City Council.
3. Describe your qualifications and how they will benefit the city of Casper.
4. Are you willing to run for re-election in 2016?
5. Tell us about your availability to serve the time commitments of council meetings and board meetings throughout the week.

	Time	Candidate	Question Number				
			1	2	3	4	5
1	6:30-6:40						
2	6:40-6:50						
3	6:50-7:00						

MAYOR: This concludes the interviews. We thank all of our applicants for their participation. We have scheduled an Executive Session for the Council to discuss the candidates. During an Executive Session there will be no action taken, and Council will reconvene to consider taking action for the appointment of the Ward II replacement Councilman.

MAYOR: At this time the Chair would entertain a motion to adjourn into Executive Session.

Moved: Councilman _____.

Seconded: Councilman _____.

MAYOR: Please cast your vote.

MAYOR: Please record the vote.

AGENDA ITEM 6
APPOINTMENT OF WARD II COUNCILMAN

MAYOR: At this time the Chair reconvenes the Special Council Meeting.

MAYOR: The Council has discussed the appointment of the Ward II Councilman and is prepared to take action to do so at this time.

MAYOR: The Chair would entertain a motion to appoint, by minute action, the replacement Ward II Councilman.

Moved: Councilman _____.

Seconded: Councilman _____.

MAYOR: Please cast your vote.

MAYOR: Please record the vote.

MAYOR: On behalf of the City Council, I congratulate _____ on their appointment to fill the Ward II Councilman vacancy. We welcome you and look forward to working with you.

MAYOR: The City Council thanks all the applicants for their interest in the position. I encourage you to continue to seek opportunities for public service and involvement in the community. Council appreciates the amount of interest in this vacancy, as demonstrated by the number of applicants. This was a difficult decision because in the end we dislike to limit participation of those wishing to serve their community, but again we hope you endeavor to continue that pursuit.

MAYOR: Do any Councilmembers have any comments they would like to make?

**AGENDA ITEM 7
ADJOURNMENT**

MAYOR: The Chair would entertain a motion to **adjourn**.

Moved: Councilman _____.

Seconded: Councilman _____.

MAYOR: Please cast your vote.

MAYOR: Please record the vote.

ORDINANCE NO. 17 -__

AN ORDINANCE AMENDING SECTION 2.04.060 OF
THE CASPER MUNICIPAL CODE PERTAINING TO
REGULAR MEETINGS OF THE CASPER CITY COUNCIL

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

Section 1:

That Section 2.04.060 - Regular Meetings, of the Casper Municipal Code shall be amended to
read as follows:

The regular meetings of the city council shall be held on the first and third Tuesday of
each month. IN THE EVENT ANY SUCH REGULAR MEETING FALLS ON A
HOLIDAY RECOGNIZED BY THE CITY, THE CITY COUNCIL MAY, BY
RESOLUTION, CANCEL AND RESCHEDULE SUCH MEETING TO A DIFFERENT
DATE AND TIME, WHICH RESOLUTION SHALL BE SPREAD ON THE MINUTES
OF THE COUNCIL PROCEEDINGS, AND PUBLISHED ONCE IN A NEWSPAPER
OF GENERAL CIRCULATION AS DEFINED IN SECTION 15-1-116 OF THE
WYOMING STATUTES.

Section 2:

This ordinance shall become in full force and effect upon passage on three readings and
publication.

PASSED on first reading this ____ day of _____ 2017.

PASSED on second reading this ____ day of _____ 2017.

PASSED, APPROVED AND ADOPTED on third and final reading this _____ day of
_____ 2017.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Tracey L. Belser
City Clerk

Kenyne Humphrey
Mayor

RESOLUTION NO. 00-9: RULES OF CITY COUNCIL

RESOLUTION NO. 00-9

A RESOLUTION RESCINDING RESOLUTION NOS. 92-142, 96-77 AND 96-213, AND ADOPTING RULES OF THE CITY COUNCIL FOR THE CITY OF CASPER, WYOMING.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That Resolution Nos. 92-142, 96-77 and 96-213 are hereby rescinded, and the Rules of the City Council are hereby adopted to read as follows:

1. MEETINGS OF COUNCIL.

1.1 Regular Meetings.

The Council shall hold regular stated meetings, which shall be not less than two (2) per month, falling on the first (1st) and third (3rd) Tuesdays at 6:00 p.m., beginning May 7, 1996. Other regular meetings shall be fixed by resolution of the Council, spread upon the minutes of the Council Proceedings, and be published in an official newspaper.

1.2 Special Meetings.

The Mayor, or any five (5) of the Councilmen, may call special meetings by notice filed with the Clerk and served upon each Member by delivering the same personally, or leaving the same at their place of residence. Such notice shall fix the hour, day, and place of such meeting.

A. A special meeting may be called by the Mayor at a regular meeting by giving notice thereof and noting the same upon the minutes of such meeting.

1.3 Continuance of Meetings.

In case the time for a meeting shall occur on Sunday or a legal holiday, then such meeting shall be deemed to be called and shall be held on a day so approved by the governing body.

1.4 Quorum

In case the attendance at any regular meeting or special meeting is less than a quorum, such meeting may be adjourned to a reasonable time and place within the corporate limits of the City that may be designated and entered in the minutes of the adjourned meeting. A majority of all Members of the Council shall constitute a quorum for the transaction of any business.

§ 15-1-116. Ordinances; publication required; exception; attestation; recodification or revision.

Wyoming Statutes

Title 15. CITIES AND TOWNS

Chapter 1. GENERAL PROVISIONS

Article 1. POWERS AND MISCELLANEOUS MATTERS

Current with changes from the 2017 Legislative Session through Ch. 213

§ 15-1-116. Ordinances; publication required; exception; attestation; recodification or revision

- (a) Every ordinance before becoming effective shall be published at least once in a newspaper of general circulation, which maintains a physical office at which advertisements are accepted and which is open to the public during regularly set business hours within the boundaries of the city or town. The newspaper shall publish the ordinance within nine (9) days from the date of receipt. If there is no such newspaper, the ordinance shall be posted for at least ten (10) days in the city clerk's office and in such other places as the governing body determines. Emergency ordinances are effective upon proclamation of the mayor, and as soon thereafter as is practicable they shall be published and posted in the manner required of other ordinances.
- (b) Every ordinance, within a reasonable time after passage, shall be signed by the mayor, attested by the clerk and recorded in a book kept for that purpose. The attestation of the clerk shall show that the ordinance was duly published and posted.
- (c) A recodification or revision of ordinances shall be published by title only together with a brief summary of the recodification or revision, in the manner provided in subsection (a) of this section for newspaper publication, provided that a copy of the recodification or revision shall be available to the public at all reasonable hours in the office of the city or town clerk.
- (d) Ordinances adopted by the governing bodies of all incorporated cities and towns prior to the effective date of this act, which were posted for at least ten (10) days in the city clerk's office and in such other places as the governing body determined, are deemed to be in compliance with the requirements of this section.