

**COUNCIL WORK SESSION**  
Tuesday, May 23, 2017, 4:30 p.m.  
Casper City Hall  
Council Meeting Room

AGENDA

1. Police Department Operational Plan for the Eclipse (Interim Chief Steve Schulz)
2. Continued Discussion Regarding Existing Parkway Ordinance
3. Utility Billing (Tracey Belser, Pete Meyers)
4. Sole Source Purchase Solid Waste Loaders (Cindie Langston)
5. Water Treatment Plant Facilities Plan (Andrew Beamer)
6. WAM Proposed Contract Amendment (Bill Luben)
7. Design Concepts for Former Plains Furniture Properties (Liz Becher)
8. Council Discussion Regarding Alcohol Ordinance Changes Pertaining to Dispensing Rooms
9. Council Discussion Concerning Consistency Among Boards and Commissions When Filling Vacancies
10. City Manager Report
11. Future Agenda Review
12. Council Around the Table

May 17, 2017

TO: Liz Becher, Interim City Manager *eb*  
FROM: Steve Schulz, Interim Police Chief  
SUBJECT: Police Department Operational Plan for the Eclipse

**Meeting Type & Date**

Work Session, May 23, 2017

**Action Type**

Not applicable, information only.

**Recommendation**

Information regarding plans for the upcoming Eclipse Festival.

**Summary**

The Casper Police Department has been working on an operational plan for the upcoming eclipse. This plan will be presented at the work session. As new events are planned and changes occur, the operational plan will be updated to compensate for them.

**Financial Considerations**

Not applicable.

**Oversight/Project Responsibility**

Interim Police Chief Steve Schulz.

**Attachments**

None.

May 8, 2017

**MEMO TO:** Liz Becher, Interim City Manager *LB*

**FROM:** Tracey L. Belser, Assistant City Manager/Support Services Director *LB*  
Pete Meyers, Assistant Support Service Director  
Connie Arnold, Finance Supervisor  
Darren Mizokami, Meter Service Supervisor

**SUBJECT:** Utility Billing Issues and Process Improvements for 2017

**Meeting Type & Date**

Council Work Session  
May 23, 2017

**Action type**

No action.

**Recommendation**

For informational use only.

**Summary**

There were many customer concerns last fall in regards to high water bills. This compelled City staff to create a plan to proactively educate and inform the citizens in understanding their water usage.

Water meter reading and utility billing go hand in hand to insure that accurate billing is produced and maintained. The statistics below provide a bird's eye view of the City's billed utility accounts and the collection of those accounts.

**Statistics**

1. The City of Casper utility bill charges for water, wastewater, and sanitation service rendered, every 30 days. All metered property is read each month.
2. 22,341 metered properties are billed.
  - a. Residential accounts: 18,187 owners, 2,210 renters.
  - b. Commercial accounts: 1,816 owners, 202 renters.
3. Approximately 5,580 accounts are billed each week. In the month of February 2017:
  - a. 3,900 or 70% were paid before the 21st day.
  - b. 514 or 9% were unpaid at the 31st day.
  - c. 329 or 6% were unpaid at the 38th day.

- d. 63 or 1% were unpaid at the 45th day, and were disconnected
- 4. The customer can pay their utility bill using several payment methods. The percentage of utilization is notated beside each payment method:
  - a. Cash/Check –
    - i. In person = 12%
    - ii. Mail = 40%
  - b. ACH (Automatic withdrawal from checking/savings account) = 18%
  - c. Online = 30%

#### Meter Reading

Meter reading dictates the water used by an account. Meter reads also assist in resolving the cause for high and low water usage at a property.

Occasionally, a utility bill will have a high water charge that the customer believes to be inaccurate. These customers can request that their meter be tested.

Malfunctioning meters account for less than 1% of high bill issues. Most high bill inquiries find nothing wrong with the meter, but if a meter is found to be defective such that it is overcharging the customer, then the customer will receive a refund down to the level of use for the same month previous year, and the meter will be replaced free of charge.

Meters are also changed out every 25 years. It is sometimes the case that a meter is tested and found to be working properly, but the Meter Service Worker will still choose to replace the meter simply because it has exceeded its service life.

A larger percentage of high bills are due to an unexpected water leak in the home, such as a toilet running excessively or a dripping faucet. Per Casper Municipal Code 13.03.090, a customer may receive a monetary adjustment on 40% of the leak amount for up to three months. A leak amount is calculated by finding the difference between the water usage during the same month of the previous year.

#### Public Concern Regarding Water Bills in 2016

Many people expressed concern of being overbilled in the fall of 2016. In response to allegations on social media and several news articles, many people responded by asking for the City to review their water bills.

Meter Service staff members responded by testing an unusually high number of meters in September and October of 2016. In particular, October had 42 high bill service orders, which is roughly three times as many as there were in October of 2015. Of the 96 meters that were tested in September and October, only two meters were found to have erroneously high reads. In addition to the two customers with faulty meters, twelve other customers received high bill adjustments related to water leaks in the home.

Certain customers expressed suspicion that there was an ongoing and systematic problem with the City's utility billing system. Several internal audits were conducted to look for any possible errors,



including checks on the meters, the meter reading software, and the software used to calculate individual bills. Despite these checks, no systematic errors were found.

One issue that was discovered was that on three occasions, Meter Service staff found that the meter was faulty due to artificially low reads, rather than erroneously high reads. Even though customers were being under billed, these three customers received an adjustment on the grounds that the meter was faulty. These unwarranted adjustments totaled approximately \$400.

#### Water Billing Process Improvements for 2017

Various improvements have been made to help prevent granting unwarranted refunds for faulty meters. City Staff is now using a revised meter testing form that is more self-explanatory, and staff has been trained to make more educated decisions when reviewing high bill scenarios.

More importantly, City staff is finding opportunities to educate customers regarding water usage.

Staff will soon be rolling out a new utility bill format. To improve the clarity of a customer's water usage history, a new graph is being created that will depict a twenty-four month chart of water usage. The chart will allow customers to see their usage from this year and compare it to the same month in the previous year. Staff is hopeful that customers will use this to better understand what normal water usage is for their household at various times throughout the year.

An informational insert will be included in the June water bill. The insert will include a section 'Facts about Your Water Meter,' and it will highlight water conservation tips for in and around the home. In particular, ever running toilets are often a cause of water waste, and fixing them can have a significant impact on water bills. The insert will also seek to educate customers on how their meter works, what to look for if they notice their water usage increasing, and what steps to take if they have a high-water bill. This information will also be added to the City website.

#### Financial Considerations

No financial considerations.

#### Oversight/Project Responsibility

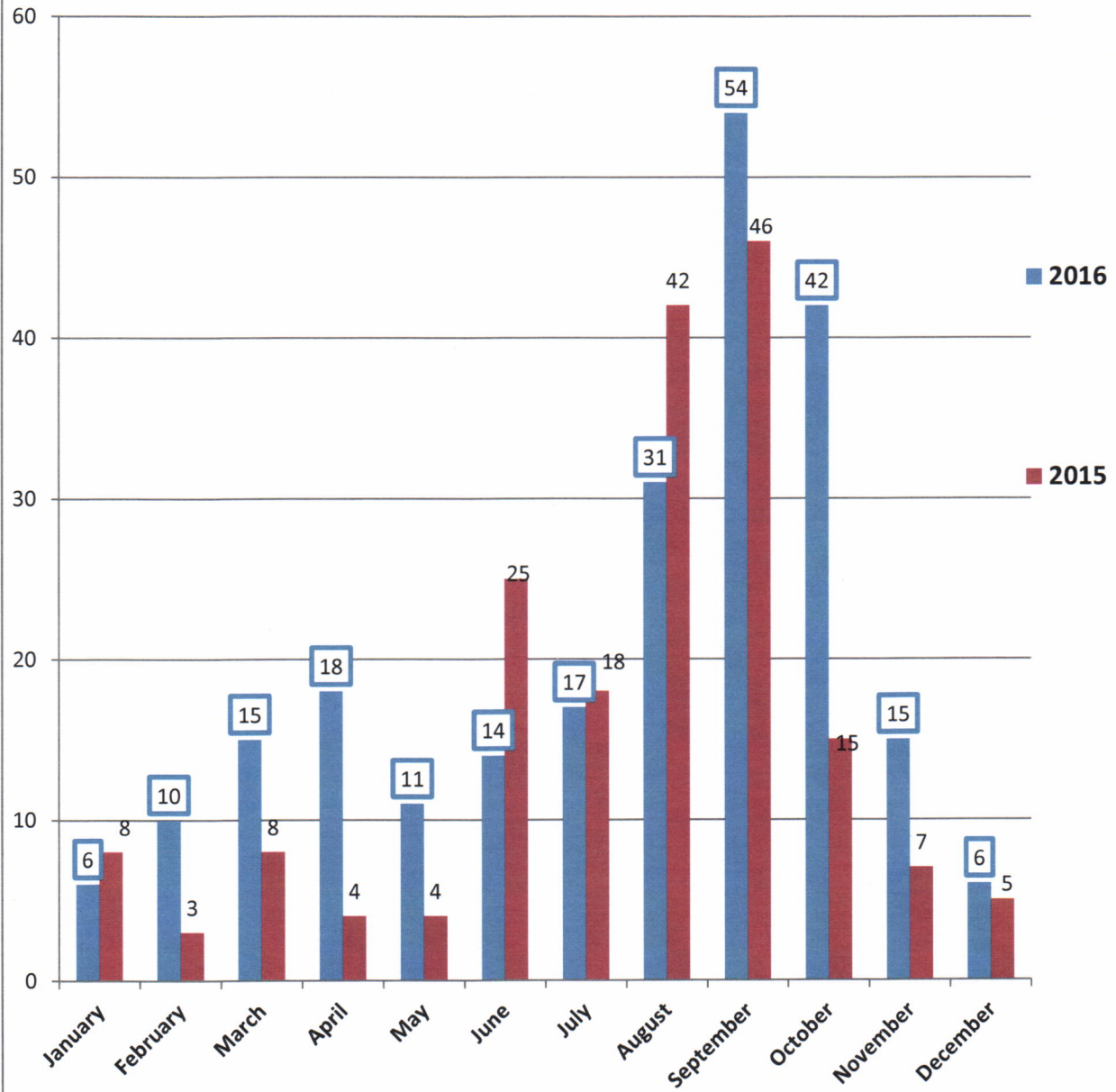
Connie Arnold, Finance Supervisor

Darren Mizokami, Meter Service Supervisor

#### Attachments

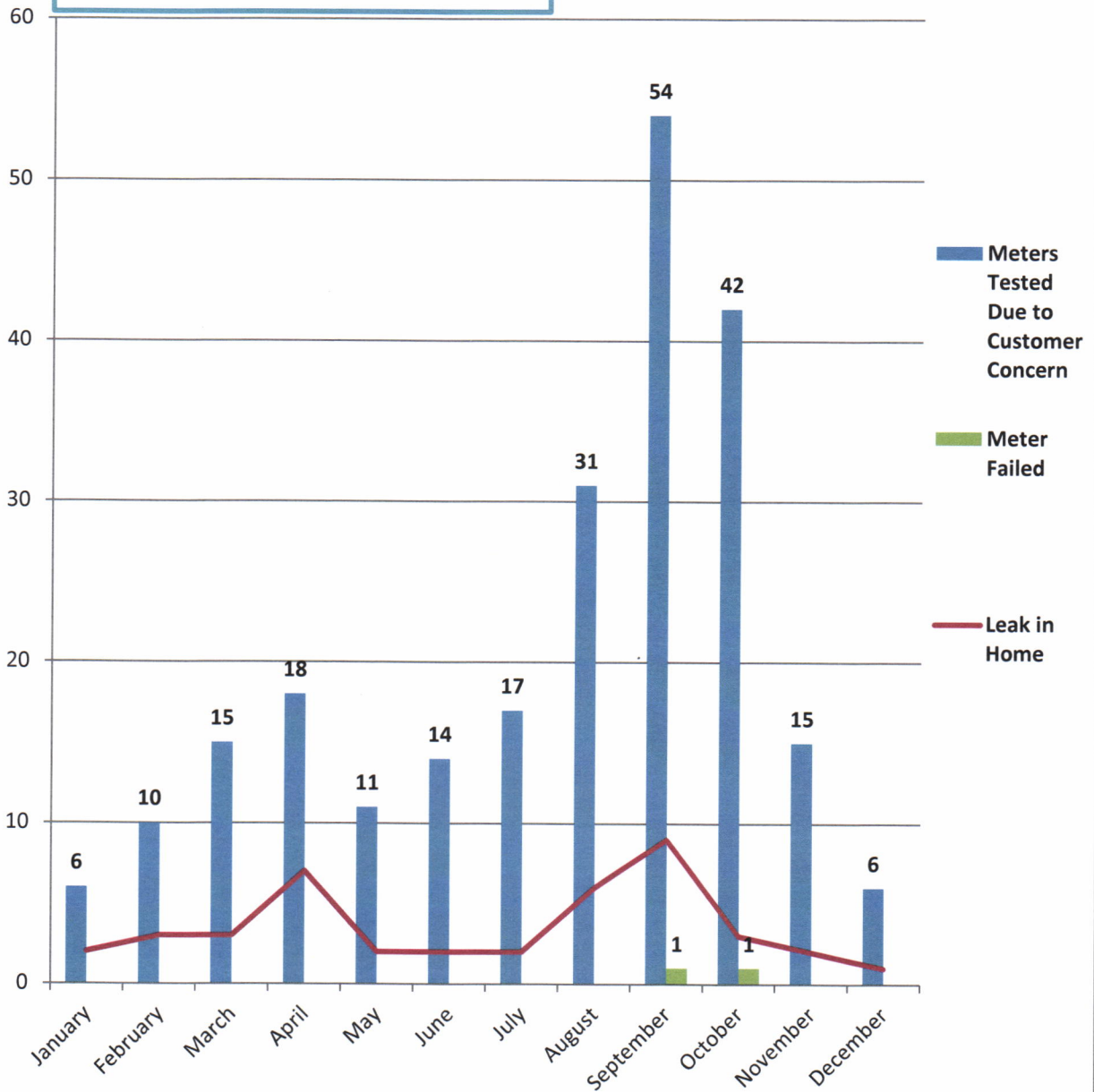
High Bill Service Order Graphs (2)

## Number of High Bill Service Orders - 2016 vs 2015



## High Bill Service Orders in 2016

18% of all high bill service orders were eligible for adjustment. 2 of the adjustments were due to faulty meters. 42 were due to water leaks in the home.  
Total monetary adjustments issued : \$960





April 27, 2017

**TO:** Liz Becher, Interim City Manager *eb*

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

**SUBJECT:** Sole Source Purchase of Two New Front End Wheel Loaders From Wyoming Machinery Company of Mills, Wyoming, in the Total Amount of \$629,714, for Use by the Solid Waste Division.

**Meeting Type & Date:**

Work Session, May 23, 2017

**Action Type:**

Direction to move forward with a sole source purchase.

**Recommendation:**

That Council, by minute action, authorize the sole source purchase of two new front end wheel loaders with waste handling packaging from Wyoming Machinery Company of Mills, Wyoming (Wyoming Machinery), in the amount of \$629,714, before the trade-in allowance. These machines will be used by the Solid Waste Division, of the Public Services Department.

**Summary:**

Bids were requested for two new front end wheel loaders to replace two front end wheel loaders that are scheduled for replacement due to years of service, hours and the cost of maintenance. On November 3, 2016, the City received two bids, one from Tristate Equipment and one from Wyoming Machinery.

To allow for a competitive bidding environment, the bid specifications required the loaders be equipped with a 4-yd bucket, 6-yd grapple bucket, 8-yd light material bucket, and two sets of forks. These components are necessary for the operational needs of Solid Waste. As Solid Waste already owns these components for Caterpillar equipment, Wyoming Machinery submitted an alternate bid with these items excluded. This alternate bid was in the amount of \$629,714, and included a trade-in allowance of \$104,000, for a net cost of \$525,714. As an alternate bid was not requested, this alternate bid was rejected.

The qualified bids were as follows:

<u>Bid Item &amp; Vendor</u>	<u>Amount of Bid</u>	<u>Estimated Trade-In</u>	<u>Estimated Total</u>
Caterpillar 950M Wyoming Machinery	\$733,708	\$49,500 (Trade 1) \$54,500 (Trade 2)	\$629,708
Volvo 120 Tri-State	\$674,842	\$55,000 (Trade 1) \$65,000 (Trade 2)	\$554,842



Tri-State Equipment, with its Volvo 120 Model, was the lowest bidder. As part of the specification, the bidder was required to give references. Tri-state Equipment provided three references: two Waste Management locations and Ecology Auto Parts. The City Fleet Manager contacted Tri-State Equipment in March 2017 and learned that Tri-State Equipment would no longer honor their trade-in bids, and thus, the City elected to reject all bids at the May 16, 2017, regular Council meeting. In the meantime, the Volvo loader references were called, and two returned the calls and provided information. The information obtained is summarized below.

#### Fire Danger and Loss of Production

According to the manufacturer's information and the Volvo references, the Volvo loaders run hot. Volvo loaders are designed with engine compartment openings to accommodate venting from hot operation after the new emission standards were required by the United States Environmental Protection Agency. Implementing the new emission standards created a need to burn off carbon build up in the emissions equipment. The process for burning off the carbon build up is commonly referred to as equipment regeneration, or regen for short. When a loader regens, the heat from the process must exit the emissions equipment. In the Volvo loaders, the heat is vented from the emissions equipment to the engine compartment, causing the Volvo loaders to run hot. Caterpillar loaders were re-designed after the new emissions standards to vent the heat from the regen process to the atmosphere instead of the engine compartment.

In general usage, a hot engine is not a fire danger. However, when the loader engine is in contact with garbage or wood chips, combustion can easily occur. The Ecology Auto Parts reference mentioned a fire on their loader during transport on a low boy trailer after the loader had been working mixing wood chips with bio-solid material. The wood chips became lodged around the transmission and lower engine area. It is believed the wind blowing through the hot machine during transport was the major factor in the fire. The Ecology Auto Parts reference did not recommend owning Volvo loaders if they will operate in high wind conditions.

Currently, two of the four solid waste loaders work in wood chips about 90% of the time, with the remaining time working in garbage. The Waste Management reference was adamant that to avoid fire danger when the Volvo loaders are operating in wood waste or garbage, operations must be shut down twice a day for a half hour so that the loaders are allowed to cool. (Trying to cool them rapidly with water will damage parts.) Once they have cooled, the wood waste or garbage debris needs to be blown out with compressed air and then washed out with water. Between two Volvo loaders, the process of shutting down to cool would result in an hour's, or 12.5%, daily production loss for each loader.

#### Operating Cost per Hour and Equipment Durability

Equipment durability with its associated service costs and downtime is another concern. Waste Management owns both Volvo and Caterpillar loaders and confirmed Caterpillar loaders are more durable and have less down time than Volvo loaders. Waste Management rebuilds their Volvo loaders after 12,000 to 14,000 hours of operation; they spend \$120,000 per Volvo loader, including a rebuild on the brakes and differentials at the same time. The rebuild takes about 60 days to complete, and the Volvo dealer provides a replacement loader during the 60-day wait period. Waste Management retires/replaces their Caterpillar front-end loaders after 20,000 hours with no rebuild, and they confirmed the cost per hour value of Caterpillar loaders is better than Volvo loaders. Ecology Auto Parts replaces their Volvo loaders after 12,000 hours.

Staff is hesitant about owning Volvo loaders because of the fire danger and associated production loss, the higher equipment operating cost per hour, and the costs associated with purchasing a second set of accessories for the Volvo loaders. Staff is requesting that a sole source purchase of two Caterpillar 950 M front end wheel loaders from Wyoming Machinery be considered at Council's June 6, 2017 Regular Council Meeting.

**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:**

None

May 15, 2017

**MEMO TO:** Liz Becher, Interim City Manager 

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

**SUBJECT:** Central Wyoming Regional Water Treatment Plant Facilities Plan Presentation

**Meeting Type & Date**

Council Work Session scheduled for May 23, 2017.

**Action Type**

No Action – Information Only.

**Recommendation**

No Recommendation – Information Only.

**Summary**

In January 2016, the Central Wyoming Regional Water System Joint Powers Board (CWRWS) approved an agreement with HDR Engineering Inc. (HDR) for completing a water treatment plant facilities plan. The plan consisted of the following key elements:

- Population Growth Estimates and Water Treatment Production Requirements
- Wellfield Condition Assessment and Analysis
- Consider Future EPA Regulations
- Ozone System Condition Assessment and Analysis
- Water Treatment Plant Assessment and Analysis
- Recommend Expansion/Upgrades/Unit Process Optimization and Replacement
- SCADA Preliminary Engineering Report
- Final Report and Presentation to CWRWS

The CWRWS owns and operates the regional water treatment plant, wellfield, and several water storage tanks and booster stations. The City of Casper is under contract to operate and maintain these facilities. Due to the close working relationship between the City and CWRWS it was requested that the facilities plan be presented to City Council.



**Financial Considerations**

No Financial Considerations – Information Only.

**Oversight/Project Responsibility**


Central Wyoming Regional Water System

**Attachments**

No Attachments



May 19, 2017

**MEMO TO:** Liz Becher, Interim City Manager   
**FROM:** Bill Luben, City Attorney  
**SUBJECT:** Potential Amendment of Contract for Educational Services with Leadership Training Services, a Wyoming Non-Profit Corporation Sponsored by the Wyoming Association of Municipalities

**Meeting Type & Date**

Work Session on Tuesday, May 23, 2017.

**Action Type**

Discussion of potential contract amendment.

**Recommendation**

Council consider amending its contract for services with Leadership Training Services and the Wyoming Association of Municipalities to allow for the use of prior endowment funding for delivery of training services.

**Summary**

On April 27, 2000, Council, by minute action, authorized the expenditure of \$16,000 to support the Wyoming Association of Municipalities (WAM) continuing education program endowment fund that was being administered through Leadership Training Services, a Wyoming Non-profit Corporation (LTS). This sum was being provided through an unanticipated taxpayer reserve account refund that had been allocated to the City of Casper by the State of Wyoming.

Following the Council minute action, Thomas Forslund, as the then City Manager, approved a "Contract for Services" with LTS for the \$16,000 contribution as seed money for an endowment to be established by LTS. This agreement provided that the principal balance of the LTS fund was to remain intact, and that only earnings (i.e. interest) of the fund would be used by LTS for providing educational services to Wyoming municipalities. The total of all of the contributions made by municipalities across the state to this endowment fund totaled the sum of \$86,000.

WAM is now requesting that the City consider joining in an amendment to the original agreement to provide that the \$86,000 endowment fund be used as principal funding for the provision of educational programs and services to elected municipal officials and staff on governance, sound management practices, and to prepare programs at the request of the municipalities.

This request is being made due to the fact that the endowment fund has generated little to no interest over the past few years, and has not served its purpose in funding these programs. WAM has forwarded a proposed amendment to the agreement which is attached for your reference and review. In this regard, the original agreement provided that, in the event the LTS program would be terminated for any reason, the principal balance of the fund, and any remaining earnings, after the payment of all valid obligations and expenses, would be returned to the contributing entity municipalities on a pro-rata basis in proportion to their total contribution to the fund.

The question presented for Council is whether to agree to allow the City's endowment fund contribution of \$16,000 to be used for future continuing education programs, or to continue to be held by LTS as an endowment fund.

### **Financial Considerations**

None, no impact, as no additional funds will be expended.

### **Oversight/Project Responsibility**

This proposed contract amendment will be administered by LTS as the educational arm of WAM.

### **Attachments**

A copy of the original pledge card executed by the City and the Contract for Services is attached for your review, along with a copy of the proposed Contract Amendment.

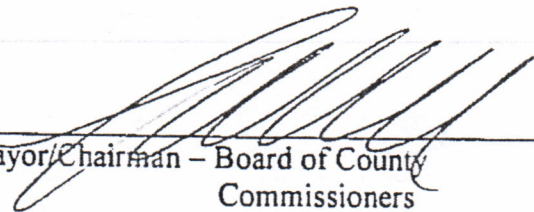
LEADERSHIP TRAINING SERVICES  
CONTINUING EDUCATION PROGRAM  
ENDOWMENT FUND PLEDGE CARD

MAY 3 - 2000

The City/Town/County of CASPER recognizes the value of educating local government officials to become better leaders and finds that such education serves a proper governmental purpose. We agree to contribute \$16,000 from the Wyoming Taxpayer Reserve Account Refund received by our entity in 1999 as seed money for the Continuing Education Program Endowment Fund and it is our intention to enter into a contract for services with LTS for the delivery of local government education programs.

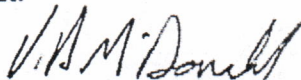
We understand that the principle balance of this Fund will remain intact and that only earnings on that investment will be available to help defray training costs under the Continuing Education Program.

We agree to payment of such contribution upon receipt of invoice from Leadership Training Services, Inc.

  
\_\_\_\_\_  
Mayor/Chairman - Board of County  
Commissioners

04/27/00  
\_\_\_\_\_  
Date

Attest:

  
\_\_\_\_\_

Please return to WAM/LTS at P.O. Box 3110, Cheyenne, WY 82003-3110

Inv # 2004 5/12/00

CR# 41655 6/13/00 c/s - 9/15/00



## CONTRACT FOR SERVICES

This agreement is made and entered into by and between LEADERSHIP TRAINING SERVICES, a Wyoming non-profit corporation sponsored by the Wyoming Association of Municipalities, hereinafter referred to as "LTS", and the City of Casper, a Wyoming municipality, hereinafter referred to as "Municipality" to confirm their arrangement regarding the provision of educational services for municipal officials and employees, as well as local citizens, with respect to local government issues.

1. LTS agrees to provide the following services to Municipality: to operate as a public educational organization to present educational programs and services to elected and appointed municipal officials on civic leadership and sound management practices and to prepare, at the request of the Municipality, programs or services to educate and inform citizens about current and emerging local government problems, issues and processes.
2. In consideration of the services to be provided hereunder, which Municipality has determined to be in furtherance of a proper public purpose, Municipality agrees to contribute to LTS the sum of \$16,000.00 as seed money for a fund to be established by LTS.
3. The parties agree that the principal balance of the LTS fund will remain intact and that, unless prior written consent is provided by Municipality, only earnings of that fund will be used by LTS for the purposes outlined in Section 1.



4. In the event the LTS program is terminated for any reason, the principal balance of the LTS fund, and any remaining earnings, after payment of all valid obligations and expenses, will be returned to contributing entity municipalities on a pro rata basis in proportion to their total contribution to the fund.

City of Casper  
MUNICIPALITY

Thomas O Forshund  
Signed:

DATE: 10-12-00

LOCAL TECHNICAL SERVICES

Henry H Parks  
Signed:

DATE: 10/27/00

## AMENDED CONTRACT FOR SERVICES

This agreement is made and entered into by and between the Wyoming Association of Municipalities, a Wyoming non-profit corporation, hereinafter referred to as "WAM", Local Technical Services, a Wyoming non-profit corporation and the City of Casper, a Wyoming municipal corporation, hereinafter referred to as "Municipality" to confirm their arrangement regarding the provision of educational services for municipal officials and employees, with respect to local government issues.

WITNESSETH:

WHEREAS, in 1997 several elected and non-elected municipal leaders formed a non-profit corporation known and styled as Local Technical Services (also operating as Leadership Training Services, herein "LTS") for the purpose:

To operate as a public educational organization to promote and strengthen the process community at regional, county, city, district and community levels by educational means (other than by carrying on propaganda, participating in elections or political campaigns of any kind or attempting to influence legislation) directed toward improving the capabilities of individual citizens.

To sponsor, conduct and operate a public educational organization to present educational programs and services to elected and appointed municipal officials on civic leadership and sound management practices and to prepare programs or services to educate and inform citizens about current and emerging local government problems, issues and processes.

WHEREAS, thirteen Wyoming municipalities appropriated funds and executed Contracts for Services with LTS regarding funding of the purposes of LTS; and,

WHEREAS, the funding that was appropriated was restricted to funding of the corpus of the purposes of the LTS and the total corpus of funds is approximately \$86,000.00; and,

WHEREAS, the corpus has not and does not generate sufficient interest or income to support the educational purpose of the LTS; and,

WHEREAS, the Municipality and LTS agree to amend the Contract for Services.

NOW THEREFORE, the Parties agree as follows:

1. LTS agrees to provide the following services to Municipality: to operate as a public educational organization, to present educational programs and services to elected municipal officials and staff on governance, sound management practices, and to prepare programs at the request of the Municipality.

2. In consideration of the services to be provided hereunder, which Municipality has determined to be in furtherance of a proper public purpose, Municipality agrees that the principal and any interest of the LTS fund may be used by LTS for the purposes outlined in Section 1.

3. In the event the LTS program is terminated for any reason, the balance of the LTS fund, after payment of all valid obligations and expenses, shall be transferred to an eligible 501(c) (3) organization to effectuate the similar or same purposes of LTS.

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AS TO FORM:

(Wyoming Association of Municipalities Amended Contract for Services)

\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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

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

WYOMING ASSOCIATION OF MUNICIPALITIES

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

LOCAL TECHNICAL SERVICES a/k/a LEADERSHIP TRAINING SERVICES

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



May 19, 2017

**MEMO TO:** Liz Becher, Interim City Manager *lb*

**FROM:** Tracey L. Belser, Assistant City Manager/Support Services Director *TLB*  
Pete Meyers, Assistant Support Services Director *PM*  
Carla Mills-Laatsch, Licensing Specialist *cmg*

**SUBJECT:** Review Ordinance Amendment of Chapter 5 Liquor Laws

**Meeting Type & Date**

Council Work Session

May 23, 2017

**Action Type**

No action

**Recommendation**

Informational purposes only.

**Summary**

At the regular Council Meeting on May 16, 2017, several council members expressed a desire to review the proposed ordinance regarding the age restrictions for licensed buildings.

As currently written, the law would prevent anyone who is under 21 from entering a packaged liquor store unless accompanied by an older person. However, the proposed law would allow a person of any age to enter a licensed building, including a traditional bar, with or without a parent. The proposed law would also allow 18 year old waiters to serve alcohol, and the law would allow 18 year olds to work as bartenders.

Some concern was expressed about allowing this kind of activity. If the council would like to address these issues, some options to consider are:

1. Change the proposed ordinance to prevent 18 year olds from pouring alcohol, but continue to allow 18 year olds to work as wait staff.
2. Change the proposal for Retail, Limited Retail, Microbrews, and Satellite Winery liquor license holders such that people under the age of 21 cannot enter the licensed building. However, retail liquor license holders would be allowed to designate a dispensing area within their licensed building. If a dispensing area has been designated then people who are 20 years or younger would be allowed in any part of the building other than the dispensing area. Unlike the dispensing room, the dispensing area would not have to be defined as a separate room with walls, half walls, railings, or similar structures; they could just be defined by signs or markings on the floor.

Another concern was brought up regarding hours of operation. It is recommended to address this concern in phase 2 of the ordinance changes because of the complexity of the changes and the desire to coordinate with other municipalities.



**Financial Considerations**

No financial consideration.

**Oversight/Project Responsibility**

Pete Meyers, Assistant Support Services Director

**Attachments**

Ordinance Amending Various Sections of Chapter 5 of the Casper Municipal Code  
Listing of Retail, Limited Retail, Microbrew, and Satellite Winery license holders

License Type	Trade Name DBA	License Holder	Street Address
Retail	Downtown Bar & Grill	Love Holdings, LLC.	129 W 2ND ST
Retail	Poplar Wine & Spirits	Tin Shack LLC	1016 S POPLAR ST
Retail	Red Lobster #6374	Red Lobster Hospitality Inc.	5010 E 2ND ST
Retail	C85 @ THE PUMPHOUSE	TRIPLE C FOOD & BEVERAGE LLC	739 N CENTER ST
Retail	Frosty Lounge	Frosty Bev LLC	520 S CENTER ST
Retail	Smith's Food & Drug #185	Smith's Food & Drug Centers, Inc	2405 CY AVE
Retail	Partytime Liquors	Partytime Inc	1335 S MCKINLEY ST
Retail	Fire Rock Steakhouse	Fire Rock Hospitality Group LLC	6100 E 2ND ST
Retail	The Keg & Cork	Keg & Cork, Inc.	5371 BLACKMORE RD
Retail	Ramkota	R&M Beverage Co Inc	800 N POPLAR ST
Retail	Albertsons #2062	Albertsons LLC	2625 E 2ND ST
Retail	C85 @ THE WONDER BAR	3OH7 HOSPITALITY, LLC	256 S CENTER ST
Retail	Ridley's Family Markets	Ridley's Family Markets Inc.	1375 CY AVE
Retail	Wal-Mart Supercenter #3778	Wal-Mart Stores, Inc.	4255 CY AVE
Retail	2nd Street Liquor & Wine	Wyoming Spirits LLC	939 E 2ND ST
Retail	CY Discount Liquor	Johnson Restaurant Group Inc.	840 CY AVE
Retail	Alibi Bar & Lounge	Alibi Bar & Lounge Inc.	1740 E YELLOWSTONE HWY
Retail	Albertsons Liquors #2060	Albertsons Liquors Inc.	1076 CY AVE
Retail	TJ's Bar & Grill	Wyoming Novelty Company	2024 CY AVE
Retail	Moonlight Liquors	Alrog Inc.	2305 E 12TH ST
Retail	Galles Liquor Mart	Mountain West Sales Inc.	748 E YELLOWSTONE HWY
Retail	Sam's Club #6425	Sam's West Inc.	4600 E 2ND ST
Retail	Galloway's Irish Pub	Dorsey Van Galloway	2800 CY AVE
Retail	Spectra	City of Casper Wyoming	1 EVENTS DR
Retail	Urban Bottle	Urban Market Wines LLC	319 W MIDWEST AVE
Retail	The Office Bar and Grill	The Office Bar and Grill	520 S ASH WY
Retail	Armor's Restaurant	Armor's Restaurant Inc.	3422 S ENERGY LANE
Retail	Lucky 95, LLC	Lucky 95, LLC	134 N CENTER ST
Retail	Outlet Liquor & Tobacco	Moyle Petroleum Company	627 N POPLAR WY
Retail	Modern Electric	Modern Electric Co	246 W FIRST
Retail	Liquor Shed	L & L Liquors Inc.	240 S WYOMING BLVD
Retail	Yellowstone Garage	John Huff	355 West Yellowstone Hwy
Retail	Roaring 22, LLC	ROARING 22, LLC	314 West Midwest
Retail	Good 2 Go	Good 2 Go, LLC	1968 E YELLOWSTONE HWY
Retail	Old Chicago, LLC	Old Chicago	3850 E 2nd Street
Retail	Sunrise Center, LLC	Prime Time	4370 S Poplar
Retail	Gold Crown, LLC	Paradise Liquor	401 Valley
Limited Retail	Eagles Lodge	Fraternal Order of Eagles #306	306 N DURBIN ST
Limited Retail	Benevolent and Protective Order of Elks Lodge 1353	Elks Lodge # 1353	108 E 7th Street
Limited Retail	VFW Post 10677	Casper Mustang Post VFW 10677	420 N ELK ST
Limited Retail	Casper VFW Memorial Post 9439	Casper VFW Memorial Post 9439	1800 BRYAN STOCK TRL
Limited Retail	Casper Shrine Club AAO of the Mystic Shrine	Shrine Club	1501 W 39th Street
Limited Retail	Cabin Creek Golf, LLC	Paradise Valley County Club	70 Magnolia
Limited Retail	Three Crowns Golf Course	Three Crowns, LLC	1601 King Blvd
Limited Retail	19th Hole Golf Course	City of Casper Wyoming	2120 Allendale Blvd
Microbrewery	Wyoming State Brewing Company	Wyoming State Brewing Company	256 S CENTER ST WY
Microbrewery	BrewStory, LLC	FRONTIER BREWING COMPANY	117 EAST 2ND STREET
Microbrewery	Skull Tree Brewing	Skull Tree Brewing	1530 Burlington
Sattlite Winery	Table Mountain Vineyards	Table Mountain Vineyards, LLC	731 E 2ND ST

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 5 OF THE CASPER MUNICIPAL CODE TO CHANGE THE REQUIREMENTS FOR RESTAURANT DISPENSING ROOMS, REMOVE REFERENCES TO DISPENSING ROOMS FOR VARIOUS TYPES OF LICENSED LIQUOR ESTABLISHMENTS, AND TO APPLY REGULATIONS TO LICENSED BUILDINGS FOR ESTABLISHMENTS WITH RESTAURANT LIQUOR LICENSES, RETAIL LIQUOR LICENSES, RESORT LIQUOR LICENSES, LIMITED RETAIL LIQUOR LICENSES, BAR & GRILL LIQUOR LICENSES, PERMITTED MICROBREWERIES, AND PERMITTED SATELLITE WINERIES.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING, THAT THE CASPER MUNICIPAL CODE IS HEREBY AMENDED AS FOLLOWS:

SECTION 1:

Section 5.08.025(C)(1) is hereby repealed in its entirety.

1. ~~REPEALED. May provide a separate dining area in which the brewed malt beverage or manufactured wine may be dispensed which shall be separate from any dining area in which persons under the age of twenty one years are permitted to enter. The dining room in which the malt beverages or wines are dispensed shall not be considered the dispensing room for purposes of the restaurant liquor license;~~

SECTION 2:

Section 5.08.040(A) shall be amended to read as follows:

- A. The location and 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 plan of the ~~room~~ LICENSED BUILDING and premises to be licensed;

SECTION 3:

Section 5.08.070(A) shall be amended to read as follows:

- A. When an application for a license, special malt beverage permit, renewal, ~~expansion~~ or a transfer of location or ownership thereof has been filed with the



city clerk, the clerk shall promptly prepare a notice of application, place the notice conspicuously upon the premises shown by the application as the proposed place of sale, and publish the notice in a newspaper of local circulation once a week for ~~four~~ TWO consecutive weeks. The notice shall state that a named applicant has applied for a license, special malt beverage permit, renewal, expansion or transfer thereof, and that protests against the issuance, renewal, expansion or transfer of the license or special malt beverage permit will be heard at a designated meeting of the city council. 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 \_\_\_\_\_, 19\_\_\_\_\_, (name of applicant) filed an application for a \_\_\_\_\_ license (permit), in the office of the Clerk of the City of Casper 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 of \_\_\_\_\_ .m. on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, in the (meeting place of the governing body).

_____		_____
Dated		Signed
		City Clerk

SECTION 4:

Section 5.08.080(E) shall be amended to read as follows:

- E. The permit shall be subject to such rules and regulations as are established by the city council for the following:
  - 1. ~~The location of the dispensing rooms;~~
  - 2. ~~The furnishings and other features of the dispensing rooms; and~~
  - 3.1. The hours and days of operation of the ~~dispensing rooms~~ LICENSED BUILDING.

SECTION 5:

Section 5.08.100(A)(3) shall be amended to read as follows:

- 3. Any party who does not own the LICENSED building ~~in which the licensed room is located~~ or hold a written lease for a period for which the license will be effective, containing an agreement by the lessor that alcoholic liquor or malt beverages may be sold upon the leased premises, except as provided by subdivision 4 of this subsection;

SECTION 6:

Section 5.08.160 shall be amended to read as follows:

Each licensee shall display his license in a conspicuous place in the licensed ~~room~~ BUILDING.

SECTION 7:

Section 5.08.210 (B) shall be amended to read as follows:

- B. ~~REPEALED No part of the area used for orders, delivery and making payment shall be more than forty feet distant from the licensed room;~~

SECTION 8:

Section 5.08.280(B) shall be amended to read as follows:

Alcoholic liquor and malt beverages shall be dispensed and prepared for consumption in one ROOM, AND ONE (1) ADDITIONAL ROOM IF AUTHORIZED BY THE CITY COUNCIL ~~rooms~~ upon the licensed premises separated from the dining area in which alcoholic liquor and malt beverages may be served, and in the case of a golf course upon which a restaurant liquor license is operational, at dispensing areas on the premises of the golf course as provided by subsection E hereof. No consumption of alcoholic liquor or malt beverages shall be permitted within the dispensing room OR ROOMS, nor shall any person other than employees ~~over~~ WHO ARE AT LEAST ~~nineteen~~ EIGHTEEN YEARS of age be permitted to enter ~~the~~ A 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 liquor or beverage sales and consumption, the restaurant may dispense alcoholic liquor or malt beverages in the separate dispensing room under a restaurant liquor license, and any person ~~over~~ WHO IS AT LEAST ~~nineteen~~ EIGHTEEN years of age is permitted to enter the separate dispensing room.

SECTION 9:

Section 5.08.290 shall be amended to read as follows:

- A. The principal place in which alcoholic liquor and malt beverages are sold under a retail liquor license shall be located in ~~one room~~ ONE BUILDING upon the premises for which the retail liquor license is issued and as approved by the licensing authority. ~~Upon payment of an additional license fee equal to two thirds of the fee paid for the retail license, a licensee may have and maintain one additional dispensing room in the same building under the authority of the original license.~~



- B. Alcoholic beverages secured in the licensed ~~room~~ BUILDING 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 city council. This area shall not be in another building. ~~and shall be located on the licensed premises.~~
- C. ~~REPEALED—Only alcoholic and malt beverages, nonalcoholic beverages, food, tobacco and national alcoholic liquor and malt beverage promotional sales items sold to the licensee bearing the name and trademark of the national alcoholic liquor and malt beverage firm or company whose product the item is advertising may be sold and served in the licensed room.~~
- D. No gambling shall be permitted in a ~~licensed room~~ LICENSED BUILDING ~~or dispensing room.~~
- E. Repealed.
- F. The retail licensee may separate the facility for the sale of alcoholic liquor and malt beverages for off-premises consumption from the facility used to serve customers for on-premises consumption ~~without payment of an additional fee.~~
- G. A separated facility for making sales for off-premises consumption shall ~~be located adjoining the facility for making sales for on-premises consumption.~~ The two facilities may be separated by a glass or other suitable partition when a connection doorway exists to permit persons to pass freely between the two facilities.
- H. THE Licensee, AN employee, or A licensed operator is to be PRESENT in THE licensed ~~room~~ BUILDING USED FOR THE SELLING OR DISPENSING OF MALT BEVERAGES OR ALCOHOLIC LIQUORS at all times during hours of operation.
- I. All licensees, OTHER THAN RESORT LICENSEES AND LIMITED RETAIL LICENSEES, are required to post signage on all exits from THE licensed ~~rooms~~ BUILDING stating:

"No alcohol beyond this point per open container ordinance 5.08.420."

ALL LICENSEES OF LIMITED RETAIL OR RESORT LIQUOR LICENSES SHALL POST SIGNAGE ON ALL DRIVEWAY AND PATHWAY EXITS FROM THE LEGAL BOUNDARY OF THE LOT OR LOTS UNDER THE OWNERSHIP OR LEASE BY THE LICENSEE STATING:

"NO ALCOHOL BEYOND THIS POINT PER OPEN CONTAINER ORDINANCE 5.08.420."

#### SECTION 10:

That a new paragraph J of Section 5.08.290 of the Casper Municipal Code shall be created to read as follows:



- J. NO PERSON UNDER THE AGE OF TWENTY-ONE (21) SHALL 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.

SECTION 11:

Section 5.08.310 is hereby repealed in its entirety:

~~The city manager or his or her designee may issue a twenty-four-hour permit to any licensee authorizing the sale of alcoholic or malt beverages in one additional dispensing room in the same building licensed by the original license for a twenty-four-hour period only. No one licensee shall be issued more than six permits in any one-year period. The fee for the permit shall be twenty-five dollars.~~

SECTION 12:

Section 5.08.320 is hereby amended by removing the strike out words and replacing with language that is capitalized as follows:

- A. All licensees except club licensees holding liquor licenses shall be controlled by the following schedule for operating hours:
1. On all days except Sunday, a licensee may COMMENCE THE SELLING, SERVING, OR DISPENSING OF ALCOHOLIC LIQUORS OR MALT BEVERAGES ~~open the dispensing room~~ at six a.m. and shall ~~close the dispensing room~~ and cease the sale of both alcoholic liquor and malt beverages promptly at the hour of two a.m. the following day. ~~and shall clear the dispensing room~~ ANY PORTION OF ANY BUILDING USED BY THE LICENSEE FOR THE SELLING, SERVING, DISPENSING, OR CONSUMPTION OF ALCOHOLIC LIQUORS OR MALT BEVERAGES SHALL BE CLEARED of all persons other than employees by two-thirty a.m. THE LICENSEE SHALL ENSURE THAT ALL CONSUMPTION OF ALCOHOLIC LIQUORS OR MALT BEVERAGES HAS CEASED BY TWO-THIRTY A.M. WITHIN ALL AREAS OF THE LICENSED BUILDING, OR IN THE CASE OF RESORT LICENSEES, WITHIN THE BOUNDARY OF THE LOT OR LOTS UNDER THE OWNERSHIP OR LEASE BY THE LICENSEE, OTHER THAN IN PRIVATE HOTEL OR MOTEL ROOMS; and
  2. On Sundays, licensees may COMMENCE THE SELLING, SERVING, OR DISPENSING OF ALCOHOLIC LIQUORS OR MALT BEVERAGES ~~open the dispensing room between the hours of~~ AT ten a.m. ~~and ten p.m.~~ AND SHALL CEASE THE SALE OF ALCOHOLIC LIQUORS OR MALT BEVERAGES PROMPTLY BY THE HOUR OF TEN P.M. ~~and shall clear the dispensing room~~ ANY PORTION OF THE BUILDING USED BY THE LICENSEE FOR THE



SELLING, SERVING, DISPENSING, OR CONSUMPTION OF ALCOHOLIC LIQUORS OR MALT BEVERAGES SHALL BE CLEARED of all persons other than employees by ten-thirty p.m. THE LICENSEE SHALL ENSURE THAT ALL CONSUMPTION OF ALCOHOLIC LIQUORS OR MALT BEVERAGES HAS CEASED BY TWO-THIRTY A.M. WITHIN ALL AREAS OF THE LICENSED BUILDING, OR IN THE CASE OF RESORT LICENSEES, WITHIN THE BOUNDARY OF THE LOT OR LOTS UNDER THE OWNERSHIP OR LEASE BY THE LICENSEE, OTHER THAN IN PRIVATE HOTEL OR MOTEL ROOMS. However, on Sundays that occur on December 31st licensees may ~~close the dispensing room and cease the sale of~~ CONTINUE TO SELL, SERVE, OR DISPENSE both alcoholic liquor and malt beverages ~~promptly at~~ UNTIL the hour of two a.m. on January 1<sup>st</sup>. AT TWO-THIRTY A.M. ON JANUARY 1ST, ANY PORTION OF THE BUILDING USED BY THE LICENSEE FOR THE SELLING, SERVING, DISPENSING, OR CONSUMPTION OF ALCOHOLIC LIQUORS OR MALT BEVERAGES SHALL BE CLEARED ~~and shall clear the dispensing room~~ of all persons other than employees ~~by two-thirty a.m.~~ THE LICENSEE SHALL ENSURE THAT ALL CONSUMPTION OF ALCOHOLIC LIQUORS OR MALT BEVERAGES HAS CEASED BY TWO-THIRTY A.M. WITHIN ALL AREAS OF THE LICENSED BUILDING, OR IN THE CASE OF RESORT LICENSEES, WITHIN THE BOUNDARY OF THE LOT OR LOTS UNDER THE OWNERSHIP OR LEASE BY THE LICENSEE, OTHER THAN IN PRIVATE HOTEL OR MOTEL ROOMS.

- B. Clubs holding a limited retail liquor license may COMMENCE THE SELLING, SERVING, OR DISPENSING OF ALCOHOLIC LIQUORS OR MALT BEVERAGES ~~open~~ each day at nine a.m. and shall ~~close the dispensing room and~~ cease sales of alcoholic liquor and malt beverages promptly at the hour of two a.m. of the following day and shall clear the ~~dispensing room~~ LICENSED BUILDING of all persons other than employees by two-thirty a.m. Clubs holding a limited retail liquor license may remain open past two a.m. on the morning of January 1st.
- C. The hours of operating designated in subsection A of this section may be modified on no more than four days each calendar year by a resolution of the city council, designating those dates during city or county fairs, rodeos, pageants, jubilees, special holidays or similar public gatherings when all licensees may continuously operate their ~~dispensing rooms~~ LICENSED BUILDING, OR LICENSED RESORT OR CLUB PREMESIS for a period of twenty-four hours beginning at six a.m. on days other than Sunday, and beginning at ten a.m. on Sundays.

SECTION 13:

Section 5.08.350 is hereby repealed in its entirety.

- A. ~~No licensee or agent, employee or servant thereof shall knowingly permit any person under the age of twenty one to enter or remain in the licensed room or rooms where alcoholic liquor or malt beverages are dispensed. No person under the age of twenty one years shall enter or remain in the licensed room or rooms where alcoholic beverages are sold unless:~~

- ~~1. Accompanied by his or her parent or guardian who is at least twenty one years of age; and~~
  - ~~2. The licensed room is for the sale of alcoholic or malt beverages for off-premises consumption and separate from any licensed room for on-premises consumption; and OR~~
  - ~~3. With the approval of the City Council, in a dining or waiting area with an adult not later than ten p.m. if the dining or waiting area is part of the licensed room.~~
- ~~B. When the licensed room or rooms are not open for the sale or dispensing of alcoholic liquor or malt beverages, employees of the licensee under the age of twenty one may be permitted in the course of their employment to work in the room or rooms.~~
- ~~C. Any person violating subsection A of this section or aiding, abetting or inciting any violation thereof is guilty of a misdemeanor and upon conviction shall be punished by a fine of not less than one hundred fifty dollars for the first conviction. The person convicted of a subsequent violation of this section within twelve months, shall be punished by a fine of not less than three hundred fifty dollars nor more than seven hundred fifty dollars. The person convicted of a third violation of this section within twenty four months shall be punished by a fine of not less than six hundred dollars nor more than seven hundred fifty dollars, plus not less than five days nor more than six months in jail.~~

SECTION 14:

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

PASSED on 1st reading the      day of                      2017

PASSED on 2nd reading the      day of                      2017

PASSED, APPROVED, AND ADOPTED on this                      day of                      ,  
20                      .

APPROVED AS TO FORM:

\_\_\_\_\_  
ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation


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

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





May 17, 2017

TO: Honorable Mayor and Members of the Casper City Council  
FROM: Liz Becher, Interim City Manager   
SUBJECT: Discussion Concerning Consistency Among Boards and Commissions  
When Filling Vacancies

**Meeting Type & Date**

Work Session, May 23, 2017

**Action Type**

Not applicable, information only.

**Recommendation**

Provide direction to staff to bring consistency in how the boards and commissions fill openings.

**Summary**

The City of Casper has various boards and commissions that assist the City Council with many agencies by providing oversight and accountability. Currently there are different protocols among the boards to fill board/commission vacancies; specifically applications, advertising, and term limits. The City Council interviews for the following four (4) boards: Amoco Reuse Agreement Joint Powers Board, Civil Service Commission, Leisure Services Advisory Board, and the Planning and Zoning Commission. The other boards are responsible for interviewing to fill an open position. A consistent process would help to alleviate confusion for the boards, staff and the citizens as well.

**Financial Considerations**

Not applicable.

**Oversight/Project Responsibility**

Interim City Manager Liz Becher

**Attachments**

None.