

PRE-MEETING AGENDA

Casper City Council
City Hall, Council Meeting Room
Tuesday, January 22, 2019, 5:30 p.m.



	Presentation	Allotted	Beginning Time
1.	Collection of Financial Interest Disclosures		
2.	Community Promotions	5 min	5:30
3.	Sole Source Purchase of Two Flygt Pumps from Water Technology Group in the Amount of \$79,112, for use at the Bar Nunn #1 and #2 Lift Stations.	10 min	5:35
4.	Amendment to the Plains RFP	10 min	5:45
5.	Agenda Review	5 min	5:55
	Approximate Ending Time		6:00

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

FY19 Community Promotions Compilation - Voting Results

	Organization	Event Name	Eligible?	Cash		In Kind		Facilities		Total Request	Final Result
				Cash Requested	Cash Result	In Kind Requested	In Kind Result (50%)	Facilities Requested	Facilities Result (50%)		
1	Casper Amateur Hockey Club	Season Events	Yes	\$5,740.00	\$642.83			\$10,312.50	\$5,156.25	\$16,052.50	\$5,799.08
2	Casper Children's Chorale	40th Mother's Day Concert	Yes	\$500.00	\$388.89					\$500.00	\$388.89
3	Casper Figure Skating Club	2019 Casper Invitational Competition	Yes					\$2,887.50	\$1,443.75	\$2,887.50	\$1,443.75
4	Casper Soccer Club	Spring Jamboree	Yes			\$197.00	\$98.50	\$1,000.00	\$500.00	\$1,197.00	\$598.50
5	Casper Soccer Club	Wyoming State Cup	Yes			\$197.00	\$98.50	\$1,620.00	\$810.00	\$1,817.00	\$908.50
6	Casper Sports Alliance	Oil City Street Slam	Yes	\$5,370.01	\$1,153.23	\$136.00	\$68.00			\$5,506.01	\$1,221.23
7	Natrona County Library	Famous Author Book Signing	Yes	\$15,000.00	\$277.78					\$15,000.00	\$277.78
8	Nicolaysen Art Museum	Nic Fest 2019	Yes	\$15,000.00	\$1,472.22	\$12,292.96	\$6,146.48			\$27,292.96	\$7,618.70
9	Proud to Host the Best	State High School Culminating Events	Yes	\$20,000.00	\$3,342.67					\$20,000.00	\$3,342.67
10	Special Olympics	2018-2019 Winter Games Practice	Yes			\$3,150.00	\$1,575.00			\$3,150.00	\$1,575.00
11	USA Softball of Wyoming	State Final Tournament	Yes	\$5,000.00	\$333.33	\$1,989.00	\$994.50			\$6,989.00	\$1,327.83
12	Visit Casper	2020 International Roundup	Yes	\$4,000.00	\$888.89					\$4,000.00	\$888.89
13	Visit Casper	Ski for Light	Yes	\$8,275.00	\$722.22					\$8,275.00	\$722.22
Totals				\$78,885.01	\$9,222.06	\$17,961.96	\$8,980.98	\$15,820.00	\$7,910.00	\$112,666.97	\$26,113.04

FY19 Community Promotions Compilation - Cash Requests Voting Results

	Organization Name	Event Name	Cash Requested	Cash Result	Lutz	Johnson	Hopkins	Freel	Pacheco	Walsh	Powell	Bates	Huber	Blank Cells
1	Casper Amateur Hockey Club	Season Events	\$5,740.00	\$642.83	\$500.00	\$1,000.00	\$0.00	\$1,285.49	\$2,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	0
2	Casper Children's Chorale	40th Mother's Day Concert	\$500.00	\$388.89	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	0
3	Casper Figure Skating Club	2019 Casper Invitational Competition												
4	Casper Soccer Club	Spring Jamboree												
5	Casper Soccer Club	Wyoming State Cup												
6	Casper Sports Alliance	Oil City Street Slam	\$5,370.01	\$1,153.23	\$500.00	\$0.00	\$0.00	\$5,370.01	\$2,000.00	\$500.00	\$1,500.00	\$509.02	\$0.00	0
7	Natrona County Library	Famous Author Book Signing	\$15,000.00	\$277.78	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$500.00	\$0.00	\$0.00	\$0.00	0
8	Nicolaysen Art Museum	Nic Fest 2019	\$15,000.00	\$1,472.22	\$500.00	\$0.00	\$8,750.00	\$0.00	\$2,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0
9	Proud to Host the Best	State High School Culminating Events	\$20,000.00	\$3,342.67	\$2,509.02	\$1,000.00	\$11,575.00	\$0.00	\$2,000.00	\$1,000.00	\$2,000.00	\$0.00	\$10,000.00	0
10	Special Olympics	2018-2019 Winter Games Practice												
11	USA Softball of Wyoming	State Final Tournament	\$5,000.00	\$333.33	\$500.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$500.00	\$0.00	\$1,000.00	\$0.00	0
12	Visit Casper	2020 International Roundup	\$4,000.00	\$888.89	\$0.00	\$1,000.00	\$0.00	\$4,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$0.00	0
13	Visit Casper	Ski for Light	\$8,275.00	\$722.22	\$500.00	\$1,500.00	\$0.00	\$0.00	\$1,000.00	\$500.00	\$500.00	\$0.00	\$2,500.00	


FY19 Community Promotions Compilation - In-Kind Requests Voting Results

#	Organization Name	Event Name	In Kind Requested	In Kind Result	Count of Yes Votes	Count of No Votes	Lutz	Johnson	Freel	Huber	Bates	Hopkins	Powell	Walsh	Pacheco	Blank Cells
1	Casper Amateur Hockey Club	Season Events	\$0.00													
2	Casper Children's Chorale	40th Mother's Day Concert	\$0.00													
3	Casper Figure Skating Club	2019 Casper Invitational Competition	\$0.00													
4	Casper Soccer Club	Spring Jamboree	\$197.00	\$98.50	7	2	Yes	Yes	Yes	Yes	Yes	No	yes	no	Yes	0
5	Casper Soccer Club	Wyoming State Cup	\$197.00	\$98.50	6	3	Yes	Yes	Yes	Yes	Yes	No	yes	no	no	0
6	Casper Sports Alliance	Oil City Street Slam	\$136.00	\$68.00	8	1	Yes	Yes	Yes	Yes	Yes	No	yes	yes	yes	0
7	Natrona County Library	Famous Author Book Signing	\$0.00													
8	Nicolaysen Art Museum	Nic Fest 2019	\$12,292.96	\$6,146.48	5	4	Yes	Yes	No	No	Yes	No	yes	yes	no	0
9	Proud to Host the Best	State High School Culminating Events	\$0.00													
10	Special Olympics	2018-2019 Winter Games Practice	\$3,150.00	\$1,575.00	8	1	Yes	Yes	Yes	Yes	Yes	yes	yes	yes	no	0
11	USA Softball of Wyoming	State Final Tournament	\$1,989.00	\$994.50	6	3	Yes	Yes	Yes	No	Yes	No	yes	yes	no	0
12	Visit Casper	2020 International Roundup	\$0.00													
13	Visit Casper	Ski for Light	\$0.00													

Total \$17,961.96 \$8,980.98

January 2, 2019

MEMO TO: J. Carter Napier, City Manager 

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

SUBJECT: Authorizing the sole source purchase of two Flygt Submersible Wastewater Pumps from Water Technology Group in the amount of \$79,112 for use at the Bar Nunn #1 and #2 Lift Stations.

Meeting Type & Date
Council Pre-Meeting
January 22, 2019

Action type
Authorization

Recommendation:

That Council authorize the sole source purchase of two Flygt Pumps from Water Technology Group in the amount of \$79,112 for use at the Bar Nunn #1 & #2 Lift Stations.

Summary:

The Bar Nunn #1 and Bar Nunn #2 lift stations, located near Salt Creek Highway in Bar Nunn, collect and pump wastewater generated from the residential and industrial areas west of I-25 through 8-inch and 10-inch force mains, respectively. Flows are then conveyed to the Regional Wastewater Treatment Facility.

The pumps at these lift stations are 10 years old and have lost significant pumping capacity. The components to be replaced include:

- 2 - Flygt Submersible Wastewater Pumps

The Public Services Department is requesting the purchase of the pumps and appurtenances through Water Technology Group. The reasoning is as follows:

1. The City and Regional Wastewater System have, over the years, successfully standardized the pumps, control panels, and appurtenances used in Casper wastewater lift stations to high quality Flygt equipment, resulting not only in improved reliability, but also in the added benefits of better staff familiarity of equipment and the interchangeability of spare parts, pumps, and backup equipment.
2. A sole source request is necessary because Water Technology Group is the only distributor in Colorado and Southern Wyoming authorized to sell, service, and install Flygt products to

local government agencies. Flygt has set this program in place to ensure municipalities have a stable working relationship with their respective distributor and to promote accuracy gained through historical product placement and service. Municipalities do benefit from a discounted materials cost compared to contractors and other direct industrial and commercial customers through this designated distributor program. Casper has had 30 plus years of very good experience with Water Technology Group.

The Public Services Department requests that the sole-source purchase be made for the replacement of the pumps, providing more efficient and cost effective reliability of service at these lift stations. City crews will install the equipment in the station later this year.

Financial Considerations

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

Oversight/Project Responsibility

Megan Lockwood, Wastewater Treatment Plant Manager

Attachments

None

January 18, 2019

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

FROM: Liz Becher, Community Development Director *LB*

SUBJECT: Proposed Addendum #2 to the Request for Proposal (RFP) to sell the Former Plains Furniture Properties

Meeting Type & Date: Council Work Session, January 22, 2019.

Action Type: Council Direction requested.

Recommendation: That Council review and consider Addendum #2 to the RFP to sell the various properties in the former Plains Furniture block.

Summary: Staff has been approached by an interested party who wishes to purchase the former Livery Stable in the Plains Furniture block, and who would also like to purchase the parking lot south of the former Plains Furniture block as part of a development proposal. Addendum #1 to the original RFP was issued on November 29, 2018, to give notice that the parking lot parcel would be available for purchase in conjunction with a proposal to purchase any, or all, lots associated with the former furniture store. The former livery stable property was not listed in that Addendum, and this was an oversight. Staff has prepared Addendum #2 to include it, and seeks Council's approval to issue it. No other changes have been made. The properties, which were purchased by the City in January 2016, are located on South David Street, between West Yellowstone Highway and West Midwest Avenue, and the former livery stable located in the same block on South Ash Street in the Old Yellowstone District.

Financial Considerations: Any revenues from the sales of the properties would be captured in the FY19 Revolving Land Fund account, unless directed otherwise by Council.

Oversight/Project Responsibility: Community Development Department/Planning Division.

Attachments: Addendum #2

Addendum No. 2

REQUEST FOR PROPOSALS (RFP)
FOR

**PURCHASE AND DEVELOPMENT OF FORMER PLAINS
FURNITURE PROPERTIES**

FOR
THE CITY OF CASPER
CASPER, WYOMING

(Originally Issued on September 7, 2018)
(Addendum No. 2 issued January XX, 2019)

Note: Changes are in **BOLD** script

The deadline for the submission of proposals remains as Thursday, February 14, 2019 at 4:00 PM, local time. The physical proposals (three (3) hard copies) shall be submitted to the City of Casper, City Manager's office, 200 N. David Street, Room 203, Casper, Wyoming 82601 or mailed to the same address.

A copy of each proposal shall also be submitted electronically on or before the deadline to:

lbecher@casperwy.gov

All other submittal requirements remain the same.

The purpose of this Addendum is to give notice that an additional parcel of land, the vacant land described herein to the south of the former Plains Furniture store shall also be available for purchase and development in conjunction with a successful proposal to purchase one or more of the former Plains property structures, Parcels 1, 2 and/or 3, **and/or the former Livery Stable property** – (See Exhibit B to the original Request for Proposals). This property to the south of the former Plains Furniture store will be referred to as "parking lot" in this Addendum to the RFP.

The legal description of the "parking lot" is:

Lots 23, 24, 25, and 26, Block, Original City of Casper, Natrona County, Wyoming.

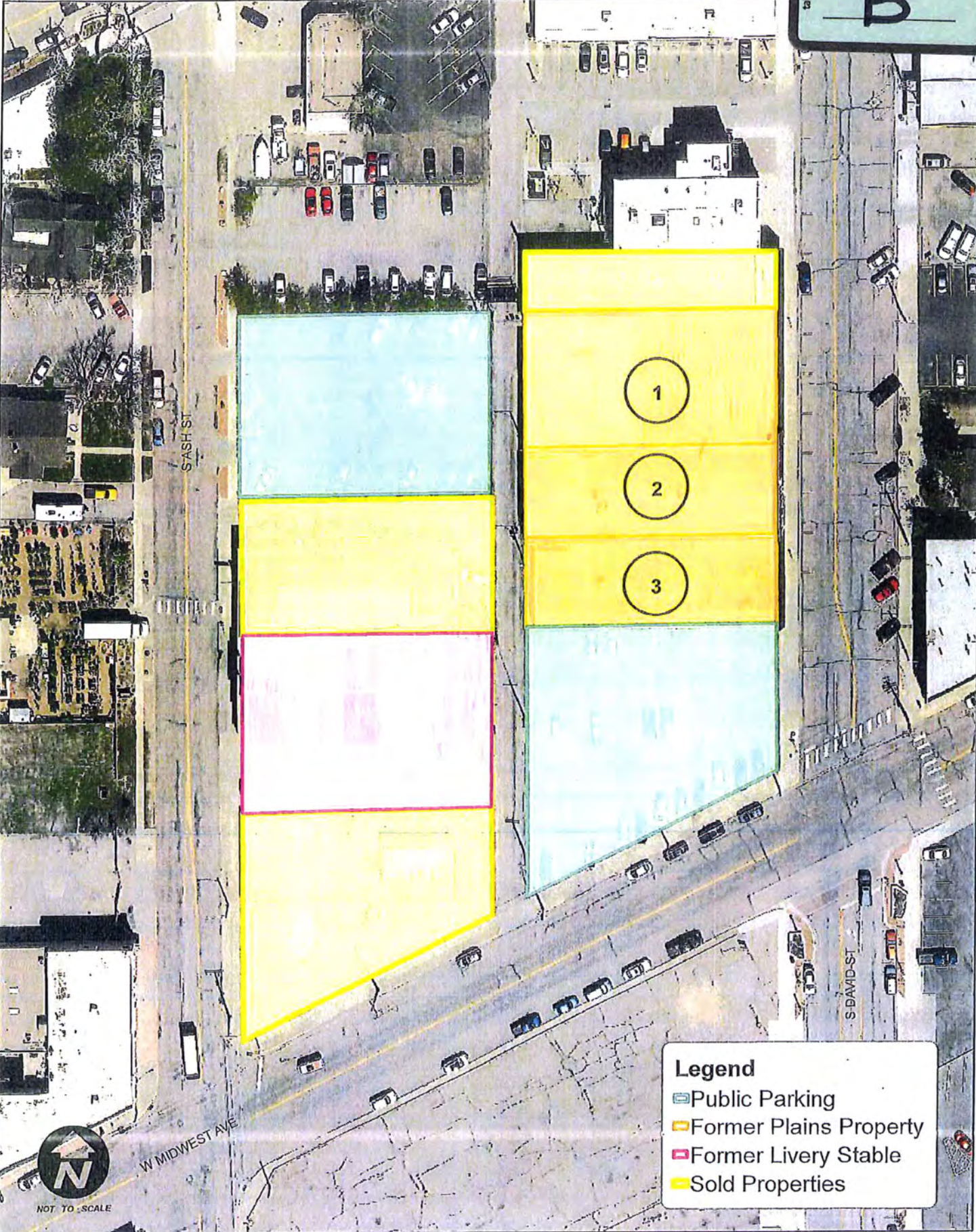
Amount of Bid: each Contractor shall identify the amount they are willing to pay for the purchase of each specific property, including the "parking lot" as indicated in the Request for Proposal and this Addendum to Request for Proposal. Property appraisals are available by contacting the City of Casper Community Development Department at (307) 235-8241. Offers must meet or exceed appraised values.

Confidential Information.

- a. Under the Wyoming Public Records Act, Wyoming Statutes (W.S.) § 16-4-201 *et seq.*, responses to a Request for Proposal (RFP) submitted to the City are generally available for inspection. However, there is an exception under W.S. §16-4-203(d)(v) for trade secrets, privileged information and confidential commercial, financial, geological or geophysical data (Confidential Information). **If you are submitting any Confidential Information in your response to the RFP, please separate it from the other information and place it in a separate, sealed envelope, clearly marked “CONFIDENTIAL INFORMATION”.**
- b. The price you are willing to pay for the property and general information about its proposed use is not confidential. Confidential Information also does not include any information that: is or becomes publicly known through no wrongful or negligent act of the City; is already known to the City without restriction when it is disclosed; is, or subsequently becomes, rightfully in the City’s possession without any obligation restricting disclosure; is independently developed by the City; or is explicitly approved for release by your written authorization.
- c. The City will not disclose any provided material or information identified as Confidential Information to third parties without your prior written permission, unless you make such material or information public or disclosure is required by law. If the City is required by law to disclose such confidential information, it will notify you prior to such disclosure.
- d. The City may use the Confidential Information received only in analyzing and making a determination about the responses to the RFP, and for its own business purposes.
- e. Confidential Information is and will at all times remain the property of the disclosing party, and no grant of any proprietary rights in the Confidential Information is given or intended by your response to the RFP.

Boundaries of Property Parcels

EXHIBIT
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B



Legend

- Public Parking
- Former Plains Property
- Former Livery Stable
- Sold Properties