



Natrona County Commissioners

200 North Center, Room 115
Casper, WY 82601
Phone (307) 235-9202
Fax (307) 235-9486

Steven Freel, Commissioner
Dallas Laird, Commission
Jim Milne, Commissioner
Peter Nicolaysen, Commissioner
Dave North, Commissioner

Work Session Agenda Tuesday, February 21, 2023 1:10 p.m. Natrona County Courthouse 200 North Center Commissioners' Conference Room

Steven Freel, Chairman
Dave North, Vice-Chairman
Dallas Laird, Commissioner
Jim Milne, Commissioner
Peter Nicolaysen, Commissioner

Tracy Good, County Clerk
, County Attorney
Charmaine Reed, Acting County Attorney

Please note that all meetings times are approximate.

Appointments

1:10 p.m. BOCC Discussion

Purpose: Discussion: Replacement of Barn at Fairgrounds

1:40 p.m. BOCC Discussion

Purpose: 4 Remaining CBOE Hearings Discussion for Scheduling for April 4, 2023

2:00 p.m. Glenn Januska, NCIA Manager & Justin Farley, Advanced Casper

Purpose: Update on SkyWest Airlines Minimum Revenue Guarantee (MRG)

2:30 p.m. Michael Brown, Parks Director

Purpose: Nordic Lodge Update

3:30 p.m. Danielle Krucke, HR Director

Purpose: Executive Session: Personnel pursuant to W.S. 16-4-405 (a)(ii)

3:30 p.m. Charmaine Reed, Deputy County Attorney

Purpose: a) Agenda Review, Legal Update

b) Draft Resolution Establishing a Process to Purchase County Owned Real Property

c) Executive Session: pursuant to W.S. 16-4-405 (a)(ii), W.S. 16-4-405(a)(iii) & W.S. 16-4-405(a)(ix)

Adjournment

Zoning Classifications:

RAM	Ranching Agriculture Mining	C	Commercial
UA	Urban Agriculture	LI	Light Industrial
MR-1	Mountain Residential 1	HI	Heavy Industrial
MR-2	Mountain Residential 2	UCA	Use Control Areas
RR-1	Rural Residential 1	PUD	Planned Unit Development
RR-2	Rural Residential 2		
SR-1	Suburban Residential 1	BPSM	BP Soil Management
SR-2	Suburban Residential 2		Slope Protection Overlay
UR	Urban Residential Mountain/Wildfire Safety Overlay		
UMR	Urban Mixed Residential		Airport Overlay District
MH	Mobile Home		

Memo

TO: Natrona County Commissioners
 FROM: Glenn Januska, Airport Director
 SUBJECT: SkyWest MRG
 DATE: February 15, 2023

Natrona County Commission entered into a Minimum Revenue Guarantee (MRG) for SkyWest (Delta Connection) service in the amount of \$453,000 (the County portion of the MRG) for the time period covering November 1, 2021 through April 30, 2022. Of that amount, only \$37,664 was required. The remaining \$415,336 was applied to the second MRG which covered May 1, 2022 through December 31, 2022. Of that remaining amount, only \$257,203 was required, leaving a County committed balance of \$158,133. While not under contract, for the month of January 2023, should the County pay the County's portion of the MRG (\$83,298), the remaining County committed MRG balance would be \$74,835. In order to continue service from February 1, 2023 through June 30, 2023, the SkyWest MRG request is \$692,791. The County (non-State) portion of that is \$415,675. Applying the \$74,835, the County (non-State) additional MRG obligation would be \$340,839. The Airport Board of Trustees met on February 15, 2023 and are requesting the County Commission give favorable consideration for obligating an additional \$340,839 in funds to be applied to the MRG for January 1, 2023 through June 30, 2023 service.

November 1, 2021 through April 30, 2022

\$755,000	\$453,000	County		\$37,664
	\$302,000	State		<u>\$25,110</u>
				\$62,774

May 1, 2022 through December 31, 2022

\$600,000	\$360,000	County		\$257,203
	\$240,000	State		<u>\$171,469</u>
				\$428,672

January 1, 2023 through March 31, 2023

\$488,957	\$293,374	County		\$83,298 (a)
	\$195,583	State		<u>\$55,532 (a)</u>
				\$138,830

April 1, 2023 through June 30, 2023

\$391,626	\$234,976	County		\$0
	\$156,650	State		<u>\$0</u>
				\$0

County Commitment	\$453,000
Less due	<u>\$378,165</u>
Balance	<u>\$74,835</u>

State Commitment	\$302,000
Less due	<u>\$252,111</u>
Balance	<u>\$49,889</u>

(a) reflects January, 2023

RESOLUTION NO.

**A RESOLUTION ESTABLISHING A PROCESS TO PURCHASE
COUNTY OWNED REAL PROPERTY**

WHEREAS, W.S. § 18-3-504(a)(i) provides that a board of county commissioners may make such orders concerning county property as it deems expedient; and

WHEREAS, pursuant to W.S. § 18-2-101(a)(iii) the Natrona County Board of County Commissioners ("BOCC") may sell or convey property owned by Natrona County, when it is in the best interests of the county; and

WHEREAS, the BOCC wants to provide a transparent process to sell any such property;

WHEREFORE, the BOCC resolves to adopt the following process to sell or otherwise convey real property owned by Natrona County.

1. To purchase real property owned by Natrona County a person or other legal entity ("Entity") must submit a written offer to purchase to the BOCC. The offer must include:
 - a. The Entity's legal name;
 - b. A contact name, mailing address, phone number, and email address for the Entity;
 - c. A legal description of the property that the Entity wants to purchase;
 - d. The address of the property if it has one;
 - e. The purchase amount offered;
 - f. Any contingency upon which the offer is made; and
 - g. A notarized or otherwise sufficiently attested to signature of the Entity.
2. The Entity must pay to publish a notice once a week for two consecutive weeks
3. The notice must include:
 - a. It is a notice of an offer to purchase real property owned by Natrona County;
 - b. The address or a legal description of the property; and
 - c. The purchase amount offered.
4. The BOCC will publish the notice.
5. The BOCC will post a copy of the notice on the County website.
6. The BOCC will consider an offer to purchase at a BOCC meeting no sooner than two weeks after the notice of the offer to purchase was first published and posted.
7. The BOCC may accept, reject, or make a counter-offer as it deems is in the best interests of the County.

8. If the BOCC accepts an offer:
- a. The County Attorney will prepare a purchase contract and quit claim deed.
 - b. Within one week of the date the purchase contract was provided to the Entity, the Entity must (i) sign and return the purchase contract to the County Attorney; (ii) pay the offered amount to the Natrona County Treasurer; and (iii) otherwise perform in accordance with the purchase contract.
 - c. The Entity will be responsible for any title search, title insurance, or other costs required for closing.
 - d. The BOCC may rescind its acceptance of the offer if the purchase contract is not timely signed and returned, payment is not timely made, or the Entity does not otherwise perform in accordance with the purchase contract.
9. If the BOCC finds that there is good cause and it is in the best interests of the county, the BOCC may modify this process.

DATED: _____, 2023.

**NATRONA COUNTY
BOARD OF COUNTY COMMISSIONERS**

Steven Freel, Chair

ATTEST:

Tracy Good, County Clerk

Approved as to form:

Natrona County Legal Department



NATRONA COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA

Steven Freel, Commissioner
Dallas Laird, Commissioner
Jim Milne, Commissioner
Peter Nicolaysen, Commissioner
Dave North, Commissioner

Tuesday, February 21, 2023 5:30 p.m.
Natrona County Courthouse, 200 North Center, Casper, Wyoming
2nd Floor, District Courtroom

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. SERVICE AWARDS FOR 2022

IV. APPROVAL OF CONSENT AGENDA

V. PUBLIC HEARING

RETAIL LIQUOR LICENSES

1. ALCOVA RESORT LLC, dba ALCOVA LAKESIDE MARINA
2. C. C. COWBOYS, INC. dba RACKS
3. THE SHOE, INC. dba THE HORSESHOE BAR
4. HENDERSON IRREVOCABLE TRUST dba LAZY 8
5. NORTHERN DREAMS
6. ON THE ROCKS, INC dba SUNSET BAR & GRILL
7. C. LEANN MOSES dba MOUNTAIN HOME
8. GREY REEF OUTFITTERS INC, dba NORTH PLATTE LODGE
9. TROPHY TROUT OUTFITTERS dba REEF FLY SHOP/THE RUSTY SCUD (package only)
10. TROUT ON INN, LLC dba TROUT ON INN LODGE & COBINS BY THE RIVER

LIMITED RETAIL LIQUOR LICENSE

1. CASPER BOAT CLUB
2. CASPER COUNTRY CLUB

RETAIL COUNTY MALT BEVERAGE PERMITS

1. BLACK OPS, LLC dba SLOANE'S GENERAL STORE
2. PATHFINDER BOAT & FISHING CLUB
3. NATRONA COUNTY FAIR ASSOCIATION dba CENTRAL WYOMING FAIR & RODEO

AIRPORT RETAIL LIQUOR LICENSE PURSUANT TO W.S. 12-4-201

1. BOARD OF TRUSTEES CASPER NC INTERNATIONAL AIRPORT

VI. PUBLIC COMMENTS

VII. COMMISSIONER COMMENTS

VIII. ADJOURNMENT

Agendas are subject to amendments



**NATRONA COUNTY
BOARD OF COUNTY COMMISSIONERS**

Steven Freel, Commissioner
Dallas Laird, Commissioner
Jim Milne, Commissioner
Peter Nicolaysen, Commissioner
Dave North, Commissioner

CONSENT AGENDA

Tuesday, February 21, 2023 5:30 p.m.

Natrona County Courthouse, 200 North Center Street, Casper, Wyoming
2nd Floor, District Courtroom

I. APPROVAL OF FEBRUARY 7, 2022 MEETING MINUTES

II. APPROVAL OF BILLS \$3,099,216.13

III. CONTRACTS, AGREEMENTS, RESOLUTIONS:

- A. Engagement Letter-Mountains Valuations
- B. NC Contract for Alcova Bathhouse Roof Replacement-Dave Loden Construction, Inc.
- C. MOU to Transfer Property-Corner of 12th Street and Conwell Street (Health Department)

IV. BOCC BOARD APPOINTMENTS (1/2023 – 12/2024)

Amended: 2-21-2023

- A. WCCA BOD: Jim Milne
- B. Fire Control Board/Fire Fighters of NC: Dave North
- C. Hall of Justice JPB: Dave North & Dallas Laird
- D. Detention Center JPB: Dave North & Dallas Laird
- E. ARAJPB: Steven Freel
- F. Regional Water System JPB: Dave North
- G. NC Parks Board- Dave North
- H. 201 Management Oversight Committee (Amendment #3 Construction, Operation & Cost Allocation for Regional Water System): Mike Haigler
- I. Advanced Casper (CAEDA): Jim Milne
- J. Memorial Hospital BOT: Dallas Laird
- K. Central WY Fairgrounds: Jim Milne
- L. Economic Development JPB: Jim Milne & Dave North
- M. NC School Recreation Board: Jim Milne
- N. Juvenile Planning JPB: Dallas Laird
- O. CNFR: Steve Freel
- P. NC International Airport BOT: Peter Nicolaysen
- Q. Health Board: Peter Nicolaysen
- R. Metropolitan Planning Organization Policy: Peter Nicolaysen
- S. NC Public Library BOT: Peter Nicolaysen
- T. PSCC: Dave North
- U. Infoshare: Dallas Laird
- V. GIS: Steven Freel
- W. Metro Oversight Committee: Steven Freel
- X. Community Action Partnership of Natrona County: Dallas Laird
- Y. Courthouse Security Committee: Dallas Laird

V. STATEMENT OF EARNINGS: Clerk of Court \$75,088.85, Development \$38,941.04, R&B Sale of County Property \$210.00

VI. TAXROLL CORRECTION 2022: RATCLIFFE, KARLEEN A (214.81); GIESKE, JASON (55.60);B3T LLC 594.78;B3T LLC 1,355.96; STEPLOCK, HARRY A 80.33; STEPLOCK, HARRY A 40.45;FISHER, LEROY (188.93); JOHNSON, CHARLES W (38.18)

February 28, 2023:					
Special Work Session Meeting Agenda Items		Recommendation		Begin Time	Allotted Time
NC Parks Board Interviews					
Crystal Bratvold				1:00 pm	30 minutes
Michele Wistisen				1:30 pm	30 minutes
Cordel Wistisen				2:00 pm	30 minutes
Catherine Carr				2:30 pm	30 minutes
Margo Spurrier				3:00 pm	30 minutes
Executive Session				3:30 p.m.	30 minutes

Approximate Ending Time: 4:00 PM

March 7, 2023:					
Regular BOCC Agenda Items	Public Hearing	Regular Agenda	Consent Agenda		

Work Session Meeting Agenda Items		Recommendation		Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested					
Troy Hunsicker, Public Trust Advisors Regional Director Marketing WY CLASS Purpose: Introduction & Presentation		I		3:00	30 minutes
Charmaine Reed, Deputy County Attorney Purpose: Legal Update & Executive Session: pursuant to W.S.		I,D		3:30	2 hours

Approximate Ending Time: 5:30

March 21, 2023:					
Regular BOCC Agenda Items	Public Hearing	Regular Agenda	Consent Agenda		

Work Session Meeting Agenda Items		Recommendation		Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested					
Charmaine Reed, Deputy County Attorney Purpose: Legal Update & Executive Session: pursuant to W.S.		I		3:30	2 hours

Approximate Ending Time: 5:30

Commissioner Discussion Items for Future Meetings		Recommendation			
2022 NC Zoning Resolution Re-open the Review and Approval Process				Dallas	
Salt Creek Emergency Services - \$30,000 PPE Wildland Fire Gear				Dave	