

COUNCIL WORK SESSION

Tuesday, April 25, 2017

Casper City Hall

Council Meeting Room

AGENDA

1. Sexual Assault Response Team – Self Help Center (Jennifer Dyer)
2. Generation Casper Update (Aaron Kloke)
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
9. Future Agenda Review
10. Council Around the Table
11. Executive Session - Personnel

Mayor Humphrey called the meeting to order at 4:38 p.m. with the following Councilmembers present: Councilmember Pacheco, Morgan, Powell, Walsh, Hopkins, and Mayor Humphrey. Councilmembers Johnson and Huckabay were absent.

Mayor Humphrey introduced Jennifer Dyer, Executive Director of the Self Help Center, to discuss the Sexual Assault Response Team (SART). Ms. Dyer then introduced Cynthia Duncan, Chair of SART. Ms. Duncan gave a background of SART and discussed its purpose. She presented statistics of sexual assault in Casper and discussed how the attitude towards sexual assault and victims needs to be improved. She described some of the services that may be required by victims and how the different members of SART, such as Wyoming Medical Center, Casper Police Department, Self Help Center, etc., may be able to provide those resources.

Councilmember Hopkins asked what the order of operations is and if a victim first goes to the police department or the emergency room. Ms. Duncan responded that there is not set order and a victim may enter anywhere in the system which is why a coordinated effort is so important. Mayor Humphrey asked what Council and the City can do to help. Ms. Dyer replied that the second sexual assault panel is in May and it would be helpful to have community leaders in attendance. She added that informing the community that SART is available to help victims is also important.

Next, Aaron Kloke updated Council on Generation Casper's comprehensive plan. He introduced Kristina Kachur, Assistant Project Manager, and Megan Moore, Project Manager, from Logan

Simpson Design, Inc., to review the plan. Ms. Moore began by giving background on what Generation Casper is and the purpose of the new comprehensive plan. She then explained how the new plan incorporated public feedback and outreach and how public comments worked towards the overall vision of the plan. She then went through the six themes of the plan (endless character, vibrant urban center, distinctive regional hub, enhanced connectivity, embracing the river, and undiscovered quality of life) and Ms. Kachur described the principles that focus on each of those themes. Some of the topics discussed included growth management, stability of the community, a land use plan, and a major streets plan. She then discussed the 10 to 20 year implementation of the plan and stated that there are about 70 strategies to implement these principles. She explained that this is still a draft and they will be trying to integrate input from the public about the plan before it moves forward. The next step will be the Planning and Zoning Commission and then it will move forward to for a City Council vote for adoption of the plan.

Councilmember Hopkins asked if the topography issues have been incorporated in the major streets plan, and Mr. Kloke responded that topography has been considered and that this is a flexible plan that is a guide to help developers know where the City is headed. Councilmember Hopkins stated that this is difficult from an economic standpoint and suggested that the City start asking the State for help with these ideas. Mr. Kloke agreed and stated that the plan helps guide things like land use, infrastructure and quality of life which all contribute to economic development. Councilmember Powell asked if the goals help the Metropolitan Planning Organization (MPO) prioritize. Mr. Kloke responded that the transportation section does help guide things like street design and parking regulations as well as large scale transportation plans. Councilmember Powell asked about what adoption of the plan would mean and if that would be committing obligations to future Councils. Mr. Kloke stated that the plan is meant to be a guide for decisions moving forward and that generally comprehensive plans should be updated every five years. Interim City Manager Becher stated that the plan will also be utilized for funding mechanisms and federal programs and that many funding applications require a comprehensive plan. It also helps guide the Planning & Zoning Commission as well as the MPO Technical Committee. Mr. Kloke added that many other adopted plans are incorporated into this plan. Interim City Manager Becher stated that there will be a couple more weeks of public engagement and that the proposed adoption of the plan by Council will occur in June.

Next, Cindie Langston, Solid Waste Division Manager, presented on the sole purchase of two baler piston rods from Recykling Industrial Repairs (RIR). She introduced Sean Orszulak, Solid Waste Superintendent, to provide visual aid to what the problem with the rods is and why they need replaced. The rods cannot be purchased from another company, because that would require the purchase of entirely new systems. The purchase price from RIR for the new rods would be \$60,000. Ms. Langston stated that the problems with the original rods were a manufacturing error, and the City will be looking into following up with a warranty claim. Council gave their thumbs up for staff to present the sole source purchase from RIR at the May 2 Council meeting.

Next, Interim City Manager Liz Becher discussed the CDBG (Community Development Block Grant) Annual Action plan. She explained that each year an executive summary for an action plan for CDBG is presented to Council. This year, early signs are pointing to possible drastic cuts to CDBG funding by the federal government. HUD (Housing and Urban Development) has advised CDBG holders to move forward with their action plans and has asked for plans that apply to three scenarios: increased funding, expected funding, and less than expected funding. The prioritized

funding will be for transportation bus tokens and continued work on the Life Steps campus, specifically for fire alarm and fire suppression systems. If more money is allocated than expected, the extra funding will be used for transportation and rehabilitation assistance. If less money is allocated than expected, there would be reduced façade grants and bus tokens and the fire alarm system at Life Steps would not be replaced. If there is no allocation, carryover funds would be used for Life Steps. Staff will know about the allocations by the end of May and the finalized draft will be presented at the June 6 meeting. The finalized application cannot be submitted to HUD until the actual allocation amount is known. Council gave a thumbs up to move forward with establishing a public hearing for June at the next Council meeting and to move forward with the publication processes.

Next, Craig Collins, City Planner, went through the seven bids that were opened at last week's Council meeting for City-owned properties. He told Council that for each property they could either proceed with a bid or reject a bid. Council agreed that they would move forward with the highest bid for the Firehouse No. 6 property. For the 777 Bernadine property, Council agreed to proceed with the lower of the two bids, because the highest bidder did not follow the instructions to provide photo identification with the application. For the 334 Lark property, the only bidder did not provide photo identification, so Council decided to reject the bid. For the Wolf Creek Cemetery property, the bidder put a contingency requirement for the City to provide water, but the advertisement stated the property was to be sold as is. Andrew Beamer, Public Services Director, stated that it would cost more money than the property is worth to provide water. Because of the water contingency, Council agreed to reject that bid. Council agreed that the two properties with rejected bids will be rebid. The other two properties will move forward to a Council meeting to be formally accepted or rejected.

Assistant City Manager Belser discussed the Municipal Code amendments regarding dispensing rooms. She stated that City staff recently met with Natrona County liquor dealers and their number one priority from the changes at the state level was changing the municipal code in regards to dispensing rooms. There are currently several projects in the works that the dispensing laws will affect, so those bar owners would like the code changed to match the state law as soon as possible. An amendment will be presented for public hearing at the May 16 meeting. The wording is being worked out by the City Attorney's office. Councilmember Hopkins asked about the wording of 19 year old versus 18 year in the ordinance. City Attorney Luben stated that when the State redrafted the statute they changed the wording from "18 years old and older" to "over 18 years old". The new wording needs to be looked into because it is not clear and therefore would be hard to enforce. He stated that Council has the power to draft their own ordinance with different wording if they would like.

Interim City Manager Becher discussed the process for the appointment for the vacant Councilmember seat. She explained the process that was followed for filling former Councilmember Mundell's seat, which included announcing the vacancy via press release, accepting applications, conducting 10 minute interviews for each applicant, choosing an interviewee to fill the seat, and officially appointing the Councilmember. Council directed staff to post the vacancy and begin accepting applications May 1 with an application deadline of May 15. Staff will validate the applications and will compile them for Council's review on May 16. Council agreed that they would like to schedule one time for all the applicants' interviews instead of trying

to work around several schedules. Council agreed that they would prefer the new Councilmember be in place during the budget discussions.

Interim City Manager Becher discussed the scorecard on Council meeting agendas. She explained that in the past the scorecard was used for tracking items that pertained to specific Council goals, but that Council's new goals may no longer fit this tracking mechanism. Council agreed that the purpose behind the goal tracking did not apply as well to the new goals and asked that Staff remove the scorecard from the agendas.

Next, City Attorney Luben discussed rescheduling the July 4th Council meeting, because it falls on a City holiday. He explained that there is an ordinance that establishes Council meetings to occur on the 1st and 3rd Tuesday of every month. There is a resolution that states the meeting can be rescheduled, but he explained that a resolution cannot trump an ordinance. Therefore, he proposed that Council amend the ordinance to include a holiday provision allowing for rescheduling regular Council meetings that fall on a City-recognized holiday. Then, Council can pass a resolution to reschedule this year's July 4th meeting. He explained that skipping the meeting instead of rescheduling it may cause problems with bills and claims. Council agreed to move forward with the ordinance amendment and a resolution rescheduling the July 4th meeting for July 5th.

Interim City Manager Becher updated Council on the new audio equipment for the Council meeting room. She stated that the new system will be installed in the ceiling and the audio will not be impeded by the PowerPoint presentations. There will also be a new screen monitor for the presentations and the current projector screen will be relocated to the Recreation Center. These upgrades are already budgeted.

Next, Interim City Manager Becher stated that former City Manager McDonald would usually go over quarterly financials with Council at this meeting, but the Council Finance Committee will be reviewing that information with Council in a couple of weeks. She stated that former City Manager McDonald worked closely with staff to make sure everything was set up well for the budget and budget preparations are on track. The budget sessions with Council will be occurring at the end of May.

Next, Interim City Manager Becher updated Council on the eclipse festival. She stated that department heads have asked for weekly updates on any changes. The City's resources will be focused on the City's component in the festival, such as police, fire, and public services. Councilmember Pacheco stated that there will be a PIO command center set up during the festival. Ms. Belser stated that the Events Center camp site is at 100% capacity and the City will not be expanding the site.

Next, Interim City Manager Becher reviewed the agenda for the regular Council meeting on May 2, 2017.

Next, Council went around the table to discuss their respective board and commission meetings. Councilmember Powell stated that he will be attending a Wyoming Association of Municipalities strategic planning session this week where issues such as long term funding options and extraterritorial jurisdiction will be discussed.

Councilmember Morgan asked if staff has analyzed the funding impact of creating a TIF, and Ms. Belser responded that this will be incorporated into the budget session. Councilmember Morgan asked if staff has looked into updating ordinances regarding the demerit system for businesses that hold liquor licenses and do not pay their taxes on time, and Ms. Belser stated that staff is in the process of looking into this issue. Councilmember Morgan asked about regulations for cell towers. Mr. Collins stated that the cell tower referred to is approved and some insurance issues are being worked out. The prices are market driven, and Casper is nationally low. City Attorney Luben stated that the windy conditions and topography in Casper make the insurance and location choices different from other places. The FCC has strict restrictions and staff stays up to date on all of these regulations. Councilmember Morgan asked how the meeting went for closing off the street light for Park School. Mr. Beamer responded that it was lightly attended and he has not received any phone calls about it. The signal will go to flashing to see how traffic operates when school is in session, and if it functions well then the light will be removed.

Councilmembers discussed the Mayor-Commissioner meeting and consensus funding. He explained what some of the contentions have been in the past regarding the allocation of funding. He stated that each entity said they would go back to their Councils to discuss what they would like funded before meeting again. Councilmember Powell stated that although he agrees that supporting the smaller municipalities is important, this \$2.1 million was supposed to go to a conference center for Casper, and Casper's citizens deserve their turn with that funding.

At 6:53 p.m., it was moved by Councilmember Morgan, seconded by Councilmember Walsh, to adjourn into executive session to discuss personnel. Motion passed.

At 7:24 p.m., it was moved by Councilmember Hopkins, seconded by Councilmember Pacheco, to adjourn the executive session. Motion passed.

The work session adjourned at 7:24 p.m.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Tracey L. Belser
City Clerk

Kenyne Humphrey
Mayor