

WORK SESSION AGENDA



Casper City Council
City Hall, Council Meeting Room
Tuesday, April 23, 2019, 4:30 p.m.

Work Session Meeting Agenda Items		Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Council Meeting Follow-up		5 min	4:30
2.	214 South Wolcott – License Issue	Direction Requested	20 min	4:35
3.	Platte River Trails Trust 1%#15 Request	Direction Requested	15 min	4:55
4.	Casper Events Center Lighting	Direction Requested	10 min	5:10
5.	Park Fees Resolution	Move Forward for Approval	20 min	5:20
6.	Dog Parks	Direction Requested	20 min	5:40
7.	Annexation Recommendation	Move Forward for Approval	30 min	6:00
8.	Fire Station #5 & Beverly Street Property Sale	Direction Requested	20 min	6:30
9.	Historic Preservation & Building Codes	Direction Requested	40 min	6:50
10.	WAM Resolutions	Direction Requested	15 min	7:30
11.	Agenda Setting		20 min	7:45
12.	Council Around the Table		10 min	8:05
Approximate Ending				8:15

MEMO TO: Casper City Council
J. Carter Napier, City Manager JCN

FROM: John Henley, City Attorney JH

SUBJECT: Chapter 12.24.030 – Sidewalk Obstruction

Meeting Type & Date:

Work Session
April 23, 2019

Action Type

Direction Requested: Proposed Amended Ordinance 12.24.030/Review of proposed Revocable License Agreement

Recommendation

That Council consider the request and circumstances and provide direction for further inquiry or authorize staff to proceed with issuance of a conditional Revocable License Agreement until the Ordinance has been decided.

Summary

The business location of the future Backwards Distillery Testing Room has been updated by the owner, Lou Taubert Real Estate, Inc. However, a requirement for the occupancy load and use of the premises mandates that the external (Wolcott Street) doors open onto the sidewalk. Given the current construction of the doors, a small step (less than a step, actually) down in conjunction with the building code's requirement for a level landing for exterior opening doors and the requirement of ADA that for a passible sidewalk have resulted in a construction problem given the limited amount of sidewalk space. If the landing were to go perpendicular to the street, it would result in too narrow a sidewalk passageway. If the doors were to be moved back, placed in the interior of the building, a significant amount of space would be lost and the costs for construction would be greatly increased. Thus, the idea of the required landing, becoming an external ramp with or without railing barrier protection has been proposed.

Provisions in the license agreement call for Lou Taubert Real Estate, Inc. to be responsible for all costs associated with construction and maintenance of the concrete landing and hand railing, and restoration of the property when the license agreement is revoked.

Financial Considerations

None anticipated

Attachments

Proposed Ordinance Amending 12.24.030
Proposed Revocable License Agreement
Existing Code Section 12.24.030

Oversight/Project Responsibility

Andrew Colling, Engineer Technician
Andrew Beamer, Director of Public Services
John Henley, City Attorney

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 12.24.030
OF THE CASPER MUNICIPAL CODE

WHEREAS, the current Casper Municipal Code regarding sidewalk obstructions requires updating; and,

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That Chapter 12.24.030 of the Casper Municipal Code is hereby amended as follows:

Paragraph B shall be amended with the addition of the following at the end of Paragraph B:

.... “or to authorize a non-permanent modification of the sidewalk or a portion thereof by the adjacent property owner for purposes of public safety and upon written agreement with the property owner and City Council approval.”

This Ordinance shall be effective _____, 2019.

PASSED on 1st reading the ____ day of _____, 2019

PASSED on 2nd reading the ____ day of _____, 2019

PASSED, APPROVED, AND ADOPTED on third and final reading the _____ day of _____, 2019.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Charles Powell
Mayor

12.24.030 - Sidewalk obstructions prohibited when.

It is unlawful for any person owning, occupying or having control of any premises to place or permit upon the sidewalk or the half of the street adjacent to such premises:

- A. Any broken ware or glass, and filth, rubbish, refuse matter, ice, water, oil, mud, garbage, ashes, tin cans or other like substances;
- B. Any automobile, truck or trailer from which merchandise is sold, or any automobile, truck or trailer on the sidewalk, any box or boxes, bicycle, toy, merchandise or other things that will obstruct the sidewalk or street in any way; provided, that the city council shall have the power, upon request for permission by any property owner, or any other person, to authorize temporary use of the sidewalks, if found justifiable by the city council and in the public interest.

(Prior code § 34-1)

**REVOCABLE LICENSE AGREEMENT
BETWEEN
LOU TAUBERT REAL ESTATE, INC.
AND
CITY OF CASPER
FOR INSTALLATION OF CONCRETE LANDING & RAILING IN
SOUTH WOLCOTT STREET RIGHT-OF-WAY**

FOR AND IN CONSIDERATION OF THE SUM OF Two Hundred Fifty Dollars (\$250.00), per year, payable on May 1, 2019 and the first (1st) day of May each year thereafter for the duration of this agreement, the CITY OF CASPER, WYOMING, 200 North David, Casper, Wyoming, 82601, hereinafter called the "Licensor," HEREBY GRANTS A REVOCABLE LICENSE to Lou Taubert Real Estate, Inc., 125 East Second Street, Casper, Wyoming 82601, hereinafter called the "Licensee," to construct, alter, operate, maintain, inspect, repair, and replace a non-permanent landing and decorative railing, hereinafter called the "Public Safety Accommodation," located upon the following-described land situate in the City of Casper, County of Natrona, State of Wyoming, to-wit:

A 16-foot long by 4-foot wide non-permanent landing and railing located on a portion of Lot 12, Block 3 of Casper Addition, Natrona County, Wyoming, more specifically at 214 and 218 South Wolcott Street; the railing and landing will be located upon the adjacent sidewalk/right-of-way.

THIS LICENSE is granted upon such express terms and conditions as are hereinafter set forth. The Licensor, at its option, may, for public safety reasons, immediately revoke this License, provided, however, Licensor shall first give notice to Licensee of the public safety concern and provide to Licensee a reasonable opportunity to cure or rectify the concern. Licensor also may, at its sole discretion, revoke this License upon three (3) months' notice to Licensee, with the prorated annual fee being refunded to the Licensee.

THIS LICENSE and construction of the "Public Safety Accommodation" is subject to the following conditions:

1. The work of constructing, altering, maintaining, repairing, replacing or removing the "Public Safety Accommodation," shall be constructed and completed in a good and workmanlike manner at the sole expense of the Licensee, and in accordance with good construction practice and the applicable City of Casper Laws and Standard Specifications and applicable federal and state laws. The Licensee's responsibility shall include, but not be limited to: restoring all surfaces to the same condition they were in prior to the construction authorized by this License. The Licensor reserves the right to, but need not, inspect such work in order

to ensure compliance with said standards; the Licensee assumes all responsibility for such work, placement and operation for the "Public Safety Accommodation," including without limitation: construction, alteration, maintenance, repair, replacement or removal of the "Public Safety Accommodation." This work, placement and operation, shall be done in such a manner as to not unreasonably interfere with the use of the licensed premises by the Licensor and the general public and shall in no way endanger the general public in the use of the sidewalk and right-of-way adjacent to 214 and 218 South Wolcott Street.

2. This permission is given to Licensee as a "Public Safety Accommodation" to Licensee for the public safety of pedestrians. Licensee hereby acknowledges the title of Licensor to the above-described licensed sidewalk and right-of-way, and agrees never to sell, resist, deny or encumber any such title.
3. Licensee shall be solely responsible for the construction and maintenance of the "Public Safety Accommodation," and shall make certain that the same does not violate the Americans With Disabilities Act or pose a public safety hazard.
4. Licensee agrees to indemnify the Licensor, its elected officials, appointed officials, employees, and duly authorized agents against, and save them harmless from, all liability for damages to property, claims of violations of federal, state or local law(s), or injury to, or death of, persons, including the Licensor, its agents and employees, and including all costs and expenses incident thereto arising wholly or in part from, or in conjunction with, existence, construction, alteration, maintenance, repair, renewal, reconstruction, operation, use, or removal of the said "Public Safety Accommodation," to the extent such damage or injury is caused by the construction, placement, use or maintenance of the "Public Safety Accommodation," or acts of Licensee, its agents or employees.
5. The Licensor reserves the right to use, occupy, and enjoy the sidewalk and "Public Safety Accommodation," in such a manner and at such times as it shall desire, the same as if this instrument had not been executed by them. If any such use shall, at any time, necessitate any change in the location or manner of use of said "Public Safety Accommodation," or any part thereof, such change or alteration shall be made by the Licensee within a reasonable time at the sole expense of said Licensee, upon the demand of the Licensor and the Licensor shall not be liable to said Licensee on account thereof, or on account of any damage growing out of any use which the Licensor may make of its premises and the sidewalk and "Public Safety Accommodation." In addition to its right to revoke this License for public safety concerns, the Licensor shall have the right at any time, to revoke this License as referenced above.
6. At the expiration of the time the License is valid or upon the express revocation of this License pursuant to any of the provisions enumerated herein, or upon the failure to pay the annual License fee, the Licensee shall promptly and in the manner directed by the City Council, through the City Manager, remove the "Public Safety Accommodation" and each and every part thereof, from the licensed premises and leave said premises in the same

condition in which it was before the installation of the "Public Safety Accommodation." If the "Public Safety Accommodation," or any portion thereof, is not removed within sixty (60) days of the receipt of the notice, or such additional time as may be granted in writing by the Licensor, then the "Public Safety Accommodation," or any part thereof, shall be considered to be abandoned. Upon the refusal or failure of Licensee to remove the "Public Safety Accommodation," when directed, the Licensor may remove said "Public Safety Accommodation," and each and every part thereof, and restore the premises to the same condition as before the granting of this License and the Licensee hereby agrees to pay the Licensor the cost of said removal of the "Public Safety Accommodation," or any part thereof and the refurbishment of the premises to a like condition as they were before this agreement, and to pay any and all reasonable attorneys' fees and legal costs of City, should City reasonably need to resort to legal action to enforce this agreement.

7. The "Public Safety Accommodation" and/or this License Agreement may only be assigned pursuant to a separate written agreement of the parties. In the event the "Public Safety Accommodation" is conveyed to another party, this License may also be assigned to the other party, and upon said assignment, the other party shall become entitled to the rights and obligations and shall assume all of the obligations and duties herein provided. This License Agreement may be recorded of record in the Natrona County Clerk's Office and the property referred herein shall be subservient to this agreement.

8. This License is granted to Licensee subject to all existing easements, rights-of-way, covenants, restrictions and reservations.

9. LICENSOR DOES NOT WARRANT OR REPRESENT THAT THE PREMISES ARE SAFE, HEALTHFUL, OR SUITABLE FOR THE PURPOSES FOR WHICH THEY ARE PERMITTED TO BE USED UNDER THE TERMS OF THIS LICENSE, AND LICENSEE ACCEPTS THE LICENSED PREMISES "AS IS."

10. GOVERNMENTAL CLAIMS ACT

The Licensor does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming State Statutes Sections 1-39-101, *et seq.* The Licensor specifically reserves the right to assert any and all immunities, rights and defenses it may have pursuant to the Wyoming Governmental Claims Act.

11. This Agreement contains the entire contract between the parties hereto, the terms hereof may not be modified in any respect whatsoever, unless in writing by both parties under the signature of the duly authorized representative of Licensor.

IN WITNESS WHEREOF, the CITY OF CASPER, WYOMING, has caused this License to be executed on the _____ day of _____, 2019.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Charles Powell
Mayor

THE UNDERSIGNED, the Licensee mentioned in the foregoing License, hereby accepts the same subject to the terms and conditions contained therein.

ATTEST:

Lou Taubert Real Estate, Inc.

Title:

Memo

To: Casper City Council
From: Angela Emery
cc: Carter Napier *cn*
Date: March 25, 2019
Re: Proposed 2019 Trail Projects

In June of 2015 the Platte River Trails Trust (PRTT) signed an agreement with the City of Casper for #15 One Cent funding that stated that the City would allocate \$767,544 to the PRTT to fund "trail related projects". The PRTT's grant application for One Cent funding identified the Casper Mountain Road project as our primary goal over the four-year period. Over the past four years, in addition to writing 3 WYDOT TAP grants for this project, the PRTT also pursued an energetic fundraising campaign that resulted in \$160,000 in private funding for the project. The PRTT was unable to secure WYODT TAP funding for Phase III of this project and received pushback from property owners on Rotary Park Road which forced abandonment of Phase III of the project. The PRTT's fundraising efforts combined with the downturn in the local economy that produced a favorable bidding environment and lower project cost, and the abandonment of Phase III of the project, created a surplus of \$541, 280 of the \$764,544 of #15 funds originally allocated to our organization

Realizing that these funds were remaining, the PRTT embarked on a planning process, with assistance from City staff, to determine how to best utilize the funds to improve our community trail network. City staff provided the PRTT with resources that assessed the condition of trails community wide and the PRTT maintenance committee then visually analyzed certain trails that were red-flagged in the resources we received. At the same time, the PRTT Board and FRIENDS group took part in a survey to analyze and select potential trail projects based on the resources provided to us by the City and our own internal priorities.

This planning process has resulted in a proposed list of projects to undertake in 2019. We are pleased to present these projects to you for consideration. More than half of the funding will go towards major maintenance of the River Trail, the spine of our community trail system. The other projects are ones that will dramatically improve connectivity to create safer transitions

from neighborhoods to businesses, schools and community spaces. The Metropolitan Planning Office is currently involved with updating Casper's Long-Range Transportation Plan. The public survey portion of this planning process has shown that Casper citizens want safe and accessible alternate transportation routes AND more trails. The PRTT Board is dedicated to working with City staff to use funds allocated to us to best serve the citizens of Casper.

**Platte River Trails Trust
Projects in the Pipeline
2019 and 2020**

Project	Ranking	Estimated Cost	FUNDING SOURCE			Timing & Other Considerations
			One Cent #15 - Allocation	One Cent #16 - Major Maint.	One Cent #16 - Allocation	
Morad to Walmart	#1 - 37% #2 - 50%	44,700	44,700			In Progress
Complete Phase II of Casper Mountain Rd.	Consensus	8,000	8,000			ASAP
Wayfinding Community Wide	#1 - 56% #2 - 31%	40,000	40,000			ASAP
River Trail - Overlook to F St. + Ped. Bridge to BST (City will design & bid together)	2.5	357,000	357,000			Beamer will check on Schauss issue. If necessary we'll move the trail.
New Trail in BN Park w/River Restoration	#1 - 31% #3 - 25%	???	???			May not need this if River Restoration includes a trail with their project
East/West side of Durbin through Armory Park	3.6	70,000	70,000			PRT to talk to College & YMCA
Trail from Derrick to 1st & Poplar	3.7	???		???		Beamer will include in other enhancement for the Poplar Bridge in 2021
Connect the Rail Trail from the Beverly St. underpass to the River Trail. Needs interface w/WYDOT & City	4.1	???		???		Design & discussion w/City & WYDOT
New Trail connection from Zonta Park to King Blvd along 13th Street. PHASED	4.7	???			???	Beamer to look at previous plan. Concerned about easements with Black Hills Energy and BP
Creation of a defined trail from Matt Campfield park to Wells park.	5.5	100,000	21,580	78,420		Beamer will check w/Becher re: church property
PV to Robertson Road Bridge and trail connection		800,000			800,000	Need to Engineer
Total committed funds in progress		1,419,700	541,280	78,420	800,000	
Total Funds Available		1,841,280	541,280	500,000	800,000	
Total Available - After 2019-2020 commitments		421,580	0	421,580	0	

VISION

To inspire our community to embrace trails.

MISSION

The mission of the Platte River Trails Trust is to develop a river pathway while preserving the scenic, natural and historic value of the North Platte River, and to assist with the development of a network of trails that contribute to our community's economic vitality and quality of life.

OUR VALUES

Non-motorized Transportation and Safety
Health and Recreation
Quality of Life
Citizen Involvement
Public-Private Partnerships
Environmental Stewardship



BACK ROW - L-R

Eric Easton, Heidi Walker, Keith Tyler, David Hough, Nancy Witzeling, Clarke Turner, Nat Steinhoff, Bruce English, Debra Swedberg, Kendall Bryce, Jolene Martinez, Lindsey Grant

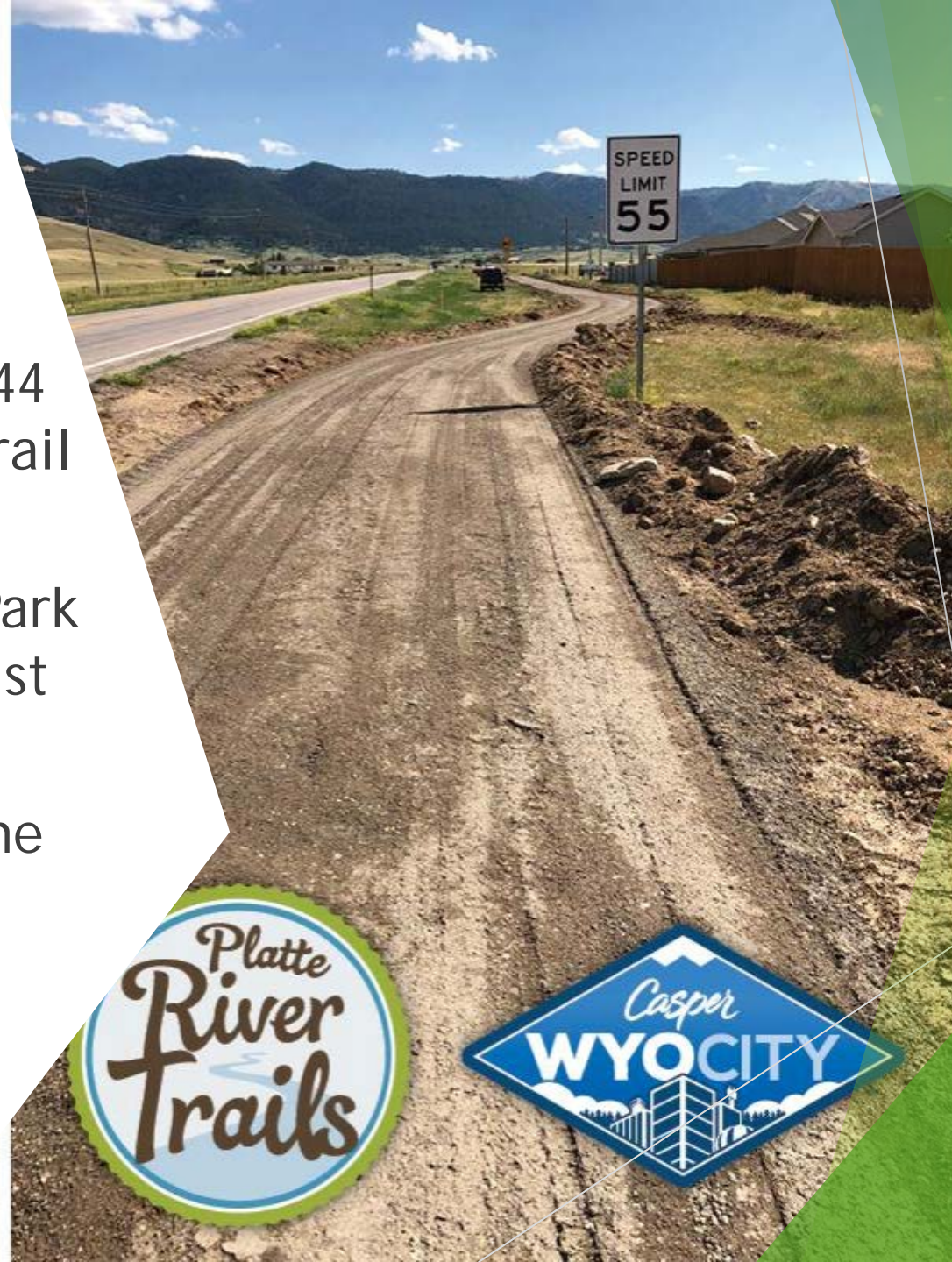
FRONT ROW - L-R

Pam Mills, Michele Chulik, Miguel Leotta, Angela Emery, JoAnne True, Bart Rea, Donna Hoffman, Tim Cortez

*Not Pictured: Board Members: Art Boatright, Michael Hoffman, Chris Smith;
Ex-Officio Members: Matt Buhler, Jeff Goetz, Matt Hahn*

We Had A Dream

- ▶ The PRTT was awarded \$767,544 in One Cent #15 funding for “trail related projects” .
- ▶ The Casper College to Rotary Park project was at the top of our list of projects.
- ▶ When we submitted our #15 One Cent grant application the engineers estimate for Phase I and II of this project was \$1,565,437



THE
TRA
Casper
RI

Doing More With Less

- ▶ The downturn in our local economy in 2015 produced a favorable bidding environment. Local contractors were eager for work, bids were low and the costs for Phase I and II came in significantly lower than estimated.
- ▶ Total costs for Phase I and II was \$1,066,863
- ▶ WYDOT grants funded \$749,000 of those costs
- ▶ \$162,963 of One Cent #15 funds were used AND
- ▶ The PRTT private raised \$154,900 in private funds for the projects.



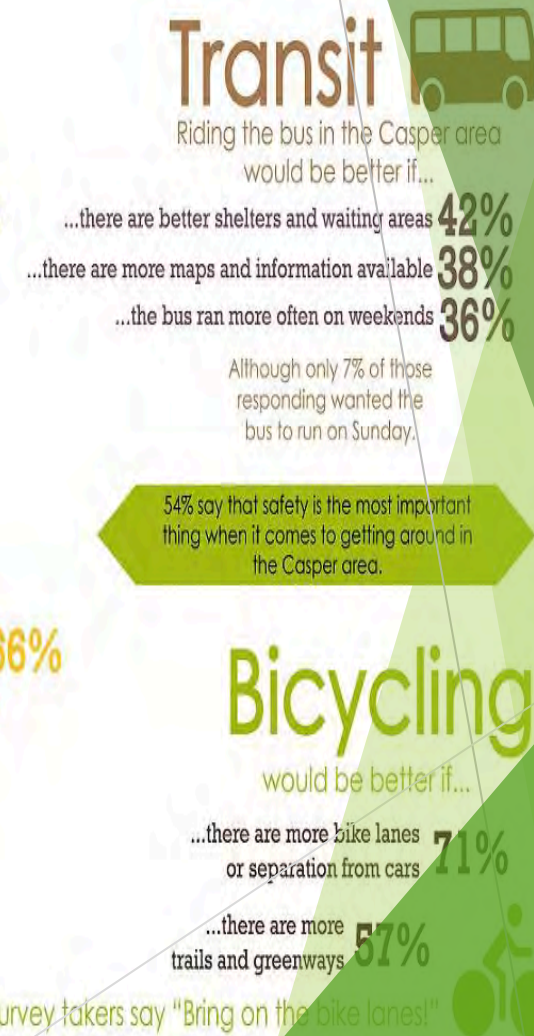
River Trail Major Maintenance

- ▶ In addition to completing Phase I and II of the Casper Mountain Road trail, with excellent assistance from City engineers we were also able to reconstruct one of our oldest segments of river trail from below the Overlook Shelter east 3000 lineal feet with One Cent #15 funds allocated to the PRTT.



Citizens Want Better Non-Motorized Options And We Can Help

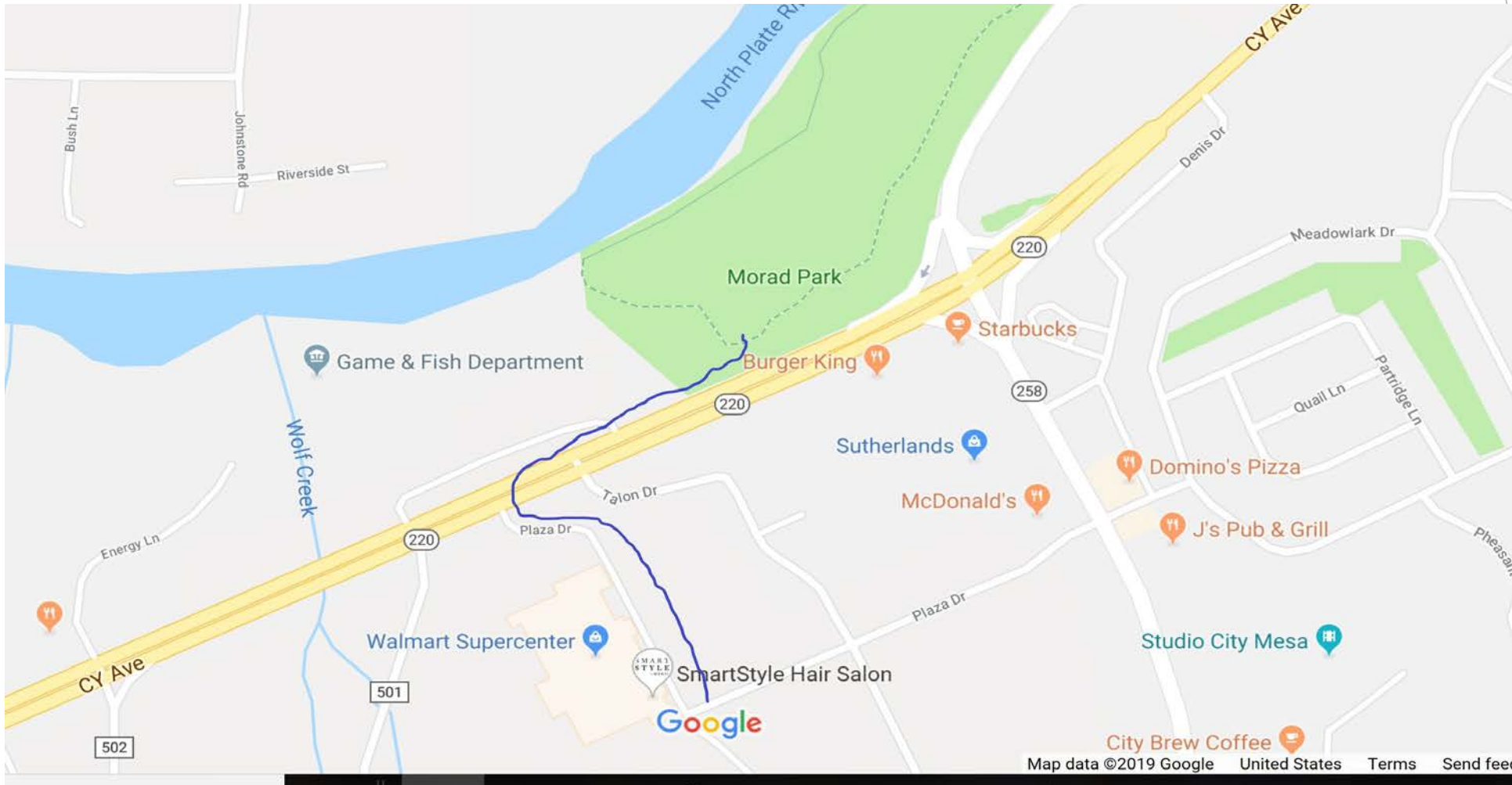
- ▶ Due to unforeseen circumstances and good fundraising by the PRTT we now have \$541,280 in One Cent #15 funds available to assist with trail related projects in our community.
- ▶ 68% of respondents to the Casper Area LRTP survey want to make it safer and more comfortable to walk or bike in Casper, and 66% think walking in the Casper area would be better if there were more sidewalks or trails.
- ▶ We can help!



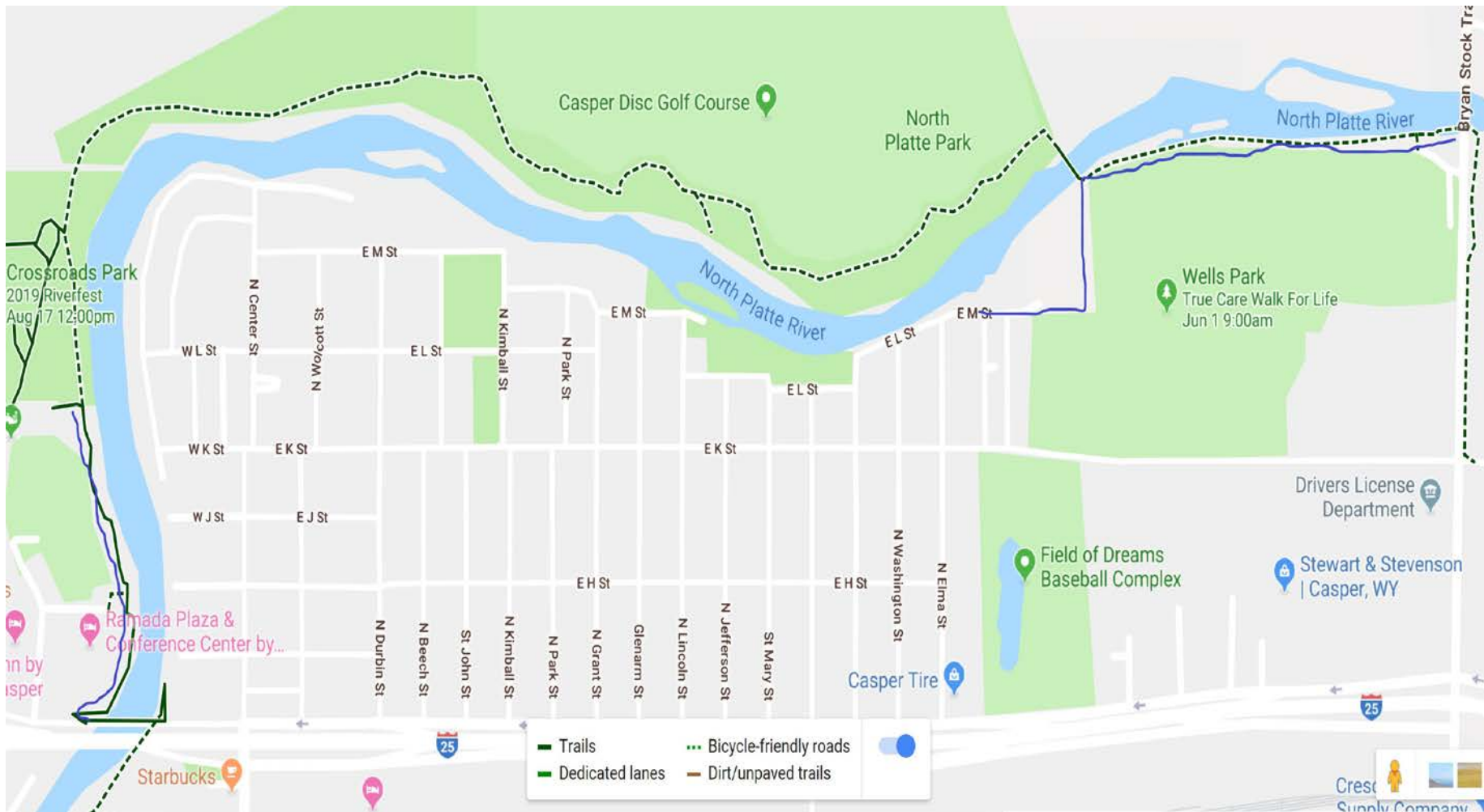
Here's Our Plan

- ▶ Morad to Walmart Trail
 - ▶ One Cent Match Funds = \$55,000
 - ▶ WYDOT Grant = \$275,400
- ▶ Major Renovation of the River Trail in Two Locations
 - ▶ \$357,000
- ▶ Upgrade the connection between the Durbin Street bike lanes and the Casper Mountain Road trail
 - ▶ \$70,000
- ▶ Wayfinding
 - ▶ \$40,000
- ▶ Create connection in North Casper from Matt Campfield Park to Wells Park
 - ▶ \$21,580

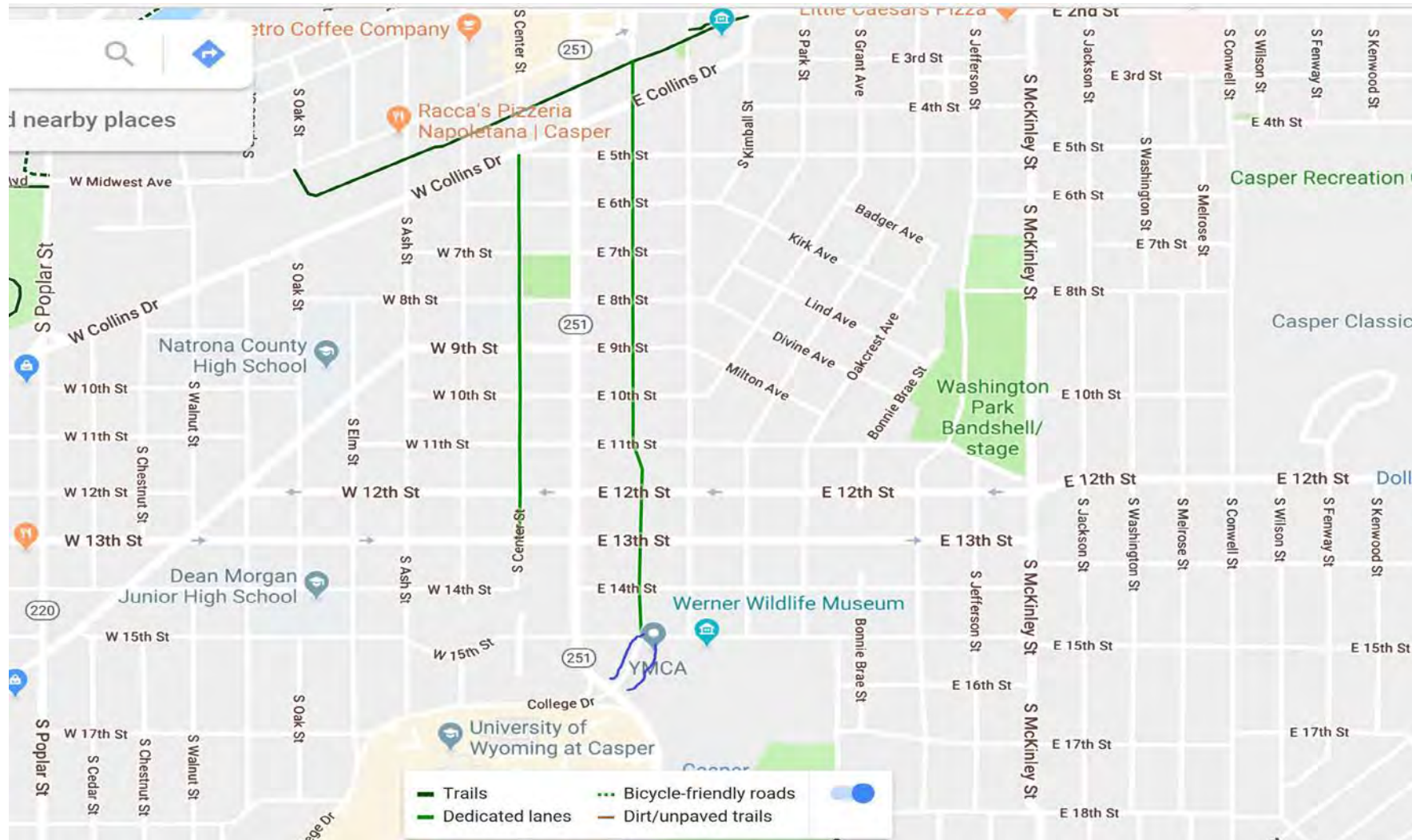
Morad Park to Walmart



River Trail Major Maintenance




Improving Non-Motorized Connectivity Better Connection Between Durbin Street and the Mountain Road Trail



THANK YOU

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a dynamic, layered effect against the white background.

April 5, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Tim Cortez, Director of Parks and Recreation

SUBJECT: Casper Events Center Lighting Project

Meeting Type & Date

Work Session
April 23, 2019

Action type

Direction Requested

Recommendation

To approve the combination of three budgeted Event Center projects to complete the LED lighting upgrade.

Summary

The current FY19 budget has three CEC projects: Box Office Compliance (\$30,000), Summit and Banquet Pull Down Gates (\$45,000), LED Lights for CEC (\$90,184).

After inspection of the current box office, it has been determined that the glass is already bullet resistant. As a result, the project should come in well under budget. We will upgrade the interior to accommodate cash registers, cabinets, and a communication system. We anticipate a savings of approximately \$15,000.

In addition, after visiting with the staff of CEC we feel the replacement of the gates would not be a good use of limited dollars. Functioning gates would be useful a couple times a year but for the most part a person needs to be stationed at the gated areas for controlled access. This would create a savings of the entire project of \$45,000.

The City has contracted with an electrical engineering firm to execute the LED lighting project. Initial estimates show this project to be over the budgeted amount of \$90,184. Although the formal bidding process has not begun, the estimated cost of the project is about \$130,000. In addition, rebates from Rocky Mountain Power appear to be much less at \$16,571 instead of the \$39,052 that was originally quoted.

Staff would like to use the savings from the box office and gate projects to fully fund the LED lighting project. The consultants will be investigating methods and products that will increase our rebates to drive down overall costs. This project is anticipating a 5 year payback based on lower electricity consumption and rebates.

Financial Considerations

The approximate \$50,000 in savings can be returned for other uses or it can be combined with the LED lighting budget of \$90,184 for a total of \$140,184.

Oversight/Project Responsibility

Tim Cortez, Director of Parks and Recreation

Attachments

None

February 22, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tim Cortez, Parks & Recreation Director *TC*
Randy Norvelle, Parks Manager *RN*
SUBJECT: Passing a Resolution to Change Fees for the Use of Parks.

Meeting Type & Date

Council Work Session

4/9/19

Action type

Resolution

Recommendation

That Council, by resolution, adjust fees for the use of parks.

Summary

Staff is recommending changes to the parks use fees and policies including:

- Eliminating the 4-hour block reservation time
- Combining most shelters into one class with one reservation fee with the exception of the Wells Park Pavilion and Highland Park Shelter #1.
- The elimination of deposits for the Wells Park Pavilion and the Crossroads Pavilion
- Increasing the fee for the Washington Park Band Shell stage extension when requested
- Adding fees for reservations of horse shoe pits and the sand volleyball court
- Clarifying that commercial activities part of special events do not need to pay the commercial activity fee even if that event had reduced or waived fees.
- Adding language that indicates when an applicant must contact the Licensing Specialist and aligning the insurance requirements to match the City of Casper Special Events Planning Guide and Policy

In 2017, Council passed a resolution which set reservations as 4 hour blocks. The requirement has caused issues with the online rental system. If a renter selects less than four hours or more than four hours; the system gives them an alert and they must restart the online process. Many renters, want to select less than four hours and are frustrated with the minimum rental time. To make rental easier for residents and provide better customer service, staff recommends removing the 4-hour block.

The resolution also combines most shelters into one class and reservation fee. These shelters are usually rented for small gatherings. Most of these shelters contain three or less picnic tables. The Wells Park Pavilion and the Highland Park Shelter #1 are normally used for large gatherings and

special events as they are much larger with more tables than other park shelters. Staff recommends keeping a higher fee for these shelters. Staff also recommends removing the damage deposit for the Wells Park Pavilion as the City is able to bill a renter for any damage. While Crossroads Pavilion is also used for special events, staff recommends that it remain at the lower shelter fee due to the lack of tables under the pavilion.

In 2017, a fee was added for the installation and removal of the Washington Park Band Shell stage extension. The stage extension is meant to house larger orchestras and bands and is generally not needed by most historic renters of the Band Shell. Staff recommends increasing the fee for the stage assembly and removal from \$400 to \$500. Staff originally estimated that it would take two parks employees two hours for set up and two hours for tear down of the stage. The actual time proved to be three hours with four employees for both set up and tear down.

Staff added fees to reserve the sand volleyball court at Washington Park and the horse shoe pits at Highland Park. As with tennis courts, these fees are only collected when a resident wants to reserve a specific time for sole use. The horse shoe pits were added to Highland in 2018 and the sand volleyball court at Washington is currently under refurbishment. Staff anticipates that both areas will be popular with residents, facilitating a need for a reservation system.

Staff clarified the section regarding commercial activities in parks. The resolution had stated events that had paid fees would have the vendor fee waived. This did not include charitable events which may have had fees waived. Staff's intent in 2017 was to make commercial activities part of any large special event free. This section was clarified by stating that any commercial activity part of an event that had completed the Special Events Permitting Process would not incur fees.

Staff also added and struck language to the resolution to align with the newly adopted City of Casper Special Events Planning Guide and Policy. The resolution indicates when an applicant must contact the Licensing Specialist and gain approval (all functions involving 50 people or which are open to the public must contact the specialist per the guide). The insurance requirements for reservations were also changed to align with the guide and policy.

Financial Considerations

Some fees are being eliminated. Deposit removals will be offset by allowing the City to bill renters for the true cost of repairs.

Oversight/Project Responsibility

Randy Norvelle, Parks Manager and Carolyn Griffith, Recreation Division Manager.

Attachments

A Resolution is attached.

RESOLUTION NO. _____

A RESOLUTION RESCINDING RESOLUTION NO. 17-70 AND ESTABLISHING FEES FOR THE USE OF PARKS AND COURTS.

WHEREAS, the Casper City Council has established a policy that individuals, groups, or organizations who desire the use of various recreational facilities shall bear a substantial portion of the costs of servicing, maintaining, and improving these facilities; and,

WHEREAS, it is necessary to review these fees on a regular basis, and revise, if necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following fees are hereby established for the use of parks and tennis courts, effective March 11, 2019.

STANDARD FEE STRUCTURE FOR PARK RESERVATIONS

These basic park fees guarantee exclusive use of the defined park area ~~in four hour blocks~~ providing written permit is approved and appropriate fees paid in full at least seven (7) BUSINESS days prior to the requested date(s). ~~Permits are available at City Hall, Monday – Friday, 8:00 a.m. – 5:00 p.m.~~ Group must have possession of the permit during the usage.

Category/ Facility	Per 4 Hour Block	REFUNDABLE DAMAGE DEPOSIT
Small Shelter	\$30.00	N/A
Large Shelter	\$60.00	N/A
SHELTERS	\$30.00	N/A
Open Tables	\$30.00	N/A
Green Space with Power*	\$35.00	N/A
Green Space without Power	\$25.00	N/A
Adams Park Bridge AND PERGOLA	\$25.00	N/A
Nancy English Park South Bridge	\$25.00	N/A
Crossroads Pavilion	\$30.00	\$50.00
HIGHLAND PARK SHELTER #1	\$60.00	N/A
Wells Park Pavilion	\$60.00	N/A\$50.00
Adventure Park Parking Lot (only available when renting all spaces-Shelter 1, Shelter 2, Shelter 3, Shelter 4, Green Space and Pavilion)	\$30.00	N/A
Washington Park Band Shell**	\$60.00	\$100.00
North Casper Clubhouse	\$60.00	\$100.00

*Power where available

**A fee of \$175 shall apply to the removal of risers from the Washington Park Band Shell if requested by renter.

** A fee of \$400 \$500 will be charged for installation/removal of the Washington Park Band Shell stage extension.

Category	Location	Price per COURT PER hour time block	Deposit
Tennis	Tennis Court (any)	\$2.00	N/A
SAND VOLLEYBALL	WASHINGTON PARK	\$2.00	N/A
HORSE SHOE PIT	HIGHLAND PARK	\$2.00	N/A

Exceptions

1. City-sponsored and Supported Events – no charge.
2. School District Special Events – no charge.
3. Casper College Special Events – no charge.
4. Veterans' Park (for official Veterans' ceremonies) – no charge.
5. Commercial Activities- \$60 per eight hour period with permission of the Parks Manager. Commercial activities part of events which have FOLLOWED THE SPECIAL EVENTS PERMITTING PROCESS reserved space and paid fees for use are exempt.
6. Tennis Court reservations for the School District or for Casper College – no charge; however, City sponsored classes or tournaments have first priority.
7. Rental of green spaces and shelters does not include play structures.
8. ~~Rental of a space for two four hour blocks on the same day will not require a second damage deposit.~~
9. ~~Rental of shelters or special areas for time periods longer than four hours is allowable with the approval of the Parks Manager. The Parks Manager is authorized to determine appropriate additional fees for rentals that exceed the standard four hour time limit.~~

Park Reservation Permits:

1. All reservations will require a permit. ~~Permits will be initiated by the Finance Division, and copies will be sent to the Parks Division and the Police Department.~~
2. ~~Private functions involving up to 200 people must be approved by the Parks Division Manager.~~

3. ~~Private~~ FOR functions involving more than ~~200~~ 50 people, or functions which are open to the public, or functions which involve amplified music, THE APPLICANT must ~~be approved by both the Parks Division Manager and the Police Chief.~~ CONTACT THE CITY OF CASPER LICENSING SPECIALIST AND COMPLETE THE SPECIAL EVENT PERMITTING PROCESS.

Pre-function Meetings:

1. If a function involves the need to drive vehicles on a park, or the need to drive stakes into the ground, the applicant must meet with the Parks Division Manager or his/her representative for specific direction on where vehicles and stakes will be allowed.
2. Applicants may be required to meet with the Parks Division and/or the Police Department if a function has the potential for noise problems, parking problems, damage to the park, or disorderly conduct.

Insurance Certificates:

1. ~~Private~~ Functions involving more than ~~200~~ 100 people, and/or functions which are open to the public, require a certificate of insurance ~~for established organizations and businesses that carry liability insurance.~~
2. The certificate must list the City as an additional insured and be in the amount of \$250,000 per occurrence or \$500,000 aggregate.
3. ALL OTHER INSURANCE AND INDEMNIFICATION REQUIREMENTS SHALL MATCH THOSE SET FORTH IN THE MOST RECENT EDITION OF THE "CITY OF CASPER SPECIAL EVENTS PLANNING GUIDE AND POLICY."
4. FOR OTHER TYPES OF POTENTIALLY HAZARDOUS ACTIVITIES (E.G., BOUNCY HOUSES, WATER SLIDES), THE CITY MAY, AT ITS SOLE DISCRETION, REQUIRE SPECIAL EVENTS LIABILITY INSURANCE SPECIFIC THERETO.

Additional fees:

1. The City may require deposits or fees in addition to those listed above if unusual circumstances require additional direct expenses not herein provided. Example: Police security personnel.
2. The City may require an online convenience fee, in addition to any charges listed above, as might be applied through an online reservation system.
3. The City may bill a renter for repair expenses due to damage or breakages of park amenities, e.g. electrical outlets, tables, light fixtures, irrigation, or turf caused by rental activity.

Special rates:

The City Manager or authorized designate may authorize reductions in fees for charitable events, special promotions, unique situations, or emergencies, if such reductions would be in the best interests of the City of Casper.

BE IT FURTHER RESOLVED: That Resolution No. 17-70 is hereby rescinded.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2019.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Charles Powell
Mayor

April 3, 2019

MEMO TO: J. Carter Napier, City Manager JCN (by AA)
FROM: Tim Cortez, Parks and Recreation Director TC
Randy Norvelle, Parks Manager

SUBJECT: Possible areas to provide dog owners additional facilities throughout Casper.

Meeting Type & Date
Council Work Session
April 9th, 2019

Action Type
Direction Requested

Recommendation:

Locations for possible expansion of services to dog owners in the community. Due to \$100,000 being earmarked for improvements on the area behind Rocky Mountain Oncology on East 2nd Street, staff has developed some basic costs that could improve it into an exclusive dog park. If Council so chooses, authorizing staff to scope the project with high priority amenities within the allocated funding. In addition, provide direction for additional dog park areas if needed.

Summary:

Staff has developed a list of possible locations that could facilitate an expansion to services to dog owners in the community. This list is broken down into three categories:

Designated Off Leash Areas – These areas would be treated much like Morad Park is now. Dogs would be allowed to be off leash in these areas but no significant infrastructure is in place to keep them from escaping. (Initial expense ~\$8,000) (Yearly upkeep ~ \$3,500).

Exclusive Dog Park Areas – These areas would be considered good candidates to install infrastructure that would allow pets to be contained in an area for off leash access. These areas would be much like Lake McKenzie Dog Park (totally fenced off, dog park amenities, etc.). These areas would involve a significant financial expenditure to provide. (Initial expense ~\$15,000) (Yearly upkeep ~ \$24,102)

Trail Park Areas – These areas would include any flat space next to a public trail within the city and could be considered a “pocket” dog park. They would consist of a small fenced off area that a dog walker could swing into to let their dog off leash in a contained area while they sit and take a break. These areas would require only fencing and dog waste bags. (Initial expense ~\$10,000) (Yearly upkeep ~ \$3,500).

At this time, staff is focusing on areas for exclusive dog park areas. Although Council and staff have the authority to place dog parks wherever it wishes on City property, staff has proposed areas where it is less likely to encounter complaints from citizens who are upset that the park space they used to use for programming and activities has been converted to a dog park.

The City of Raleigh, NC has established a guideline of having a dog park within a 10-minute drive. Currently, the City of Casper meets this standard. A more stringent standard may provide additional direction should Council wish.

Financial Considerations

No financial considerations unless Council would like to move forward with improving any of the provided areas.

Oversight/Project Responsibility

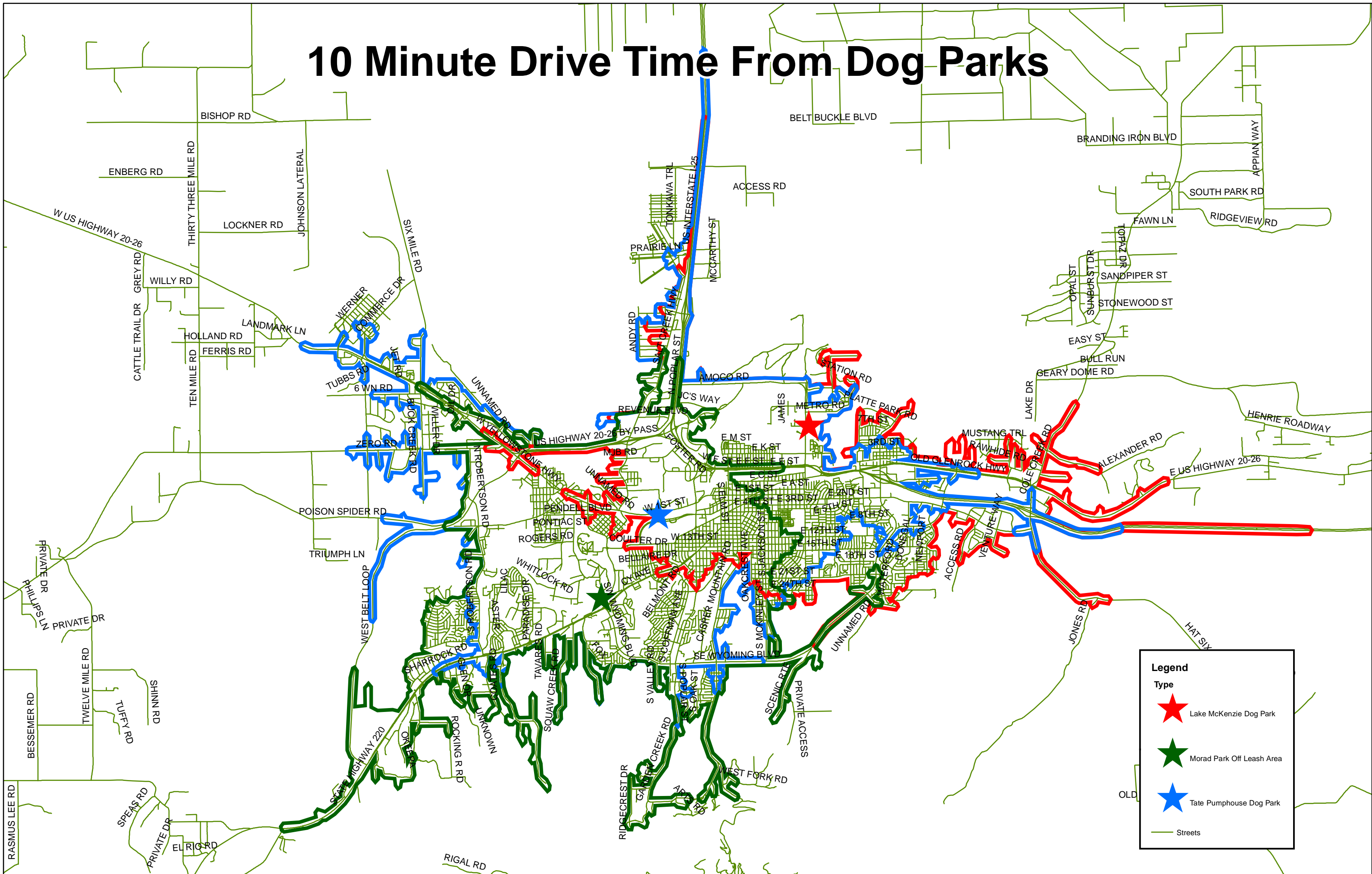
Tim Cortez, Parks and Recreation Director

Randy Norvelle, Parks Manager

Attachments

Proposed exclusive dog area exhibits

10 Minute Drive Time From Dog Parks





Description	Cost			Yearly Upkeep
	K9 Grass	Pea Gravel	Wood Chips	
Ground Cover	\$545,000	\$35,000	\$0	\$8,500
Shelter	\$40,000	\$40,000	\$40,000	\$1,000
Concrete Walk	\$10,000	\$10,000	\$10,000	\$2,000
Concrete Edge	\$5,000	\$5,000	\$5,000	\$1,000
Dogbone Pond	\$40,000	\$40,000	\$40,000	\$500
Fence	\$25,000	\$25,000	\$25,000	\$500
Water Tap & Plumbing	\$20,000	\$20,000	\$20,000	\$250
Amenities	\$20,000	\$20,000	\$20,000	\$2,000
Total	\$705,000	\$195,000	\$160,000	\$15,750

Shelter for Shade

Fence 834'

Concrete Walk

Concrete Edge

K9 Grass Artificial Turf
Pea Gravel 6" Deep
Wood Chips

Dogbone Pond

General Notes

No.	Revision/Issue	Date

CITY OF CASPER
PARKS & REC
1800 E. K
CASPER, WY
82601


PARADISE
VALLEY DOG
PARK

Date 4/2/19 Drawn JG Scale UNK	Sheet 1
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April 8, 2019

MEMO TO: The Honorable Mayor Powell and Members of City Council
J. Carter Napier, City Manager

FROM: John Henley, City Attorney 
Wallace Trembath, Deputy City Attorney W.T.

SUBJECT: A Resolution Establishing Annexation Policy for Providing City
Services to Outside Property

Meeting Type & Date

Council Work Session, April 9, 2019

Action type

Resolution

Recommendation

That Council approve a resolution to establish an annexation policy for providing City services to outside property.

Summary

The City of Casper provides water, sanitation, and/or sanitary sewer services ("City Services") to those within its corporate limits. Owners of real property outside the corporate limits of the City ("Outside Property) sometimes request the City to provide City Services. When the City agrees to provide City Services to Outside Property, it requires the execution of a contract therefor.

It is a substantial benefit to Outside Property owners to receive City Services. When a property is eligible for annexation under Wyoming Statutes, it may also benefit the City to annex the Outside Property. However, significant costs may be incurred in bringing the off-site improvements of a property into compliance with City codes and ordinances.

City Council has expressed interest in setting a basic policy about annexation requirements for receiving City Services for Outside Property. A resolution establishing a policy is attached for your consideration.

Financial Considerations

None, until Council decides to annex.

Oversight/Project Responsibility

Not applicable as this is a City Council policy determination by resolution

Attachments

Resolution

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING ANNEXATION POLICY
FOR PROVIDING CITY SERVICES TO OUTSIDE PROPERTY

WHEREAS, the City of Casper ("City") provides water, sanitation, and/or sanitary sewer services ("City Services") to those within its corporate limits; and,

WHEREAS, owners of real property outside the corporate limits of the City ("Outside Property), but within reach of City Services exist; and,

WHEREAS, it is sometimes more practical for Outside Property owners to provide their own water and/or sanitary services; and,

WHEREAS, other times, Outside Property owners request the City of Casper to provide City Services; and,

WHEREAS, when the City agrees to provide City Services to Outside Property, it requires the execution of a contract therefor ("Contract"); and,

WHEREAS, it is a substantial benefit to Outside Property Owners and their successors in interest ("Outside Property Owners") to receive City Services; and,

WHEREAS, when a property is eligible for annexation under Wyoming Statutes, it may benefit the City to annex the Outside Property; and,

WHEREAS, significant costs may be incurred in bringing the off-site improvements of a property into compliance with City codes and ordinances; and,

WHEREAS, City Council wants to set a basic policy about annexation requirements for receiving City Services for Outside Property.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following annexation policy for providing City Services to Outside Property is hereby established.

1. Before the City provides any City Services to Outside Property, it shall require the Outside Property Owner, on behalf of itself and its successors to execute a Contract that runs with the Outside Property and which addresses annexation requirements.

2. City staff shall include provisions in the Contract that address the following:

(a) The Outside Property Owner must annex its property to the City upon request of City Council in accordance with the Contract and Wyoming Statutes; and,

(b) Upon annexation and thereafter, off-site improvements (as defined by Casper Municipal Code Section 16.08.280) must be made and brought up to City Code, and Outside Property Owners must agree to pay for their and/or their pro-rata share of such improvements should Council require such; and,

(c) The costs referenced above for off-site improvements must be funded or paid by the Outside Property Owners, and/or where reasonable, by:

Recapture provisions; and/or,

Local Assessment Districts (LAD), for which Outside Property Owners shall not object or protest and hereby agree thereto; and/or,

Other method approved by City Council;

(d) Payment of reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law; and, at the option of the City, discontinuance of City Services if the Outside Property Owner fails to meet the requirements of the Contract.

3. For good and significant cause, the City Manager may allow exceptions to provisions that are required in the Contract. By way of example, and not as a limitation, an exception to the requirement of an Outside Property Owner to annex its property upon request of City Council could be allowed if the Outside Property Owner provided an easement for a City public improvement project (e.g., provides a new easement in its property for a City water main) in exchange for receiving City Services to water its horses.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2019.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Charles Powell
Mayor

April 5, 2019

MEMO TO: J. Carter Napier, City Manager *JW*
FROM: Liz Becher, Community Development Director *LB*
Craig Collins, AICP, City Planner *CC*
SUBJECT: Annexation Discussion

Meeting Type & Date:

Council Work Session, April 9, 2019.

Action Type:

Staff requests direction on the potential annexation of a residential property located on Robertson Road.

Summary:

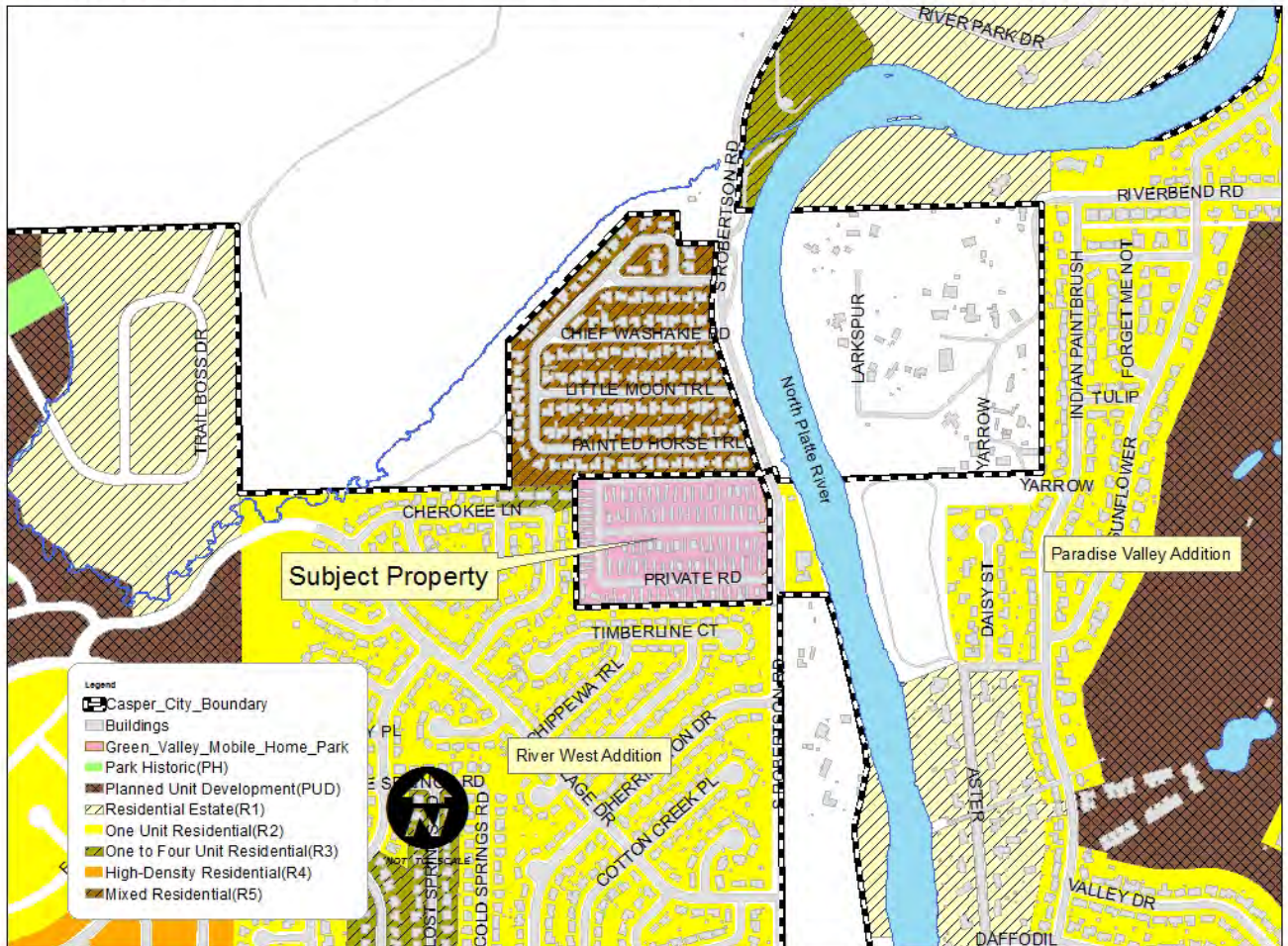
In February of this year the City Council held a work session to discuss the City's annexation policy. As a result of the discussion, staff was directed to bring forward analysis and examples of areas that are eligible for annexation, receiving City services, and are in proximity to, or surrounded by, currently-annexed properties. Although staff has looked at many different residential properties that are receiving outside-City services and are technically eligible for annexation, staff has only identified one that is clearly beneficial to the City if it were to be annexed at this time. All other sites that were analyzed require major public infrastructure construction/upgrades in order to bring the area into compliance with City standards, and would cost the City far in excess of the potential amount of sales tax revenue to be gained would justify. In a companion item, Council is being presented with a DRAFT resolution that attempts to memorialize the City's philosophy on the provision of City services, and the resulting requirements and conditions that should compel an annexation moving forward.

As a refresher of the February discussion, any residential growth that Casper can reflect during the 2020 Census process will result in an increase to the State sales tax revenue that the City receives, based on population (\$566 annually, per person, from sales tax and optional one-cent), property tax, franchise fees, as well as federal benefits that are based on population from the U.S. Census count, to the municipality over the next ten (10) years. For this reason, staff's immediate focus with regard to analyzing potential annexations is only on residential areas, given the short timeframe that is available to increase Casper's population before the 2020 Census count is undertaken. The annexation process must begin by June of 2019 in order to have the process completed in time.

Green Valley Mobile Home Park

This 14.5-acre property is located on the west side of Robertson Road (west Casper), and is surrounded on all four sides by properties currently in the City limits. The property is platted as a single parcel/lot, with 106 existing dwelling units/mobile homes.

Green Valley Mobile Home Park Potential Annexation Area



The Green Valley Mobile Home Park is connected to City of Casper water and sewer. The residents currently use a private contractor for trash collection. City emergency services resources are currently available to serve the area. The existing streets within the mobile home park are private, and would remain so upon annexation. No public improvements would be required if the area were to be annexed.

- Estimated Population 260
- Potential yearly sales tax revenue \$147,160
- Potential yearly property tax revenue \$362
- Area within designated Growth Boundary Yes
- Enterprise Departments Unaffected
- Potential building permit revenue Negligible, area is built-out
- Surveying requirements Unplatted, survey required
- Transit/Bus Area is not currently served
- Municipal Code Compliance No visually apparent issues

Long-Term Fiscal Impact:

Green Valley Mobile Home Park (Robertson Road)			
Description	Revenue	Expenditures/Costs	Notes
Sales Tax (Population increase of 260)	\$147,160 yearly		
Property Tax (Total Assessed Value = \$72,375)	\$362 yearly		
Building Permits (Area is currently fully built-out)	\$0		
Public Street/Improvements Construction (All streets are internal/private)			\$0
Public Street Maintenance over a 20 year period (No public streets)			\$0
Surveying, recording, public notice & administrative costs to process annexation		(\$3,000 - \$6,500)	
Total Yearly Revenue	\$147,522		
Total Expenditures/Costs		(\$3,000 - \$6,500)	
20-year projections	\$2,950,440	(\$3,000 - \$6,500)	
20-year projected Net	\$2,947,440 - \$2,943,940		(Positive)
Estimated Time to Break-Even (Revenues equal Expenditures)	Not Applicable		*Revenue exceeds costs immediately

Reference Photos:



Robertson Road frontage/entrance



Looking south on private internal drive



Looking west from Robertson Road

Appendix

- 2.45 persons per household in Casper. (*Source: US Census*)
- \$566 – Amount of sales revenue the City receives per person in Casper. Sales tax is distributed by the State based on population, NOT where the tax is collected. (*Source: Casper Financial Services Division*)
- 2,056 – Population density of Casper, per square mile. (*Source: US Census*)
- 27 square miles – current area of Casper. (*Source: City GIS Division*)
- 57,814 – Most-recent population estimate for Casper. (*Source: US Census, 2017*)
- 1% - Historical long-term growth rate of Casper. (*Source: Generation Casper Comprehensive Plan*)
- 8 mills – Property tax allocation for properties within the City. (*Source: Natrona County Assessor*)
- 9.5% - Assessed value is figured as 9.5% of the market value of properties. (*Source: Natrona County Assessor*)
- \$500-\$600 per lineal foot – Cost to build a standard City (local) street. Equates to \$2,640,000 - \$3,168,000 per mile, and includes curb, gutter, sidewalk, streetlights, asphalt, etc. (*Source: CEPI – Civil Engineering Professionals Inc.*)
- \$300,000 - \$591,000 per mile – Cost to maintain a local City Street (not collector or arterial) over a 20-year life-cycle. (*Source: City Engineering Division*)
 - Expected routine maintenance includes:
 - Year 2 – Crack Sealing
 - Year 5 – Chip Seal and Crack Seal
 - Year 7 – Crack Sealing
 - Year 10 – Major Repair/Patching
 - Year 13 – Crack Seal
 - Year 15 – Chip Seal and Crack Seal
 - Year 20 – Reconstruction
- \$300,000 - Average construction valuation of new home (*Source: City Building Division*)
- 150 – Average number of single-family homes constructed per year, over the last 20+ years. (*Source: City Building Division*)
- \$2,241 – Building permit fee/revenue (one time capture) on an average \$300,000 home in Casper. (*Source: Casper Building Division*)
- 30% - 40% of average - Estimated level of construction occurring currently in Casper. (*Source: Casper Building Division*)
- 5 – 6 months – time required to process an annexation. (*Source: Wyoming State Statutes*)
- \$1,500 – Cost of State mandated legal notice and recording fees for an annexation. (*Source: Community Development Department*)

- \$3,000 - \$5,000 – Administrative (staff) costs for an average annexation. (*Source: Community Development Department*)
- \$1,500 - \$7,000 – Surveying costs for annexing an unplatted property. (*Source: Community Development Department*)
- \$4.85 – 2018 cost per trip/passenger of bus (transit) service in 2018. (*Source: Casper Area MPO*)
- 1% - Estimate of the number of persons in Casper that rely on transit (578 total based on current population estimate). (*Source: Casper Area MPO*)
- Estimated costs to provide transit service to the three subject areas, if warranted (*Source: Casper Area MPO*):
 - Allendale Area \$15,932 - \$26,554 per year
 - Green Valley Mobile Home Park \$28,324 – 44,256 per year
 - River’s Bend Subdivision \$28,324 - \$44,256 per year

April 18, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Liz Becher, Community Development Director *LB*
SUBJECT: Property Bids for Potential Sale of City-Owned Properties

Meeting Type & Date:

Council Work Session, April 23, 2019.

Action Type:

Direction from Council.

Recommendation:

Staff is seeking Council's direction on which of the City-owned property bids they would like to accept. Following the direction by Council, a public hearing date for the sale of the property(ies) will be established.

Summary:

The following is a summary of the bids that were received for the two (2) City-owned properties at the Council Pre-Meeting on April 16, 2019. Staff has reviewed all of the bids and qualified them with the Terms and Conditions in the Public Notice/Request for Bids (RFB), and the outcomes are included in the summary below. No minimum bid was required in the RFB. High bids, meeting all terms and conditions are in bold.

Former Fire Station #5, 4000 E. 15th Street

2019 Appraised Value - \$195,000

- Armand and Catherine Morris - **\$220,020.20**. Bid meets all terms and conditions.
- Chris Vogl - \$200,000.00. Bid meets all terms and conditions.
- Douglas Haupt - \$161,100.00. Bid meets all terms and conditions.
- Kenneth Mark Shugart - \$153,500.00. Bid meets all terms and conditions.
- James Bergstrom - \$126,000.00. Bid meets all terms and conditions.
- Garry Frank - \$121,001.00. Bid meets all terms and conditions.
- Bryce and Kerri Flammang - \$120,000.00. Bid meets all terms and conditions.
- Peter Fazio - \$50,000.00. Bid meets all terms and conditions.

Former Beverly Street ball fields
2019 Appraised Value - \$1,255,000

- Costello Investments, LLC – (Daniel J. Costello) - **\$487,872.00**. Bid met terms and conditions.

As required by State Statute, public notice was published in the Casper Star-Tribune three (3) times, advertising the Request for Bids. The Request for Bids was also advertised on the City's website (casperwy.gov) and on the City's Facebook page. In addition, a press release was created and distributed to the media, and two, public open houses were held for the fire station property.

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

Oversight/Project Responsibility: Community Development Department.

Attachments: None.

April 18, 2019

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

FROM: Liz Becher, Community Development Director *LB*
Dan Elston, Chief Building Official
Mark Harshman, Deputy Fire Chief

SUBJECT: Building and Fire Code Requirements for Historic Buildings

Meeting Type & Date: Council Work Session, April 23, 2019.

Action Type: Information Purposes Only.

Summary:

Building, Fire, Existing Building Codes: The International Codes are adopted by the City Council every three years, known as the “Code Cycle.” The City Council adopted the 2018 “I” codes which included the *Existing Building Code* for the first time. Previously, existing buildings were referenced in Chapter 34 of the Building Code, but in 2018 the Building Code removed Chapter 34 and referenced the *Existing Building Code* for all existing building construction. The *Existing Building Code* gives a more detailed description of the requirements for existing buildings and includes alternatives for those items that are not feasible or cost prohibitive for salvaging an existing building. There are three levels of construction in the existing building code, depending upon which level of construction is deemed appropriate for the scope of work. The level will determine the code requirements for that building.

Historic Buildings: Historic Buildings are now identified in Chapter 12 of the *Existing Building Code*. This chapter offers even more alternative approaches to Historic Buildings. To implement Chapter 12, the building must first be accredited as being of historic significance by a state or local authority after careful review of the historical value of the building. The City of Casper currently has twenty-four (24) buildings listed on the National Historic Register and six (6) structures or areas listed that are not actually in the Casper city limits. Numerous historic buildings have been remodeled in Casper including:

- Dean Morgan Junior High
- Grant Street Grocery
- Natrona County High School
- Townsend Hotel (Townsend Justice Center)
- Casper Fire Department Station 1 (original)

These buildings went through total construction remodeling and renovation while keeping their historical prominence using the building codes.

Although there are alternative methods for Historical Buildings, there are also specific code requirements that must be implemented. A written report identifying each feature that is not in compliance with this code, and how the equivalent level of safety will be achieved from a registered design professional, shall be prepared and filed with the Code Official; unsafe conditions must be remedied, an approved means of egress having sufficient capacity to serve the total occupant load shall be provided.

There have not been any Historic Buildings in Casper which have requested a building permit for renovation and then removed the application due to building code requirements; all have been successful as shown in the above partial list.

Financial Considerations: None.

Oversight/Project Responsibility: Building Division and Fire Department.

Attachments: None.

April 12, 2019

MEMO TO: His Honor the Mayor and Members of Council
FROM: J. Carter Napier, City Manager *JCN*
SUBJECT: WAM Resolution Discussion Minutes

Meeting Type & Date
Work Session April 23, 2019

Action type
Direction Requested

Recommendation
That Council review the minutes regarding the WAM Discussion and direct Staff accordingly.

Summary
In the most recent work session, Council provided direction to the Mayor and staff pertaining to their views on a number of likely topics for resolutions the WAM organization will forward to the legislature this summer. Council also identified topics that they did not support or that needed more discussion. As the Council's delegate, Mayor Powell, will be asked to cast his votes regarding each resolution, so Council's feedback will be a useful tool to guide the Mayor's votes. Therefore, Staff would ask that Council review the WAM discussion minutes and provide approval, or make any necessary changes, in order to solidify Council's direction to the Mayor.

Furthermore, however, a few topics of high interest to the Casper City Council require the added attention of a resolution adopted and passed by the Council to formally ensure that those topics are included and considered for adoption by the body of the WAM organization as well. Staff would propose that Storm/Surface water management, errors in sales tax collection, and inclusion in the State's health insurance pool are largely considered issues that the City of Casper has effectively championed in the past and should request be carried by WAM into the next legislative session again. Accordingly, draft language for resolutions pertaining to these topics are included for Council's review. Council also agreed to review draft language pertaining to anti-discrimination directed at the legislature that was specific in scope and not overly broad in its direction on this matter; language in this regard is also included for Council's review.

Financial Considerations
No Financial Considerations

Oversight/Project Responsibility
J. Carter Napier, City Manager
Jolene Martinez, Assistant to the City Manager

Attachments
Work Session WAM Discussion Minutes
Additional Resolutions for Review

April 9, 2019 Work Session– WAM Discussion Minutes

Council reviewed potential Wyoming Association of Municipalities (WAM) Resolutions for the 2019 Legislative Session. Mayor Powell explained that there would be a WAM Board meeting the following week, so he would like to know Council's consensus on each potential issue. He then reviewed each of the resolutions and asked for discussion and consensus on each. Council expressed support for the resolutions concerning:

- Lien authority;
- Municipal authority to implement local option sales tax;
- Clarifying the lien and assessment process;
- State health fund eligibility for municipal workers, payment in lieu of taxes for state-owned properties;
- Financial independence and authority for municipalities;
- Stormwater utilities;
- Equal and accessible state-to-municipal funding to sustain services for municipal residents;
- Appropriation of state funding for all municipalities;
- Removal of limits on indebtedness for sewage disposal systems; and,
- Sharing responsibility of tax revenue error with vendors and Wyoming Department of Revenue

Council gave provisional support for anti-discrimination legislation, but asked that this be discussed at a future work session to limit the scope of their support. They also provisionally supported a resolution that would decentralize tax collection and allow municipalities to collect their own taxes, but stated that they would like a cost-benefit analysis of this option and would withdraw support if it does not save money. Council asked that these items be discussed at a later work session when more information could be provided.

Additionally, there were a few items which Council did not support. Council came to a consensus not to move forward on the extraterritorial jurisdiction resolution, because there is not support in the legislature for this issue at this time. Council decided not to take a position on standardized air service and did not support the resolution regarding a tax on food. Council also decided not to take a position on the cap increase on property taxes but asked to discuss it further at a later time. Mayor Powell then reviewed the WAM Resolution process, and Council supported the designation of Mayor Powell as the Casper City Council delegate for WAM.

A RESOLUTION SUPPORTING A REVISION TO THE WYOMING STATE STATUTES PROVIDING THE OPTION FOR MUNICIPALITIES TO PARTICIPATE IN THE STATE OF WYOMING INSURANCE PROGRAMS

WHEREAS, in order for municipal governments in the State of Wyoming to be competitive, municipal employees strive to offer employees the best health insurance options; and

WHEREAS, cities and towns commonly pay a percentage of health insurance premiums as a benefit to the employee; and

WHEREAS, Wyoming State Statutes 9-3-201 through 9-3-218 currently allow employees of the State of Wyoming, its political subdivision, and school districts to obtain group health insurance; and

WHEREAS, cities and towns recognize the potential value of the health insurance programs offered by the State of Wyoming as provided to other political subdivisions and school districts;

NOW, THEREFORE, BE IT RESOLVED, that the Wyoming Association of Municipalities support changes to Title 9, Article 2 of Wyoming State Statutes to include the option for municipalities to elect insurances as otherwise provided to other entities included in Article 2 of Title 9 for health, dental, vision, life, accident, and/or hospitalization through the State's health insurance program.

PASSED, APPROVED AND ADOPTED this xxth day of June, 2018.

President

**A RESOLUTION REQUIRING VENDORS AND WYOMING
DEPARTMENT OF REVENUE TO SHARE RESPONSIBILITY WITH
MUNICIPALITIES AND COUNTIES FOR SALES TAX COLLECTION
ERRORS**

WHEREAS, vendors collect and remit sales tax monthly to the Wyoming Department of Revenue and;

WHEREAS, vendors can receive a credit thereby reducing their sales tax payment if payment is remitted on or before the fifteenth of every month and vendors are penalized for late remittance or payment shortage and;

WHEREAS, the Wyoming Department of Revenue is charged with overseeing sales tax collection and remitting correct amounts to cities, towns, and counties and;

WHEREAS, cities, towns, and counties rely on revenue from sales taxes to provide services to citizens and;

WHEREAS, cities, towns, and counties are dependent on vendors and the Wyoming Department of Revenue for correct sales tax remittance.

THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports and advocates to the Wyoming Legislature to require vendors and the Wyoming Department of Revenue to bear part of the responsibility for acts and omissions that negatively impact a city, town, or county and pay for part of the remedy for those mistakes that negatively impact a city, town, or county.

PASSED, APPROVED AND ADOPTED this xxth day of June, 2019.

President

A RESOLUTION SUPPORTING A STORMWATER UTILITY

WHEREAS, the majority of Wyoming residents live in cities and towns and rely upon their municipal governments for essential surface water drainage and utility infrastructure that keeps the public safe and protects both public and private properties from damage from storm water run-off; and

WHEREAS, Wyoming statutes do not authorize cities to create storm water enterprise funds for operation of storm water drainage systems and, consequently, there are millions of dollars of unmet financing needs for surface water drainage within many Wyoming cities and towns.

NOW, THEREFORE, BE IT RESOLVED, that the Wyoming Association of Municipalities requests that the State of Wyoming authorize cities and towns to establish and operate surface water drainage systems as public utility services and make available by statute similar financing options as are provided for potable water and sanitary sewer utilities; and that the State of Wyoming allow municipal governing bodies to establish user fees to support financial operations of surface water drainage systems.

PASSED, APPROVED AND ADOPTED this xxth day of June, 2019.

President

**A RESOLUTION SUPPORTING STATEWIDE
ANTI-DISCRIMINATION LEGISLATION IN
HOUSING AND EMPLOYMENT**

WHEREAS, diversity is necessary for any thriving city or town; and

WHEREAS, one of the ENGAGE recommendations in the ENDOW'S Transforming Wyoming Twenty Year Strategy is to enact a statewide non-discrimination law and work to ensure the culture of Wyoming is inclusive to all and;

WHEREAS, discrimination still occurs on the basis of race, color, religion, national origin, sex, pregnancy, gender identity, age, sexual orientation, family status, veteran status, marital status, and disability; and

WHEREAS, a commitment to diversity and the creation of a community welcoming to all which will enhance our local economies, encourage a positive forward-thinking environment that will help attract and retain businesses.

NOW, THEREFORE, BE IT RESOLVED, that the Wyoming Association of Municipalities should encourage and support statewide equality for all of its citizens and pass anti-discrimination legislation, prohibiting discrimination based on race, color, religion, national origin, sex, pregnancy, gender identity, age, sexual orientation, family status, veteran status, marital status, and disability in housing and employment.

PASSED, APPROVED AND ADOPTED this xxth day of June, 2019.

President