

COUNCIL WORK SESSION
Tuesday, July 28, 2020 at 4:30 p.m.
City Hall – Council Chambers

AGENDA

1. Council Meeting Follow-up
2. Engineering Fees
3. Street Outlaws
4. Fiscal Year 2021 Budget Amendment #1
5. Parks and Recreation Facility Lease Agreement Template
6. Troopers Funding Discussion
7. Agenda Review
8. Legislative Review
9. Council Around the Table

Mayor Freel called the work session to order at 4:30 p.m. with the following Councilmembers present: Lutz, Pacheco, Powell, Johnson, Huber, Cathey, Bates, Hopkins, and Mayor Freel.

City Manager Napier discussed implementing a consistent policy for engineering fees. He explained that in the past, these fees have been inconsistent and City engineering time has not been adequately billed and charged for projects that the City consults on. Staff is proposing a fee of 10% of the project cost be charged in engineering fees. This fee is similar to other private contracts and to industry norms for these types of services. Public Services Director, Andrew Beamer, discussed that for many years there were no engineering services fees charged out of the capital fund. More recently, the fee has been 3-4% against all projects, whether they were in house or outsourced. Now, the Finance Department is suggesting a 10% charge for in house project fees, and no charge for outsourced projects. He explained that this is a finance and bookkeeping tool to assess capital fees against engineering costs to account for a complete project cost. Council discussed charging an oversight fee to outsourced projects as well. City Manager Napier discussed that staff could do some research and propose a resolution for this outsource oversight fee.

Next, City Manager Napier discussed the Street Outlaws show and production company that has been filming in Casper in recent weeks. He explained that having this filming in Natrona County has been very good for the economy. The company is now considering potentially filming in Casper for another three weeks, starting in 10 days, possibly on Amoco Road. Discussions with the company have made it clear that they will pay for all necessary services, including services required of the Fire Department, Police Department, and Streets Department. They have offered to work with the neighboring residents to make them aware of the production and the possible noise nuisance. City Attorney Henley explained that this production is very different from other requests the City has received from organizations requesting things such as drag racing. He stated the differences are that this company has expertise in the area, requires waivers for drivers, has adequate insurance, has the funds to cover costs to the City, and has the potential to bring in large amounts of revenue for the City of Casper. The Location Manager for Street Outlaws then spoke about the positive experience the production company has had filming in Casper and the potential

to film other projects in the future in Casper. Councilmembers expressed their support of the production and only asked that noise be mitigated as much as possible in order to not cause too much of a disturbance to neighboring residents. Council gave their thumbs up to move forward with an agreement with the production company.

Next, Finance Director, Tom Pitlick, reviewed a budget amendment for FY20, which includes \$7.8M for carryover projects that were not completed in FY20, and \$1.6M for supplemental funding requests that have not been previously budgeted. These requests include the expenditure for a recycling program and a boiler installation for the waste water treatment plant. The boiler will be paid for from available funds from other projects. The amendment also includes approving budget authority for grants and \$142K for the east Casper dog park. Parks and Recreation Director Tim Cortez explained why the amount for that project is \$142K and where that funding will come from. Mr. Pitlick discussed that this amendment is part of the regular budget process. Council gave their thumbs up to move the budget amendment forward for formal consideration at a future Council meeting.

Next, City Manager Napier discussed a lease agreement template for Parks and Recreation leases. He explained that previously there has not been a standardized approach for the development of these lease agreements, and staff has looked at developing a more reasoned and consistent approach for all of the leases with standardized options for different types of leases and circumstances. Mr. Cortez then explained that a couple of large leases are coming up for renewal, including Mike Lansing Field, which prompted these discussions for lease templates. He explained that the variances in leases come from nuances between each organization and lease type. He discussed options for standardizing some of the leases in order to avoid appearances of favoritism. He then reviewed the template that his staff created for leases, which include various option that will allow customization to help account for some of the nuances between leases. Some of the customized options include fee structure for short term leases versus long term exclusive leases. There are also options for leases that include concession profits. There are other sections that allow options for subleasing and profit sharing for subleasing. Council discussed that some organizations do cause problems with their leases by not allowing other organizations to use the space when the facility is not being used, and Mr. Cortez stated that staff will look into language to require reasonable subleasing when possible. He also explained that staff would help steer organizations toward which options would fit their needs best within the lease template. He also discussed the threshold for facility maintenance costs and explained why it had been increased to \$750. Council gave their thumbs up for the implementation of the lease template.

Next, City Manager Napier discussed a proposal from the Troopers to install some flower beds at Fort Caspar and plant flowers in memory of individuals. Their proposal would require them to provide the ongoing maintenance for the flower beds. After discussions with the City Attorney's office and Troopers, City Manager Napier stated he feels comfortable with the policies in place that would allow for this type of memorial, especially because there is a natural and long standing relationship between the Troopers and Fort Caspar. City Attorney Henley explained that there is a policy that was adopted last year for accepting donations, memorials, and sponsorship

contributions, which provides guidance for this type of agreement. He stated he does not see an issue with this being private use of public property. This request would help improve Fort Caspar and provides a benefit to the City as well as the Troopers. The agreement would include a clause that would require the Troopers to restore the area back to its original form if they decide not to continue with the garden. Council gave their support to continue drafting an agreement for the Troopers proposal.

Next, Council reviewed the upcoming Council meeting agendas. Vice Mayor Lutz asked that the Republic Parking item be removed from consent at the next meeting. Mayor Freel discussed adding an item to the August 11th work session regarding massage therapy licensure and adding an ordinance to outline requirements to ensure that these businesses are legal and credible. Councilmember Bates discussed concerns with wind turbine blade disposal, and Council decided to add this as a future work session topic.

Next, Council went around the table to discuss their respective board and committee meetings and share ideas and concerns related to public matters of interest. Councilmember Powell discussed meetings with the Downtown Development Authority about decreased revenue and their loss of the downtown parking garage contract. Vice Mayor Lutz discussed issues she has heard regarding downtown parking enforcement.

The meeting was adjourned at 6:43 p.m.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor