

PRE-MEETING AGENDA

Casper City Council
City Hall, Council Meeting Room
Tuesday, April 18, 2023, 5:00 p.m.




Please silence cell phones during the City Council meeting


	Presentation	Beginning Time	Allotted
1.	Judge's Quarterly Update	5:00	15 min
2.	Project Safe Bid Update	5:15	15 min
3.	City Website	5:30	10 min
4.	DFS Grant	5:40	5 min
5.	Request to De-Annex City Owned Property	5:45	10 min
6.	Agenda Review	5:55	5 min
	Approximate Ending Time		6:00 p.m.

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

April 12, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director 
Alex Sveda, P.E., City Engineer
Zulima Lopez, Parks, Recreation & Public Facilities Director
Scott R. Baxter, P.E., Associate Engineer

SUBJECT: Bids Results for the City Hall Project S.A.F.E. Building Remodel

Meeting Type & Date
Council Pre-Meeting
April 18, 2023

Action Type
Direction Requested.

Recommendation
None.

Summary

On April 11, 2023, bids were received from four (4) contractors for construction of the City Hall Project S.A.F.E. Building Remodel Project. The BASE BID amounts for the work were as follows:

<u>CONTRACTOR</u>	<u>LOCATION</u>	<u>BASE BID</u>
Caspar Building Systems	Casper, Wyoming	\$4,636,000.00
Haass Construction	Casper, Wyoming	\$4,754,851.00
Sampson Construction	Cheyenne, Wyoming	\$5,278,000.00
GH Phipps Wyoming	Laramie, Wyoming	\$5,619,000.00

The estimate for the BASE BID scope of the project was \$4,500,000, prepared by the City's architect, State Line No. 7 Architects.

There were also two (2) alternates included in the bid package. Alternate #1 includes remodeling of Council Chambers, and Alternate #2 includes all exterior site improvements. The ADD ALTERNATE bid amounts were as follows:

<u>CONTRACTOR</u>	<u>ALTERNATE #1</u>	<u>ALTERNATE #2</u>
Caspar Building Systems	\$181,000.00	\$385,000.00
Haass Construction	\$201,155.00	\$550,429.00
Sampson Construction	\$204,000.00	\$560,000.00
GH Phipps Wyoming	\$171,250.00	\$338,700.00

The City's architect, State Line No. 7 Architects, has reviewed the bids and found them to be sound and complete.

One added consideration is a separately bid asbestos abatement project that will require approximately \$50,000 for its BASE BID and potentially \$10,000 for its lone ADD ALTERNATE in parallel with remodeling of the Council Chambers.

Financial Considerations

Funding for the project is from Capital Reserves in the amount of \$4,400,000.00. Assuming the project is awarded to the low bidder, Caspar Building Systems, the following financial scenarios would apply:

BASE BID ONLY SCENARIO

\$4,636,000.00 Building Remodel
\$ 50,000.00 Asbestos Abatement
\$ 234,300.00 Total Contingency Amount (5%)
\$4,920,300.00 BASE BID PROJECTED EXPENSE

\$4,400,000.00 Funding Available
\$ 520,300.00 Needed Additional Funding

ADD ALTERNATE #1 (COUNCIL CHAMBERS) SCENARIO

\$4,636,000.00 Building Remodel (Base Amount)
\$ 181,000.00 Council Chambers (Alternate #1 Amount)
\$ 50,000.00 Asbestos Abatement (Base Amount)
\$ 10,000.00 Asbestos Abatement (Alternate #1 Amount)
\$ 243,850.00 Total Contingency Amount (5%)
\$5,120,850.00 BASE BID PROJECTED EXPENSE

\$4,400,000.00 Funding Available
\$720,850.00 Needed Additional Funding

ADD ALTERNATES #1 and #2 (COUNCIL CHAMBERS + EXTERIOR) SCENARIO

\$4,636,000.00 Building Remodel (Base Amount)
\$181,000.00 Council Chambers (Alternate #1 Amount)
\$385,000.00 Exterior Improvements (Alternate #2 Amount)
\$50,000.00 Asbestos Abatement (Base Amount)
\$10,000.00 Asbestos Abatement (Alternate #1 Amount)
\$263,100.00 Total Contingency Amount (5 %)
\$5,525,100.00 BASE BID PROJECTED EXPENSE

\$4,400,000.00 Funding Available
\$1,125,100.00 Needed Additional Funding

State Line No. 7 Architects and City Staff have been in contact with Caspar Building Systems to discuss possible value engineering options that could reduce costs.


Oversight/Project Responsibility

Scott R. Baxter, P.E., Associate Engineer, Public Services Department.

Attachments

None

April 13, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Michael Szewczyk, Information Systems and Cybersecurity Manager
Jolene Martinez, Assistant to the City Manager
Rachel Bouzis, Communications and Marketing Generalist
Kristophor Hutson, Marketing and Graphic Designer

SUBJECT: Website update

Meeting Type & Date

Pre-meeting, April 18, 2023

Action Type

Information Only

Recommendation

No recommendation

Summary

The website is the City of Casper's single most public-facing tool. Because of its importance, the service and information it provides are in the process of being reviewed and evaluated. To date, staff have studied and reviewed other municipal websites; reviewed services available from Tyler (the City's financial software provider); performed Google analytics; surveyed Council, citizens, and staff; and conducted focus groups with Council and citizens. Results will be shared with Council during the premeeting.

In conjunction with the findings, staff will develop recommendations for Council that will include website redesign specifications, additional service offerings, and new citizen engagement opportunities. Staff anticipates bringing these recommendations before Council in early summer, with expectations to enter into a professional services agreement by the end of summer.

Financial Considerations

Financial impacts for Google analytics work, surveys, and focus groups total \$1500. Further financial considerations will be outlined with the recommendations and options for Council to consider.


Oversight/Project Responsibility

Michael Szewczyk, Information Systems and Cybersecurity Manager
Jolene Martinez, Assistant to the City Manager
Rachel Bouzis, Communications and Marketing Generalist
Kristophor Hutson, Marketing and Graphic Designer

Attachments

None

April 12, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Zulima Lopez, Parks, Recreation, & Public Facilities Director
Phil Moya, Recreation Manager

SUBJECT: Approval of a Wyoming Department of Family Services grant in the amount of \$156,500 for Casper Recreation Center Child Care Programs.

Meeting Type & Date

Pre-Meeting
April 18, 2023

Action Type

Approval

Recommendation

That Council approve the acceptance of a Wyoming Department of Family Services Child Stabilization Grant in the amount of One Hundred Fifty-Six Thousand Five Hundred Dollars (\$156,500) for Casper Recreation Center child care programs.

Summary

In November 2022 the City of Casper was informed of a Wyoming Department of Family Services grant opportunity intended to steady Wyoming's childcare network. The grant gives financial support to eligible child care providers that have experienced increased costs, disruptions, and challenges since March 2020. Funds were made available to Wyoming through the Child Care and Development Fund and appropriated through the American Rescue Plan Act (ARPA). The grant focuses on four (4) categories of building and supporting childcare through staff expansion and retention efforts, supporting physical space expansion, expansion of care for children, and establishing transportation options. Awarded funding is required to be spent by September 30, 2023.

Given public feedback from parents in the Recreation Center's child care (camp) programs, as well as the financial hardships and slow recovery the Recreation Center has experienced since the pandemic, City staff seized the opportunity to apply for the grant. Our application focused primarily on the need for funding to create additional space within the Recreation Center, safe transportation to programmed camp activities, updated camp supplies, and additional training for staff. The City's application was approved for One Hundred Fifty-Six Thousand Five Hundred Dollars (\$156,500).

Staff requests City Council approval to accept the Wyoming Child Care Stabilization funds and begin improvements at the Casper Recreation Center. If approved, a resolution will be brought to Council for formal approval at the next regular business meeting.

Financial Considerations

The full award of funds has been received from the Wyoming Department of Family Services. Staff is requesting Council authority to accept funds in order to begin procurements and contracting for other desired improvements at the Casper Recreation Center. A budget amendment for the grant revenue and expenditures will be included as part of FY23 Budget Amendment #3.

Oversight/Project Responsibility

Phil Moya, Recreation Manager
Jenniffer Harvey, Recreation Supervisor

Attachments

None

April 14, 2023

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Liz Becher, Community Development Director
Craig Collins, City Planner *CC*
SUBJECT: Request to de-annex City-owned property from the City of Mills, Wyoming

Meeting Type and Date:
Pre-meeting, April 18, 2023

Action Type:
Direction requested

Background:
The City of Casper owns approximately nineteen (19) acres of property that is currently located within the City of Mills. The property encompasses the Fort Caspar campground and the Izaak Walton property, located along the south side of the North Platte River. The City of Casper has been approached by the City of Mills requesting a boundary change to move the nineteen (19) acre property from the City of Mills, into the City of Casper. Pursuant to the procedures set forth in State Statutes, the City of Casper must initiate the boundary change via the submittal of a formal, written request from the City Council to de-annex the property from the City of Mills. Once de-annexed, the property will revert to the unincorporated (County) jurisdiction temporarily, and the City of Casper will then be able to annex the property. The primary difference will be the change of law enforcement and emergency services jurisdiction from the City of Mills to the City of Casper. Given the barrier between the property and the rest of the City of Mills created by the North Platte River, it is logical that services to the property should be provided by the City of Casper.

Staff is requesting direction as to whether a formal request/letter can be drafted, and brought forward to the Council at a regular meeting for approval, by resolution, allowing the Mayor to sign the request for de-annexation.

Attachments:
Vicinity Map
DRAFT Petition for De-Annexation
Legal Description of City-owned property (19-acres, more or less)

April 14, 2023

Christine Trumbull
Mills City Clerk
704 Fourth Street
Box 789
Mills, WY 82644

Dear Ms. Trumbull:

The City of Casper, as the landowner of a nineteen-acre parcel, more particularly described in the attached exhibits, and pursuant to W.S. 15-1-421, hereby requests that said property be de-annexed from the City of Mills. The City would like to annex the property into the City of Casper, in that its location, on the opposite side of the river from the City of Mills, makes it more practical for the City of Casper to provide municipal services.

Wyoming State Statutes do not provide a procedure for the simultaneous de-annexation of the property from Mills, and annexation to the City of Casper. Instead, two separate actions are required, beginning with the de-annexation of the parcel and the temporary reversion of the parcel to unincorporated land under the jurisdiction of Natrona County. After the parcel has reverted to unincorporated County land, the City will then annex the parcel according to the procedures outlined in W.S. 15-1-407.

Pursuant to W.S. 15-1-421 the City is concurrently providing a copy of the petition to de-annex to the Natrona County Commissioners. The Natrona County Commissioners are then required, by law, to prepare a report on the impact of the de-annexation within sixty (60) days. It is our understanding of the procedure that the City of Mills should not take any action on the petition for de-annexation until after the sixty (60) day period has elapsed. The City of Casper's final obligation with regard to the de-annexation will be to publish a legal notice in the Casper Star Tribune within ten (10) days of the filing of this petition.

Thank you for your consideration in this matter. If you have any questions, please contact Liz Becher, Community Development Director, or Craig Collins, City Planner, at 235-8241.

Sincerely,

Bruce Knell
Mayor of the City of Casper

Enc. Legal Description of property proposed for de-annexation

Cc: Natrona County Commissioners



EXHIBIT "A"
Portions of Lot 3 (NW¼SW¼)
& NE¼SW¼ Section 7, T.33N., R.79W., 6th P.M.
City of Casper Parcel
Natrona County, Wyoming

A parcel of land situate within portions of Lot 3 (NW¼SW¼) and NE¼SW¼ of Section 7, T.33N., R.79W., 6th P.M., Natrona County, Wyoming, as shown on Exhibit B, attached hereto and by this reference made a part hereof, being more particularly described as follows:

Commencing at the S1/16 corner common to said Section 7 and Section 12, T.33N., R.80W., located on the north line of Caspar Collins Addition No. 2, monumented by a brass cap, being the southwest corner of the parcel being described and the Point of Beginning;

Thence N00°22'33"W, along the west line of said Section 7, a distance of 847.62 feet to the northwest corner of the parcel being described, located within the North Platte River;

Thence S71°00'04"E, along the north line of the parcel, a distance of 1091.09 feet to an angle point;

Thence S68°00'11"E, along the north line of the parcel, a distance of 265.19 feet to the northeast corner of the parcel, located on the west line of the NE¼SW¼ of said Section 7;

Thence S00°04'06"E, along the west line of the NE¼SW¼ of said Section 7, a distance of 38.27 feet to a point;

Thence S45°20'56"E, a distance of 464.21 feet to the southeast corner of the parcel, located on the south line of the NE¼SW¼ of said Section 7 and the north line of the Caspar Collins Addition to the City of Casper;

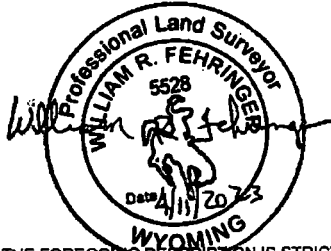
Thence S89°20'13"W, along the south line of the parcel, also being the south line of the NE¼SW¼ of said Section 7, and the north line of the Caspar Collins Addition, a distance of 329.87 feet to the SW1/16 corner of said Section 7;

Thence S88°53'54"W, along the south line of the parcel and the north line of the Caspar Collins Addition, a distance of 246.63 feet to a point being the northwest corner of the Caspar Collins Addition and the northeast corner of the Caspar Collins Addition No. 2;

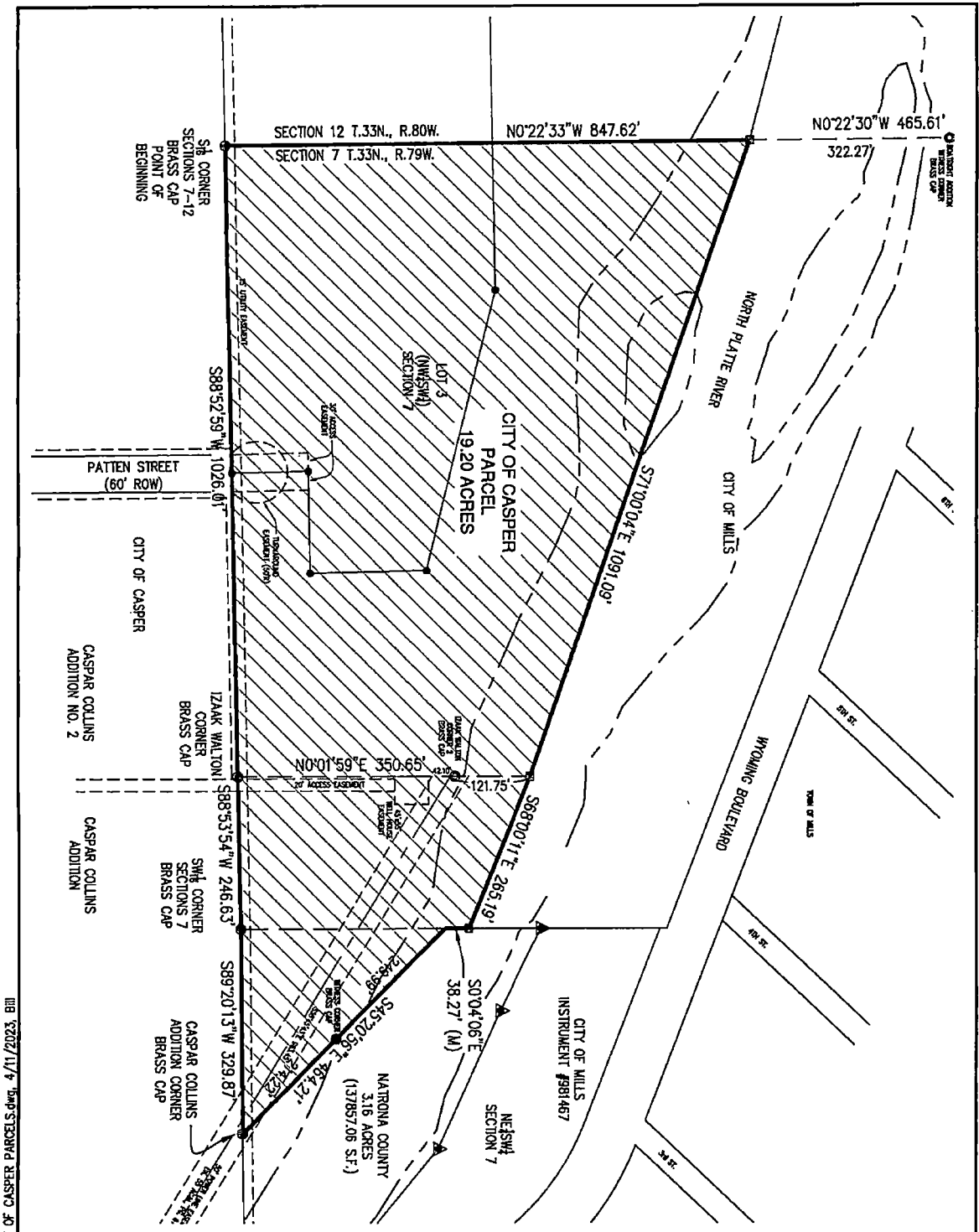
Thence S88°52'59"W, along the south line of the parcel also being the south line of the NE¼SW¼ of said Section 7, and the north line of the Caspar Collins Addition No. 2, a distance of 1026.01 feet to the Point of Beginning.

The above described parcel of land contains 19.20 acres, more or less and is subject to any rights-of-way and/or easements, reservations and encumbrances which have been legally acquired.

I hereby certify that this description was prepared from notes taken during an actual survey made under my direct supervision in September, 2021, and that on the basis of my information knowledge and belief as a Professional Land Surveyor that this description is true and correct.

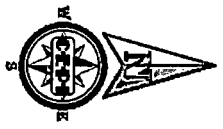


MODIFICATION IN ANY WAY OF THE FOREGOING DESCRIPTION IS STRICTLY PROHIBITED. I HAVE CAREFULLY REVIEWED THIS INFORMATION AND CERTIFY IT TO BE ACCURATE ON THE BASIS OF MY KNOWLEDGE AND BELIEF. ANY CHANGE, ADDITION OR DELETION OF ANY PART OF THIS DESCRIPTION WILL ACT TO VOID ANY WARRANTY OR RESPONSIBILITY, EXPRESSED OR IMPLIED, THAT I HAVE TOWARD THE SUBJECT PROPERTY.



LEGEND

- SET BRASS CAP
- CORNER NOT MONUMENTED
- FOUND MONUMENT AS NOTED



SCALE: 1" = 200'



Civil Engineering Professionals, Inc.
 6080 Enterprise Drive, Casper, WY 82609
 Phone 307.266.4346 Fax 307.266.0103
 www.cepi-casper.com

EXHIBIT "B"
NATRONA COUNTY PARCEL

Portion of
 Lot 3 & NE 1/4 Section 7
 T.33N., R.79W., 6th P.M.
 Natrona County, Wyoming
 April, 2023
 W.O. 23-141

M:\Land 2023\Survey\23-141 Izaak Walton Exhibits\Drawings\Survey\Plats\CITY OF CASPER PARCELS.dwg, 4/11/2023, Bill

Mills and Casper Boundary Adjustment

April 2023

