

**COUNCIL WORK SESSION**  
Tuesday, June 8, 2021 at 4:30 p.m.  
City Hall - Council Meeting Room

AGENDA

1. Council Meeting Follow-up
2. Health Department Proposed Fee Schedule Changes
3. 2021 Fire & Building Code Updates
4. Contractor Licensing
5. Amendment to the FY21 Budget
6. Scooter Business
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: Pollock, Cathey, Knell, Vice Mayor Pacheco, and Mayor Freel. Councilmember Johnson came to the meeting later and Councilmember Gamroth attended the meeting via GoToMeeting. Councilmembers Lutz and Engebretsen were absent.

Council discussed which Councilmembers would attend the Wyoming Association of Municipalities conference, and it was agreed that Councilmembers Lutz and Gamroth would attend.

Next, City Manager Napier introduced Anna Kinder, Executive Director of the Casper-Natrona County Health Department, to review a new fee structure for the Health Department. Ms. Kinder reviewed current fees and proposed new or changing fees that were outlined in the Council work session packet. She stated that any new fees will need to have a public hearing at a County Commissioner's meeting, pursuant to state statute. Councilmember Cathey asked about the low rates for some of the fees, such as licensing fees. Ms. Kinder responded that the Health Department is planning to reassess the fees next year and make them more equitable with other Wyoming communities. She also stated that some of the new fee categories have come from unfunded mandates for programming by the states. She stated that this presentation was informational in nature and it will be the County that formally approves the fees.

Next, City Manager Napier discussed the 2021 International Building, Residential, Mechanical, Fire, Plumbing, Fuel Gas, Fire and Existing-Building Code updates. He explained that the State has formally adopted these codes, and therefore it is required that cities and towns in Wyoming also adopt the codes. He then introduced Dan Elston, Building Supervisor, to discuss the updates to the codes in more detail. Mr. Elston explained that this is done every three years and this year's changes, although high in number, are for the most part not significant. He explained that most of the changes affect definitions and will not actually affect construction. He then reviewed some of the changes, including code changes that involve intermodal shipping containers, requirements for fire/carbon monoxide detectors, and the code involving thermal envelope of structures. He stated

that the City's Contractor Licensing Board voted to recommend adoption of the codes and explained that the City cannot adopt anything less stringent than what the State adopts. Mr. Elston explained that staff will look for the cheapest options for builders that will still meet the intention of the codes.

Devin Garvin, Fire Department Battalion Chief, also explained some of the changes to the codes, which included new code for training for staff/employees, storage of distilled spirits/wines, escape rooms, carbon monoxide detectors in classrooms with fuel burning appliances, and low frequency fire alarms.

Next, City Manager Napier discussed Bird Rides, Inc., a company that wants to rent out scooters in Casper. It would be the first service of this kind in Casper and the business model suggests a relationship with the host community. The City would not be required to provide any financial support. He then introduced, Michael Covato, Territory Manager for Bird Rides, Inc., to further discuss the proposal and answer any of Council's questions. Mr. Covato explained that Bird Rides, Inc. is a multi-billion-dollar business and is active in two other communities in Wyoming, including Evanston and Rock Springs. He stated that the business is well-suited for Casper and would be similar to a bike share system. He explained the process for renting out the scooters, which would utilize an app.

Council then discussed where the scooters would be allowed to operate and that if they were allowed on sidewalks that the ordinance governing sidewalk usage would need to be changed. Mr. Covato explained that if they operate on the streets they would be operating as a vehicle, much like bikes. Council also discussed that the ordinance governing things like skateboards in the downtown area may need to be addressed to allow for the scooters. City Attorney Henley stated that after speaking with Mr. Covato, Bird Rides, Inc. has many ways to address concerns, such as geo-gating to allow the scooters to only operate in certain areas of town and speed control to only allow the scooters to operate at certain speeds. Mr. Covato explained that he would encourage the City not to limit the speeds too much if they prefer the scooters to be operated on the street versus the sidewalk. He also stated that the scooters shutdown between the times of 12-4 a.m. to discourage drunk driving on the scooters. The scooters are self-standing with kickstands and in order to rent the scooters users must complete a tutorial on parking requirements and etiquette. Mr. also explained that Bird Rides, Inc. would contract with a local fleet manager with dedicated personnel to charge and maintain the scooters. Council gave their thumbs up to move forward with an MOU for the scooter service and also asked staff to look into ordinances that may need to be changed to allow for this service.

Next, City Manager Napier introduced Mr. Elston to discuss the process for becoming a licensed contractor in Casper. Mr. Elston explained the different roles that the Contractor's Licensing Board plays in approving or making exceptions to contractor licensing applications for people who may not be able to obtain necessary affidavits. He also explained the application requirements for contractor licenses. He discussed the process for citizens versus contractors pulling permits for different contracting jobs. He then answered Council's questions regarding these processes and explained that different jurisdictions have different license requirements. He also discussed possible repercussions for doing unpermitted work.

Next, City Manager Napier discussed the budget amendment that will be presented for Council's approval at next week's Council meeting to tie off FY21's budget. He then reviewed some highlights of the amendment, including amendments to the Fleet budget. He explained that this is an internal service fund and that there were some fuel costs that now need to be transferred to that fund. He stated that the Finance Department has suggested changing the policy for this fund next year so there are predetermined rates that cover overhead costs more succinctly and will not require reserves. He then introduced Jill Johnson, Finance Director, to further elaborate on the amendment. She further explained the Fleet charges and explained how reserves work for each fund. She also explained that the general fund budget did not require use of reserves this year.

Next, Council reviewed agendas for upcoming work sessions and Council meetings.

City Manager Napier then reviewed recent legislative items that may affect the City, including discussions about water/sewer districts, local development districts, and revenue committee discussions.

Next, Council went around the table to discuss their respective board and committee meetings as well as other matters of public interest. Councilmember Gamroth asked that a work session item be added for next fall to discuss the watering of City parks. Councilmember Knell asked staff to address a concerned citizen who complained about a code enforcement issue involving bright lights shining into their home.

The meeting was adjourned at 6:17 p.m.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Fleur Tremel  
City Clerk

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Steven K. Freel  
Mayor