

## COUNCIL WORK SESSION

Tuesday, February 8, 2022 at 4:30 p.m.  
City Hall - Council Chambers

### AGENDA

1. Council Meeting Follow-up
2. Community Promotions Process Changes
3. Visit Casper Bus Partnership
4. Police Department Liquor Report
5. Budget Amendment #2 Discussion
6. Council Committee Assignments
7. Agenda Review
8. Legislative Review
9. Council Around the Table

Mayor Pacheco called the meeting to order at 4:40 p.m. with the following Councilmembers present: Pollock, Sutherland, Cathey, Gamroth, Knell, Engebretsen, Vice Mayor Freel & Mayor Pacheco. Councilmember Johnson arrived at 4:50 p.m.

There were no items for Council follow-up.

Next, City Manager Napier discussed community promotions process changes. He stated that Visit Casper has expressed interest in partnering with the City to fund community promotions, because they often end up funding the same type of requests. The proposal consists of a third-party board that would make the allocation recommendations and would include members of City Council and Visit Casper. The City would be responsible for providing in-kind support to community promotions events and Visit Casper would provide cash funding. He stated that this change would help streamline the process and deploy the right expertise from Visit Casper to help make decisions about these events based on the amount of money they bring to the City in tax dollars.

Councilmember Pollock stated that these changes came from discussions after last year's community promotions process and the City Council's lack of expertise in answering questions about which events will provide the largest economic impact to the community. She stated that the new process would help leverage City assets to help Visit Casper bring in events that are most impactful to the community. Councilmember Knell asked if there was any downside to the new process, and City Manager Napier stated that Council will have less control over the outcome of which events are funded. He explained that this could also be viewed as a positive, because the board will do the filtrations and analysis for Council so they are able to adopt the recommendation unilaterally without having to evaluate each application themselves. Brook Kaufman, CEO of Visit Casper, stated that Visit Casper is willing to work closely with Council to meet their funding requirements, and they will provide a full annual report as to how the selected events impacted the community. She also stated that the City providing in-kind support will help offset costs that require grant money which will help Visit Casper's funding go further.

Councilmember Gamroth expressed concern about in-kind funding in light of the struggles the City has funding all of its facilities. Ms. Kaufman explained that the value of the in-kind funding is that it can allow for events to come that may not otherwise be able to afford the facilities which in turn brings large amounts of tax dollars to the community. She stated that it is a huge return for a small investment. She reiterated that Visit Casper has the tools to evaluate the success of programs in generating tax dollars in the community. City Manager Napier stated that this partnership would also prevent Advance Casper from being pulled into these requests in the future. He also explained how the budgeting would work for the new process and stated that Council would need to decide whether or not to have facilities bill the general fund for fees associated with in-kind funded events. Councilmember Knell expressed concern over granting funds to events that make a profit, and Ms. Kaufman stated that she agreed but would need further guidance in the future for the tolerated profit level. Council gave their thumbs up to the concept of the new process for community promotions and for partnering with Visit Casper. They directed staff to move forward with forming a board to evaluate the applications.

Next, City Manager Napier discussed the Visit Casper bus. He explained that Visit Casper would like to purchase a bus to provide transportation to out of town visitors and tourists. They have proposed that they would purchase the bus but the City would own it, store it, and do minor maintenance on it. Visit Casper would be responsible for major maintenance costs. The City's out of pocket costs would be less \$1K per year and the City would be able to use the vehicle as well when needed. Ms. Kaufman explained that having the bus will allow Casper to compete in securing convention business. She stated that they envision using the bus at least 100 days per year, and that the purchase of the bus was added along with the purchase of the City's bus for its transit program, making the purchase as cost effective as possible. Council gave their thumbs up to moving forward with the partnership. City Manager Napier stated that a formal MOU will be brought to Council to vote on at a future date.

Next, City Manager Napier discussed the Police Department's annual liquor report. Councilmember Pollock recused herself and stepped out of the Council Chambers for the discussion of this agenda item. City Manager Napier explained that the purpose of the report is to give City Council the opportunity to review any license holders that have presented problems to the Police Department throughout the past year prior to next week's liquor license renewals. He then introduced Police Chief McPheeters to review the report. Chief McPheeters stated that there were no aberrations overall and he did not see any liquor establishments that had issues that rose to the level of recommending a review with City Council before renewals. He stated that there were fifteen failures in sting operations this year and there has been an increase in DUI crashes this year. He stated that it is difficult to trace back a DUI crash to specific establishment. He also stated that two establishments that have had issues in years past, Gaslight Social and 2<sup>nd</sup> Street Liquor, have had a very significant reduction in calls for service this year.

Councilmember Cathey asked about the large number of false alarm calls, and Chief McPheeters stated that this is time consuming for the police to deal with. Chief McPheeters explained that other jurisdictions have a graduated fee structure for false alarm calls. Council gave their thumbs up to add false alarms to a future work session agenda.

Next, City Manager Napier discussed the upcoming budget amendment. He explained that a large part of it is dedicated to moving contracts and projects forward that have not been completed due to timing. He stated that the amendment also accounts for unexpected revenue and projects that were given direction recently. One of the largest items is a new expenditure for \$3.9M for a cell lining project for the Balefill. This project was not anticipated to be completed until next year, but the Department of Environmental Quality (DEQ) recommended that the City complete this sooner rather than later due to safety and litter issues. He then introduced Cindie Langston, Solid Waste Manager, to discuss this project in more detail. Ms. Langdon explained some of the environmental and safety concerns expressed by City staff and the DEQ that led to the suggestion to move this project forward. City Manager Napier showed the Balefill Fund proforma and stated that upcoming rate increases may be recommended to help the fund stay healthy in light of the project being completed sooner than expected. Councilmember Pollock asked that the proforma include a marker at the target amount that the fund needs to be at to be healthy given its rebounding nature. City Manager Napier stated that this can be added so that Council can see the target amount the fund needs to be at the next time a cell is due to be lined.

City Manager Napier also mentioned that there is a large transfer for the river project in the amendment, which comes from new revenue from a BP reimbursement. The amendment also includes a large funding request of \$1.2M for a firetruck expenditure, which is being rolled forward from a previous request that was not completed in FY21. He stated that next week this amendment will be presented to Council for formal consideration at the regular Council meeting.

Next, Mayor Pacheco passed out Council committee assignments and asked if there were any changes that Council would like to make to the listing. He stated that there would be a change to the Health Department's appointee, as they had requested that Vice Mayor Freel remain on the board. Councilmember Gamroth asked that minutes from the committee meetings be added to the info packets each week. Councilmember Knell discussed the Contractor Licensing and Appeals Board and stated that they asked that he no longer serve on that board due to issues he had with their processes. Council asked that staff reach out to the Airline Advisory Board as well as the Alcohol Dealer Board to ask if they are still meeting.

Mayor Pacheco asked that Councilmembers strive to attend the board meetings they are assigned to and request alternates for weeks they are unable to attend. Council discussed what the role of a liaison versus a voting member is on the boards and committees. Council also discussed how different boards go about requesting a Council appointee. City Manager Napier stated that a written request needs to be sent to the Mayor and then Council can vote on whether that board will be appointed a Council representative.

Next Council reviewed the agendas for upcoming Council meetings and work sessions. City Manager Napier discussed upcoming police vehicle purchases, and Council asked that evaluation of the one to one police vehicle program be added to a future work session agenda.

Next, City Manager Napier discussed the upcoming legislative dinner and stated that he will be discussing legislative issues with Council at an upcoming meeting.

Next, Council went around the table to discuss their respective board and committee meetings as well as matters of public interest.

The meeting was adjourned at 6:51 p.m.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Fleur Tremel  
City Clerk

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Ray Pacheco  
Mayor