

WORK SESSION AGENDA


Casper City Council
City Hall, Council Meeting Room
Tuesday, February 28, 2023 at 4:30 p.m.



Work Session Meeting Agenda		Recommendation	Beginning Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Meeting Follow-up		4:30	5 min
2.	Health Department Update	Information Only	4:35	15 min
3.	Metro Animal Shelter Generator Project	Direction Requested	4:50	20 min
4.	Casper Area Transit Electric Fleet Conversion Study Update	Information Only	5:10	30 min
5.	Council Leadership Selection Process	Direction Requested	5:40	30 min
6.	Creation of LAD 159 – Westridge Improvements	Direction Requested	6:10	30 min
7.	Legislative Update		6:40	10 min
8.	Agenda Review		6:50	10 min
9.	Council Around the Table		7:00	20 min
Approximate End Time:				7:20

Please silence cell phones during the meeting

February 13, 2023

MEMO TO: J. Carter Napier, City Manager 
FROM: Keith McPheeters, Chief of Police
Jeremy Tremel, Lieutenant
SUBJECT: Metro Animal Services-Shelter Facility Generator Project

Meeting Type & Date:

Work Session
February 28, 2023

Action type:

Direction Requested

Recommendation:

That Council authorize staff to move forward with the procurement process for a generator at Metro Animal Services Shelter as the scope of the project requires Council's authorization.

Summary:

Metro Animal Services Shelter is a City of Casper-owned facility located at 2392 E. Metro Road, Casper, Wyoming. The Facility was built in 1984 as a county-wide venture to serve all of Natrona County. Today, the facility, through contractual agreements, serves all communities within Natrona County: Bar Nunn, Casper, Evansville, Mills, and Natrona County.

Animals are housed at the facility 24/7 and the need for adequate power and redundancies are essential to ensure the safe and humane treatment of animals. The care of animals and the animal control function within municipalities has changed considerably since the shelter was first built approximately forty years ago. Those changes, coupled with a catastrophic heating failure occurring in 2022, have caused staff to evaluate all aspects of the City's animal services function. Through that analysis, we believe Metro Animal Services Shelter can reduce its risk exposure, ensure a safe shelter environment for animals, and better meet its mission with the installation of a backup power generator.

Financial Considerations:

The purchase and installation of a new generator would come from reserve funds in the Metro Animal Services fund.



Oversight/Project Responsibility:

Jeremy Tremel, Lieutenant

Attachments:

No attachments.

February 8, 2023

MEMO TO: J. Carter Napier, City Manager 
FROM: Liz Becher, Community Development Director 
Beth Andress, MPO Supervisor
SUBJECT: Casper Area Transit Electric Fleet Conversion Study Update

Meeting Type & Date:
Council Work Session, February 28, 2023.

Action Type:
Information Only

Recommendation:
None

Summary:
In December 2022, the Casper Area Metropolitan Planning Organization, through its fiscal agent the City of Casper, entered into a contract with HDR Engineering, Inc. to perform the Casper Area Transit Electric Fleet Conversion Study. The scope of the study requests that the HDR Engineering consultant team tour our fleet and transit facilities, ride along on our fixed route services, interview staff, and meet with project stakeholders including Rocky Mountain Power and the Wyoming Department of Transportation. The Casper Area MPO has asked the consultant to give the council an informational update regarding the study.

The goal of the Casper Area Transit Electric Fleet Conversion Study is to provide information and planning-level details to the MPO and Casper Area Transit on the feasibility of the electrification of the Casper Area Transit fleet. The Federal Transit Administration is promoting the conversion of fossil fuel transit fleets and requested that this study be completed. The study would if federally mandated or desired by our community, position the MPO and Casper Area Transit to take advantage of federal electric fleet conversion funding. The study will provide the City of Casper and Casper Area Transit with a road map for integrating electric vehicles as well as an understanding of what advancements in electric vehicle technology and power infrastructure need to take place prior to potential integration.

The Casper Area Metropolitan Planning Organization (MPO) is composed of the City of Casper, the Towns of Bar Nunn and Evansville, the City of Mills, and Natrona County. The MPO along with the member jurisdictions guided by the Long Range Transportation Plan identifies projects and programs they wish to complete each federal year. These programs and projects are presented by the MPO each year in the Unified Planning Work Program (UPWP) which is voted on and approved by representatives from all the MPO member jurisdictions on both the Technical and Policy Committees. The Fiscal Year 2023 UPWP included \$100,000.00 of matched federal funding for the Casper Area Transit Electric Fleet Conversion Study.

The final Casper Area Transit Electric Fleet Conversion Study will be presented to the Casper City Council for review and approval in June 2023.

Financial Considerations:

Funding for this project comes from the Casper Area MPO, including federal monies and contributions from member agencies.


Oversight/Project Responsibility:

Beth Andress, MPO Supervisor

Attachments:

None

February 15, 2023

MEMO TO: J. Carter Napier, City Manager 
FROM: Fleur Tremel, City Clerk & Assistant to the City Manager
SUBJECT: Straw Poll Election Process for the Selection of Council Leadership

Meeting Type & Date

Council Work Session
February 28, 2023

Action Type

Information Only

Recommendation

That Council review the Council Leadership Election Process and provide direction and/or any changes Council may want to implement.

Summary

According to Charter Ordinance No. 22-97, City Council elects a Mayor and Vice-Mayor (Vice President of Council) each year at the first meeting in January. In the past, Council has used a straw poll process to select the Mayor and Vice Mayor that would be voted on during the first Council meeting of the year. This process begins by Councilors nominating a Mayor and Vice Mayor. Councilors self-nominate or any other Councilor for Mayor or Vice Mayor by anonymously filling out the sheet provided and delivering to the City Clerk or by telling the Clerk. Staff ensure that Councilors accept the nomination and will then draft a ballot.

Council will then be asked to conduct a straw poll for the Mayor. The ballots will then be counted by the City Attorney and the City Clerk. The selected Mayor will be announced, and then the Vice Mayor ballot will be likewise distributed, counted, and announced. The Councilors selected for Mayor and Vice Mayor will then be moved forward for formal approval in January.

Recently, beginning in 2021, there were several names on each straw poll ballot, which could result in a tie or a lack of a majority. The options to avoid this would be to do a run off or use rank choice voting. A ranked-choice voting system is a system in which voters rank candidates by preference on their ballots. If a candidate wins a majority of first-preference votes, that person is declared the winner. If no candidate wins a majority of first-preference votes, the candidate with the fewest first-preference votes is eliminated. First-preference votes cast for the failed candidate are eliminated, lifting the second-preference choices indicated on those ballots. A new tally is conducted to determine whether any candidate has won a majority of the adjusted votes. The process is repeated until a candidate wins an outright majority.

Staff suggested the ranked choice voting in 2021 in order to simplify the process and not require Council to revote, or to have to announce which nominee would be removed from the ballot and

then revote. Council has the option to direct staff to adopt process changes as necessary. Council could choose to memorialize the process or any changes in policy, so as to have a mutually accessible resource available to future discussion along those lines.

Financial Considerations

None


Oversight/Project Responsibility



Fleur Tremel, City Clerk

Attachments

None

February 21, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director 
Alex Sveda, P.E., City Engineer 
Steven Stolte, E.I.T., Associate Engineer I

SUBJECT: Consideration of Local Assessment District No. 159 – Westridge Improvements Creation

Meeting Type & Date:
February 28, 2023
Council Work Session

Action Type:
Council direction

Recommendation:
That Council consider the creation of Local Assessment District No. 159 – Westridge Improvements.

Summary:
The Westridge Addition consists of mainly residential lots that were platted and developed in the late 1940's and early 1950's. The infrastructure in the area has exceeded its useful life span and street surfacing is highly deteriorated. In addition to the surfacing, water lines are experiencing frequent failures and are in need of replacement and upsizing. The City of Casper has completed several projects over the past 20 plus years to replace the aging infrastructure in older neighborhoods.

Similar projects include Ft. Casper Phase I, Ft. Casper Phase II and University Park. These projects consisted of asphalt pavement, concrete curbwalk, water main, sanitary sewer, and storm sewer improvements and were funded by the City of Casper as well as by the property owners in the construction area. The City of Casper funded the asphalt pavement, water main, sanitary sewer main, and storm sewer improvements. The City of Casper assisted property owners in forming a Local Assessment District (LAD), where property owners were assessed for the costs associated with the concrete curbwalk improvements and new sanitary sewer service lines.

The City of Casper has hired WLC Engineering and Surveying (WLC) to develop plans for the proposed improvements in the Westridge Area, prepare a detailed cost estimate, and assist in forming an LAD. The Westridge Improvements are planned to be completed in Phases with the first Phase being completed by the fall of 2023.

On January 26, 2023, a public meeting was held with property owners in the project area to discuss the proposed improvements, anticipated costs, and proposed assessments. The overall consensus at the meeting was that property owners were in favor of the improvements and the cost savings of the LAD.

WLC has estimated the cost for Phase I improvements at \$2,172,811. This cost includes WLC's costs for Phase I and Phase II engineering and design plus WLC's costs for Phase I construction administration, all in the amount of \$370,098. The City would pay all asphalt pavement, water main, sanitary sewer main, and storm sewer improvements. Property owners would be liable for the concrete curbwalk and sanitary sewer service lines. Engineering Staff is proposing that the LAD be established so that the assessments are spread out over ten (10) equal annual installments at the interest rate of three percent (3%), where assessed property have the option to make payments more frequently than the annual installment. If Council agrees to this proposal, WLC estimates the combined total out-of-pocket expenses for property owners to be approximately \$662,179 as assessed per lineal foot of individual lot frontage to the street and per lineal foot of individual sanitary sewer service replaced.

If Council decides to move forward with LAD creation, a resolution for intent to create LAD No. 159 will be developed for approval at the next Regular City Council Meeting. Once intent to create the LAD is approved, assessed property owners will be notified and a series of three (3) public hearings will be scheduled and advertised to take place at subsequent Regular City Council Meetings. After the third public hearing and if written objections are in the amount of less than half of assessed property owners, the LAD will be created and an ordinance established.

Financial Consideration

\$574,363 from FY 23 1%#16 Capital Improvements budget.

\$662,179 from LAD assessments.

\$467,049 from Water Fund Reserves.

\$99,122 from Sewer Fund Reserves.

Oversight/Project Responsibility

Steven Stolte, E.I.T., Associate Engineer I

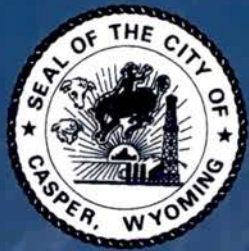
Attachments

January 26, 2023 Public Meeting Presentation

Westridge Area Phase I Reconstruction



Public Meeting – January 26, 2023



Introductions

- City of Casper
- Alex Sveda, City Engineer
- Steven Stolte, Associate Engineer

- WLC Engineering and Surveying
- Design Consultant for the City of Casper
- Shane Porter P.E., President, Project Manager
- Brad Holwegner P.E., Assistant Project Manager, Lead Design Engineer

Background Information

- 📄 Street Maintenance – Asphalt/Concrete Surfacing was constructed in the 1950's and is well past its expected lifespan.
- 📄 Water Main Repairs – Original Cast Iron Water Mains, undersized and breaking frequently.
- 📄 Sewer Mains – Still in good condition with some exceptions, Manholes need replaced, services are clay tile and many need replaced.

Background Information

- Surfacing badly deteriorated:
 - Cracks in surfacing allow seepage
 - Freeze thaw conditions
 - Settlement
 - Overall failure
- Failures result in poor drainage which continues the cycle.

Background Information

Recommendations for Improvements

- All Curb/Gutter/Sidewalk and Asphalt should be replaced
- Sanitary Sewer Manholes should be replaced in Westridge Circle, bricks are in poor condition and grout is deteriorating.
- Sanitary Sewer Manhole brick risers to be replaced in Westwood Hill.
- Sewer Services in streets to be replaced to property line

Background Information

- Recommendations for Improvements
 - Water main replaced where still original Ductile Iron.
 - Water services to be replaced to curbstop if they are found to be Lead.
 - Storm Sewer inlets to be replaced in Westwood Hill.

Background Information

- Recommendations for Improvements
 - 5' Curbwalk to be replaced with 6.25' Section to meet minimum ADA of 36" sidewalk width.
 - Wider curbwalk, will reduce asphalt width by 2.5'.

Proposed Improvements

 Waterlines



 Sanitary Sewer System

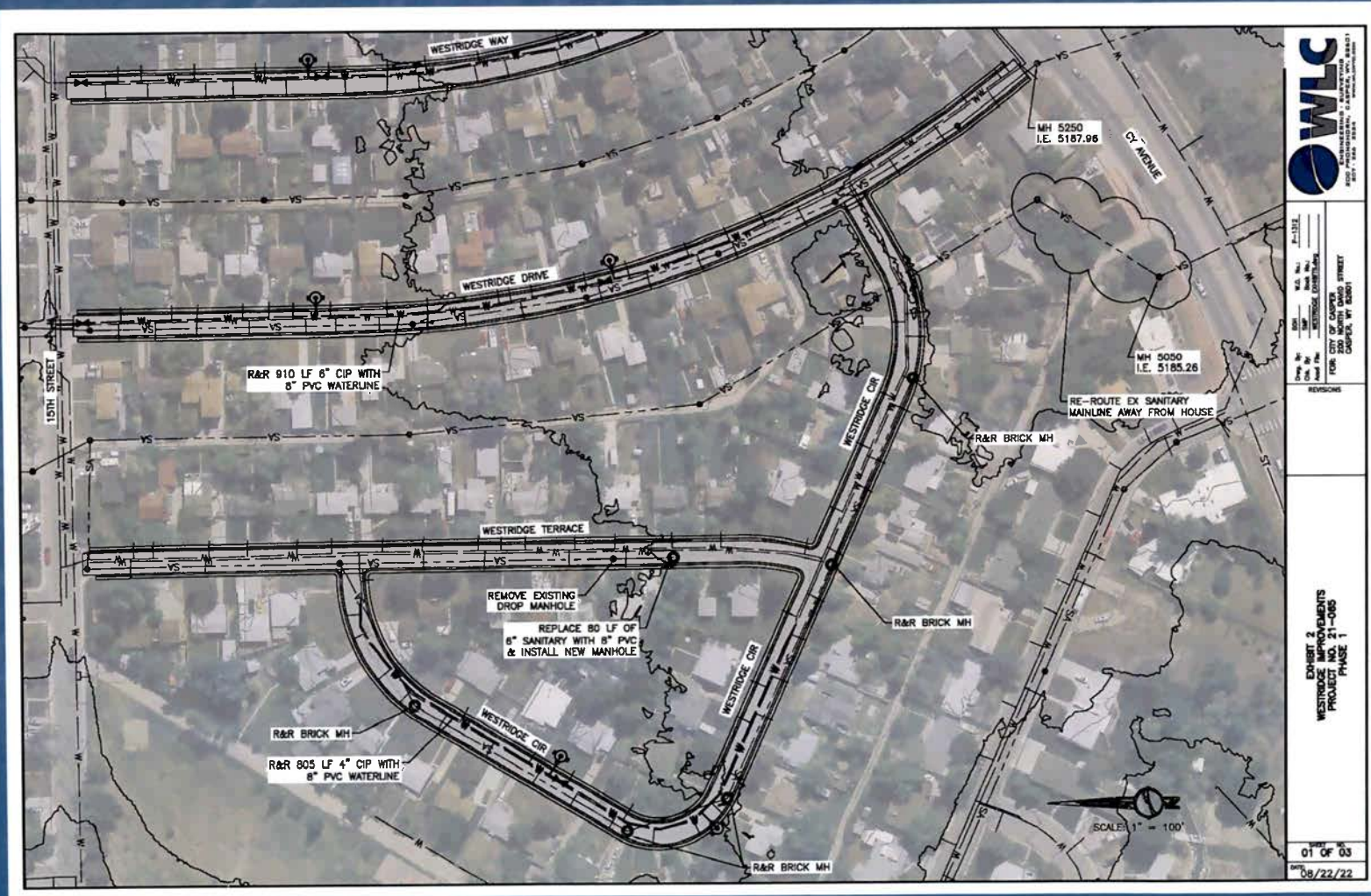


■ Storm Sewer System

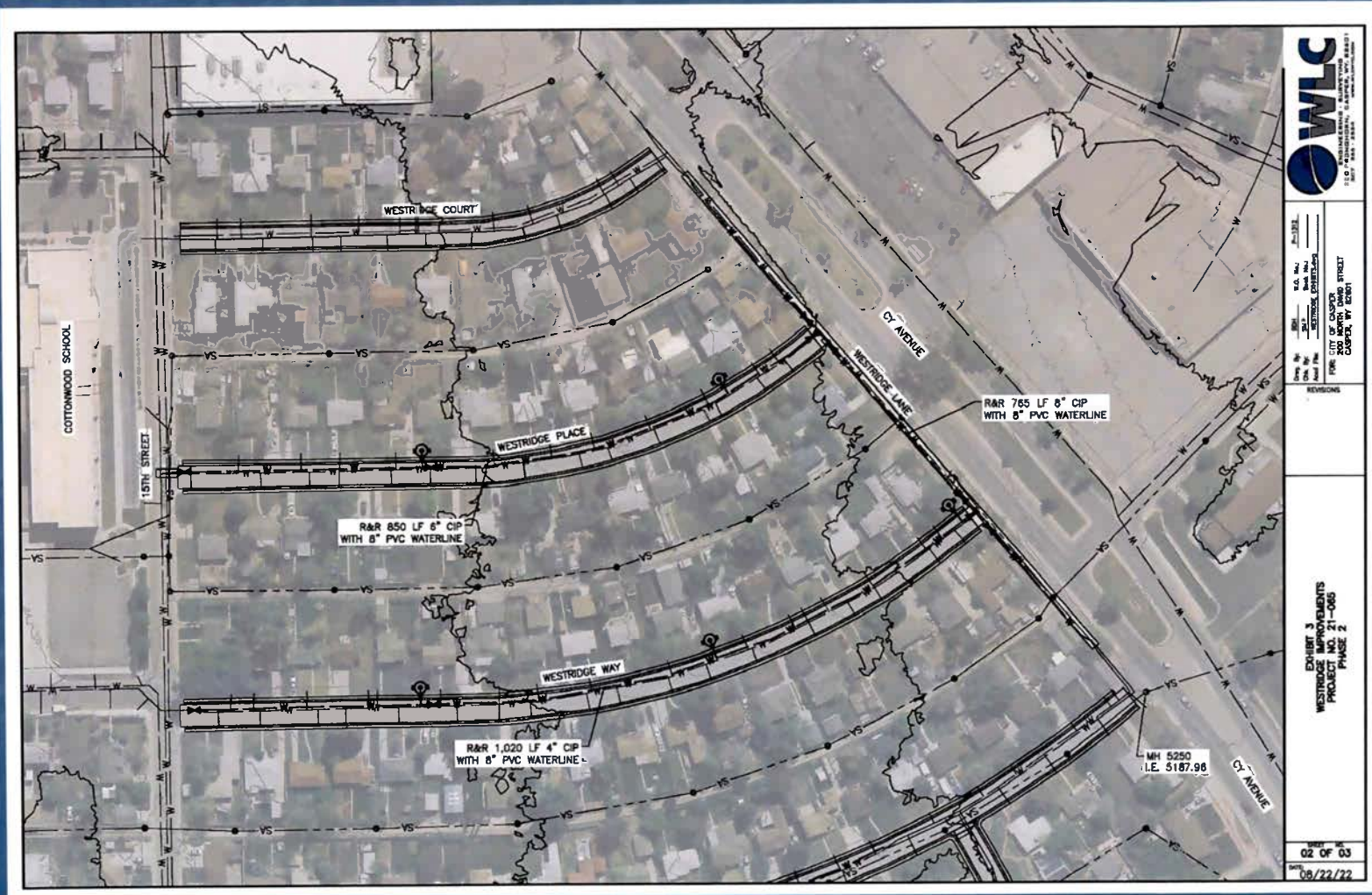
■ Street Improvements



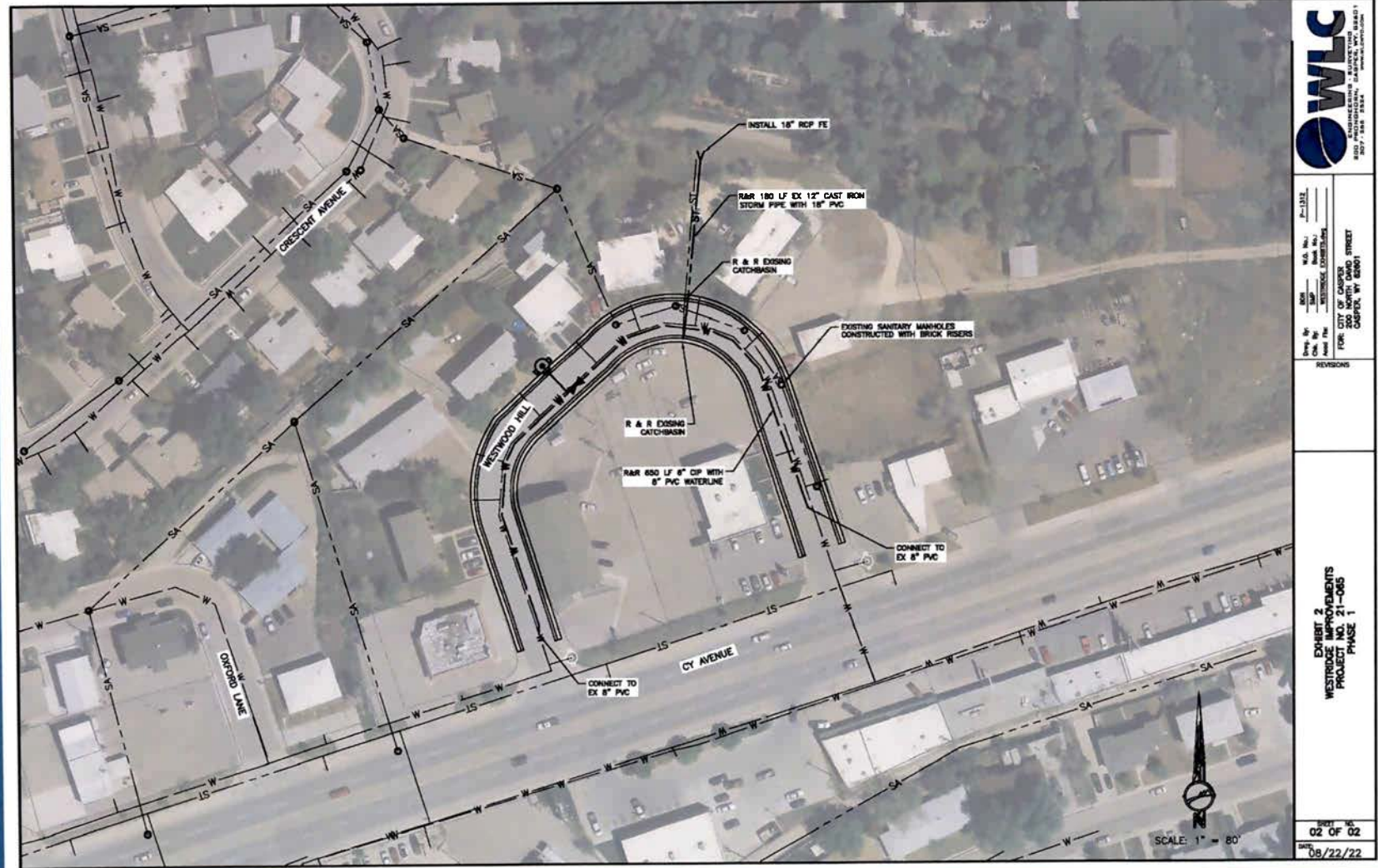
Background Information



Background Information



Background Information



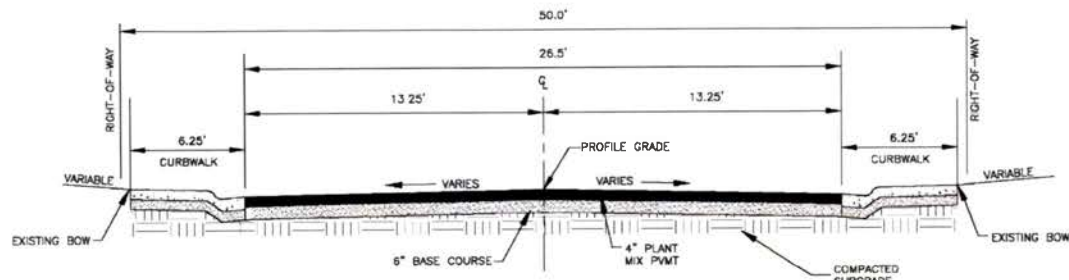
Date: 05/22/22
 Drawn By: [Blank]
 Check By: [Blank]
 Project No.: 21-065
 Westside Consultants
 2027 - 284E - 283A
 WESTSIDE, MISSOURI
 FOR: CITY OF CARBON SPRING
 CARBON, MISSOURI

REVISIONS

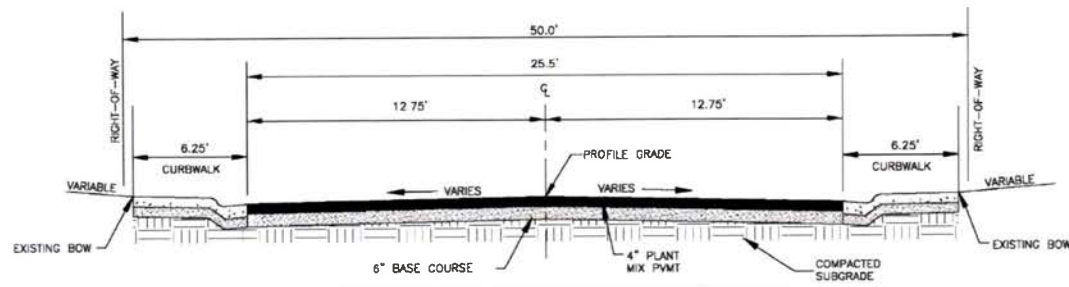
EXHIBIT 2
 WESTSIDE IMPROVEMENTS
 PROJECT NO. 21-065
 PHASE 1

02 OF 02
 05/22/22

Background Information



WESTRIDGE CIRCLE, TERRACE, DRIVE & WAY TYPICAL STREET CROSS SECTIONS



WESTRIDGE PLACE & COURT TYPICAL STREET CROSS SECTIONS



Drawing No. 22-0324
 Project No. 22-0324
 Client: WESTRIDGE DEVELOPMENT, LLC
 Date: 08/22/22
 Title: WESTRIDGE CIRCLE, TERRACE, DRIVE & WAY TYPICAL STREET CROSS SECTIONS
 Scale: AS SHOWN

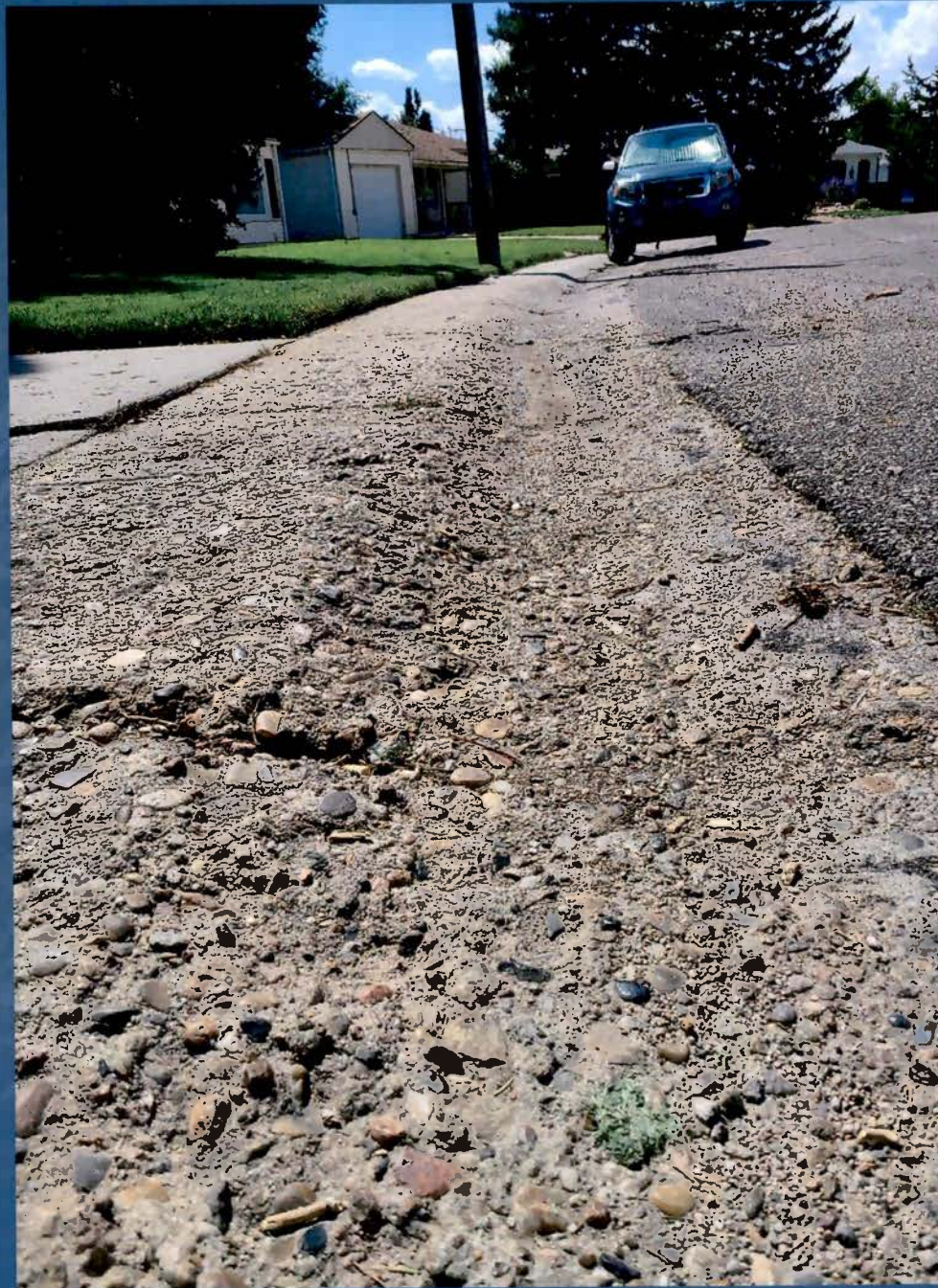
NO.	DESCRIPTION	DATE

EXHIBIT 1
WESTRIDGE DEVELOPMENT, LLC
PROPOSED TYPICAL STREET CROSS SECTIONS

SHEET NO. 02 OF 03
 DATE: 08/22/22



















21

Revenue Sources



■ 1% Sales Tax Revenue	\$943,550
■ City of Casper Water/Sewer Budget	\$567,082
■ Assessments	<u>\$662,179</u>
■ Total	\$2,172,811

Project Expenses



■ Water	\$322,290
☞ Sanitary Sewer	\$68,400
☞ Storm System	\$40,325
■ Concrete Work	\$549,862
■ Streets	\$518,486
☞ Mobilization, Incidentals, Engineering and Contingency	<u>\$673,448</u>
Total =	\$2,172,811

Note: Costs include 10% contingency.

Local Assessment District (LAD) Formation

Assessment Method and Cost

- Process established by State Statutes to assess private property for infrastructure improvements.
- Assessments include cost of removal and replacement of Curbwalk and removal and replacement of sanitary sewer services within streets from the main to the property line. Per City Ordinances – property owners own the curbwalk and the sewer services.
- Individual lot assessments are based on the linear feet of curbwalk based on each lot's frontage length, plus the cost of each property's new sewer service line if being replaced.
- Costs for the long leg of each corner lot and the connected intersection radius is shared among all property owners.



LAD Costs

Concrete Cost

Determined by:

- Estimated Concrete Removal and Replacement Cost =
\$65/linear foot
- Amount of curbside added to each lot to account for intersection corners and longer side of corner lot frontage =
13.33 feet
- Estimated Design Engineering, Construction Engineering and Traffic Control =
Estimated to be an additional 15%

Note: Costs are estimated based on average recent bid prices.,

LAD Costs

Average Estimated Sewer Service Cost:

Determined by:

- Estimated cost of 4" Sanitary Sewer Service per lineal foot=
\$50/lineal foot
- Includes Design Engineering, Construction Engineering and Traffic Control =
Estimated to be an additional 15%

Note: The sanitary sewer mains are not in the middle of the streets. Therefore, the total linear feet of sewer service will differ depending on which side of the street the lot is located. Not all lots will receive a new sewer service, only the lots with sewer services going out to the street will be replaced.

LAD Costs

Example of Cost per Lot Calculation:

Assume a 60' wide lot located on the near side from the sewer main:

- Remove and Replace Concrete Curbwalk =
 $(60' + 13.33') \times \$65/\text{ft} = \$4,766$
- 🔧 Remove and Replace Sanitary Sewer Service =
 $16' \times \$50/\text{ft} = \800

Total = $(\$4,766 + \$800) \times 1.15 = \$6,401$

LAD Costs

Estimated Annual Payment Per Lot:

Assuming same 60' wide lot:

- Total Assessment = \$6,401
- Assuming 3% Interest for 10 Years:

Estimated Annual Payment = \$748

LAD Costs

Snapshot of Spreadsheet from Needs Assessment:

WESTRIDGE PHASE 1 OWNERSHIP AND ASSESSMENT ROLE

Prepared by WLC Engineering and Surveying, Updated January 26, 2023

NOTE: [Redacted] Indicates Corner Lot

Owner 1	Street Address	Legal	Street Frontage (ft)	Corner Frontage (ft)	Curve Frontage (ft)	Street Frontage for Assessment (ft)	Estimated Assessment for Curbwalk (\$)	Estimated Sewer Service Length (ft)	Estimated Sewer Services Cost (\$)	Total Estimated Assessment (\$)	Estimated Annual Assessment at 3% for 10 Years (\$)
118 HOLDINGS, LLC	2068 CY AVE	627 SUBDIVISION TRACT C	80.5	125.5	80.25	73.83	\$4,799.24			\$6,499.83	\$644.76
ADAMS, KIPP A	1752 WESTRIDGE CIR	WESTRIDGE LOT 169	61			74.33	\$4,831.74	15.00	\$750.00	\$6,396.67	\$749.89
ALLEN, DONALD F ET UX	1604 WESTRIDGE DR	WESTRIDGE LOT 112	67.1			70.43	\$4,578.24			\$5,246.68	\$615.07
BEARD, CHRISTOPHER ET UX	1634 WESTRIDGE CIR	WESTRIDGE LOT 163	47			60.33	\$3,921.74	40.00	\$2,000.00	\$6,796.31	\$795.56
BECKTON, WILLIAM C ET UX	1745 WESTRIDGE DR	WESTRIDGE LOT 102	61.8			75.13	\$4,883.74			\$5,596.76	\$656.11
BERGMAN, STEPHEN M ET UX	1652 WESTRIDGE CIR	WESTRIDGE LOT 158	60			73.33	\$4,766.74	16.00	\$800.00	\$6,379.48	\$747.87
BERNARD, MIQUELLE	1704 WESTRIDGE DR	WESTRIDGE LOT 119	57.1			70.43	\$4,578.24			\$5,246.68	\$615.07
BERTAG PROPERTIES LLC	2000 WESTWOOD HILL	WESTWOOD #3 LOT 622 COMMERCIAL	71.72			85.05	\$5,028.54			\$5,335.71	\$742.74
BERTAGNOLE, BRYAN ET UX	2014 WESTWOOD HILL	WESTWOOD #3 LOT 621 COMMERCIAL	81.1			94.43	\$6,138.24			\$7,034.42	\$824.65
BERTZ, DONNA K	1644 WESTRIDGE CIR	WESTRIDGE LOT 157	60			73.33	\$4,766.74	16.00	\$800.00	\$6,379.48	\$747.87
BLACK, TERI L ET VIR	1712 WESTRIDGE CIR	WESTRIDGE LOT 165	61			74.33	\$4,831.74	16.00	\$800.00	\$6,453.97	\$756.60
BLAZEK-SEVERANCE, CYNTHIA L ET VIR	1657 WESTRIDGE CIR	WESTRIDGE LOT 149	63.8			77.13	\$5,013.74			\$5,745.74	\$673.58
BOYLES, VELMA KAY	1634 WESTRIDGE DR	WESTRIDGE LOT 109	55			68.33	\$4,441.74			\$5,090.23	\$596.73
BRADSHAW, ROBERT E ET AL TRUSTEES	1522 WESTRIDGE TER	WESTRIDGE LOT 152	60			73.33	\$4,766.74	15.00	\$750.00	\$6,322.18	\$741.15
BRENNAN, BOBETTE L	1704 WESTRIDGE CIR	WESTRIDGE LOT 164	47			60.33	\$3,921.74	30.00	\$1,500.00	\$6,213.31	\$728.39
BRENTON FAMILY INVESTMENTS, LLC	NA	627 SUBDIVISION TRACT B	59.4			72.73	\$4,727.74			\$5,417.99	\$635.15
BRENTON FAMILY INVESTMENTS, LLC	1844 CY AVE	627 SUBDIVISION TRACT A	129.46		170.37	142.79	\$9,281.64	31.00	\$1,650.00	\$12,413.06	\$1,455.19
BUFF, JAMES E ET UX	1617 WESTRIDGE TER	WESTRIDGE LOT 132	59			71.33	\$4,636.74			\$5,313.70	\$622.93
CAMP PROPERTIES LLC	1814 WESTRIDGE CIR	WESTRIDGE LOT 171	61			74.33	\$4,831.74	15.00	\$750.00	\$6,396.67	\$749.89

LAD Formation

- Formation of a LAD requires the following:
 - Council Resolution
 - Public Hearing
 - Council Ordinance (Requires Council Action at three Council meetings, the first being after the public hearing)
 - If objections representing more than 50% of the area have been filed, formation of the LAD will discontinue at that point, and the project may not move forward.

LAD Formation Estimated Schedule

- **February 21, 2023:**
Council Meeting to adopt Resolution and establish the date of the public hearing.
- **Week of February 27, 2023:**
 - Property owners receive letter establishing March 21st as the public hearing date and a copy of the passed resolution.
 - Property owners have 15 days to file a written objection to the City of Casper.
- **March 21, 2023:**
Public Hearing and first reading of Ordinance to create the LAD.
- **April 4, 2023:**
Second reading of Ordinance to create the LAD.
- **April 18, 2023:**
Third reading of Ordinance to create the LAD.

Note: Dates Subject to Change

Project Schedule

- 📅 Create LAD – Winter/Spring 2023
- 📅 Design of Project – Winter/Spring 2023
- 📅 Construction – Summer & Fall 2023
- 📅 LAD Assessments 1st Notice - Spring 2024
 - Establishing Assessment Role requires public hearing and three council readings.
 - 30 days to pay total interest free
 - 10 years annual payment @ 3% interest

Construction Issues

Inconveniences to residents:

- Restricted access
- Trash Pick-up

Construction Issues

Work on Private Property:

- Repair Disturbed Landscaping
- Concrete flatwork to connect driveways/sidewalks to new curbswalk
- Potentially during connection of new water/sewer services at property line

Consent Form

Example Consent Form

HOMEOWNER'S CONSENT FOR IMPROVEMENTS PURSUANT TO ORDINANCE NO. 10-00 OF THE CITY OF CASPER, WYOMING

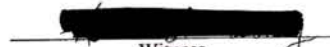
I (We), the undersigned, as owner(s) of the real property located at 1343 Kearny Ave., Casper, Wyoming, hereby consent to the City, its agents or contractors, to enter upon said property to perform any and all necessary concrete flat work and work incidental thereto, all as described and set forth in Ordinance No. 10-00 of the City of Casper, Wyoming, a copy of which has been provided to the undersigned, and the improvements having this day been explained to me.

This Consent includes the right of ingress and egress, and also the right to temporarily operate machinery upon the undersigned's real property in order to make the above-described improvements.

Dated this Sept. day of 7, 2001.


OWNER

OWNER


Witness

Notice is hereby given that landowners do not have to consent to the improvements being done upon their property as described above. However, the improvements described and set forth in Ordinance No. 10-00 will still be made within the City's right-of-way, including driveway grade adjustments within the right-of-way.

Questions & Answers

City of Casper

Steven Stolte

235-8341

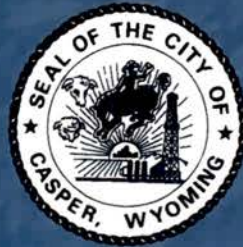
ssolte@casperwy.gov

WLC Engineering and
Surveying

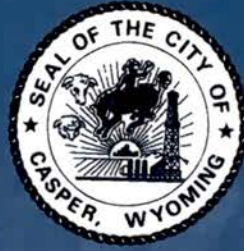
Shane Porter

266-2524

shanep@wlcwyo.com



Copies of the Needs Assessment and Figures showing the recommended improvements are available for review.



The City of Casper and
WLC thank you for your time and interest
in this important project.