

## **COUNCIL WORK SESSION**

Tuesday, May 23, 2017, 4:30 p.m.

Casper City Hall

Council Meeting Room

### **AGENDA**

1. Police Department Operational Plan for the Eclipse (Interim Chief Steve Schulz)
2. Continued Discussion Regarding Existing Parkway Ordinance
3. Utility Billing (Tracey Belser, Pete Meyers)
4. Sole Source Purchase Solid Waste Loaders (Cindie Langston)
5. Water Treatment Plant Facilities Plan (Andrew Beamer)
6. WAM Proposed Contract Amendment (Bill Luben)
7. Design Concepts for Former Plains Furniture Properties (Liz Becher)
8. Council Discussion Regarding Alcohol Ordinance Changes Pertaining to Dispensing Rooms
9. Council Discussion Concerning Consistency Among Boards and Commissions When Filling Vacancies
10. City Manager Report
11. Future Agenda Review
12. Council Around the Table

Mayor Humphrey called the meeting to order at 4:33 p.m. with the following Councilmembers present: Councilmember Pacheco, Morgan, Johnson, Laird, Huckabay, Powell, Walsh, Hopkins and Mayor Humphrey.

Interim Police Chief Schulz introduced Lieutenant Shane Chaney to discuss the Police Department's Operational Plan for the eclipse. Lt. Chaney explained that this was just a draft and will be finalized later this summer. He explained that patrol staff will be divided into normal patrol that maintains continuity of normal police services, and specialty teams that will be focused on eclipse related services. He reviewed the plans for communication, parking, and public affairs information. He then described logistical plans applying to food, water, supplies, information technology, and fleet. He stated that overtime will be minimized as much as possible and that daily briefing will be held during the week of the eclipse. He then reviewed the fiscal requirements of the Police Department for the eclipse, which is estimated at \$80,000.

Council discussed and agreed to support the Police Department's institution of a zero tolerance policy for offenses during the eclipse in order to ensure public safety. Council then discussed the traffic issues, such as choke points, traffic, and RV restrictions. Lieutenant Chaney stated that signage has been discussed in order to prevent RV's from getting stuck under the bridges. Also,

there will be traffic teams at high volume intersections and there will be large parking areas with bussing to downtown. GeoSmart also now has an “eclipse layer” to provide information on things like road closures and parking areas.

Next, Interim City Manager Becher discussed the parkway ordinance. She stated that after last week’s meeting and citizen complaints, Council requested more information, so staff put together a packet of ordinances that pertain to these issues. She stated that most of the complaints focused on 12<sup>th</sup>, 13<sup>th</sup> and 15<sup>th</sup> Streets due to a lack of parking for those residents. She added that staff members from code enforcement, zoning, and traffic and streets were present at the work session to answer any questions. Councilmember Morgan asked if there has been any specific cost analysis to widen the streets in order to make room for a parking zone. Andrew Beamer, Public Services Director, replied that there has not been an official analysis, but stated that it would be extremely costly. Council discussed the risks of parking on the street in those high traffic areas and the lack of other parking options for those residents.

Councilmember Walsh stated that there is a \$25 annual parking permit to park on the parkway and asked why the City does not just allow anyone to park on the parkways. Shelley LeClere, Code Enforcement Supervisor, stated that the City has been enforcing this since 1995 through notices of violation, at which point citizens would come get a permit after receiving the notice. The Police Department has started issuing citations in the past six months which may be the cause of some of the citizen complaints. She noted that the parking is tearing up the curbs, but residents cannot put in curb cuts, grates, or pave the parkway. Upkeep of the parkways is also the responsibility of the homeowners. Council discussed solutions to the problem, and directed staff to redraft the ordinance to eliminate references to parking permits and to allow gravel or road base in the parkways for vehicle parking purposes.

Next, Darren Mizokami, Utility Supervisor, and Connie Arnold, Finance Supervisor, presented on utility billing. They stated that last summer there were concerns about high water bills, so staff researched the issue through internal audits. They found that there were no major issues with the water meters or the automatic billing system. There were some errors with customer service processes, which have since been corrected through new forms and training. To help the public understand some of the things that can cause water bills to be high (leaks, dripping faucets, weather, etc.), the City created an educational water bill insert that will be distributed with the June bills. There is also a new 24 month history on each bill, so customers can compare water usage from year to year. Mr. Mizokami also stated that a smart meter pilot program was implemented that gives customers detailed information about their water usage and meters. Meter Services is working with upper management on a proposal to continue that program. Council discussed the possibility of implementing incentives to change from paper to automated billing in order to cut printing costs for the City.

Next, Cindie Langston, Solid Waste Manager, discussed the sole source purchase of solid waste loaders. Tri-State Equipment’s Volvo loader was the lowest bidder, but when its references were checked, several issues with the equipment were reported. Some of the issues included: engines running hot which may lead to a high potential for fire and decreased production time; poor parts availability; and poor durability. Due to these issues with the Volvo loaders, staff is

recommending a sole source purchase for Wyoming Machinery CAT loaders. Council agreed to allow the sole source purchase to move forward to be voted on at a regular Council meeting.

Next, Mr. Beamer introduced Steve Quail of HDR Engineering to discuss the Water Treatment Plant Facilities Plan. Mr. Quail explained that the project has two parts, a preliminary facility plan and a SCADA (Supervisory Control and Data Acquisition) preliminary design. He reviewed the SCADA improvements which included upgrading software; upgrading booster station/reservoirs; upgrading well field PLC's (Programmable Logic Controllers) and radios; replacing/upgrading servers; and updating documentation. The construction costs are estimated between \$1.56M and \$1.91M. They are contracted to begin the design phase which should be completed by early February, then there will be DEQ (Department of Environmental Quality) reviews, then the project will be out for bid, and finally construction will begin. Mr. Quail explained that there are loans available for these types of projects that have low interest rates, and stated that Regional Water will be the entity that applies for those loans. Council discussed that a thorough review of the Water Treatment Plant is long overdue.

Mr. Quail then discussed the City's water demands, and how the facility needs to be capable of meeting those demands. He then reviewed the condition assessment for the facilities. He described improvements that are necessary in order for the Surface Water Treatment Plant to increase its capacity, and improvements that will allow for better control over the chemicals. He then reviewed the high priority issues for the Surface Water Treatment Plant including: improving the ozone system to improve safety; ACTIFLO capacity improvements and safety; gravity filters; surface water discharge piping; sodium hypochlorite storage; and transfer pumping. Next, he reviewed the Wellfield condition assessment and analysis and discussed ways to optimize well production. He discussed some of the EPA (Environmental Protection Agency) regulations for groundwater and reviewed some of the changes that will need to be made in order for the facilities to comply with new regulations. He estimated \$11.5M and three years for the facility to comply with the new regulations.

Next, City Attorney Luben reviewed a proposed contract amendment for WAM (Wyoming Association of Municipalities). He explained that in 1997, several municipalities, including the City of Casper, contributed money to an endowment fund for the purposes of education and training for municipal officials. The original intent was to use the interest from the \$86,000 endowment to fund these educational components, however, due to low interest rates over the past several years the interest has not been enough to pay for those components. Therefore, WAM is proposing dissolving the endowment and using the original contributions for training purposes. Council discussed the importance of these types of trainings and the benefits for some of the smaller communities who do not have funding for training. Council discussed some of their options in regards to the endowment, including keeping it the way it is, dissolving it and allowing WAM to use the principal, or dissolving it and asking for the Casper's \$16,000 principal contribution back. Council decided to agree to WAM's request to dissolve the endowment and use the \$86,000 for training purposes.

Next, Interim City Manager Becher discussed design concepts for the former Plains Furniture properties. She began by reviewing the original purpose for the lots to be utilized for parking for

a state office building. Due to delays and changes for the state lots, staff has continued visioning with the lots for other purposes in addition to public parking. Staff worked with IT to create 3D models of possible uses for each of the lots. Interim City Manager reviewed these possibilities which included: a surface parking lot, an ice cream parlor with outdoor seating, patio seating above the Firehouse garage, and a distillery. She stated that the ideas compliment the David Street Station. She stated that there have been several commercial and residential inquiries into the purchase of the lots and/or buildings. She stated that these sales could help offset costs for public parking and the abatement and demolition of the Plains Furniture building. Council discussed the process of obtaining appraisals for the properties and the process for putting them out for bid. Council gave their thumbs up to move forward with appraisals and to confirm the demolition of the Plains Furniture building.

Next, Pete Meyers, Assistant City Manager discussed the alcohol ordinance changes pertaining to dispensing rooms. He stated that at the Council meeting last Tuesday, Council expressed interest in reviewing age restrictions pertaining to the City's liquor laws. He reviewed how the law is currently written with regards to age restrictions in different liquor establishments. Individuals under 21 years of age would not be able to enter a packaged liquor store without being accompanied by an older person, but an individual of any age could enter a licensed building, including a traditional bar. The proposed law would also allow for individuals 18 and over to serve alcohol and work as bartenders. The current law also eliminates the dispensing room requirements, which creates issues with having children in restaurants with bars in them, since the bar area will not be considered separate from the restaurant area. Council discussed some possible solutions to these issues and concerns over having bartenders under the age of 21. City Attorney Luben explained that there was a fourteenth change that was found pertaining to changing the age of certain restrictions from 18 years old to 19 years old that would be added to the proposed amendment to make it consistent with the other changes. Council decided to move forward with the proposed liquor ordinance amendment as is.

Vice Mayor Pacheco decided to postpone the discussion concerning the consistency of filling board and commission vacancies because the Mayor had to leave the work session and needed to be present for this discussion.

Interim City Manager Becher gave the City Manager's Report. She updated Council on the ICMA Comprehensive Analysis and stated that the report will be presented to Council by July 1. Council discussed the importance of the analysis and reiterated that it is not an investigation but is an operational consultation tool to help improve the efficiency of the Police Department. Councilmember Laird noted that he would like to pursue changing legislation so that the Police Chief and Fire Chief are appointed and supervised by Council and not by the City Manager.

Interim City Manager Becher reviewed the agenda for the Regular Council Meeting scheduled on June 6, 2017.

Council went around the table to discuss issues related to their board and commission meetings. Council discussed producing memos to explain its decisions to the public.

Vice Mayor Pacheco adjourned the meeting at 8:40 p.m.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Tracey L. Belser  
City Clerk

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Kenyne Humphrey  
Mayor