

## **COUNCIL WORK SESSION**

Tuesday, September 26, 2017 at 4:30 p.m.

Casper City Hall

Council Meeting Room

### **AGENDA**

1. Wastewater Treatment Plant Update (CH2M Hill)
2. Hogadon Liquor License (Carter Napier)
3. Potential Revenue/Fee Adjustments (Liz Becher)
4. Community Promotions Discussion (Carter Napier)
5. Conference Center Primer (Liz Becher)
6. City Manager Report
7. Future Agenda Review
8. Council Around the Table

Mayor Humphrey called the meeting to order at 4:31 p.m. with the following Councilmembers present: Pacheco, Morgan, Johnson, Laird, Huckabay, Walsh, Hopkins, and Mayor Humphrey. Councilmember Powell was absent.

Mayor Humphrey introduced Sara Foster and Kyle Schneider of CH2M Hill to update Council on the Wastewater Treatment Plant Facilities Plan. Ms. Foster began by reviewing some of the anticipated changes that may affect the new facility such as future nutrient regulatory requirements, flows/loads, and the aging facility. She stated that the focus of this study was the secondary treatment facilities. She reviewed the regulatory evaluation that was conducted for several nutrients and for Selenium. She stated that a limit may be introduced in the future for Selenium so ways to control for that were considered.

Mr. Schneider then reviewed the plans for the facility's improvements. He began by reviewing the condition assessment for the plant and the structural and mechanical systems that were identified as needing repairs. He stated that several expansion alternatives were considered and alternative number three was chosen as the best option. This alternative uses a biological nutrient removal using an alternative process and would include reusing parts of the plant as well as modifying parts of the plant. He then reviewed the plant modification site plan and stated that the timeline for the structural improvements is one to three years and the timeline for the mechanical improvements is one to five years. He stated that the total estimated cost of the expansion project is \$20.6M. City Manager Napier stated that the expansion plan is not yet to the point of considering funding sources, but there may be State partnerships available as well as capital taxes that may provide options. He stated that this presentation is for informational purposes only at this point in time.

Next, City Manager Napier discussed the distribution of a liquor license at Hogadon. He explained that recent changes to the State liquor laws would allow for the City to take advantage of issuing a resort liquor license which was not previously available. He described some of the criteria that have been removed including hotel services and seating requirements. This resort license issuance could enhance revenue at Hogadon. Interim City Attorney Chambers stated that the criteria requires a valuation of \$1M, investment of \$10M, restaurant on site, and on premise consumption, all of which are met by Hogadon. The new liquor laws also state that the management and operation of it can be contracted out.

Councilmember Laird expressed concern about choosing an operator who would be held accountable for the liquor license. City Manager Napier agreed and stated that this accountability element could be wrapped into the management agreement. Council discussed contracting services out from the Sheriff's Department for monitoring and responding to calls at Hogadon. City Manager Napier stated that this can be looked into.

Councilmember Morgan discussed issuing a restaurant or limited retail license in order to limit overconsumption. Council discussed that this may be difficult because of the food/liquor ratio required. City Manager Napier stated that a limited retail license would not be applicable to Hogadon because it is reserved for clubs such as the golf course and fraternal organizations. Council discussed the pros and cons of issuing a restaurant license as opposed to the resort license. City Manager Napier stated that issuing a license to the operator may be possible and staff would look into this. Council gave their thumbs up to move forward with changing the liquor law ordinance to allow for issuance of a resort license to Hogadon.

Next, City Manager Napier began the discussion on potential revenue and fee adjustments. He asked Council to consider decreasing the subsidization of certain services which will help the vulnerability within the general fund. He then introduced Liz Becher, Community Development Director, to review the specific services that are being considered for fee adjustments. Ms. Becher stated that staff reviewed fees for services with the building, planning, and engineering departments. She then reviewed the changes that staff is proposing within these departments including a 40% increase in building permit fees, a valuation based fee structure for plumbing and mechanical permit fees, billing building services for Evansville and Bar Nunn the same as Casper, and have an application fee with a 30% subsidy for planning and engineering services. She explained that these changes would put Casper in line with what other similarly sized municipalities around the region charge for these services.

Council discussed the necessity of implementing these changes. Councilmember Laird expressed concern about the proposed \$435 appeal fee. Other Councilmembers agreed that they do not want to implement a charge for appeals. Council gave their thumbs up to move forward with the proposed fee changes and decided not to implement an appeal fee.

Next, City Manager Napier began the discussion regarding community promotions. He explained that Council had allotted \$40K for in-kind and cash distributions for this year and has received applications totaling \$165K. He first asked if Council would like to continue supporting community promotions at all. Council discussed the benefits of community promotions and

discussed the need to give money to programs that are actually bringing people to the community. Council decided to move forward with supporting some type of community promotions.

City Manager Napier then explained that voting ballots will be made electronically available tonight for Councilmembers to decide which applicants will receive funding. He asked Council to consider requests from entities that are supported by other government agencies, those that are not eligible, and those that also receive 1% funding. These considerations are identified on the spreadsheet. The ballots need to be returned to staff by the end of the week. He stated that staff can try to work on adding a column for revenue generated for each community promotions applicant. Council decided to remove all applicants who also receive 1% funding, those that were late submitting or did not submit their final reports for previous community promotions funding, those that are represented by other government agencies, and those that are ineligible and for-profit. Council also decided they would only approve in-kind funding.

Councilmember Laird stated that he would like the City Manager's recommendation on who to give funding to. Several other Councilmembers stated they would not be comfortable with that and that this is Council's duty. Councilmember Hopkins reminded Council that staff already puts a lot of time into community promotions by creating the spreadsheet and weeding through the applications. Some Councilmembers expressed concern that the Christmas parade would not be funded, and Mayor Humphrey stated that there are other ways to help with funding for these types of events.

Next, City Manager Napier introduced Ms. Becher to give Council a refresher in preparation for the conference center presentation that is coming up. Ms. Becher stated that there have been studies in the past that have looked at the need for a conference center and have concluded that there is a market for a conference center in Casper. There are other studies that have also presented information regarding the size of a center as well as square footage for different types of rooms. She stated that staff wanted Council to be aware of this research that has already been done in order to help guide future discussions and this information is available as a resource in the packet.

City Manager Napier asked Council what they would like to see from the City Manager Report portion of the work sessions moving forward. Council discussed that there was no need for this item and decided to remove it from the agendas moving forward. Council also decided to remove the future agenda review from the work session agendas moving forward.

Next, Council went around the table to discuss their respective board and committee meetings and share ideas and concerns related to public matters of interest. Councilmember Walsh expressed concerns related to Kelly Walsh students parking on 12<sup>th</sup> Street. City Manager Napier stated that he will bring this issue up when he next meets with the Natrona County School District Director. Brook Kreder, Casper Visitor's Bureau (CVB) CEO, stated that the CVB has some of the information that Council requested regarding visitor information for different community promotions events and this information can be provided to City staff. Councilmember Laird stated that he would like Casper to no longer be a member of the

Wyoming Association of Municipalities and that he would like the City to change insurance companies in order to deal with legal problems. He also brought up citizen complaints regarding how the police department handles domestic and sexual assault issues and asked that the City Manager address these issues and considers them when hiring a new police chief.

Councilmember Johnson asked Ms. Kreder to discuss an issue that was brought up at the CVB meeting earlier today. Ms. Kreder stated that the Cheerleading and Marching Band events do not currently fall under the Event Center's discounts for high school activities events. She stated that the CACVB has approved \$8K to help these organizations with their costs, but asked that the City rework the MOU to include these organizations moving forward. Council agreed that this should include the Cheer and March Band organizations.

Councilmember Morgan brought up concerns related to building material requirements and compacting around foundations to prevent future foundation issues. City staff explained that there are many requirements and regulations determined by international standards and that compaction is not regulated and the City does not have the equipment to enforce that. Councilmember Morgan asked to discuss this more in depth with staff and the City Manager, and City Manager Napier stated that they can set up a time to answer his questions more thoroughly. Councilmember Morgan also asked that Council consider reducing their pay. Councilmember Pacheco described a new project for youth town halls that he is working on with the Youth Empowerment Council. Mayor Humphrey stated that the Friends of the Library Board needs two additional Councilmembers and she was considering Councilmembers Laird and Morgan for this task. They both agreed to be part of the board. She stated that she along with Councilmembers Pacheco and Walsh will be absent from the October 10<sup>th</sup> work session which is the meeting at which Bar and Grill liquor license applicants are scheduled to present. Council discussed that the meeting will be recorded, there will still be a quorum, and final decisions will not be made at the meeting. Councilmember Hopkins was selected to chair that work session.

The work session was adjourned at 7:02 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