

COUNCIL WORK SESSION
Tuesday, August 13, 2019 at 4:30 p.m.
City Hall - Council Meeting Room

AGENDA

1. Council Meeting Follow-up
2. Offer for Bishop House Tour
3. Visit Casper (Brook Kaufman)
4. Businesses Affecting Public Health (Chapter 8.04)
5. Code of Ethics & Social Media Policy
6. Wayfinding Plan
7. Budget Amendment
8. Re-Allocation of 1%#15 for Waste Water Treatment Plant
9. Agenda Setting
10. Legislative Review
11. Council Around the Table

The work session was called to order at 4:37 p.m. with the following Councilmembers present: Freel, Huber, Hopkins, Cathey, Lutz, Bates and Mayor Powell. Councilmembers Johnson and Pacheco were absent.

Council discussed issues that came up at last week's regular Council meeting. Mayor Powell stated that City Attorney Henley is looking into how to help Council better conform to Robert's Rules of Order. Council discussed an invitation to tour the Bishop House, and asked that staff coordinate a time for Councilmembers to tour it before the next work session on August 27, 2019.

Next, Brook Kaufman, CEO of Visit Casper, updated Council on tourism in Natrona County. She described some of the statistics of the types of visitors that come to Natrona County, and explained that tourism is an important part of the economy. She then discussed that they are looking into ways to make it possible to spend money on capital and infrastructure instead of just promotions. She then discussed next steps for Visit Casper, including alternative funding sources, I-25 research, transportation, a conference center, and engaging residents. She stated that she would like their organization to work more strategically with the City as well and discussed talking to the Wyoming Association of Municipalities about a tourism improvement district. Mayor Powell stated that he would like the City to continue working with Visit Casper. He stated that if they could come up with a strategic plan, the City could look at this during budget time.

Next, City Manager Napier discussed the ordinance regarding businesses affecting public health. He explained that while looking at the ordinance to remove the section requiring a City health license for mobile food vendors, staff discovered that there were a number of businesses included in the ordinance that were no longer relevant. He explained that the effort is aimed at requiring inspections for businesses affecting public health and that

require a City inspection separate from the County from a public safety standpoint. He emphasized that it is appropriate for some types of businesses to be inspected at least once per year, and it is not the intent to burden businesses with numerous inspections. Fire Chief Solberg explained that certain businesses need inspections every year in order to make sure they meet the fire code adopted by Council and are meeting standards for life safety. He explained that pressure testing of gas lines for mobile vendors needs to be done annually because they are moving around, and the City will honor an inspection from another jurisdiction. He stated that the City adopted a fire code that requires certain mobile food vendors to be inspected and pressure tested annually, and brick and mortar restaurants are required to be inspected annually. City Manager Napier explained that the types of businesses included in the proposed ordinance now align with State statute. For businesses that do not align with statute, there are no criteria or requirements from the State, so inspections would be difficult for the counties and cities to conduct. Council gave their thumbs up to move the item forward to the second reading of the ordinance at the next regular Council meeting.

Next, City Manager Napier discussed a proposed ordinance for a code of ethics for Council. He explained that this Council had discussed reinstating some type of code of ethics, and staff has prepared some options. Council discussed why a code of ethics is necessary, including allowing for the ability to deal with extreme situations. City Attorney Henley stated that much of the language in the proposed ordinance is based upon State statute. Council discussed including broader language for the definition of nepotism, and the proper role of Councilmembers with respect to City employees. Council decided to discuss the code of ethics at the next work session and asked that a draft ordinance be presented.

Next, Council discussed a social media policy for Council. City Manager Napier stated that passing a resolution adopting this policy would be appropriate for Council, as opposed to passing an ordinance. Council discussed including language from the City employee social media policy in Council's policy and discussed that Councilmembers should be more cautious about what they post to social media when utilizing the City's platform, as opposed to a private page. Council gave their thumbs up for staff to draft a resolution to be discussed at the next work session. Council also directed staff to put together a website portal for citizen feedback about what should be included in the code of ethics and social media policies.

Next, Aaron Kloke, Metropolitan Planning Organization Supervisor, discussed the Wayfinding Master Plan. He explained that the goals are to improve customer service as well as enhance attractiveness of signage, and stated that the Wyoming Department of Transportation will not help with cost unless a wayfinding plan is put into place. He described the project's scope, including users, areas of focus, and implementation, and stated that the cost for a consultant and design is estimated at \$100K with 90% of the cost being covered federally and a cost to the City of Casper of \$6,971. The cost of implementation is not yet estimated, but MPO will be identifying sources of funding to help with these costs. The City received eight proposals from the RFP that was put out in

May, and interviews were conducted in June. A consultant was selected and is currently in contract negotiations. Approval for that consultant's contract will be considered by Council at the September 3, 2019 regular Council meeting. This cost is already budgeted in the FY20 budget. The plan is to include the public's opinions into the final product through public meetings, social media, and the City's website. Council gave their thumbs up to move forward with the Wayfinding Master Plan and formal consideration of contract with the consultant.

Next, City Manager Napier discussed the budget amendment. He described some line items in the amendment, and explained that there are some carry over expenses outlined in the amendment including a carryover amount of \$18.7M. This cost is for projects that were approved but not started or contracted for completion. The carry over allows them to be funded from a previous year's allocations. He also discussed the water reservoir renovations and ice arena chiller that have had to wait for completion for various reasons. He also discussed the reallocation of 1%#15 funds for the Waste Water Treatment Plant due to the identification of critical components in need of replacement. The money was reallocated from the MCC project, which will instead be budgeted for FY21.

Next, Council scheduled agenda items for the September 10, 2019 work session and added items to future work session topics. Council gave their thumbs up for staff to open a portal for public input on where they would like to see speed studies to evaluate changes in speed limits around the City.

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. Mayor Powell discussed ongoing conversations with law-makers at the federal level with regards to opportunity zone development, which are tax incentives to develop distressed areas and which could be useful to Casper.

The work session was adjourned at 7:33 p.m.

CITY OF CASPER, WYOMING

ATTEST:

A Municipal Corporation

Fleur D. Tremel
City Clerk

Charles Powell
Mayor