

COUNCIL WORK SESSION

Tuesday, March 24, 2020 at 4:30 p.m.
City Hall – Downstairs Meeting Room

AGENDA

1. Council Meeting Follow-up
2. Finance Policies – Phase 4
3. Liquor License Sanctions/Update & Open Container Resolution
4. Community Promotions Funding (Part 2)
5. Sidewalk Maintenance
6. Agenda Review
7. Legislative Review
8. Council Around the Table

Mayor Freel called the meeting to order with Councilmember Pacheco and Mayor Freel present, and Councilmembers Lutz, Bates, Cathey, Powell, Hopkins, Huber, and Johnson videoconferencing into the meeting.

City Manager Napier discussed an assessment of the usability of light poles at facilities around Casper, and stated that the assessment recommended eight of the poles be replaced. The cost would be \$250K and funding would come from the perpetual care fund. City Manager Napier stated he would like this to be done as soon as possible as it is a safety concern and recommended adding a budget amendment to approve the cost. Council gave their thumbs up to move forward with the pole replacements.

Next, Tom Pitlick, Finance Director, discussed phase four of the finance policies. He discussed the proposed fund reserve policies for several funds including the general fund, utility funds, weed/pest fund, golf fund, fleet fund, building/structures fund, and the property insurance fund. He discussed that the LAD fund has been removed due to some potential constitutional issues that place the City as a creditor. He then discussed the opportunity fund, the perpetual care fund, and the revolving land fund. Staff is suggesting the opportunity fund be a clearing house for any excess one cent money, have no minimum balance, and be used only at the direction of Council. He stated that staff is recommending that the perpetual care fund have a minimum corpus balance of \$30M, with a replenishment plan being implemented if using the corpus. The interest from the corpus amount would be used for maintenance and upgrades for buildings that were created with one percent funding. He then stated that staff is recommending that the revolving land fund have a minimum balance of \$1M, an amount that will most likely be reached with the consolidation of the LAD fund and potential land sales. Council then discussed utilizing the perpetual care fund for maintenance of buildings other than just one percent projects. City Manager Napier stated that staff owes Council an analysis of the perpetual care fund, and currently the corpus earns 2% interest and about \$500K per year off the current balance.

Mr. Pitlick then discussed discontinuing the practice of the City having loan arrangements with other agencies. City Attorney Henley discussed that there is a constitutional issue with utilizing tax dollars to give loans to other agencies, unless the money is being used in support of the poor.

City Manager Napier stated that staff can put together some information on what the City's outstanding loans to other agencies are and propose language in the finance policy that exempts loans that are in support of the poor.

Council then discussed liquor license late application sanctions. The proposed ordinance would dictate that the license renewals be due the second Monday in December each year, with fines being issued at \$250 for 1-5 days late, \$500 for 6-10 days late, and on day 11 forward the license would be deemed abandoned and not eligible for renewal. After the license is abandoned, it would be open for application like any new license. Council also discussed proposed changes to the open container policy via resolution, which would allow open containers from Memorial Day to Labor Day in the downtown area. City Attorney Henley then reviewed some of the other changes to the proposed ordinance, including redefining the premises for malt beverage and catering permits, allowing microbreweries to pull malt beverage permits, codifying the previous resolutions, instituting special malt beverage permits, and allowing for open container policy expansion, among other minor changes. The majority of Councilmembers gave their thumbs up to move the changes to the liquor ordinance and the open container resolution forward for formal consideration.

Next, Council discussed the final compilation of votes for community promotion funding. Council discussed postponing the funding due to the possibility of some of these events not occurring due to COVID-19, but decided to continue as planned with allocating the money for next year's budget. Councilmember Huber's allocation was above the \$25K maximum allocation amount, so Council agreed to have a weighted average of his allocation to \$25K. With that weighted average, the majority of Council gave their thumbs up to approve the final compilation totals and move forward with drafting contracts for each of these organizations.

Next, City Manager Napier discussed sidewalk maintenance, specifically snow removal from sidewalks. He stated that there have been several complaints from citizens that the sidewalks are hazardous to walk on due to deep snow drifts and ice. City Attorney Henley stated that the City has addressed things like this in the past for issues such as weed abatement, whereby the home or business owner is notified that they need to cut their grass and weeds and if they do not comply, the City charges the homeowner or business owner for removal of those weeds. Other cities in Wyoming have implemented similar requirements for snow removal. Council discussed the safety hazard of people walking in the street if the sidewalk is too hazardous to walk on. Council discussed not wanting to punish people for not removing snow off their sidewalk and directed staff to instead focus on a public service announcement educating the public on this issue and requesting that citizens remove snow from their sidewalks.

Next Council reviewed the agenda for the April 7, 2020 regular Council meeting and the April 14, 2020 Council work session. Council agreed to add a pre-meeting agenda item on April 7, 2020 to discuss the Goodstein Lot lease.

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 Freel discussed the decisions that have been made regarding the community's response to COVID-19, and how these are multi-agency decisions. City Manager Napier discussed allowing businesses to apply for permits that

would allow specific downtown parking spots to be utilized for curbside pickup during this time when restaurants are only allowed to sell food for pick-up. Council agreed to allow this and directed staff to develop a process for these permits.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor