

COUNCIL WORK SESSION  
Tuesday, November 24, 2015, 4:00 p.m.  
Casper City Hall  
Council Meeting Room

AGENDA

1. EPA Brownfields Assessment Federal Grant Application
2. 2016 Municipal Golf Fees
3. CAEDA's CEDS Grant
4. 2017 Eclipse Director Contract
5. FY2016 Budget Report
6. State Building Location Discussion
7. Future Agenda Review
8. Council around the Table

Mayor Powell called the meeting to order at 4:37pm with the following Councilmembers present: Councilman Pacheco, Miller, Hopkins, Sandoval, Schlager, Johnson, Cathey, and Mundell.

City Manager V.H. McDonald began the meeting by introducing Liz Becher, Community Development Director, to discuss the EPA Brownfields Assessment Federal Grant. Ms. Becher stated that applying for this grant will open up many opportunities for the City. Staff would like to use the grant for areas like the OYD (Old Yellowstone District). They are currently working with a consultant that has worked with other cities in Wyoming who have received this grant.

Councilman Hopkins asked about changes in land value and appraisals for the land after it is developed. Ms. Becher stated that most of the areas that will be developed will be public areas so they may be able to avoid this issue altogether. Council will also have the option of choosing specific sites later on down the road. Mayor Powell asked if there is any way that the land would decrease in value. Ms. Becher responded that land values have not been depressed in relation to this grant to her knowledge and the grant will help move development.

Councilman Cathey asked if the grant has to be used for the OYD or could it be used for other areas like asbestos site. Ms. Becher stated that she believes it should be used for the OYD, because it has the largest acreage and the City has the most to gain using it there, but that the grant could be used at other sites. City Manager McDonald stated that the asbestos

site is capped. Mayor Powell asked Council for a thumbs up vote, and Council agreed to move forward to apply for the grant.

Next, City Manager McDonald introduced Doug Follick, Leisure Services Director, to discuss increasing the Municipal Golf Course fees. City of Casper's Municipal Golf Course season pass fees are currently well below the national average. Staff is proposing the City increase the fees by \$25 per year for a season pass. All other fees will stay the same. Mr. Follick stated that the fees have not increased for years, and staff would prefer to keep the increases incremental as opposed to large increases. Councilman Hopkins asked if many users buy season passes. Mr. Follick explained that certain groups buy the passes and these group account for 55% of course time, but only account for 45% of fees. Councilman Schlager asked if the course has seen an increase or a decrease in users in the last few years and if this has had any relation to price. Mr. Follick stated that users have decreased in last 10 years due to other golf courses opening in the City. Mayor Powell asked how the new sprinkler system worked out. Mr. Follick stated that the system operated well. The user groups all noticed the difference and it resulted in less water use and a greener course. System operated well. Councilman Pacheco noted that this course provides a good opportunity for those that cannot afford the other courses in town. Councilman Mundell asked what the course costs. City Manager McDonald responded that the course pays for itself. Mayor Powell asked for a thumbs up vote for increasing the season pass fees. Council approved the increase in fees.

Next, City Manager McDonald introduced Noelle Reed, Vice President of Economic & Project Development at Casper Area Economic Development Alliance (CAEDA), to update Council on the Comprehensive Development. Ms. Reed updated Council on the grant for CEDS (Comprehensive Economic Development Strategies). The purposed of the grant is to utilize partnerships and community participation and to help towards a complete economic strategy going forward. The current plan is 5 years out of date. The new plan will be complete by 2016 for use until 2021. A new CEDS will enable many organizations within the community to apply for grants that they cannot apply for with the current outdated CEDS. Councilman Sandoval asked if any organizations have lost out on opportunities for grants because of the outdated CEDS. Ms. Reed responded that she does not believe this has occurred yet, but that it may in the future. The guidelines for CEDS require five components: summary background, SWAT analysis, a strategic direction and plan, an evaluation framework, and economic resilience.

CAEDA pre-qualifies consultants who will come up with proposals for a CEDS. The candidates' proposals will be due Jan 4, 2015, and then CAEDA will choose a consultant from these candidates. Councilman Sandoval asked how much money will be spent on a consultant, and Ms. Reed responded that the cost will be \$75,000. Councilman Hopkins asked if this cost is within the administrative budget, and Ms. Reed responded that it is. Councilman Schlager asked about identifying sites for development once the new CEDS is in place. Ms. Reed explained that the CEDS creates a justification for funding for the Business Council, and the Business Council has requested a newer CEDS.

Next, City Manager McDonald discussed the 2017 Eclipse Fest contract for professional services. The Eclipse Fest Committee has been working on a contract to support events related to the 2017 Eclipse Fest. They would like to hire Forte Events to provide the services. The services provided will include securing sponsorship funding. The contract consists of two phases: Phase I being Events Design/Pre-Planning and Phase II being Events Execution/Production. The contract will provide the City an option to not proceed to Phase II after Phase I. It will be a \$275,000 contract. Some of the money for the contract will be provided by other members of the Committee including the Downtown Development Authority, CAEDA, CAVCB, Natrona County, and the Chamber of Commerce. City Manager McDonald emphasized that although this sounds like a lot of money, the potential impact for the community could be large. The conservative estimate for the Festival is 50,000 people. This company will be able to inform the City if it can attract and account for that many people. He also stated that if the contract is executed, then this company will be responsible for a design that will direct the City with what to do.

City Manager McDonald stated that remaining amount of money for the Festival that is not covered by the contract for Phase II will need to be picked up by City. Councilman Cathey asked why we are paying for the remainder instead of the other entities. City Manager McDonald responded that sponsorship will cover some of the cost, but someone has to pick up the rest. Phase I of the contract will help the City know what the possible amounts from sponsorship will be up front. Councilman Schlager asked why the contract amount increased significantly. City Manager McDonald stated that the first estimate that came out resulted from miscommunication about the effort that would be incurred. The new higher number accounts for this.

Mayor Powell asked about public safety and transportation responsibility. City Manager McDonald responded that part of contract is to identify these by consultants. Fire Chief King added that personnel costs could be very high for fire, medical, police, and transportation. City Manager McDonald stated that the City will need to provide these services regardless; if people are coming, then the City needs to be prepared. Councilman Sandoval asked if this company will handle promotions and if the City will be able to support the infrastructure requirements. City Manager McDonald responded that this company will handle promotions and sponsorship and will be able to tell the City if it has the expertise and infrastructure to handle crowd management. Councilman Mundell asked about housing and camping sites for the festival. Fire Chief King stated that the camp sites have been developed and are on the City's website to reserve. Council did a thumbs up vote and agreed to support the contract moving forward.

Next, City Manager McDonald updated Council on the Fiscal Year 2016 budget. He explained that it was difficult to create a budget report this month, because of some misreporting of taxes to Natrona County by a company. This error resulted in \$800,000 being reported as Natrona County tax revenue when it should have been reported to another county. As a result, the deficit projection for the City has been raised from \$4.5 million to \$4.9 million.

City Manager McDonald stated that the City still needs to find a way to make up about \$1.7 million. Staff has been working on measures to make up the shortfall and departments have been working on some cost-saving measures.

Next, Mayor Powell discussed making a statement of support for the new State office building. They discussed drafting a statement of support for the office building in general or a statement supporting the building being built in Casper. They also discussed City Manager McDonald writing a letter of support or drafting a resolution for a statement directly from the Council. Council decided to have staff draft a resolution for a letter to be sent directly from Council to State officials stating that Council supports the building being built in Casper.

City Manager McDonald presented Council with a review of the future agenda. Mayor Powell added that on Wednesday, November 25, 2015 there will be a press conference on the proposed land swap. Council was reminded that the Friday meeting on November 27, 2015 is cancelled due to the Thanksgiving holiday.

Councilmembers reported updates for each of their respective board meetings. Council was reminded that Councilman Johnson will be taking Councilman Mundell's spot on the Casper Visitor's Bureau board. He will attend the next meeting on December 22 with Councilman Mundell. He will also start serving on the Water Board. Council also agreed that Councilman Cathey would continue to serve on the Water Board.

Council discussed the selection process for various boards. They discussed having a couple of members make recommendations to Council or interviewing candidates. Council agreed to conduct interviews directly preceding the next Council meeting at 4:30 pm and asked Staff to work out the schedule and send out an email. The following five Councilmen volunteered to be on the interview committee: Councilmen Hopkins, Schlager, Pacheco, Johnson, and Miller.

There being no further business the meeting was adjourned at 6:09 pm.

CITY OF CASPER, WYOMING

ATTEST:

A Municipal Corporation

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Tracey Belser  
City Clerk

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Charlie Powell  
Mayor