

**COUNCIL WORK SESSION**  
Tuesday, September 14, 2021 at 4:30 p.m.  
City Hall - Council Chambers

AGENDA

1. Council Meeting Follow-up
2. Landlord Utility Agreement Ordinance Modification
3. WCDA CDBG Program
4. Agenda & Legislative Review
5. City Council Ward I Vacancy Interviews

Mayor Freel called the work session to order at 4:05 p.m. with the following Councilmembers present: Gamroth, Engebretsen, Knell, Cathey, Pollock, Vice Mayor Pacheco, and Mayor Freel. Councilman Johnson arrived to the work session at 5:19 p.m.

There were no items for Council follow-up.

Next, City Manager Napier discussed changes to the landlord utility agreement and modifications to the ordinance. He stated that Finance Director, Jill Johnson, has been working with the City Attorney's Office to update the agreement and ordinance. Ms. Johnson explained that the landlord agreement ensures that when a tenant moves out the utility services are automatically transferred into the landlord's name. It is a voluntary program that 72% of landlords are taking advantage of. There were some small modifications to the updated agreement, including removal of the notary requirement and removal of the option to transfer the bill if it was not being paid by a tenant. Ms. Johnson also explained that the new accounting system captures more information about landlords, so one agreement can cover property owners or managers of multiple rental properties. She also stated that there were small changes to the ordinance due to changes in departmental oversight referenced in the ordinance. Council gave their thumbs up to move forward with formal consideration of the ordinance changes and the updated agreement.

Next, City Manager Napier discussed the role of the City as a sponsor/administrator of the WCDA (Wyoming Community Development Authority) CDBG (Community Development Block Grant) Program. The WCDA is the administrator of the funds, but the City Council will still decide if the City wants to sponsor the applications and will also serve as a facilitator of the funds and provide oversight of the funding. He then introduced John Batey, Director of Housing and Neighborhood Development of the WCDA, and asked that Mr. Batey explain the City's role. Mr. Batey explained the history of the CDBG Program and the requirements of the program including the federal and state objectives required by the program. He then reviewed the application process and the method for distribution which layout the application, evaluation, and allocation processes. He reviewed the analysis process for each application and reviewed some of the types of projects that could be applied for and funded with CDBG funding. At the end of January applicants will know if they have received funding.

City Council then asked questions about the program. Mr. Batey stated that the WCDA can only grant funds to local units of government, so the City has to decide which project applications to

include in the overall application to the WCDA. Mr. Batey also explained that since the WCDA allocates the federal funds they would be the agency audited. City Manager Napier asked some questions regarding the City's role as a sponsor of the third-party service providers that would actually receive funds for specific projects and asked questions regarding repayment liabilities. Councilmember Cathey asked what the difference is between the City being the administrator versus the subrecipient of the funds. City Manager Napier responded that the WCDA would navigate the reporting and auditing that the City was previously responsible for. Mr. Batey responded that the grant-level administration will be handled by the WCDA, but there will be some project-level administration that will be shared between the City and the WCDA. Community Development Director, Liz Becher, explained that there will be a public hearing next week for City Council to consider the project applications, and after City Council decides who to sponsor, the City will apply for the funding for those projects from the WCDA. City Manager Napier passed out criteria for considering the projects and stated that some of the projects have made their projects areas available for tours for City Council.

Next, Mayor Freel stated that City Council would be interviewing candidates to fill the Ward I Councilmember vacancy which would have terminated on January 3, 2023. He stated that the person filling this vacancy may choose to run for re-election in November 2022.

Mayor Freel stated that each candidate would be allowed ten (10) minutes to respond to the following questions: explain why you want to serve on the City Council; describe your qualifications and how they will benefit the City of Casper; how have you been following Council's activity lately and explain the current issues the City Council is facing at this time; what are your feelings toward running for re-election in the 2022; and tell us about your availability to serve the time commitments of Council meetings and board meetings throughout the week/month.

Mayor Freel gave general information about the time requirements of serving on Council and stated that the successful candidate would be sworn in at the September 21, 2021 regular Council meeting.

The following candidates addressed Council: Dennis Rollins, Jacqueline Anderson, Kimberly Holloway, Zarryn Hinchey, Wes Connell, David Hulshizer, Shannon O'Quinn, Jai-Ayla Quest, and John Minchow.

The work session was adjourned at 6:23 p.m. A special meeting followed the work session.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Fleur Tremel  
City Clerk

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Steven K. Freel  
Mayor