

COUNCIL PRE-MEETING

Tuesday, February 2, 2021 5:30 p.m.
Casper City Hall - Council Meeting Room

AGENDA

1. Consent Agenda Discussion
2. 21st and Kingsbury to Wyoming Boulevard
3. Proclamation Guidelines
4. Agenda Review

Mayor Freel began the pre-meeting session at 5:32 p.m. with Councilmembers Cathey, Engebretsen, Gamroth, Johnson, Knell, Lutz, Pacheco, Pollock and Mayor Freel in attendance.

City Manager Napier spoke about the general process of having a consent agenda during Council meetings and indicated that staff is open to direction from Council. He also spoke about the removal of an item from consent, and recommended that Councilmembers retain that control rather than allowing citizens to adjust the Council's agenda. Councilmember Pollock asked about the deadline to remove an item from consent. Assistant City Attorney Trembath clarified.

City Manager Napier then provided information about monitoring traffic speeds along 21st Avenue between Kingsbury and Wyoming Boulevard. He shared that the most recent traffic data was probably two years old and new data needs to be gathered. He requested additional time to gather new data, stating that winter driving patterns are more moderate than warmer weather driving. Council did not have any questions or concerns. Mayor Freel suggested this could wait a bit.

City Manager Napier shared that staff would like to establish guidelines for the issuance of proclamations requested by the community. He stated that proclamations do not set policy or take any action, rather they are a way to honor citizens. He requested further information from staff.

Renée Jordan-Smith, Executive Assistant, provided information on how other communities handle proclamation requests and provided an overview of the drafted guidelines that were in the pre-meeting packet. Mayor Freel asked if Council had been able to review the guidelines and would be able to direct staff tonight. Council indicated support for this.

Ms. Jordan-Smith asked if only residents would be able to request a proclamation. Council discussed this and the matter of communities handling their own proclamations. Mayor Freel summarized that each community (Mills, Bar Nunn, etc.) should issue proclamations for events held in their own community rather than requesting them from others.

Ms. Jordan-Smith asked if there should be any restrictions or limitations on criteria for proclamations. Mayor Freel requested direction from staff. Councilmember Knell had questions about the approval process and asked why any limitations are needed. Ms. Jordan-Smith indicated that the Mayor approves the proclamations and that the City Manager is aware of those issued. Vice Mayor Pacheco stated that proclamations for public awareness items, conferences and things listed in the guidelines are appropriate and that highlighting individuals could be carried out

through a letter of congratulations. Councilmember Pollock suggested having reasonable restrictions would ensure staff time doesn't need to be spent requesting guidance. Councilmember Gamroth asked how many proclamations are requested in a year. Staff later indicated that typically 50 proclamations are handled each year. Mayor Freel asked Council if staff could use their discretion, and Council indicated support.

Ms. Jordan-Smith asked for direction for the amount of notice required for a proclamation to allow writing and scheduling the reading of the item. Council supported two weeks notice. Ms. Jordan-Smith shared that when a group has the same event each year, staff would request they make a new request each year.

Ms. Jordan-Smith then asked for direction on the number of proclamations and/or Bright Spots at any given Council meeting, and she recommended limiting it to three items of recognition for a meeting. Mayor Freel supported this amount. She also asked if the types of recognition handled at the meetings needed to be changed. Mayor Freel said the current guidelines were good.

Mayor Freel moved on to agenda review. No one had any questions or concerns. Mayor Freel adjourned the pre-meeting at 5:57 p.m.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor