

**COUNCIL PRE-MEETING**  
Tuesday, March 17, 2020 5:30 p.m.  
Casper City Hall - Council Chambers

AGENDA

Distribution of March 3 Executive Session Minutes

1. Annexation Policy for Providing City Services to Outside-City Property
2. Emergency Proclamation and Resolution

Mayor Freel began the pre-meeting session at 5:36 p.m. with Councilmembers Bates, Cathey, Hopkins, Huber, Johnson, Lutz, Pacheco, Powell and Mayor Freel in attendance.

City Manager Napier introduced the topic of services for outside-City property. Andrew Beamer, Public Services Director, provided further information on the proposed annexation policy. City Manager Napier then indicated that feedback or questions on the policy would help guide the next step of this process. Councilmember Powell asked for clarification on the responsibilities of the property owners, and Mr. Beamer addressed this.

Mayor Freel then asked if the emergency proclamation and resolution needed to be addressed (referring to a declaration regarding the public health emergency due to the outbreak of COVID-19). City Manager Napier stated that they had just received word that no action is currently needed to qualify for federal funding because the state of Wyoming had already made a declaration. He further stated that the Emergency Operations Center (EOC) has been set up and that various entities have dedicated staff to the operations. He requested Council issue a letter of authority to allow himself and Mayor Freel to be on the EOC contact list should additional resources be needed, which would allow permission to be quickly granted without the full Council needing to grant approval. Mayor Freel restated the nature of the arrangement to confirm his understanding.

Councilmember Cathey shared that some of the language in the proposed proclamation/resolution seemed to address the delegation of authority, and asked if it still could be passed. Mayor Freel elaborated on the process to request assistance and stated that the declaration by Governor Gordon already has overridden the need for the City to act.

Councilmember Huber suggested that voting on a formal resolution in an open meeting would be the best action to take. City Manager Napier suggested that a minute action instead of a resolution would be sufficient.

Mayor Freel stated that this declaration comes out of the Natrona County Emergency Operations Plan (EOP) that has been adopted by the City, and asked if the City can't simply fill out a declaration form to delegate without the formality of a resolution.

City Attorney Henley indicated that while no action is necessary, it would not do any harm. He also shared that entities would be meeting tomorrow and waiting would help things from having to be carried out twice. City Manager Napier shared that a minute action item would clearly delegate authority on behalf of the body. Councilmember Pacheco stated he supports a minute action item, and asked if the actions of the Governor covered what is needed. City Manager Napier

responded that we have a double layer of coverage both by the state's actions as well as the EOP but that a minute action re-emphasizing the letter of delegation of authority would cover everything.

Councilmember Bates asked if we hadn't already taken action previously and if that action was already in place. City Manager Napier replied that the step of delegating authority is a common piece in the incident command structure protocol. Mayor Freel stated that previous actions from other incidents do not carry over.

Mayor Freel then shared that a leadership team representing all agencies involved in managing the outbreak are now meeting regularly to make decisions as a group and that he feels things will be running much more smoothly now.

City Manager Napier then shared that fluid responses to the changing needs of the community would be easier if decisions were made between Council meetings to keep business going and keep operations safe. He also shared that he wants to move in accord with Council but there needs to be flexibility in the process. Councilmember Huber asked if a resolution would be helpful. City Manager Napier said a minute action item would be beneficial. Councilmember Powell indicated his confidence and trust in City Manager Napier.

Mayor Freel adjourned the meeting at 6:04 p.m.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Fleur Tremel  
City Clerk

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Steven K. Freel  
Mayor