

# PRE-MEETING AGENDA

**Casper City Council  
City Hall, Council Chambers  
Tuesday, February 16, 2021, 5:30 p.m.**



*\*Please silence cell phones during the City Council meeting.\**

**COVID-19 precautions are in effect at Council meetings. All Council meetings including Work Sessions are held in Chambers. Entrance to the meetings is the east door off David Street. Upon entry you will be asked to sign-in for contact tracing purposes. Face coverings are required. Seating has been gridded into six feet distances. Seating capacity for the public is fifteen seats. Media will be given priority for seating. Public input via email is encouraged: [CouncilComments@casperwy.gov](mailto:CouncilComments@casperwy.gov)**

	<b>Presentation</b>	<b>Allotted</b>	<b>Beginning Time</b>
1.	Meadowlark Park	5 min	5:30
2.	Portable Classroom Buildings for the Fire Training Facility	5 min	5:35
3.	7 <sup>th</sup> Street Vacation	10 min	5:40
4.	Municipal Golf Course Improvements & Equipment	5 min	5:50
5.	Agenda Review	5 min	5:55
	Approximate Ending Time		6:00

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Communication   Accountability   Stewardship   Professionalism   Efficiency   Responsiveness

January 28, 2021

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Tim Cortez, Director of Parks and Recreation  
Randy Norvelle, Parks Manager  
SUBJECT: Undeveloped Portion of Meadowlark Park

**Meeting Type & Date**

Council Pre-Meeting  
February 16, 2021

**Action type**

Information Only

**Recommendation**

That this undeveloped portion of Meadowlark Park remain as is until such a time that higher priority projects are addressed and funding becomes available to develop it further.

**Summary**

In the spring of 2019, neighbors of the undeveloped portion of Meadowlark Park expressed a renewed interest in their desire to have this area finished in some manner. On June 17, 2019, Tim Cortez and Liz Becher met on site to discuss options for the area. The three main thoughts at the time were to sell the property to a developer, leave it as is, or to finish the park. On August 19, 2021, a meeting with the neighbors was asked for at the site and it was attended by about 15 people. We discussed the three options and notes were taken as to what the citizens wished. There were many different ideas and the only consistent request was for the property to not be sold for development.

On August 27, 2019, the topic was on the Council Work Session. Staff relayed these thoughts and asked for direction from Council. One idea that was discussed was to find out if a program such as Food for Thought might be interested in a green house on the property. Although this remains an option, no serious consideration has been made for a project of this nature. Council tabled any action on the park until a later date.

Pursuant to those discussion, staff recommends the park remain as is until such a time higher priority projects are completed and a source of funding can be identified. As that time approaches, the neighborhood should be consulted again to see if there is a common interest in how to finish the park.

**Financial Considerations**

None at this time.

**Oversight/Project Responsibility**

Tim Cortez, Director of Parks and Recreation  
Randy Norvelle, Parks Manager

**Attachments**

Map of Meadowlark Park

# Exhibit "A" Meadowlark Park / Undeveloped




**Legend**

**Parks**

-  Meadowlark Park
-  Undeveloped Meadowlark Park



February 8, 2021

MEMO TO: J. Carter Napier, City Manager 

FROM: Tim Cortez, Director of Parks and Recreation  
Randy Norvelle, Parks Manager

SUBJECT: Municipal Golf Course Improvements and Equipment.

**Meeting Type & Date**

Council Pre-meeting  
February 16, 2021

**Action type**

Approval Requested

**Recommendation**

That Council allow staff to use unspent monies from the fire sprinkler project at the golf course to repair and replace other items at the golf course. These monies are from the golf course reserves.

**Summary**

Staff is requesting monies left over from the fire suppression project for improvements at the Casper Municipal Golf Course for the 2021-2022 golf season. Staff is currently updating the golf shop with paint and left-over wainscoting from the 19<sup>th</sup> Hole renovation. The flooring in the golf shop, office, foyer and steps are in desperate need of replacement. The old carpet produced a trip hazard due to the extent of the wear. The old green carpet would be replaced with LVT panels that match the 19<sup>th</sup> Hole flooring; the cost for replacement would be \$6,800.00.

Staff would also like to add a second workstation to the pro-shop. Currently, there is only one workstation to check in customers at the golf shop, which creates inefficiency in getting customers out to golf and challenges staff to meet current CDC guidelines for social distancing. A second workstation would allow staff to form two separate lines to get customers in and out of the golf shop more quickly and greatly enhance customer service. The second station would also include a printer for season pass I.D. cards. Currently, if customers would like a season pass card they must go to the Casper Recreation Center to receive one. This process is not customer friendly and many forego getting a card. Instead, staff relies on pictures within the computer system to identify pass holders. A pass printer at the course will be more customer friendly, help staff quickly identify pass holders as all will receive a card, and alleviate extra time spent by staff at the Casper Recreation Center. The cost of an additional workstation is \$5,000.00

The current driving range picker is a 2003 E-Z-GO golf cart that was adapted to be a range cart. Replacement is currently budgeted in 2021-2022 capital, but the golf mechanic is not certain that mechanically the cart will be operational for the upcoming golf season. Staff did not place the cart

on 2020-2021 capital budget. However, at the time of budget closure the cart was operational and believed to be mechanically capable of efficiently picking the range. During the 2020 golf season several major mechanical failures took place. If not replaced, due to safety reasons staff must close the driving range at least two hours per day to pick range balls showing a decline in revenue. The cost of a new range cart is \$14,500.00.

The renovation at the 19<sup>th</sup> Hole Restaurant has been a successful project for the City of Casper. A new sign for the branding would be a finishing touch when coming into the restaurant. The restaurant name “19<sup>th</sup> Hole” belongs to the Casper municipal golf course and will remain with the facility regardless of lessee. The additional cost would be \$1,500.00.

As part of the FY21 capital budget, Council agreed to a \$100,000 sprinkler system project funded by golf course reserves. The project was awarded and the winning bid was lower than anticipated leaving approximately \$43,007.00 in the project. Project completion is set for mid-March.

As a result, staff would recommend the purchase of all the previous items mentioned still leaving \$15,207.00 in the project that would be returned to golf course reserves.

**Financial Considerations**

The Golf Course Sprinkler System project is projected to have a \$43,007.00 remainder that is not needed and could be used to cover all items in this request and still return \$15,207 to the golf course reserve fund.

**Oversight/Project Responsibility**

Randy Norvelle, Parks Manager

**Attachments**

None.