

INFORMATION PACKET
Friday, December 3, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

December 7, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Start Time 5:15					
Pre-Meeting: Budget Calendar					
Pre-Meeting: Baseball Club					
Pre-Meeting: Health Department's Use of Source Gas Property					
Pre-Meeting: Municipal Court Staffing					
Establish December 21, 2021 as the Public Hearing Date for Consideration of a Partial Plat Vacation, Replat, Vacation of Public Parkland and a Zone Change for the North Platte River Park No. 2 Subdivision.	C		C		
Establish December 21, 2021 as the Public Hearing Date for Consideration of a Vacation, Replat, Subdivision Agreement and Zone Change for the Eagle Valley Addition.	C		C		
Establish December 21, 2021 as the Public Hearing Date for Consideration of Rates for Retail and Wholesale Water and Sewer Service, and for Residential and Commercial Solid Waste Collection and Disposal at the Casper Solid Waste Facility.	C		C		
Establish December 21, 2021 as the Public Hearing Date for Consideration of the Transfer of Retail Liquor License No. 26 from Brenton Properties, LLC d/b/a Frank's Butcher Shop and Liquor, Located at 2024 CY Ave to FBS Casper, LLC d/b/a Frank's Butcher Shop and Liquor, Located at 2024 CY Ave.	C				C
Establish February 15, 2022 as the Public Hearing Date for Consideration of the Annual Renewal of all City of Casper Liquor Licenses.	C				C
Public Hearing: New Restaurant Liquor License No. 46 for Movie Palace Inc., d/b/a Studio City Mesa Cinemas, Located at 3150 Talon.		N			N
Authorizing the Mayor to Sign the FY21 Casper Historic Preservation Commission Annual Report.				C	
Authorizing an Agreement with Emergency Medical Physicians P.C., in the Amount of \$10,800 Annually, for Four (4) Years to Provide Medical Direction to the City of Casper Fire-EMS Department.				C	
Authorizing an Agreement with HDR Engineering, Inc. for Water Rights/Water Supply Studies, Tasks, and Activities in an amount not to exceed \$75,000.				C	
Authorizing an Agreement with Pope Construction, Inc., in the Amount of \$74,981.50, for the Fire Station No. 1 Flooring, Project No. 21-028.				C	
Authorizing Change Order No. 3 with Wayne Coleman Construction, Inc., for the Industrial Avenue Drainage & Surfacing Improvements, Project No. 19-068				C	
Authorizing a Final Acceptance Certificate with Wyoming Department of Transportation for the Morad Park to Walmart Trail.				C	
Authorizing a Contract for Professional Services with WLC Engineering, Surveying, and Planning, Inc. in the amount of \$99,985.00 for the Derington Addition Watermain Replacements, Project No. 20-045.				C	

The Grid

A working draft of Council Meeting Agendas

December 7, 2021 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing Amendment No. 1 to the Real Estate Purchase Agreement with the Casper Housing Authority for the City-owned Property on South Beverly Street.				C	
Authorizing the Sole Source Purchase of One (1) Used 950GC Caterpillar Front-End Wheel Loader, in a Total Amount of \$198,504, from Wyoming Machinery Company of Mills, Wyoming, for Use by the Solid Waste Division.					C
Authorizing the Purchase of One (1) Used 1998 E-One Custom Pumper, in a Total Amount of \$36,000, for Use by the Casper Fire EMS Department.					C
Authorizing the Issuance of a Taxicab Company License to Thomas Elliott, d/b/a Casper Cabs, Located at 1147 East C Street.					C
Reappointing Robin Broumley, Jeff Bond, and Connie Hall to the Casper Historic Preservation Commission.					C
Appointing Maribeth Plocek and Joseff Hutchinson; and Reappointing Carol Johnson and Terry Wingerter to the Casper Planning and Zoning Commission.					C
Executive Session - Land & Litigation					

December 14, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		4:30	5 min
Street Projects Priority List		4:35	30 min
Streets Funding		5:05	30 min
Utility Rate Changes for Water, Sewer & Refuse Collection		5:35	30 min
Ford Wyoming Center Facility Use Study		6:05	40 min
CY Avenue Trees (memo received)		6:45	30 min
Agenda Review		7:15	20 min
Legislative Review		7:35	20 min
Council Around the Table		7:55	10 min
Approximate Ending Time:			8:05

December 21, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Start Time 5:15					
Pre-Meeting: Work Session Rules					
Pre-Meeting: Tree Sprouts					

The Grid

A working draft of Council Meeting Agendas

December 21, 2021 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing: Partial Plat Vacation, Replat, Vacation of Public Parkland and a Zone Change for the North Platte River Park No. 2 Subdivision.		N	N		
Public Hearing: Vacation, Replat, Subdivision Agreement and Zone Change for the Eagle Valley Addition.		N	N		
Public Hearing: Disposition of City-Owned Property Located Near the Southwest Corner of South Beverly Street and East 4th Street. (public hearing was established on Sept. 7)		N		N	
Public Hearing: Rates for Retail and Wholesale Water and Sewer Service, and for Residential and Commercial Solid Waste Collection and Disposal at the Casper Solid Waste Facility.		N		N	
Public Hearing: Transfer of Retail Liquor License No. 26 from Brenton Properties, LLC d/b/a Frank's Butcher Shop and Liquor, Located at 2024 CY Ave to FBS Casper, LLC d/b/a Frank's Butcher Shop and Liquor, Located at 2024 CY Ave.		N			N
Authorizing the Purchase of Equipment and Installation of Equipment in Two (2) New Police Trucks by Communication Technologies Ins., in the Amount of \$37,490.				C	
Authorizing the Purchase of Equipment and Installation of Equipment in Six (6) Police Vehicles by Communication Technologies Ins., in the Amount of \$90,128.85.				C	
Approving and Adopting the Casper Area Metropolitan Planning Organization's Bicycle and Pedestrian Plan Update.				C	

January 4, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Election and swearing in of Mayor and Vice Mayor					

January 11, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		4:30	5 min
City Inspectors Authority/Oversite of Licensed Contractors			
Drug Court Update			
I-25 & Center Street Enhancements			
Agenda Review			
Legislative Review			
Council Around the Table			
Approximate Ending Time:			

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Parkway Parking			After FY22
Safe Place Program Implementation & Resolution			
Non-discrimination Ordinance			

Staff Items:

Shipping Container Ordinance Update			
Cemetery Resolution Revisions			February
Business Plan Discussion			February
Sign Code Revision			

Potential Topics-- Council Thumbs to be Added:

Restructure of Community Promotions			
Handheld Device Use While Driving?			

Future Regular Council Meeting Items:

Public Hearing for Annual Renewal of Liquor Licenses	Feb. 15, 2022		
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Retreat Items:

Economic Development and City Building Strategy

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
			<p>1:00 p - Civil Service Commission (None) 5:30p-Platte River Restoration Advisory Committee (Pacheco)</p>	<p>7:00p-Youth Empowerment (Pacheco)</p>		
5	 Last day of Hanukkah 5:00 p.m. - CNFR (Freel, Cathey)	7	8	9	10	11
<p>4:30 p.m. - Casper Youth Council (Gamroth, Pacheco)</p>		<p>6:00p-Council Meeting</p>	<p>7:00a-CPU Advisory Board (Cathey) 6:00p-Amoco Re-use JPB (Quest)</p>	<p>12:00p-Advance Casper (Rib & Chop) (Freel, Gamroth) 4:30p-Leisure Services Board (Engbretsen) 7:00p-Youth Empowerment (Pacheco)</p>	<p>11:30a-Chamber Coordination/ Infoshare (None)</p>	
12	13	14	15	16	17	18
	<p>8:30a-Historic Preservation (Engbretsen)</p>	<p>4:30p-Council Work Session</p>		<p>7:00a-Mayor/ Commissioner 11:00a-Housing Authority (Gamroth) 4:00p-Contractors' Licensing Board (Knell) 5:30p- City County Board of Health (Freel) 6:00p- Planning & Zoning (Knell) 7:00p-Youth Empowerment (Pacheco)</p>	<p>3:00p-LGBTQ Advisory Committee (Freel, Pacheco)</p>	
19	20	21	22	23	24	25
		<p>11:30a-Regional Water JPB (Cathey, Powell, Knell, Freel) 4:00p-Chamber of Commerce (Cathey, Freel) 6:00p-Council Meeting</p>	<p>11:30p-NIC (None) 5:15p-CAP (None)</p>	<p>11:30a - Disability Council (Pacheco) 7:00p-Youth Empowerment (Pacheco)</p>	<p>Christmas Day Observed City Offices CLOSED</p>	 <p>Christmas Day</p>
 1st day of Kwanzaa	27	28	29	30	31	1
	<p>12:30p-Senior Services (Engbretsen) 4:00p-OYD Advisory Committee (Pollock, Freel)</p>	<p>11:30a-Travel & Tourism (Freel, Johnson) NO Council Work Session</p>		<p>7:00p-Youth Empowerment (Pacheco)</p>	<p>New Year's Day Observed City Offices CLOSED</p>	 <p>New Year's Day</p>



Memo to: Liz Becher; Community Development Director

From: Dan Elston, City Building Official
Craig Collins, AICP, City Planner

Subject: October 2021, Commercial Development Report

Date: 11-16-2021

Permitting Update:

For the month of October, 7 building permits for single family homes were issued. This brings the total building permits for single family residences to 55 for the calendar year. The Building Division issued 87 Building, 91 Electrical, 55 Mechanical and 71 Plumbing permits with fees totaling \$76,559.42. Overall, the Building Division's value of construction for October was \$7,928,177.58.

Inspection Update:

The Building Division completed 122 building, 144 electrical, 194 plumbing/mechanical inspections and 12 plan reviews for the month of October.

Commercial Construction Update:

Below is a breakdown of the 14 major commercial projects that are in progress:

- State Office Building (444 West Collin) All interior building inspections have been completed. Final sitework and landscaping are in process. Estimated completion date is December of 2021. This project is on schedule at this time.
- Ace Hardware-Once Upon A Child-Backdoor Lounge (CY Ave.) All phases of construction in process
- Visual Arts (Casper College) foundation and structural steel in process
- The Nolan Phase 1 (222 S. David St.) All phases of construction in process, including exterior masonry, interior framing, MEP rough-ins.
- NCHS Natatorium (930 S. Elm) Interior final finishes in process, T. C.O. requested 11-19-2021.

COMMUNITY DEVELOPMENT DEPARTMENT

200 North David Street | Casper, WY 82601-1862 | Phone: (307) 235-8241 | www.casperwy.gov

- Rescue Mission Discipleship housing (600 E. A St.) Women's housing is painted and final finishes in process, Men's housing = drywall in process.
- YMCA Natatorium (1161 Casper Mountain Road) Interior framing, M.E.P., and exterior sheathing in process.
- Whites Mountain Chevrolet (2400 E. Yellowstone) All phases of construction in process.
- Alder Park Apartments (Tranquility Way) Foundations complete, underground plumbing in process
- Metro Coffee Roasters (W. Yellowstone) site work in process
- Ridley's Eastside (300 SE WY. Blvd.) drywall in process
- LDS Temple Foundation (Outer Dr. and Eagle Dr.) Site prep, caissons in process. Plan review in process, 20 Million + value.
- State Office Maintenance Bld. (444 W. Collins) Demo exterior in process
- Wyoming Cardiopulmonary (1230 E. 2nd St.)

Projects Completed:

- Boyd Avenue Multi-purpose Building (2225 CY Ave.)

Approved projects not started:

- Discount Tire (4990 E. 2nd St.)
- Casper Medical Clinic (2025 E. 2nd St.) Old Dragon Wall
- Blackmore Market Place Shops (5081 E. 2nd St.)
- Wyoming Discount Liquors (E. 2nd St.) Old work Warehouse.
- Dollar General Store (14th McKinley)
- Dollar General Store (6500 CY Ave.) Old Bullwinkles site

New Projects Submitted for Approval:

- 307 Chiropractic (5880 E. 2nd St.) Delayed approx. 1 year
- Wyoming Discount Liquors (Old Work Ware House E 2nd St.)

Anticipated Projects:

- Liberty Square Apartments (S. Beverly) Approximately 60 units, 2 buildings.
- Power2Play (King Blvd.) 65,000 sq. ft. indoor sports facility
- Sage/Sand Motel remodel (West Yellowstone)



November 19, 2021

Ms. Brooke Allen, P.E.
Resident Engineer
Wyoming Department of Transportation
900 Bryan Stock Trail
Casper, Wyoming 82601

**Re: WYDOT Project – Poplar Street - CY Avenue to Collins Drive
Project Number N212124**

Dear Ms. Allen:

Thank you for the opportunity to review WYDOT's plans for the Poplar Street – CY Avenue to Collins Drive Project. The City of Casper would like to enter into two cooperative agreements with WYDOT; one to provide landscaping enhancements and the other to replace water mains within the project corridor.

The City of Casper has identified several locations where landscaping can be concentrated as well as the ability to install decorative lighting and street trees along the corridor. It is anticipated that WYDOT will allocate \$400,000 in enhancement funds for the project. The City will work with a landscape/engineering firm to design the proposed enhancements for inclusion with your bid documents.

It is proposed to replace the existing 12" DIP water main along Poplar Street with 12" PVC, as well as replace and relocate the 30" DIP water main running east-west at Poplar St. & Collins Dr. Three sanitary sewer manholes will also be replaced as part of the project. The estimated cost for this work is \$685,000. The city has already entered into an agreement with WWC Engineering to provide these design services.

Please let me know if you have any questions concerning the proposed work. The City of Casper looks forward to working with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Beamer".

Andrew Beamer, P.E.
Public Services Director

cc: ✓ J. Carter Napier, City Manager
Bruce Martin, Public Utilities Manager
Alex Sveda, P.E., City Engineer

ENGINEERING DIVISION

200 North David Street | Casper, WY 82601-1862 | Phone: (307) 235-8341 | www.casperwy.gov

**CASPER UTILITIES ADVISORY BOARD
CITY OF CASPER
MEETING AGENDA**

Casper City Hall
Downstairs Meeting Room

Wednesday, December 8, 2021 7:00 a.m.

AGENDA:

- * 1. Consider Approval of the November 17, 2021 Meeting Minutes
- 2. Discuss Updated Water and Sewer Rates
- 3. Other Business
- 4. Adjournment

Additional Information:

- A. Agendas and approved minutes of the Central Wyoming Regional Water System Joint Powers Board can be accessed on their website, www.wyowater.com, under the News & Notices tab, or at the following links:

RWS Agendas - <http://www.wyowater.com/board-meetings>

RWS Minutes - <http://www.wyowater.com/board-minutes>

**CASPER PUBLIC UTILITIES ADVISORY BOARD
CITY OF CASPER**

**MEETING PROCEEDINGS
November 17, 2021
7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, November 17, 2021 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present: President Michael Bell
Vice President Jim Jones
Secretary John Lawson
Member Richard Jay
Member Bruce English

Absent: Council Liaison Steve Cathey

Staff Present: Public Services Director, Andrew Beamer
Public Utilities Manager, Bruce Martin
Administrative Technician, Janette Brown

Others:

The regular meeting was called to order at 7:00 a.m. by President Bell.

1. President Bell asked for a motion to approve the minutes from the September 29, 2021 meeting.

Vice President Jones stated that he had a question on the minutes, and asked Secretary Lawson if La Prele is the only high hazard dam in the State. Treasurer Lawson stated that was correct, as that was what the State Engineer told him. Vice President Jones asked if dams were considered high hazard if they were over 22 feet high. Secretary Lawson stated that if they are over 25 feet high they are a high hazard, and that he is just going by what the State Engineer has said.

Council Liaison Cathey stated that he had a question on Item 3 in the minutes. Council Liaison Cathey stated that Mr. Williams said he would be installing a 1-inch service line, and asked if an engineer recommended the 1-inch service line. Council Liaison asked if they should install a 1-inch or 2-inch service line. Board Member English stated that Mr. Williams originally stated that he was going to install a ¾-inch service line, that's why he recommended they install a 1-inch service line. President Bell stated that Mr. Martin had mentioned in the meeting that staff no longer does a ¾-inch tap, they only install 1-inch and bigger. Council Liaison Cathey stated that made sense.

Board Member Jay arrived at the meeting at 7:03 a.m.

A motion was made by Board Member English and seconded by Vice President Jones to approve the minutes of the September 29, 2021 meeting as presented. Motion passed.

2. Mr. Martin asked the Board to reference the October 2021 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in October was 184 MG, 6 MG less than the five-year average.

Mr. Martin stated that the Fiscal Year to Date Gallons Purchased is 1.7 BG, compared to the five-year average of 1.78 BG. Mr. Martin stated that this is due to the water restrictions that were put in place and conservation efforts.

Mr. Martin stated that there were three water main breaks in October, which puts it at a total of ten for the fiscal year.

Mr. Martin stated that there were three service line breaks in October, putting the fiscal year total at twelve.

Mr. Martin stated that there were two sewer main stoppages in October, putting the fiscal year total at four.

Mr. Martin stated that there are 22,396 Active Accounts, which is an increase of 26 accounts from the same time last year.

Board Member Jay asked if this report was updated after it was sent out to the Board. Mr. Martin stated that the number of water main breaks was updated after it was sent out to the Board.

3. Mr. Martin asked the Board to reference the map on the screen. Mr. Martin stated that the area on the screen is an island of County properties that is surrounded by the City of Casper. Mr. Martin stated that 101 Rivercross Road has one building with water and sewer service, but is building an additional new building and would like to connect it to the water and sewer systems. Mr. Martin stated that this property is not contiguous to City limits and a Commitment to Annex is required. Mr. Martin asked the Board for conceptual approval for this Contract for Outside-City Water and Sewer Service depending on the contract being approved by the City Attorney's Office.

Vice President Jones asked if the City owned the water and sewer mains in this area. Mr. Martin stated that the City does own the water and sewer mains in this area.

Vice President Jones asked what keeps this area from being annexed into the City of Casper. Board Member English stated that the True Company and the mill levy keeps the area from being annexed.

President Bell asked if the County had no regulation on the number of buildings on a lot. Mr. Martin stated that this lot is large enough for an additional building.

President Bell asked if the streets in this area are paved. Board Member English stated that the streets are paved but there is no curb and gutter.

Secretary Lawson asked who maintains the streets in this area. Mr. Beamer stated that the City does not maintain these streets, it must be the County.

Vice President Jones stated that it is interesting that the City has not taken steps to annex this area. Mr. Martin stated that annexing this area has been discussed several times in the past. Mr. Martin stated that having water and sewer agreements in place will help aid in that discussion in the future.

A motion was made by Vice President Jones and seconded by Board Member Jay to conceptually approve the Contract for Outside-City Water and Sewer Service with Curtis Day for 101 Rivercross Road contingent on City Attorney approval of the contract. Motion passed.

4. Mr. Martin stated that staff is still working with the Finance Department on the rate models. Mr. Martin stated that he did not want to bring inaccurate information to the Board that would be changing. Mr. Martin asked if the Board would be available for a meeting on December 1st or 8th to review the rate models.

Vice President Jones stated that either date would work for him.

Board Member English asked if an extra week would be needed with finalizing the rate models. Mr. Martin stated that staff meets with City Manager Napier after December 1st, so the 8th might work better for the Board review of the rate models.

President Bell stated that the Board will meet on December 8th at 7:00 a.m. to review and discuss the rate models.

5. In other business:

- a. Mr. Martin asked the Board to reference the Sales Tax Chart. Mr. Martin stated that more sales tax was received in FY22 than at the same time in FY21. Council Liaison Cathey stated that the City is still \$75,000 behind projections. Council Liaison Cathey stated that this was discussed by Council as it related to employee cost of living increases. Council Liaison Cathey stated that he believes Council should use what they have received instead of betting on what is to come.

President Bell stated that he saw where Council discussed raising Water rates to cover watering the parks. Council Liaison Cathey stated that the City charges the commercial rate for Parks irrigation.

Board Member English asked if irrigation only accounts pay sewer charges. Mr. Beamer stated that they do not. Council Liaison Cathey stated that no one pays for sewer on irrigation, as sewer charges are based on January – March usage.

President Bell asked if the soccer fields are irrigated by a well. Mr. Beamer stated that the soccer fields use raw water irrigation.

A motion was made by Vice President Jones and seconded by Board Member Jay to adjourn the meeting at 7:22 a.m. Motion passed.

Secretary

DATE: DECEMBER 1, 2021
TO: CIVIL SERVICE COMMISSION
FROM: HEIDI ROOD, HUMAN RESOURCES TECHNICIAN
SUBJECT: CIVIL SERVICE COMMISSION MEETING

**CIVIL SERVICE COMMISSION MEETING
WEDNESDAY, DECEMBER 1, 2021
1:00 P.M.**

City Hall – Downstairs Meeting Room
200 N. David St.

Or

Virtual Options:

Microsoft Teams

[Click here to join the meeting](#)

Phone Call Only:

(307) 314-2685

Phone Conference ID: 760 317 637#

AGENDA

1. Approval of November 3, 2021, Meeting Minutes
2. Approval of November 15, 2021, Meeting Minutes
3. Certify Fire Captain List
4. Other Business
5. Set Next Meeting Date(s)
January 5th
February 2nd
6. Adjourn to Conduct Interviews for Civil Service Commission Vacancy

Leisure Services Advisory Board (LSAB)

Minutes of Thursday, September 9, 2021

Meeting Called to Order: **Date:** September 9, 2021
Time: 4:31 pm
By: Amy Crawford
Location: Virtual Meeting via Microsoft Teams

I. Board Members Present: Amy Crawford, Doug Follick, Jennifer Walker, Andrea Covert, Olivia Cole, Doug Hall
Council Liaison: Lisa Engebretsen
Staff Present: Andrew Beamer
Guests: None

II. Approval of Minutes:
Minutes Date: May 13, 2021
Motion By: Doug Follick
Second: Jennifer Walker
Board: Approved

III. 2021-2022 Meeting Schedule

Chairperson Crawford stated that meetings will be virtual from now moving forward until we get some direction to the contrary. She also stated that the next meeting will be October 14, 2021.
Doug Follick stated that historically meetings were held at the facilities and when meetings can be held in person he would like to see them held at the user group facilities.
Chair Crawford encourages everyone to go visit each user group facility to see what each has to offer.
Chair Crawford also encourages everyone on the board to take the time to fill out the survey they received about each facility.

IV. Board Member Terms, Contact Information and Liaison Assignments

Chair Crawford stated that there is a vacancy on the board.
Chair Crawford also stated that there is a vacancy for the sports on the liaison assignments
Current liaison assignments:

- Aquatics – Doug Hall
- Ft Caspar – Andrea
- Hogadon – Amy Crawford
- Golf Course – Jennifer
- Ice Arena – Olivia
- Recreation Center – Jason
- Athletic Fields – Jim

Andrea stated she has a concern with her liaison assignment at Ft Caspar as she has not been able to consistently attend the Museum Association Board meetings on the first Thursday of the month at 5:30 pm. She has been unable to provide good open communication with the museum because of the conflicts. She asked if anyone would want to trade liaison assignments with her.

Doug Follick offered to take up anything in the interim.

Andrea stated she would be happy to take over the sports liaison assignment.

Andrea also stated she would let Kahn, the Museum Association President, know that Doug would be taking over the assignment. Andrea to send Kahn's email information to Doug.

Olivia voiced a concern that nobody comes to her for anything from the Ice Arena. It was agreed that most facilities reach out only when they need something. So, no news is good news.

Chair Crawford stated that Hogadon Tune-Up Day is Saturday, September 18th from 8:30 to Noon and this year they are focusing on trail-building. She recommends everybody go up and help out and check it out.

V. Other Business:

Public: N/A

Staff: Andrew Beamer, Interim Parks and Rec Director, stated that the new Parks and Rec Director will be named tomorrow (September 10th) and will be taking over first part of October.

Board: Chair Crawford suggested and all agreed to table the Board vacancy until the new Parks and Rec Director is named and seated. Chair Crawford will reach out to the applicant who was not chosen the last round.

The next scheduled meeting will be **Thursday, October 14, 2021 at 4:30 pm via Microsoft Teams** unless otherwise directed.

Meeting Adjourned: The meeting was adjourned at 4:48 pm.

Leisure Services Advisory Board (LSAB) Minutes of Thursday, October 14, 2021

Meeting Called to Order: **Date:** October 14, 2021
Time: 4:30 pm
By: Jennifer Walker
Location: Virtual Meeting via Microsoft Teams

- I. **Board Members Present:** Andrea Covert, Olivia Cole, Doug Follick, Jason Magnuson, & Jennifer Walker
Council Liaison: Not in attendance
Staff Present: Zulima Lopez (Director Parks, Rec & Public Facilities), Randy Norvelle (Parks Manager), Jason Ostlund (Golf Superintendent), & Todd Schafersman (Golf Pro)
Guests: Larry Fransen, John Johnson

- II. **Approval of Minutes:**
Minutes Date: September 9, 2021
Motion By: Andrea Covert
Second: Doug Follick
Board: Approved

III. User Groups

A. Casper Municipal Golf Course

Todd stated that the Golf Course had a really good year. Had some nice updates.

Hoping to implement a new point of sale (POS) system and a new driving range ball dispenser. The city has done a darn good job of getting the golf course more modernized. Still have plenty of room to grow and do more things for the community, but he thinks they are making good moves.

Randy stated the POS system we looking at will be able to do online tee times, which will help with efficiency and alleviate staffing issues. Todd mentioned the current POS system is not integrated with the credit card machine and we desperately need a the new POS system to be integrated with the credit card process. The POS system will also be online instead of on a server which will be nice.

Looking at 2 different POS systems: 'Four Up' and 'Light Speed'. Both have more than what we need, very modern. Both are very good products. Jason Ostlund says the system is not budgeted for in the current fiscal year, but we are planning to budget for it in the upcoming fiscal year.

Regarding the cart paths, Jason says we used to have \$30k allocated every year for cart paths. Once we did the irrigation system, we stepped back from those funds for that year knowing that the irrigation work would be tearing up the cart paths for that year. Those funds have not been reallocated since the irrigation system was installed in 2014. Cart paths are horrible. Doug believes it is one of those upkeep things that needs to happen. That's why cart paths were a priority to do a little bit each year. The \$30k annually was to pick out some of the worst ones and get those taken care of.

Jason stated that Todd emphasized 2 and 4 links in the annual report because we feel those are significant safety issues. They are really steep, even with the speed bumps. Looking at redoing the entire system with maybe some serpentine back and forth trying to get people to slow down. A number of people are not cautious and just throw it in neutral and let it fly. When we have cart issues it is on 2 and 4 links. But, cart paths overall are in a serious need of upgrade.

Todd stated we are currently in a lease for 1 more year for carts. The safety issue on 2 and 4 could be helped by getting different carts that would brake while going downhill. We will be looking into new carts after our lease is up this year. Randy stated we will be looking into purchasing carts instead of leasing them.

Todd described the driving range ball dispenser. Currently, guests have to come to the golf shop to purchase a bag of balls and then go to the driving range to hit them. So people can only use the driving range when the golf shop is open. If we can have the dispenser outside the golf shop then people don't have to go into the

golf shop for balls. It will be a really nice thing for reporting and selling as we'll know exactly how many balls were hit. Also we'll be able to collect money from credit cards, cash, phone and it will clear up the staff a lot. Finally it will help with when balls are being hit to know when a good time to mow, etc. is.

Definitely believe it would pay for itself in less than 3 years.

Jennifer commented that the courses are in great shape and she has thoroughly enjoyed her membership out there. Jason Magnuson stated the courses were in really nice shape, probably the best he's seen in the last 5 years. Jason Ostlund added that the giant snow storm helped with moisture, but January and February were really dry. Came out of winter in very rough shape. Not just on the greens, but tee boxes and high spots. The crew at the course worked very hard to make it look good. Going forward we are going to grow everything out a little longer than normal this fall in case it's another dry winter.

B. Casper Ladies Golf Association

No one from the ladies golf association attended. They did send in an annual report.

Jennifer Walker asked about the ladies locker room updates as suggested in the Ladies' Annual Report. Todd stated when we did the Golf Shop updates they looked into updates for the locker rooms. Randy stated we had \$70k slated for capital for both rest rooms, but it was not funded. Hoping to have money in the next couple of years. It will be for basic cosmetic updates like paint, flooring, updating fixtures and sinks. Probably get rid of the shower facilities. Jason Magnuson stated that the lockers are too small for all his gear without playing Tetris to get everything in there.

C. Men's Golf Association

No one from the Men's Golf Association attended or sent in an annual report this year.

D. 19th Hole Restaurant

John Johnson stated that they are coming to the end of the season. Sunday, October 31st will be the last day for the season outside of special events. They will be having Christmas parties this year. They had an interesting season, not as busy as they hoped it would be. Thought this year would be more robust than last year. Definitely the restaurant is tied to the golf course; when the golf course is not in season, it really has an impact on the restaurant. As of Labor Day they went to a six day week, being closed on Mondays.

They are putting up garage doors on the patio next week, so the patio will be a four season patio to be used for special events. There are already heaters on the patio to keep guests warm.

Going to revise the menu one more time this spring, to see if we can get people to see the 19th hole as a destination venue and not just for the golfers. Have some neighborhood folks that come, but not as many as hoped. Last year did a direct mail piece, but did not this year. Will be doing more direct marketing next year.

IV. Board Member Terms, Vacancy

Postponed talking about the one vacancy on the Board last month until the new Director was named. Amy was to reach out to the applicant from the last time there was a vacancy. No word if she has done that. It might have been Randy Hein who previously applied. We will wait for further action until we know if Amy spoke to Randy. If Randy is not interested, the vacancy has to be posted by the City Manager's office and then the person is appointed by City Council.

Will keep this agenda item on the agenda for the next meeting in November.

V. Other Business

Public: None

Staff: None

Board: Doug met with the Fort Casper Museum Association and told them that he would be replacing Andrea as the Liaison. He went to the meeting on September 16th. The museum report was given by Rick and they have a couple projects that the museum association helps out with. Cosmetic things; repairing the punishment rail and telegraph. They started the Bozeman Trail Exhibit on the 16th of September. Will be there a couple of months. The Convention of Visitors Bureau did an impact study and found that the Fort

Casper Museum brings in about \$1.2M to \$1.5M in lodging and sales. The Ghost Tours are coming up and are real popular. Rick and the staff has asked for a mask mandate. Risk Management approved it since a majority of the volunteers said they wouldn't participate if the mandate wasn't in effect. Still feel it will sell out with the mandate.

They did regrading around all the building and then had an Archaeology day for the kids. They are finding anything that would have been associated with the Fort back in the day.

The next scheduled meeting will be **Wednesday, November 10, 2021 at 4:30 pm via Microsoft Teams** unless otherwise directed.

Meeting Adjourned: The meeting was adjourned at 5:14 pm.

From: Roehr, Mary <Mary.Roehr@charter.com>
Sent: Thursday, December 2, 2021 8:40 AM
Subject: FW: Charter/Spectrum Channel Lineup Changes

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello.

Charter Communications/Spectrum is making changes to our residential channel lineup for customers in your community.

PROGRAMMING	CHANGE
Victory Channel	Victory Channel Replacement of Bulldog Shopping Network. Content will remain on same display channels, format & tiers. Victory Channel has faith based programming.
DIY Rebrand	DIY Network rebranding to Magnolia
NBC Sports Network	NBCSN will cease operation

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

Please contact me should you have any questions.

Sincerely,

Mary Roehr



Mary Roehr | Director, Government Affairs, Colorado, Montana, Wyoming | C: 406-671-7956
951 W. Custer Ave. | Helena, MT 59601