

# PRE-MEETING AGENDA



Casper City Council  
City Hall, Council Chambers  
Video Conference Call  
Tuesday, March 2, 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)

	Presentation	Allotted	Beginning Time
1.	Work Session/Council Meeting Date Changes	5 min	5:30
2.	Financial Policy Guidelines	5 min	5:35
3.	2021 Casper Municipal Golf Course Rates	5 min	5:40
4.	Agenda Review	5 min	5:45
	Approximate Ending Time		5:50

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

February 24, 2021

MEMO TO: J. Carter Napier, City Manager <sup>JN</sup>  
<sub>by AP</sub>

FROM: Fleur Tremel, City Clerk/Assistant to the City Manager

SUBJECT: City Council Meeting Times and Dates

**Meeting Type & Date:**

Pre-Meeting  
March 2, 2021

**Recommendation:**

That Council review Council and Commissioner meeting times and provide staff with direction.

**Summary:**

Recently, Council asked to review the Council meeting dates and times and decide the best way to provide for Citizen engagement for the City and the County. Wyoming State Statute §16-4-404 provides that, “the governing body of an agency shall provide by ordinance [...] the rule for holding regular meetings.” Currently, the City has Ordinance No. 1-97 which states that Council meetings shall be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month and that Work Sessions shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month. Council meetings begin at 6:00pm, and Council work sessions begin at 4:30pm.

Likewise, the Board of County Commissioners hold their regular business meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month beginning at 5:30 pm. The Commissioners hold their work sessions around 2pm or 3pm but this time depends on the amount of material to cover so the meeting will be over by 5:30 pm. Their business meetings last anywhere from 3 minutes to a couple of hours, with the majority lasting around 30 minutes. Since January of 2020, the County has held twenty-six business meetings, and according to their minutes, the County’s business meetings have gone over 35 minutes nine times.

As previously stated, the City of Casper currently holds City Council work sessions on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month at 4:30pm. Since January of 2020, City Council has held 28 work sessions. Of those, only three were over around 6pm. No work sessions were over by 5:30pm.

**Considerations**

Due to the general length of City Council work sessions, if Council decides to switch their business meetings and work session, the work session would also conflict with the County Commissioner business meetings.

Additionally, the City of Casper’s Annual budget can be passed no later than the third Tuesday in June. If Council changes the meeting dates as is being suggested, this would mean the budget would have to be ready for passage a week earlier than planned, which could be problematic.

Also, the first Tuesday of the year, in January, is when newly elected Council members would be sworn in. This swearing in of Council would have to move to the second week in January to the regular business meeting.

**Oversight/Project Responsibility**

Fleur Tremel, City Clerk/ Assistant to the Manager

**Attachments**

None

February 24, 2021

MEMO TO: J. Carter Napier, City Manager <sup>JCN</sup>  
FROM: Tim Cortez, Director of Parks and Recreation  
Randy Norvelle, Parks Manager  
SUBJECT: 2021 Casper Municipal Golf Course Rates

**Meeting Type & Date**

Council Pre-Meeting, March 2, 2021

**Action type**

Approval Requested

**Recommendation**

That Council allow staff to increase the full season and half season passes at the Municipal Golf Course by \$25 to keep in line with rising expenses and work closer to cost recovery goals.

**Summary**

The Casper Municipal Golf Course last raised fees in 2016. Staff recommends increasing the Adult Season Pass and Half Season Pass rates each by \$25. Staff does not recommend changing daily green fees or cart rates at this time in order to remain competitive in the Casper market (Exhibit A).

Staff reviewed lower afternoon rates offered by Three Crowns (Exhibit A) and analyzed if the rate was negatively influencing the number of rounds played at Muni. Staff did not see a reduction in rounds that justified offering a lower afternoon rate at this time. Staff does recommend offering a walking only twilight rate. This rate will be available from May 1 to September 30<sup>th</sup> after 6:00 p.m. daily to coincide with last cart out times. Staff believes this reduced rate will incentivize some to golf at a time of day when rounds are lower maximizing the course's revenue potential.

Increasing the season pass rates will allow the course to recoup costs for facility upgrades. In 2020, the City renovated the 19<sup>th</sup> Hole Restaurant area. The updates included new flooring and tile in restrooms, new flooring in the bar and restaurant, new paint, new lighting, a new bar top and front bar surface, opening the patio deck for outdoor dining, a new gas line, and new kitchen appliances. In 2021, the City added a new fire suppression system to the restaurant space and renovated the golf pro shop. The pro shop was updated with new paint, flooring, counter area, and merchandise displays.

The increase will also allow the course to recoup costs for course maintenance that have increased due to normal inflation. According to the Federal Bureau of Labor and Statistics prices have increased 8.99% over the last five years. This would increase a season pass by approximately \$50

and a half season pass by \$31. Staff did not see this much increase in costs overall and chose to increase rates by \$25 for this year and reevaluate next off-season.

Staff also proposes adding two features to the season pass to add value:

- A season pass holder appreciation end of year tournament with free entry, free cart, and prizes.
- A pass-holder may bring one child 12 and under with them after 3 p.m. and pay no green fee for the child. Cart fees would still apply.
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The free child green fee would help grow golf with youth, continue to cultivate a family-friendly atmosphere, and would be a value-added perk for many golfing families. In 2020, the golf course did not sell any child season passes. Youth green fees are mostly collected for those over the age of 12. Staff believes that a free green fee will not negatively impact revenue and could lead to growth of youth participation in the future.

**Financial Considerations**

Below is a table of current rates and the proposed rates for 2021

Rate Description	2020 Rate	Proposed 2021 Rate
Adult (19+) Season Pass	\$575	\$600
Youth (13-18) Season Pass	\$250	No Change
Child (12 and under)	\$125	No Change
Half-Season (after July 1)	\$350	\$375
Adult 9 Hole Green Fee Weekday	\$20	No Change
Adult 9 Hole Green Fee Weekend	\$22	No Change
Adult Twilight (after 6 pm walking only)		\$15
Adult 18 Hole Green Fee Weekday	\$32	No Change
Adult 18 Hole Green Fee Weekend	\$34	No Change
Youth (18 and under) 9 Hole Green Fee	\$10	No Change
Youth (18 and under) 18 Hole Green Fee	\$15	No Change
Cart Fee 9 Holes	\$18 (\$9 per rider)	No Change
Cart Fee 18 Holes	\$30 (\$15 per rider)	No Change
Driving Range- Small bag of balls	\$5	No Change
Driving Range- Large bag of balls	\$8	No Change

Estimated annual revenue increase of \$10,037.

**Oversight/Project Responsibility**

Randy Norvelle, Parks Manager  
 Todd Schafersman, Head Golf Professional

**Attachments**

Exhibit A – Golf Course Comparisons

Exhibit A

Golf Course Rate Comparisons for public courses within and near Casper. Courses in blue are private clubs. Daily green fee for private clubs is for a guest accompanied by a member.

Rate Description	Casper Muni 2021	Three Crowns	Douglas Community Club	Buffalo Golf Club	Paradise Valley CC	Casper Country Club
Adult (19+) Season Pass Golf Only	\$600	\$1500	\$515 \$250 new member fee	\$500	\$1920 + \$40 per month f&b min.	\$3,540 +\$50 per month f&b min.
Youth (13-18) Season Pass Golf Only	\$250	\$300 (\$450 w/ cart)	NA	\$175	NA	
Child (12 and under) Season Pass Golf Only	\$125	NA	NA	NA	NA	
Half-Season Adult Pass (after July 1)	\$375	NA	NA	NA	NA	
9 Hole Green Fee	\$20 WD \$22 WE	NA	\$18 WD & WE	\$25 WD \$28 WE	\$40 WD \$45 WE	\$40
9 Hole Green Fee + cart	\$30 WD \$32 WE	NA	\$28 WD & WE	\$37 WD \$40 WE	\$51 WD \$54 WE	\$60
Twilight 9 (after 6 pm walking only)	\$15	NA	NA	NA	NA	
18 Hole Green Fee	\$32 WD \$34 WE	NA	\$30 WD & WE	\$40 WD \$42 WE	\$55 WD \$60 WE	\$77
18 Hole Green Fee + Cart	\$47 WD \$49 WE	\$70 WD \$75 WE after noon \$40 WD \$45 WE	\$44 WD & WE	\$57 WD \$59 WE	\$73 WD \$78 WE	
Youth (18 and under) 9 Hole Green Fee	\$10	NA	\$5 (12 and under)	NA	NA	
Youth (18 and under) 18 Hole Green Fee	\$15	NA	\$5 (12 and under)	NA	NA	
Cart Fee 9 Holes	\$18 (\$9 per rider)	NA	\$20 (\$10 per rider)	\$24 (\$12 per rider)	\$22 (\$11 per rider)	\$22 (\$11 per rider)
Cart Fee 18 Holes	\$30 (\$15 per rider)	NA	\$28 (\$14 per rider)	\$34 (\$17 per rider)	\$36 (\$18 per rider)	\$34 (\$17 per rider)
Driving Range-Small bag of balls	\$5	\$6.50	\$4	Unknown	NA Annual fee	NA Annual fee
Driving Range-Large bag of balls	\$8	\$8.50	\$6	Unknown	NA Annual fee	NA Annual fee