

# **PRE-MEETING AGENDA**

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**Casper City Council**  
**The Lyric, 230 W Yellowstone Hwy**  
**Tuesday, November 21, 2023, 5:30 p.m.**



	<b>Presentation</b>	<b>Beginning Time</b>	<b>Allotted</b>
1.	LWCF Grant	5:30	5 min
2.	Ford Wyoming Center Wi-Fi	5:35	10 min
3.	Visit Casper Tournament Information	5:45	10 min
4.	Agenda Review	5:55	5 min
	Approximate Ending Time		6:00 p.m.


**\* Reminder \***

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

**We are CASPER**

**Communication   Accountability   Stewardship   Professionalism   Efficiency   Responsiveness**

November 9, 2023

**MEMO TO:** J. Carter Napier, City Manager 

**FROM:** Tom Brauer, Chief Operating Officer  
Zulima Lopez, Parks, Recreation, & Public Facilities Director

**SUBJECT:** Submission of a Land and Water Conservation Fund grant in an amount up to \$750,000 for the Washington Park Revival Phase II Project

**Meeting Type & Date**

Regular Council Meeting & Pre-Meeting  
November 21, 2023

**Action Type**

Resolution

**Recommendation**

That Council authorize, by resolution, the submission of a Land and Water Conservation Fund grant in an amount up to Seven Hundred Fifty Thousand Dollars (\$750,000) for the Washington Park Revival Project.

**Summary**

The Wyoming Department of State Parks and Cultural Resources has nearly \$2.3M available in fiscal year 2024 for the acquisition and/or development of public outdoor recreation lands and facilities. These dollars are being distributed as competitive Land and Water Conservation Fund (LWCF) grants for municipalities, counties, school districts, tribal governments, and recreation districts. LWCF grants are paid out on a reimbursement basis and have a 50% match requirement that can be cash or in-kind services. However, applicants must demonstrate they have dedicated 100% of the funding of the grant request by providing an approved resolution by the applicant's governing body and must commit the property with a 6(f) Land and Water Conservation Fund designation, which means the project site must be maintained and available only for public outdoor recreation into perpetuity.

Washington Park is not only the City's most central park, it is also one of the most beloved. However, much of the existing infrastructure needs major renovation or replacement, and expanded and/or new amenities should be added to improve the current recreation experience for park goers, to attract new users, and to expand recreation-oriented economic development opportunities.

Two public meetings and a public survey were utilized in 2022 to measure public support for various improvements at Washington Park. In general, participants expressed overwhelming support for enhancements at the park, and there was not strong opposition to any of the recommended improvements. Among the highest ranked priorities identified by the public in both meetings and the survey were:

- Adding permanent restrooms
- Adding pickle ball courts
- Reconstructing tennis courts
- Renovating the bandshell
- Improving the pool/aquatics offerings
- Improving parking

The City's application to LWCF for fiscal year 2023 was awarded in the amount of just over Five Hundred Seventy Thousand Dollars (\$570,000) for the Washington Park Revival Phase I Project. This project will replace field lighting at Washington Baseball Field, remove and replace two existing tennis courts with eight (8) pickleball courts, renovate existing restrooms to be ADA compliant so they can be open for seasonal public use, and add ADA accessible parking adjacent to the restrooms.

An LWCF grant for fiscal year 2024, which is due November 30, 2023, is planned for Phase II of the Washington Park Revival Project. This phase aims to relocate a storm sewer, construct six new tennis courts, repurpose two existing courts into additional parking, relocate a park shelter, and improve the health of the urban forest/beautify the north end of Washington Park with new trees and enhanced landscaping. Staff is optimistic that the award for Washington Park Revival Phase I will create favor with regard to Phase II enhancements.

### **Financial Considerations**

Up to \$750,000 will be requested from the Land and Water Conservation Fund. Since the grant is a reimbursement grant and 100% of funding is required to be in place, Council will need to approve a budget of up to \$1,500,000 for the project. The City of Casper Parks Division currently has up to \$294,000 in One Cent funds earmarked to spend on the Washington Park tennis courts, landscaping, and parking improvements. At a minimum, we hope to leverage these funds to double the capital investment at the park. Additional contributions to the project will come from in-kind work performed by City staff and/or partner agencies, as well as from in-kind work or cash donations from local user organizations including the Casper Community Tennis Association, the United States Tennis Association (USTA), and other public grant programs identified by staff.

Should the City be unsuccessful in securing the LWCF grant, the project as proposed to the LWCF will not be built. Only the elements of the Washington Park Improvements that are budgeted will be built. Additional renovations and enhancements will occur as funding becomes available.

### **Oversight/Project Responsibility**

Zulima Lopez, Parks, Recreation, & Public Facilities Director  
Randy Norvelle, Parks Manager

### **Attachments**

Resolution

RESOLUTION NO. 23-257

A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE LAND AND WATER CONSERVATION FUND GRANT PROGRAM

WHEREAS, the City of Casper has established a project called the Washington Park Revival Project to complete various capital improvements at Washington Park that will help to ensure the park remains a community hub for recreation and gathering, as well as expand recreation-oriented economic development opportunities; and,

WHEREAS, the Land and Water Conservation Fund (LWCF) administered by the Wyoming Department of State Parks and Cultural Resources, is a federal grant program designed to assist in development and/or acquisition of public outdoor recreation lands and facilities; and,

WHEREAS, the City of Casper will encumber 100% of the Washington Park Revival Phase II Project grant request in the amount of up to \$750,000, for this purpose; and,

WHEREAS, the 50% grant match requirement can be met with budgeted funds, in-kind work performed by City staff and/or partner agencies, as well as from in-kind work or cash donations from local user and service organizations; and,

WHEREAS, the City of Casper will set aside Washington Park, as a condition of grant award, with a 6(f) Land and Water Conservation designation such that the property will only be used for outdoor recreation into perpetuity.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute and the City Clerk to attest, a grant application to the Land and Water Conservation Fund administered by the Wyoming Department of State Parks and Cultural Resources and in the amount of up to \$750,000 in federal funds for the Washington Park Revival Phase II Project.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

APPROVED AS TO FORM:

  
\_\_\_\_\_


ATTEST:

\_\_\_\_\_  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Ray Pacheco  
Mayor

November 15, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Tom Brauer, Chief Operating Officer  
Zulima Lopez, Parks, Recreation and Public Facilities Director

SUBJECT: Re-allocation of FY24 capital dollars from the Ford Wyoming Center South Walkway Replacement Project to the Ford Wyoming Center Managed Wi-Fi Service Project

**Meeting Type & Date**

Pre-Meeting  
November 21, 2023

**Action type**

Approval

**Recommendation**

That Council approve the reallocation of \$100,000 in surplus funds from the South Walkway Replacement project, which was budgeted in FY24, to the Ford Wyoming Center Managed Wi-Fi Service project, which will provide public Wi-Fi to visitors to the facility.

**Summary**

The Ford Wyoming Center South Walkway Replacement project is nearing completion. The project is significantly under budget, with an anticipated surplus of funds over \$100,000, which can be redirected to other important projects. One project is the provision of public Wi-Fi service to visitors who attend events at the Ford Wyoming Center.

Due to the concrete structure of the Ford Wyoming Center, cell phone service in the event arena can be spotty. Unfortunately, current Wi-Fi infrastructure limits service to staff and vendors; there is not enough system capacity to provide Wi-Fi service to all event goers. A public Wi-Fi service project has been desired for quite some time to improve the customer experience at the Ford Wyoming Center. However, other priorities have kept the City from pursuing the enhancement. The unexpected surplus from the walkway project provides the unique opportunity to fund the project without sacrificing other important infrastructure needs. A Request for Proposals has been advertised for the project, with responses due December 7, 2023.

**Financial Considerations**

The South Walkway Project was funded by One Cent #16 allocated for enhancements at the Ford Wyoming Center. If Council approves of the Wi-Fi Service project, the One Cent funding left over from the walkway project can simply be re-allocated to the new project. Since the funds are already

budgeted in FY24, no budget amendment will be required. Staff anticipates that \$100,000 will be more than enough to complete the Wi-Fi project.

**Oversight/Project Responsibility**

Zulima Lopez, Parks, Recreation and Public Facilities Director

Michael Szewczyk, IT Manager

Kirk Goodman, General Manager Ford Wyoming Center

**Attachments**

Request for Proposals



CASPER AREA CONVENTION  
& VISITORS BUREAU  
139 WEST 2<sup>nd</sup> STREET, SUITE 1B  
CASPER, WYOMING 82601

City of Casper – City Council Session November 21<sup>st</sup>

On March 25<sup>th</sup>, 2024, the 24 best Junior College Women’s Basketball teams in the country will descend on Casper for the chance to be crowned champions.

Visit Casper, in partnership with Casper College and the Ford Wyoming Center, will host the National Junior College Athletic Association D1 Women’s Basketball Championships in 2024 and 2025.

This is the first time Casper has ever hosted this event, and we are very excited at the opportunity to host another National Championship event in our town.

This event will be broadcast on ESPN U and ESPN 3 for six days of competition.

Visit Casper is raising support to offset event costs like facility rental cost, production, referee cost, program costs, etc.

Visit Casper, Casper College, Altitude Energy Partners, Boyles Family Foundation, the Wyo Sports Ranch, the Natrona County Commissioners, The Holthouse Family, The Ramkota Hotel, Hilton Garden Inn, Hampton Inn, Best Western Downtown, Quality Inn & Suites, Holiday Inn – Casper East, Courtyard by Marriot, Comfort Inn, Residence Inn, Candlewood Suites, and more will make this event possible through their generosity and involvement.

Casper can potentially host this event through 2028. The success of this first year will largely impact that opportunity.

We are looking for ten - \$10,000 Sponsors and 24 Community Sponsors at \$2500 that can be a part of each school experience when they arrive in our town for the first time.

This is an awesome chance for Casper to show how it takes care of national events and prove why we would be a great host in perpetuity.