**AGENDA**
**CITY OF LARAMIE, WYOMING**
**CITY COUNCIL MEETING**
**CITY HALL**
**DECEMBER 6, 2016 6:30 pm**

*City Council Meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting.*

*Please be advised no additional agenda item will be introduced at a Regular City Council meeting after the hour of 9:30 p.m., unless the majority of the City Council members present vote to extend the meeting.*

## 1. AGENDA

## 2. Pledge of Allegiance

## 3. Roll Call

## 4. PRE-MEETING ITEMS

### 4.A. PROCLAMATIONS & PRESENTATIONS

#### 4.A.i. Presentation of the League of American Bicyclists - Bike Friendly Community Award. [Feezer, P&R]

Documents:

Bike Friendly Community Award Cover Sheet.pdf
Report_Card_Bronze_Fall2016_Laramie.pdf
BFC_Awards_and_HMs_Fall_2016.pdf

#### 4.A.ii. Presentation of the Wyoming Community Gas distribution checks to Interfaith-Good Samaritan, Laramie Downtown Clinic and Laramie Soup Kitchen.

### 4.B. PUBLIC HEARING

### 4.C. ANNOUNCEMENTS

## 5. Disclosures by City Council Members

## 6. Consideration of Changes in Agenda and Setting the Agenda

A. MOTION BY ___, seconded by ___, that the following changes to the Agenda be approved:

B. MOTION BY ___, seconded by ___, that the Agenda be set as submitted or changed.

## 7. Approval of Consent Agenda

Items listed on the Consent Agenda are considered to be routine and

will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a Councilor or citizen so requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

MOTION BY ____, seconded by _____, that the Consent Agenda be approved and that each specific action on the Consent Agenda be approved as indicated.

## 8. CONSENT AGENDA

### 8.A. MINUTES: City Council Meetings

**Action:**

that Council approve the Minutes of the City Council the Regular Meeting of November 15, 2016, and have them placed on file for public inspection.
**[Johnson, CC]**

Documents:

Minutes 11.15.16 Min.pdf

### 8.B. CEMETERY DEEDS: For November 16-30, 2016

**Action:**

that the Cemetery Deeds for November 16-30, 2016 be accepted, and the Mayor and City Clerk be authorized to sign and have them recorded in the Office of the County Clerk.**[Feezer, P&R]**

### 8.C. VOUCHERS: November 2016

**Action:**

that the following Resolution be adopted: BE IT RESOLVED: that all vouchers approved by the Finance Committee be allowed, warrants drawn on proper City funds in payment thereof, and the vouchers be placed on file in the Treasurer's Office subject to public inspection; and that Council authorize payment for the month-end payroll, light and gas charges, telephone charges, Pioneer Canal-Lake Hattie Irrigation District lease, employee travel, other employee reimbursements, pay advances, refunds for City services, recording fees, postage, lease purchase and bond payments, self-funded employee health insurance claims, miscellaneous insurance claims, Council-approved bid items, outside attorney fees, other consulting fees, before normal City Council approval on the first Tuesday of December. These expenditures are to be paid subject to audit by the City of Laramie Finance Department.
**[Brown, City Treasurer]**

### 8.D. MINUTES: November 10, 2016 Traffic Commission Meeting

**Action:**

that Council accept the Minutes of the Traffic Commission regular meeting of November 10, 2016, and have them placed on file for public inspection.
**[Smith, PW]**

Documents:

Cover Sheet Traffic Commission Minutes 11.10.16.pdf
11.10.16 TC Minutes Combined.pdf

### 8.E. BID: Award of Bid for Unit 330, a Utility Service Truck

**Action:**

that Council award the bid for one Utility service truck (Unit 330) with trade-in to Spradley Barr Ford, Cheyenne, WY, in the total amount of $43,183.00.

**[Smith, PW]**

Documents:

Cover Sheet Unit 330.pdf
Bid Recommendation Unit 330.pdf

**8.F. LICENSE: New Secondhand Dealer, Windshadow LLC, dba Bart's Flea Market**

**Action:**
that Council approve a New Secondhand Dealer's License to Windshadow LLC, dba Bart's Flea Market, 2401 Soldier Springs Road, Laramie, Wyoming, for the period of December 1, 2016 thru November 30, 2017 and authorize the Mayor and Clerk to sign.
**[Johnson, CC]**

Documents:

Cover Sheet Barts Flea Market 12-2016.pdf
Secondhand Dealer App- Barts Flea Market 2016.pdf

**8.G. AGREMENT MODIFICATION: Consideration of Amendment to State Small Business Credit Initiative Allocation Agreement between the United States Department of the Treasury and the Wyoming Consortium of Participating Municipalities**

**Action:**
That Council move to approve Amendment to SSBCI Allocation Agreement between the United States Department of the Treasury and the Wyoming Consortium of participating municipalities and authorize the City Manager to sign.
**[Jordan CM]**

Documents:

CMO_Cover_WSCN SSBCI_12_6_2016.pdf
SSBCI Resolution for 4th Tranche filled-in.pdf

**8.H. AGREEMENT: Award of Professional Services Agreement between the City of Laramie, Wyoming and Dale Buckingham, Architects, LLC for services related to the City Hall Annex Roof and Cornice Project, not to exceed $22,443.90.**

**Action:**
that Council approve the Professional Services Agreement between the City of Laramie and Dale Buckingham Architects, LLC for construction design services for the City of Laramie City Hall Annex Roof and Cornice Project in the amount of $20,403.90 plus a contingency of $2,040.00 for a total not to exceed amount of $22,443.90 and authorize the Mayor and Clerk to sign.
**[Feezer, P&R]**

Documents:

Annex Roof.Cornice PSA Cover Sheet.pdf

Annex Roof.Cornice Professional Services Agreement w.DBA LLC.pdf

**8.I. RESOLUTION: Resolution 2016-77, supporting the submission of an application to the Wyoming Department of State Parks & Cultural Resources for a 2017 Land & Water Conservation Fund Grant in an amount not to exceed $100,000 to support Phase IV improvements to Scout Park.**

**Action:**
that council approve Resolution 2016-77 submitting the submission of an application to the Wyoming Department of State Parks & Cultural Resources for a 2017 Land & Water Conservation Fund Grant in an amount not to exceed $100,000 for Phase IV improvements for the Scout Park Development Project and authorize the Mayor and Clerk to sign.
**[Feezer, P&R]**

Documents:

LWCF Support Phase IV.Cover Sheet.pdf
LWCF Grant Application Resolution.Scout Park Phase III.pdf

**8.J. RESOLUTION: Resolution 2016-78, to authorize and application to FEMA - Assistance to Firefighters Grant Program in an amount not to exceed $25,000.00**

**Action:**
that Council approves Resolution No. 2016-78 authorizing the submission of an Assistance to Firefighter Grant to FEMA on behalf of the Governing Body of the City of Laramie, Wyoming for the purpose of purchasing fire fighter self-rescue safety equipment in an amount not to exceed $25,000.00; and to authorize the Mayor and City Clerk to sign; and to amend the 2016-2017 fiscal year budget.
**[Johnson, Fire Chief]**

Documents:

Cover Sheet 2016 AFG application.pdf
RESOULUTION NO 2016-78.pdf
COL Grant pre application approval.pdf

**8.K. RESOLUTION: Resolution 2016-79 to dissolve the Crime Victim / Witness Joint Powers Board**

**Action:**
to approve Resolution 2016-79, dissolving the Crime Victim / Witness Joint Powers Board.
**[Chief Stalder, PD]**

Documents:

CVW JPB DISSOLUTION COVER SHEET.pdf
CVW JPB DISSOLUTION DOC.pdf

**8.L. ORDINANCE: Original Ordinance No. 1966, amending Section 5.09.355(C) of the Laramie Municipal Code Catering Permits for Special Events.**

Third and Final Reading. (Introduced by Vitale)
**Action:**
to approve Original Ordinance No. 1966, amending Section 5.09.355(C) of

the Laramie Municipal Code Catering Permits for Special Events on Third and Final Reading and authorize the Mayor and Clerk to sign.
**[Johnson, CC]**

Documents:

Cover Sheet Ord 1966, catering permit limits 3rd reading.pdf
Ord 1966 Catering Permit limitation.pdf

**8.M. SCHEDULE MEETING(S)**

**Action:**
that the Council schedule the following meeting(s):
1. **WORK SESSION: January 7, 2017** - Council Retreat, TBD

**9. REGULAR AGENDA**

**10. Award of Bid for One 3.3 Cubic Yard Loader with Trade-In, Unit 356 Utility Division**
**[Smith, PW]**

Documents:

Cover Sheet Unit 356.pdf
Bid Recommendation Unit 356.pdf

**11. Resolution 2016-80, amending the Parks & Recreation Department Master Fee Schedule.**
**[Feezer, P&R]**

Documents:

2017 Master Fee Council Cover.pdf
Resolution Amending PR Master Fee 2017.pdf
Attachment A.2017 Master Fee Revisions.pdf

**12. Original Ordinance No. 1957, amending Chapters 13.40 and 13.44 of the Laramie Municipal Code to regulate water rates in the City of Laramie**
Second Reading. (Introduced by Shumway)
**[Smith, PW]**

Documents:

Cover Sheet Water Rate Ord 2nd.pdf
Ordinance No. 1957 Water Rates 2017 2nd.pdf

**13. Original Ordinance No. 1958, amending Chapter 13.48 of the Laramie Municipal Code to regulate wastewater rates in the City of Laramie**
Second Reading (Introduced by Hanson)
**[Smith, PW]**

Documents:

Cover Sheer Wastewater Rate Ord 2nd.pdf
Ordinance No. 1958 Wastewater Rates 2017 2nd.pdf

**14. Consideration to enter into negotiation with Tri-State Generation and**

**Transmission Association for placement of a power substation on 5 acres located on the Monolith Ranch**
**[Derragon, ACM]**

Documents:

1. Tri-State - Cover Sheet 12-6-16.pdf
2. RAC 11-17-16 Minutes.pdf
3. Carbon Power and Light.pdf

15. **Resolution 2016-81, to appoint one board member to the Environmental Advisory Committee**
**[Jordan CM]**

Documents:

Cover_12_6_16_Environmental Advis Comm.pdf
EAC_Resolution Appointment_12_6_2016_BradleyCarr_Appt.pdf

16. **Consideration of future Council work session topics**

Documents:

Upcoming Meetings 12-6-2016.pdf
Future Work Session Topics 12-6-2016.pdf

17. **Public Comments on Non-Agenda Items by sign-in requests**
(Members of the public may address the City Council on items not on the printed Agenda. Please observe the time limit of five (5) minutes.)

18. **Adjourn to Executive Session regarding personnel.**

# CITY OF LARAMIE REGULAR COUNCIL MEETING December 6, 2016

**Agenda Item:** Presentation
**Title:** Presentation of the League of American Bicyclists - Bike Friendly Community Award

**Recommended Council MOTION:**

N/A

**Administrative or Policy Goal:**

N/A

**Background:**

On March 9, 2016 the Parks, Tree & Recreation Advisory Board heard a presentation from the University of Wyoming's Campus Sustainability Class regarding submitting an application on behalf of the City of Laramie to the League of American Bicyclists to obtain "Bicycle Friendly Community" status. On June 7, 2016 the City of Laramie, City Council approved Resolution 2016-40 supporting the efforts of the Campus Sustainability Class at the University of Wyoming's efforts to obtain a "Bicycle Friendly Community" status from the League of American Bicyclists. The State of Wyoming only had one other "Bicycle Friendly Community" with Jackson Hole being awarded a gold level status. The University of Wyoming had been awarded a bronze level status as a "Bicycle Friendly University."

The students from the Campus Sustainability class were responsible for completing the 100+ question application, without their work, this would not have been possible. City staff helped tremendously to help supply answers to questions on engineering, education, enforcement, and encouragement.

The City of Laramie was awarded a Bronze Bicycle Friendly Community Status based on the results of the application process. The benefits of the application process will help create new partnerships and momentum for bicycle improvements, allow us to access bicycle-related data, and the results show how Laramie stacks up against similar communities all over the nation. The League of American Bicyclist has a few recommendations (attached, on our scorecard) they feel will best assist us in improving our bike "friendliness." We look forward to evaluating the potential for the city's consideration of those items in the next few years.

**Legal/Statutory Authority:**

N/A

**Responsible Staff:**
Todd Feezer, Director, Parks and Recreation Department, 721-5260 or tfeezer@cityoflaramie.org

**Attachments:**
Report_Card_Bronze_Fall2016_Laramie
BFC_Awards_and_HMs_Fall_2016

# LARAMIE, WY

BICYCLE FRIENDLY COMMUNITY
Fall 2016
BRONZE
THE LEAGUE OF AMERICAN BICYCLISTS

| TOTAL POPULATION | POPULATION DENSITY |
|---|---|
| 30816 | 1735.1 |

TOTAL AREA *(sq. miles)*
17.8

# OF LOCAL BICYCLE FRIENDLY BUSINESSES **0**

# OF LOCAL BICYCLE FRIENDLY UNIVERSITIES **1**

## 10 BUILDING BLOCKS OF A BICYCLE FRIENDLY COMMUNITY

| | *Average Silver* | *Laramie* |
|---|---|---|
| Arterial Streets with Bike Lanes | 45% | 0% |
| Total Bicycle Network Mileage to Total Road Network Mileage | 30% | 40% |
| Public Education Outreach | GOOD | GOOD |
| Share of Transportation Budget Spent on Bicycling | 43% | 1% |
| Bike Month and Bike to Work Events | GOOD | ACCEPT-ABLE |
| Active Bicycle Advocacy Group | ACTIVE | YES |
| Active Bicycle Advisory Committee | ACTIVE | NO BICYCLE ADVISORY COMMITTEE |
| Bicycle-Friendly Laws & Ordinances | SOME | ACCEPT-ABLE |
| Bike Plan is Current and is Being Implemented | YES | YES |
| Bike Program Staff to Population | 1 PER 70K | 1 NO STAFF |

## CATEGORY SCORES

| | |
|---|---|
| **ENGINEERING** *Bicycle network and connectivity* | 4 /10 |
| **EDUCATION** *Motorist awareness and bicycling skills* | 2 /10 |
| **ENCOURAGEMENT** *Mainstreaming bicycling culture* | 3 /10 |
| **ENFORCEMENT** *Promoting safety and protecting bicyclists' rights* | 2 /10 |
| **EVALUATION & PLANNING** *Setting targets and having a plan* | 2 /10 |

## KEY OUTCOMES

| | *Average Silver* | *Laramie* |
|---|---|---|
| **RIDERSHIP** *Percentage of daily bicyclists* | 3.5% | 6.9% |
| SAFETY MEASURES **CRASHES** *Crashes per 10k daily bicyclists* | 180 | 95 |
| SAFETY MEASURES **FATALITIES** *Fatalities per 10k daily bicyclists* | 1.4 | 0 |

## KEY STEPS TO SILVER

» Adopt a Complete Streets policy and offer implementation guidance. By adopting a Complete Streets policy, communities direct their transportation planners and engineers to routinely design and operate the entire right-of-way to enable safe access for all users, regardless of age, ability, or mode of transportation. This means that every transportation project will make the street network better and safer for drivers, transit users, pedestrians, and bicyclists – making your community a more desirable place to live and do business.

» Bicycle-safety education should be a routine part of education, for students of all ages, and schools and the surrounding neighborhoods should be particularly safe and convenient for biking and walking. Work with your local bicycle groups or interested parents to expand and improve the Safe Routes to School program to all schools.

» Your community has a high percentage of people who bike to work without having an extensive bicycle network. Take advantage of this by implementing wayfinding signage, branding, and low-cost improvements to allow more people to find existing low-stress routes utilized by these commuters. It may be possible to make significant improvements to your network by targeting a few higher stress locations.

» Clearly communicate progress on bicycle plans and other key metrics to inform citizens about the accomplishments and return on investment of improvements for bicycling and walking.

# Fall 2016 Round Bicycle Friendly Community Awards and Honorable Mentions

## Bicycle Friendly Community Winners

| Community | State | Award Level | Population | Movement |
|---|---|---|---|---|
| Ashland | OR | Gold | 20,861 | |
| Chico | CA | Gold | 86,900 | Moved Up |
| Corvallis | OR | Gold | 56,000 | |
| Durango | CO | Gold | 18,006 | |
| Missoula | MT | Gold | 69,821 | |
| San Francisco | CA | Gold | 864,816 | |
| Seattle | WA | Gold | 686,800 | |
| Ada County | ID | Silver | 434,211 | |
| Arcata | CA | Silver | 17,800 | |
| Aspen | CO | Silver | 6,805 | |
| Bend | OR | Silver | 81,310 | |
| Bozeman | MT | Silver | 37,282 | |
| Coeur d'Alene | ID | Silver | 44,137 | Moved Up |
| Evanston | IL | Silver | 75,282 | |
| Folsom | CA | Silver | 77,246 | |
| Longmont | CO | Silver | 92,852 | |
| Philadelphia | PA | Silver | 1,567,442 | |
| Port Townsend | WA | Silver | 9,454 | |
| Provo | UT | Silver | 117,489 | Moved Up |
| Santa Monica | CA | Silver | 89,736 | |
| South Lake Tahoe | CA | Silver | 21,403 | Moved Up |
| Venice | FL | Silver | 22,146 | |
| Alameda | CA | Bronze | 78,630 | |
| Albuquerque | NM | Bronze | 555,417 | |
| Anacortes | WA | Bronze | 16,800 | |
| Arlington | MA | Bronze | 42,952 | |
| Athens-Clarke County | GA | Bronze | 120,000 | |
| Auburn | AL | Bronze | 53,393 | |
| Aurora | IL | Bronze | 200,500 | New |
| Battle Creek | MI | Bronze | 53,347 | |
| Bemidji | MN | Bronze | 14,319 | |
| Brookings | SD | Bronze | 22,056 | New |
| Brunswick | ME | Bronze | 22,000 | |
| Carbondale | IL | Bronze | 26,256 | New |
| Cary | NC | Bronze | 156,531 | |

# Fall 2016 Round
# Bicycle Friendly Community Awards and Honorable Mentions

| | | | | |
|---|---|---|---|---|
| Charlotte | NC | Bronze | 827,097 | |
| Cincinnati | OH | Bronze | 298,165 | |
| Cleveland | OH | Bronze | 396,815 | |
| Columbus | GA | Bronze | 200,579 | |
| Columbus | IN | Bronze | 46,124 | |
| Coralville | IA | Bronze | 18,907 | New |
| DeKalb | IL | Bronze | 44,030 | New |
| Dublin | OH | Bronze | 44,456 | |
| East Lansing | MI | Bronze | 48,579 | New |
| El Paso | TX | Bronze | 681,124 | New |
| Falmouth | MA | Bronze | 31,524 | New |
| Fort Worth | TX | Bronze | 812,553 | New |
| Greater Mankato | MN | Bronze | 54,573 | |
| Greeley | CO | Bronze | 100,000 | |
| Hanover | NH | Bronze | 11,260 | New |
| Hartford | CT | Bronze | 124,512 | New |
| Hoboken | NJ | Bronze | 53,000 | |
| Hudson | OH | Bronze | 22,262 | New |
| Inverness | FL | Bronze | 7,233 | New |
| Ithaca | NY | Bronze | 30,788 | New |
| Kansas City | MO | Bronze | 459,787 | |
| Lakeland | FL | Bronze | 102,346 | |
| Lakewood | CO | Bronze | 142,980 | |
| Laramie | WY | Bronze | 30,816 | New |
| Lawrence | KS | Bronze | 91,282 | |
| Lee's Summit | MO | Bronze | 95,094 | |
| Lima | OH | Bronze | 38,355 | New |
| Lincoln | NE | Bronze | 277,348 | |
| Manhattan | KS | Bronze | 56,308 | |
| Miami | FL | Bronze | 441,003 | |
| Midland | MI | Bronze | 41,784 | |
| Milledgeville | GA | Bronze | 17,715 | |
| Morgantown | WV | Bronze | 31,073 | |
| Napa City | CA | Bronze | 80,434 | |
| New Brunswick | NJ | Bronze | 55,181 | New |
| Norman | OK | Bronze | 123,462 | |
| Ocean City | NJ | Bronze | 11,701 | |
| Orange County | CA | Bronze | 3,010,232 | |
| Orlando | FL | Bronze | 267,410 | |

# Fall 2016 Round Bicycle Friendly Community Awards and Honorable Mentions

| | | | | |
|---|---|---|---|---|
| Oxford | MS | Bronze | 21,757 | |
| Princeton | NJ | Bronze | 28,572 | |
| Redondo Beach | CA | Bronze | 66,748 | New |
| River Falls | WI | Bronze | 15,209 | |
| Roanoke | VA | Bronze | 99,681 | |
| Rochester | NY | Bronze | 210,565 | |
| Rock Hill | SC | Bronze | 70,594 | |
| Roseburg | OR | Bronze | 22,510 | New |
| San Carlos | CA | Bronze | 29,931 | New |
| San Mateo | CA | Bronze | 103,536 | New |
| Schaumburg | IL | Bronze | 74,907 | |
| Springboro | OH | Bronze | 18,213 | New |
| Springfield | MO | Bronze | 156,206 | |
| St. Louis Park | MN | Bronze | 48,171 | New |
| State College - Centre Region | PA | Bronze | 92,096 | |
| Stevens Point | WI | Bronze | 27,040 | |
| Sunnyvale | CA | Bronze | 151,754 | |
| Tampa | FL | Bronze | 347,635 | New |
| Thousand Oaks | CA | Bronze | 129,349 | |
| University Heights | IA | Bronze | 1,051 | |
| Vienna | VA | Bronze | 15,687 | New |
| Walla Walla | WA | Bronze | 32,237 | New |
| Warsaw & Winona Lake | IN | Bronze | 18,467 | |
| West Sacramento | CA | Bronze | 50,000 | |
| Westerville | OH | Bronze | 37,615 | |

## New Honorable Mentions

Austin, MN
Bakersfield, CA
Birmingham, AL
Bloomington, MN
Brainerd, MN
East Hartford, CT
El Dorado Hills, CA
Fairbanks, AK
Fond du Lac, WI
Fremont, CA
Glen Ellyn, IL
Green Bay, WI
Highland Park, IL
Huntington, IN
Keizer, OR
Kettering, OH
Little Falls, MN
Los Alamos County, NM
Montgomery, AL
Myrtle Beach, SC
Opelika, AL
Pascagoula, MS
Pensacola, FL
Redlands, CA
Springfield, IL
St. Joseph, MO
Staples, MN
Sugar Land, TX
Wake Forest, NC
Waltham, MA
Washington, IL
Wichita, KS
Wichita Falls, TX
Yuma, AZ

MINUTES
CITY OF LARAMIE, WYOMING
CITY COUNCIL MEETING
NOVEMBER 15, 2016

## 1. AGENDA

Regular Meeting of the City Council was called to order by Mayor Paulekas at 6:30 p.m.

## 2. Pledge of Allegiance

Mayor Paulekas led the Pledge of Allegiance.

## 3. Roll Call

Roll call showed present: Hanson, Henry, Shumway, Shuster, Summerville, Vitale, Weaver, Pearce, and Paulekas. Absent: None.

Staff present: Janine Jordan, City Manager; David Derragon, Assistant City Manager; Angie Johnson, City Clerk; Bob Southard, City Attorney; Malea Brown, Administrative Services; Todd Feezer, Parks & Recreation Director; and Dan Johnson, Fire Chief.

## 4. PRE-MEETING ITEMS

## 4.A. PROCLAMATIONS & PRESENTATIONS

### 4.A.i. PROCLAMATION: Small Business Saturday

## 4.B. PUBLIC HEARING

## 4.C. ANNOUNCEMENTS

## 5. Disclosures by City Council Members

## 6. Consideration of Changes in Agenda and Setting the Agenda

A. MOTION BY PEARCE, seconded by Shumway, that the following changes to the Agenda be approved: add litigation and land negotiations to 20. Executive Session.

B. MOTION BY PEARCE, seconded by Henry, that the Agenda be set as changed.

## 7. Approval of Consent Agenda

Items listed on the Consent Agenda are considered to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a Councilor or citizen so requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

MOTION BY PEARCE, seconded by Henry, that the Consent Agenda be approved and that each specific action on the Consent Agenda be approved as indicated.

Roll call showed Aye: Hanson, Henry, Shumway, Shuster, Summerville, Vitale, Weaver, Pearce, and Paulekas. Nay: None. Absent: None. MOTION CARRIED.

## 8. CONSENT AGENDA

**8.A. MINUTES: City Council Meetings**
**Action:**
that Council approve the Minutes of the City Council Special Meeting of October 27, 2016, Public Hearing of November 1, 2016, and Regular Meeting of November 1, 2016; and have them placed on file for public inspection.

**8.B. CEMETERY DEEDS: For November 1-15, 2016**
**Action:**
that the Cemetery Deeds for November 1-15, 2016 be accepted, and the Mayor and City Clerk be authorized to sign and have them recorded in the Office of the County Clerk.

**8.C. MINUTES: Monolith Ranch Advisory Committee**
**Action:**
that Council accept the Minutes of the Monolith Ranch Advisory Committee from July 22, 2016, and have them placed on file for public inspection.

**8.D. LICENSE: New Secondhand Dealer - Room To Grow, LLC**
**Action:**
to approve a Secondhand Dealer's License to Room to Grow, LLC, 308 South 3rd Street, Ste A, Laramie, Wyoming, for the period of November 1, 2016 thru October 31, 2017.

**8.E. LICENSE: New Secondhand Dealer - 3rd Street Marketplace**
**Action:**
to approve a Secondhand Dealer's License to Connie and Tad Quick dba 3rd Street Marketplace, 1409 South 3rd Street, Laramie, Wyoming, for the period of November 1, 2016 thru October 31, 2017.

**8.F. LICENSE: New Secondhand Dealer - Owl In The Attic**
**Action:**
to approve a Secondhand Dealer's License to Peggy Benson dba Owl in the Attic, 312 South 2nd Street, Laramie, Wyoming, for the period of November 1, 2016 thru October 31, 2017.

**8.G. LICENSE: New Secondhand Dealer - Still in Style, LLC**
**Action:**
to approve a Secondhand Dealer's License to Still in Style, LLC, 412 South 2nd Street, Laramie, Wyoming, for the period of November 1, 2016 thru October 31, 2017.

**8.H. RESOLUTION: Resolution 2016-74 supporting the submission of an application to the Wyoming Department of State Parks & Cultural Resources for a 2017 Recreational Trails Program Grant in an amount not to exceed $50,000 to support the development of the Jacoby Ridge Rural Trail.**
**Action:**
that Council approve Resolution 2016-74 supporting the submission of an application to the Wyoming Department of State Parks & Cultural Resources for a 2017 Recreational Trails Program Grant in an amount not to exceed $50,000 to support the development of the Jacoby Ridge Rural Trail and authorize the Mayor and Clerk to sign.

**8.I. AGREEMENT: Amendment II to the grant agreement between the Wyoming Business Council and the City of Laramie for the Tungsten Heavy Powder and Parts Project**
**Action:**
that council approve Amendment II to the grant agreement between the Wyoming Business Council and the City of Laramie for the Tungsten Heavy Powder and Parts Project and authorize the Mayor and Clerk to sign.

**8.J. SCHEDULE MEETING(S)**
**Action:**
that the Council schedule the following meeting(s):
**None.**

**9. <u>REGULAR AGENDA</u>**

**10. Resolution 2016-75 accepting the donation of real property from Gemstone Holdings, LLC in the Coughlin-Pole Mountain, 3rd Addition, 9th Filing to be used as a Park.** Second Reading.

MOTION BY SHUSTER, seconded by Weaver, that Council approve Resolution 2016-75 accepting the Donation of Real Property from Gemstone Holdings, LLC in the Coughlin-Pole Mountain, 3rd Addition, 9th Filing to be used as a Park and authorize the Mayor and Clerk to sign.

Roll call showed Aye: Hanson, Henry, Shumway, Shuster, Summerville, Vitale, Weaver, Pearce, and Paulekas. Nay: None. Absent: None. MOTION CARRIED.

**11. Original Ordinance No. 1966, amending Section 5.09.355(C) of the Laramie Municipal Code Catering Permits for Special Events.**

MOTION BY VITALE, seconded by Shuster, to approve Original Ordinance No. 1966, amending Section 5.09.355(C) of the Laramie Municipal Code Catering Permits for Special Events on Second Reading.

Roll call showed Aye: Hanson, Henry, Shumway, Shuster, Summerville, Vitale, Weaver, Pearce, and Paulekas. Nay: None. Absent: None. MOTION CARRIED.

**12. Intergovernmental Agreement Establishing the Front Range Fire Consortium**

MOTION BY HENRY, seconded by Pearce, that Council approves the City of Laramie's participation in the Intergovernmental Agreement Establishing the Front Range Fire Consortium and authorize the Mayor and City Clerk to sign.

Roll call showed Aye: Hanson, Henry, Shumway, Shuster, Summerville, Vitale, Weaver, Pearce, and Paulekas. Nay: None. Absent: None. MOTION CARRIED.

**13. Grant Award from the U.S. Department of Homeland Security for Regional Emergency Response Team #3.**

MOTION BY HENRY, seconded by Vitale, to accept the grant award from the U.S. Department of Homeland Security in the amount of $150,000.00 (one-hundred-fifty-thousand dollars) to the City of Laramie Fire Department – Region #3 State Emergency Response Team; and authorize the Fire Chief, City Manager, City Clerk, and City Attorney to sign; and amend the 2016/2017 fiscal year City of Laramie budget.

Roll call showed Aye: Hanson, Henry, Shumway, Shuster, Summerville, Vitale, Weaver, Pearce, and Paulekas. Nay: None. Absent: None. MOTION CARRIED.

**14. Original Ordinance No. 1957, amending Chapters 13.40 and 13.44 of the Laramie Municipal Code to regulate water rates in the City of Laramie**
Introduction and First Reading

The City Clerk Read the Ordinance by title only:
An Ordinance amending Chapters 13.40 and 13.44 of the Laramie Municipal Code which establishes the water rates for users of municipal water.

MOTION BY SHUMWAY, seconded by Henry, to approve First Reading of Original Ordinance No. 1957 amending Chapters 13.40 and 13.44 of the Laramie Municipal Code to regulate water rates in the City of Laramie.

QUESTION CALLED BY HENRY, seconded by Weaver.

Roll call on Question Called showed Aye: Hanson, Henry, Shumway, Summerville, Weaver, and Pearce. Nay: Shuster, Vitale, and Paulekas. Absent: None. MOTION CARRIED.

Roll call on Ordinance showed Aye: Hanson, Henry, Shumway, Summerville, Weaver, Pearce, and Paulekas. Nay: Shuster and Vitale. Absent: None. MOTION CARRIED.

Council recessed at 8:43 p.m.

Council reconvened at 8:50 p.m. Councilor Henry left meeting at 8:43 p.m.

**15. Original Ordinance No. 1958, amending Chapter 13.48 of the Laramie Municipal Code to regulate wastewater rates in the City of Laramie**

Introduction and First Reading

MOTION BY HANSON, seconded by Weaver, to approve First Reading of Original Ordinance No. 1958 amending Chapter 13.48 of the Laramie Municipal Code to regulate wastewater rates in the City of Laramie.

Roll call showed Aye: Hanson, Shumway, Shuster, Summerville, Weaver, Pearce, and Paulekas. Nay: Vitale. Absent: Henry. MOTION CARRIED.

**16. Resolution 2016 - 76, transferring unencumbered or unexpended appropriations balances from one fund to another and amending appropriations for the fiscal year 2016-2018 biennial budget of the City of Laramie, Wyoming**

MOTION BY HANSON, seconded by Pearce, approve Resolution 2016 – 76, transferring unencumbered or unexpended appropriations balances form one fund to another and amending appropriations for the fiscal year 2016-2018 biennial budget of the City of Laramie, WY and authorize the Mayor and City Clerk to sign.

Roll call showed Aye: Hanson, Shumway, Shuster, Summerville, Weaver, Pearce, and Paulekas. Nay: Vitale. Absent: Henry. MOTION CARRIED.

**17. Voting Delegates for the 2017 WAM Business Meeting**

MOTION BY PEARCE, seconded by Weaver, that Council move to appoint Councilor Summerville as the Official Voting Delegate and Councilor Hanson as the Official Alternate Voting Delegate for the 2017 WAM Winter Workshop Business Meeting.

Roll call showed Aye: Hanson, Henry, Shumway, Shuster, Summerville, Vitale, Weaver, Pearce, and Paulekas. Nay: Vitale. Absent: Henry. MOTION CARRIED.

**18. Consideration of future Council work session topics**

None.

**19. Public Comments on Non-Agenda Items by sign-in requests**

None.

**20. Adjourn to Executive Session regarding personnel, litigation, and land negotiations.**

MOTION BY HANSON, seconded by Pearce, that Council adjourn to Executive Session.

MOTION CARRIED by voice vote.

Council adjourned to Executive Session at 9:15 p.m.

Respectfully submitted,

Angie Johnson
City Clerk

# CITY OF LARAMIE COUNCIL REGULAR MEETING December 6, 2016

**Agenda Item: Minutes**

**Title: Minutes of the November 10, 2016 Traffic Commission Meeting**

**Recommended Council MOTION:**

Move to accept receipt of the regular Minutes from the November 10, 2016 Traffic Commission meeting and that the following items be approved as indicated:

- To approve the elimination of the handicap parking space and remove the sign at 1012 Grand Avenue.
- To approve the elimination of the handicap parking space and remove the sign at 1114 Downey Street.
- To approve the elimination of the handicap parking space and remove the sign at 715 S. 4th Street.

**Administrative or Policy Goal:**

In general, the Traffic Commission provides the necessary framework for receiving, reviewing, and implementing valid concerns of City residents that pertain to traffic safety and circulation within the community.

**Background:**

The Traffic Commission held a regular meeting on November 10, 2016. The Minutes are attached.

**Legal/Statutory Authority:**

Laramie Municipal Code: Chapter 10.08 Official Traffic Commission

## Responsible Staff:

Earl Smith, Public Works Director
Eric Jaap, City Engineer
Shane Johnson, Street Division Manager

Attachments:
11/10/2016 Traffic Commission Minutes

**CITY OF LARAMIE**
Public Works Department
P.O. Box C
Laramie, WY 82073

Public Works 721-5230
Engineering 721-5250
Solid Waste 721-5279
Street 721-5277
Utility 721-5280
FAX 721-5286

# MINUTES
## Traffic Commission
### Thursday, November 10, 2016 at 7:00 AM
### City Council Chambers, City Hall
### 406 Ivinson Avenue, Laramie, WY

*The Traffic Conference meetings are open to the public. Requests from person with disabilities must be made to the Public Works Administrative Assistant 24 hours in advance of the meeting.*

**1. CALL TO ORDER/ ROLL CALL**

Meeting convened at 7:05 AM
Members present: Arthur Denison, Michael Moeller, Debbie Shinstine and Nancy Sindelar (Chair), Harold Colby, and Naomi Wright
Members absent: Lindsay Schumaker
There was a quorum present at all times.
Council Liaison: Klaus Hanson (present)
Staff Present: Randy Griesbach (WYDOT), Eric Jaap, Cindy Williams, William Winkler
Guests Present: Todd Feezer, COL Parks & Recreation Director

**2. APPROVAL OF AGENDA AND MINUTES**

**2-A. AGENDA: November 10, 2016 Traffic Commission Meeting Agenda**

**MOTION BY Moeller, second by Denison,** to approve the agenda as written.
Aye: 6
Nay: 0
**Motion carried.**

**2-B. MINUTES: July 14, 2016 Traffic Commission Meeting Minutes**

**MOTION BY Moeller, second by Denison,** to approve the July 14, 2016 Traffic Commission Minutes as written.
Aye: 6
Nay: 0
**Motion carried.**

**3. CITIZEN COMMENTS**

No citizen comments.

**4. TRAFFIC COMMISSION AND STAFF REPORTS AND COMMENTS**

None

**5. DISCLOSURES – Ex-parte communications; potential conflicts of interest**

Shinstine: Husband has a business around the West Laramie/Snowy Range study site.

**6. CURRENT BUSINESS**

**OLD BUSINESS**
No items.

**NEW BUSINESS**
**6-A. <u>Presentation:</u> West Laramie/Snowy Range Corridor Study** – *Todd Feezer*

This study is still in the Comments phase. Questions/comments from the Traffic Commission were welcomed by Mr. Feezer after the presentation.

Denison: What is the time frame?
Answer: Strictly conceptual planning at this point.

Moeller: Would this tie into the Harney Street viaduct project?
Answer: Yes, including a few hundred feet around Garfield Street.

Shinstine: Why are both sides of Snowy Range Road being considered?
Answer: It will work to beautify both sides of the roadway.

Sindelar: Will there be more public meetings on the subject?
Answer: The Planning Commission on November 14th, and this will also go to Council with a final feasibility study.

Sindelar: What is the deadline for comments?
Answer: November 18th at 5 PM.

Colby: Does the City have right-of-ways on all of the proposed property?
Answer: There are some locations the City will have to negotiate such as by Fat Boys Tires.

Sindelar: This would provide connectivity to other bike paths, walkways, and even Linford School. You may want to consider beautification techniques that include things that don't blow across the streets and have drifting problems in our Wyoming wind.

Hanson: With the Clark Street Bridge soon to be gone, the Hahn's Peak trail will be very important to bicyclists.

**6-B. Eliminate Handicap Parking Space – <u>1012 Grand Avenue</u>**
Jaap shared the City's recommendation to eliminate the handicap parking space at 1012 Grand Avenue. The resident has passed away and the handicap parking is no longer needed.

**MOTION BY Moeller, second by Shinstine,** to approve the elimination of the handicap parking space, and remove the sign at 1012 Grand Avenue.
Aye: 6
Nay: 0
**Motion carried.**

**6-C. Eliminate Handicap Parking Space – <u>1114 Downey Street</u>**
Jaap shared the City's recommendation to eliminate the handicap parking space at 1114 Downey Street. The City was informed the parking space was no longer needed.

**MOTION BY Moeller, second by Colby,** to approve the elimination of the handicap parking space, and remove the sign at 1114 Downey Street.
Aye: 6
Nay: 0
**Motion carried.**

**6-D. Eliminate Handicap Parking Space – 715 S. 4th Street**
Jaap shared the City's recommendation to eliminate the handicap parking space at 715 S. 4th Street. The City was contacted by the property owner and was informed the parking space was no longer needed.

**MOTION BY Moeller, second by Colby,** to approve the elimination of the handicap parking space, and remove the sign at 715 S. 4th Street.
Aye: 6
Nay: 0
**Motion carried.**

**7. NEXT MEETING DATE – December 8, 2016**

**8. ADJOURN**

**MOTION BY Wright, second by Moeller,** to adjourn.
Aye: 6
Nay: 0
**Motion carried.**

Meeting adjourned at 7:37 AM.

VALIDATED:

Nancy Sindelar, Traffic Commission Chair Date

Cindy Williams, Traffic Commission Staff Liaison Date

**CITY OF LARAMIE**
**PARKS & RECREATION DEPARTMENT**
P.O. Box C
Laramie, WY 82073

Parks Division: (307) 721-5264
Fax (307) 721-5256
Recreation Division: (307) 721-5269
Fax: (307) 721-5284
Facilities Mgmt. Division: (307) 721-3585

**To:** Traffic Commission, City of Laramie
**From:** Todd Feezer, Director, Parks & Recreation Department, City of Laramie
**Re:** West Laramie/Snowy Range Road Bicycle/Pedestrian Feasibility Study
**Date:** November 4, 2016

The West Laramie/Snowy Range Road Pedestrian/Bicycle Feasibility Study originally began as the West Gateway Beautification Project and was initially identified as a potential alternative transportation and beautification enhancement project by the West Laramie Business Association (WLBA). The WLBA identified the north side of Snowy Range Road right-of-way (ROW) from the I-80 interchange to the HWY 130/230 intersection where there is approximately fifteen feet (15') to eight feet (18') of WYDOT property available for a shared use bike path, and future enhancements. The WYDOT TAP review committee expressed some possible concerns regarding placing a bike path along the north side of Snowy Range Road with the existing commercial development. The committee suggested that a feasibility study was a much better approach to determine where to plan for a shared use bike path through West Laramie. City staff concurred that a feasibility study would engage the West Laramie residents with regard to where they believe a shared use bike path should be located.

The first phase of this enhancement project necessitated the need for public stakeholder meetings with landowners and businesses located on Snowy Range Road, Laramie residents and more specifically residents of West Laramie. The initial meetings have generated many comments for the overall feasibility study and are assisting in the generation of a conceptual plan for potential bicycle/pedestrian enhancements along Snowy Range Road and/or other undetermined streets in West Laramie from Garfield Street to Cleveland Street. Items under general consideration for this project include a shared use bike path, pedestrian lighting fixtures, landscaping and hardscape amenities including public art.

The presentation today is intended to provide an opportunity for the Traffic Commission members to provide comments related to and participate in the West Laramie/Snowy Range Road Pedestrian/Bicycle Feasibility Study. I would ask that after the conclusion and discussion related to today's presentation that Traffic Commission members provide written comment and submit them on the form included in today's packet.

Any questions on this process can be directed to Todd Feezer, Director, Parks & Recreation Department via phone at (307) 721-5260 or through email at tfeezer@cityoflaramie.org.

Sincerely,

Todd Feezer, Director
Parks & Recreation Department
City of Laramie

# Snowy Range Road Pathway

## Feasibility Study

WYOMING TRANSPORTATION DEPARTMENT

LARAMIE 1868

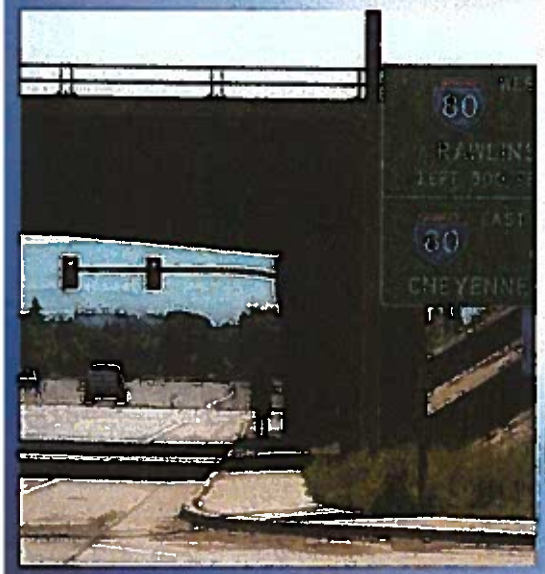
U.S. Department of Transportation
Federal Highway Administration

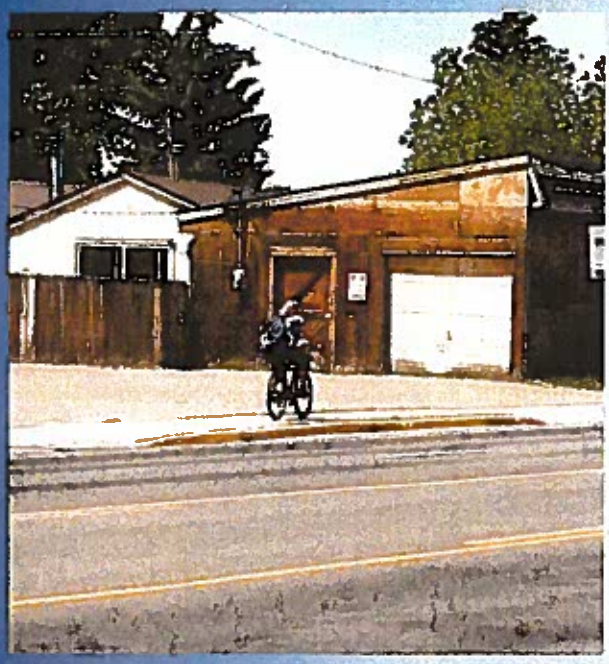
Bicyclists and Pedestrians are already using this area

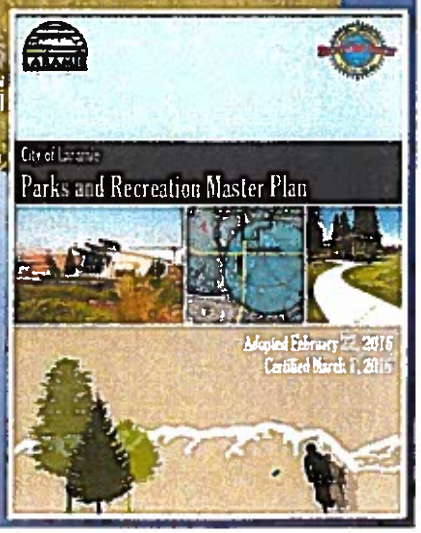
WE WANT TO MAKE IT SAFER FOR THIS USE

Bicyclists and Pedestrians are already using this area

WE WANT TO MAKE IT SAFER FOR THIS USE





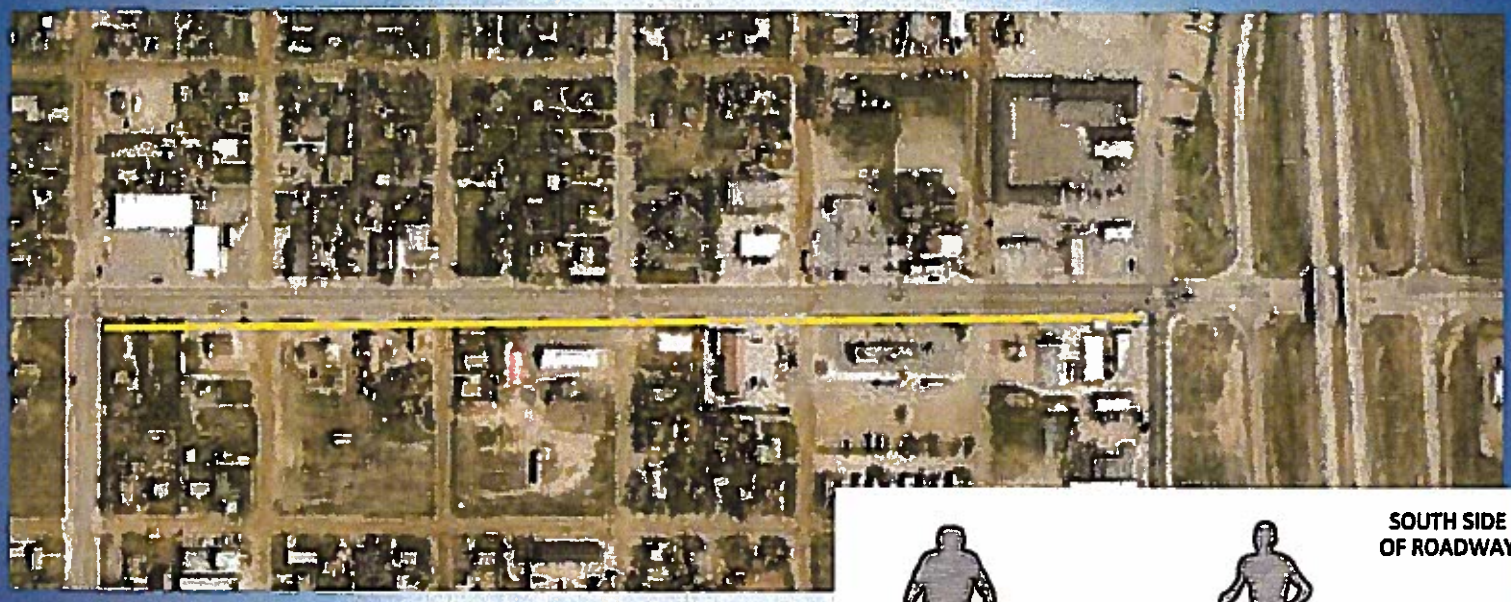



Pedestrian and Bicycle Lane Improvements recommended in the Parks and Recreation Master Plan: Service Areas 3 and 12

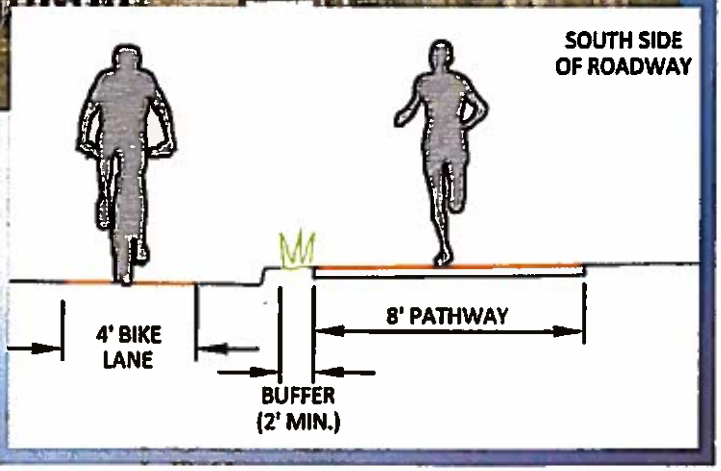
# PHASE 1 PRELIMINARY RECOMMENDATIONS

The roadway is not being widened – just restriped to provide 4' wide bicycle lanes

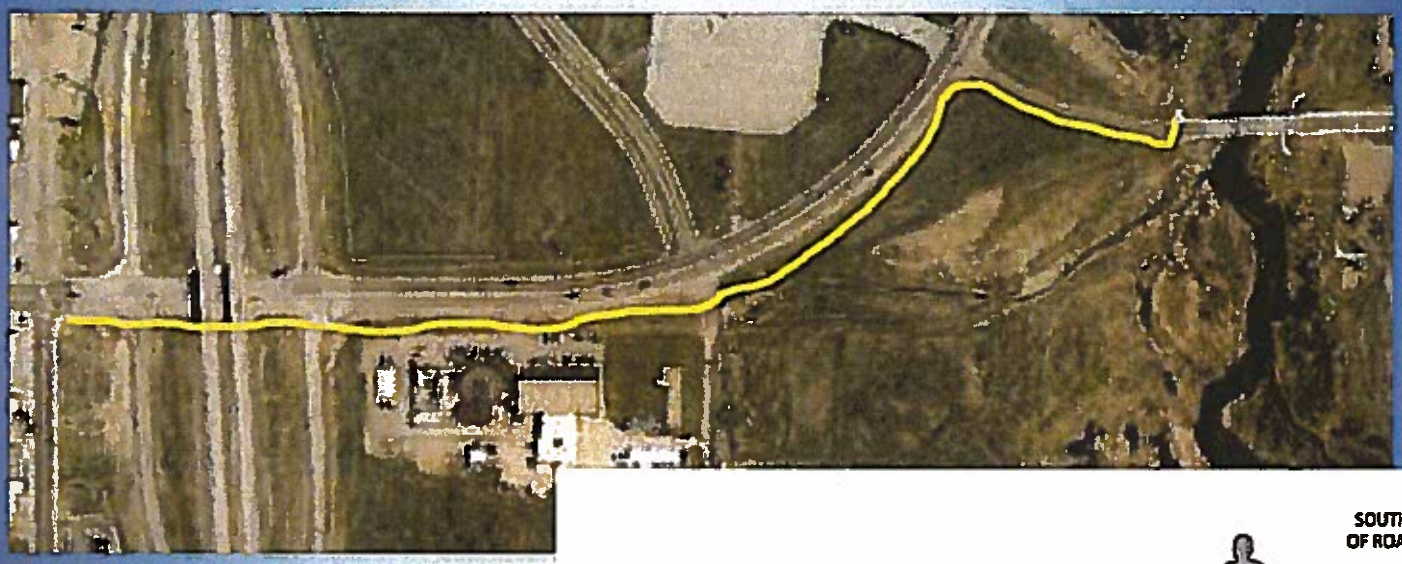
# PHASE 1 PRELIMINARY RECOMMENDATIONS

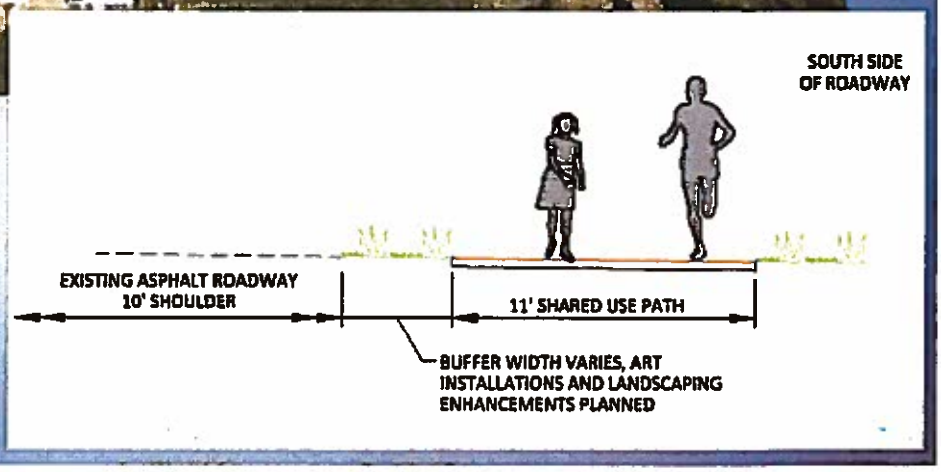


8' wide separated pathway on south side of Snowy Range Road – Adams Street to Colorado Boulevard



# PHASE 1 PRELIMINARY RECOMMENDATIONS

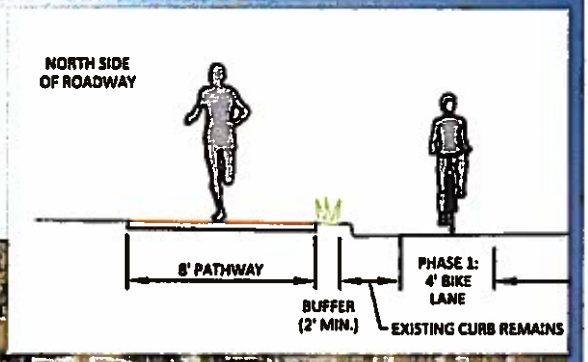


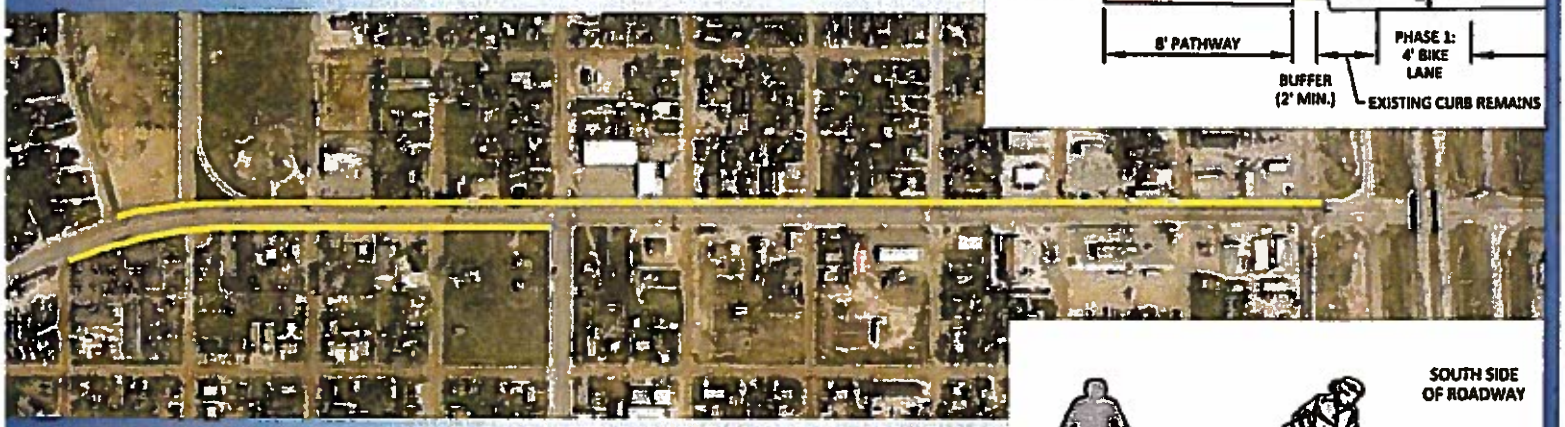



11' wide shared use pathway on south side of Snowy Range Road – Adams Street to Laramie River Greenbelt Trail

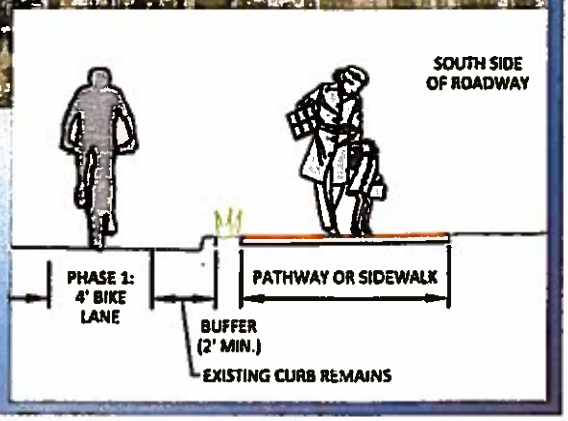
# PHASE 2 PRELIMINARY RECOMMENDATIONS

- 8' wide separated pathway on north side of Snowy Range Road – [illegible] Street to Cleveland Street

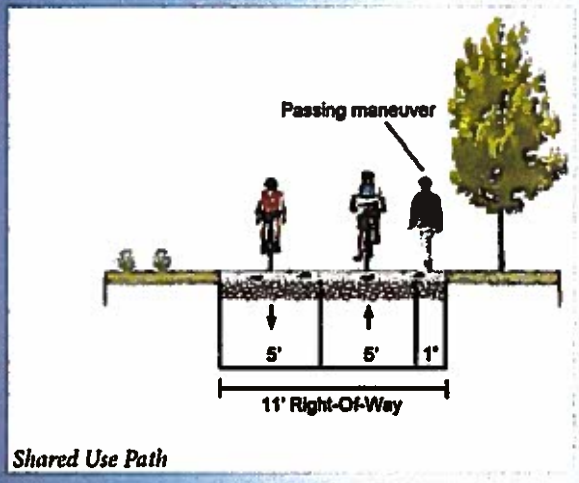


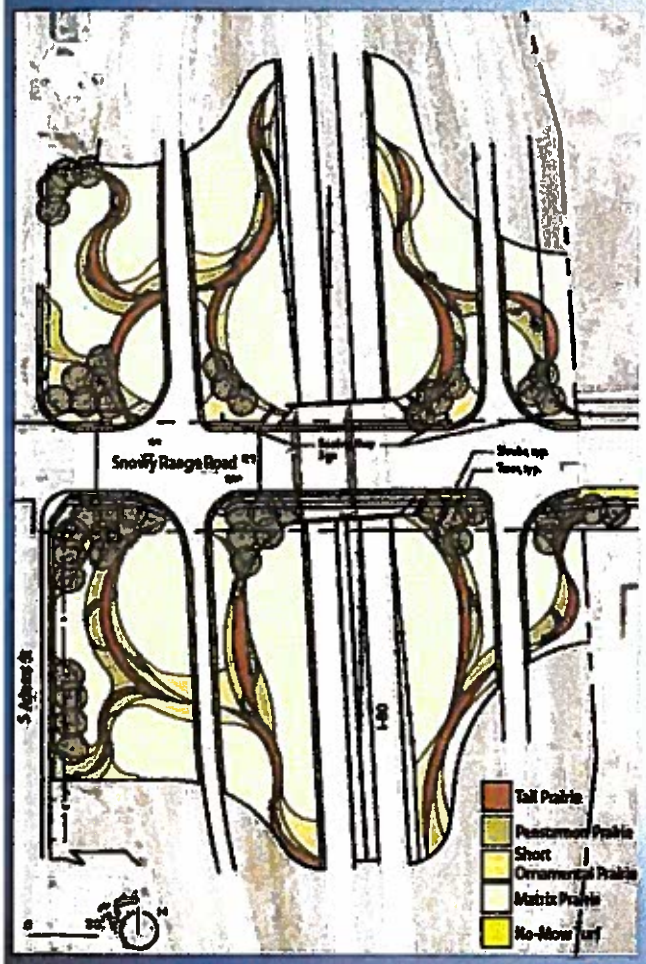
- 8' wide separated pathway on south side of Snowy Range Road – [illegible] Boulevard to Jefferson Street
- 5' wide separated sidewalk on south side of Snowy Range Road – Jefferson Street to Cleveland Street

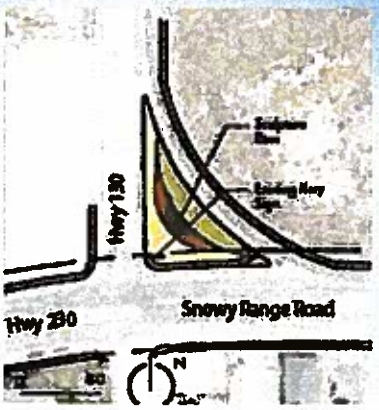


# PHASE 2 PRELIMINARY RECOMMENDATIONS




11' wide shared use pathway north on Adams Street to Madison Street to Laramie River Greenbelt Trail

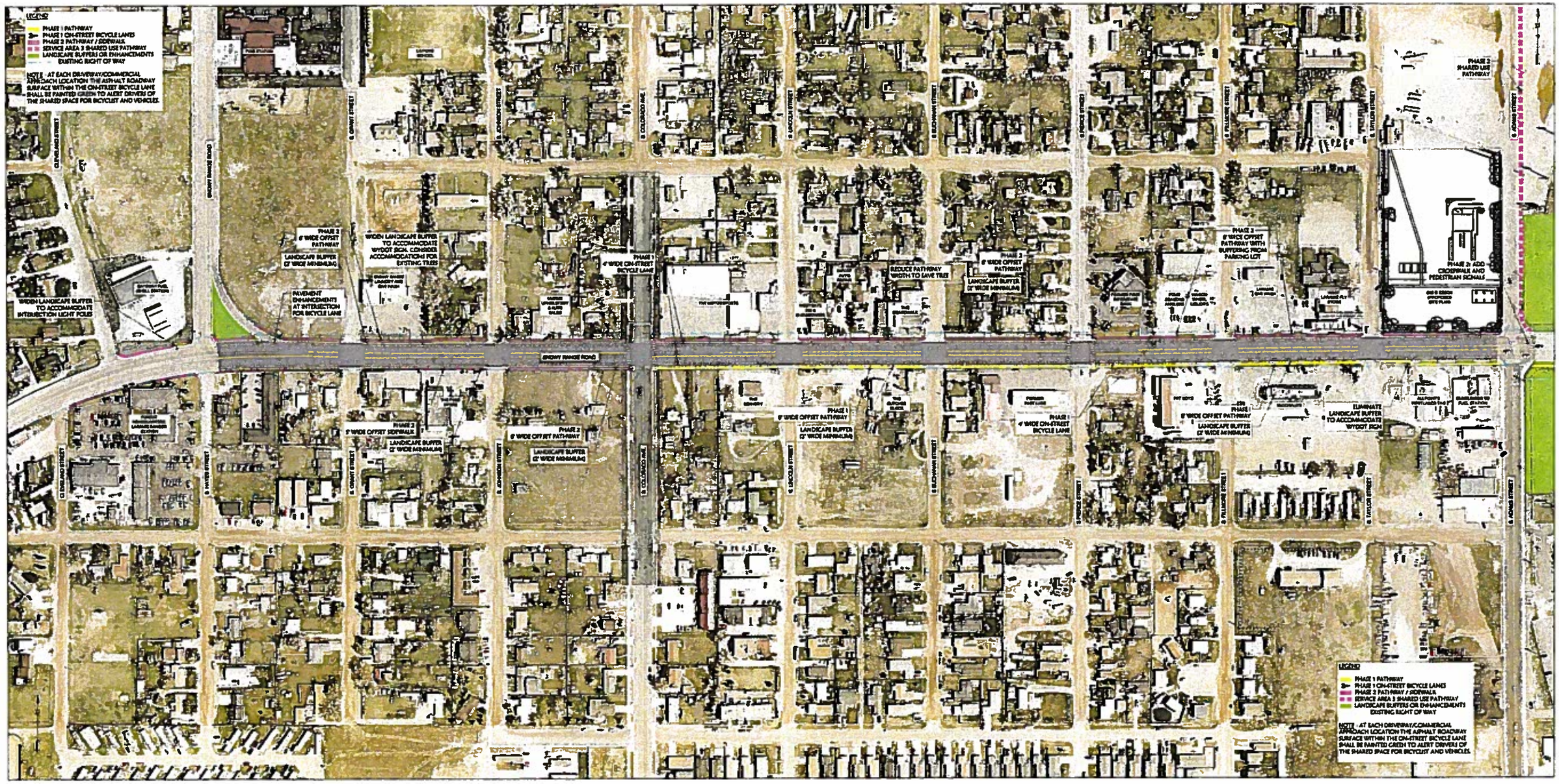


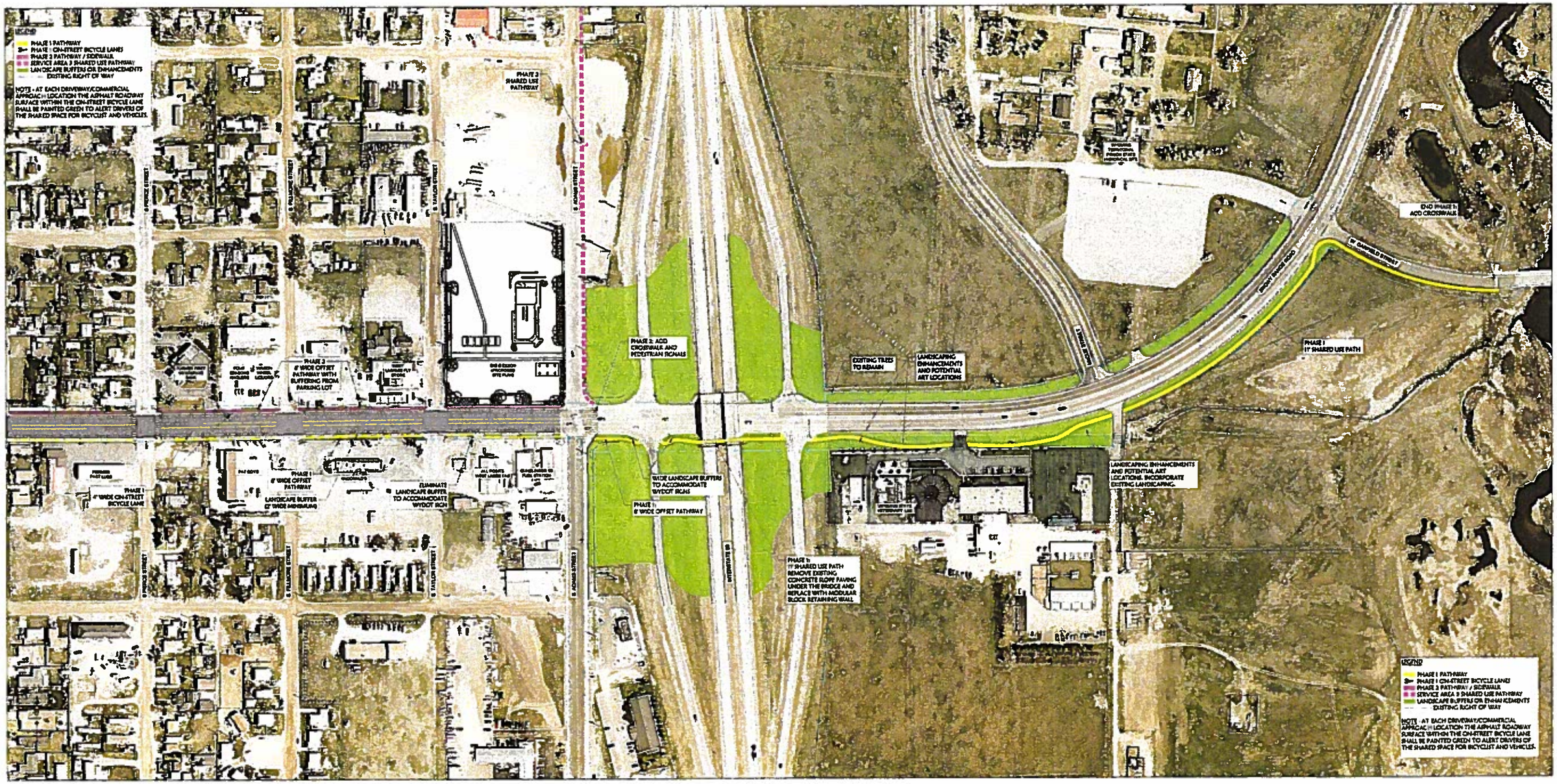




# LANDSCAPING AND ART OPPORTUNITIES

Write a Comment!

Please Let Us Know What You Think!

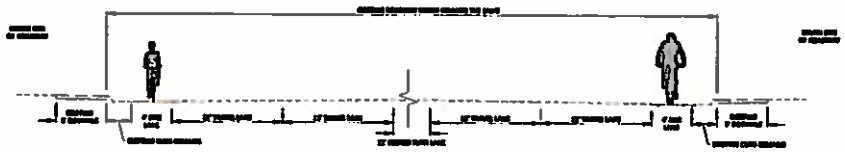

LEGEND
PHASE 1 PATHWAY
PHASE 1 ON-STREET BICYCLE LANES
PHASE 2 PATHWAY / SIDEWALK
SERVICE AREA 3 SHARED USE PATHWAY
LANDSCAPE BUFFERS OR ENHANCEMENTS
EXISTING RIGHT OF WAY
NOTE: AT EACH DRIVEWAY/COMMERCIAL APPROACH LOCATION THE ASPHALT ROADWAY SURFACE WITHIN THE ON-STREET BICYCLE LANE SHALL BE PAINTED GREEN TO ALERT DRIVERS OF THE SHARED SPACE FOR BICYCLIST AND VEHICLES.
CLEVELAND STREET
BROWN RANGE ROAD
S. GRANT STREET
S. JOHNSON STREET
S. COLORADO AVE.
S. LINCOLN STREET
S. BLACKHAWK STREET
S. PIERCE STREET
S. FILLMORE STREET
S. TAYLOR STREET
S. ADAMS STREET
PHASE 2 SHARED USE PATHWAY
PHASE 2: ADD CROSSWALK AND PEDESTRIAN SIGNALS
PHASE 2 6' WIDE OFFSET PATHWAY
LANDSCAPE BUFFER (2' WIDE MINIMUM)
WIDEN LANDSCAPE BUFFER TO ACCOMMODATE WYDOT SIGN. CONSIDER ACCOMMODATIONS FOR EXISTING TREES
PAVEMENT ENHANCEMENTS AT INTERSECTION FOR BICYCLE LANE
WIDEN LANDSCAPE BUFFER TO ACCOMMODATE INTERSECTION LIGHT POLES
PHASE 1 4' WIDE ON-STREET BICYCLE LANE
REDUCE PATHWAY WIDTH TO SAVE TREE
PHASE 2 6' WIDE OFFSET PATHWAY WITH BUFFERING FROM PARKING LOT
PHASE 2 5' WIDE OFFSET SIDEWALK
PHASE 1 6' WIDE OFFSET PATHWAY
ELIMINATE LANDSCAPE BUFFER TO ACCOMMODATE WYDOT SIGN


LEGEND
PHASE 1 PATHWAY
PHASE 1 ON-STREET BICYCLE LANES
PHASE 2 PATHWAY / SIDEWALK
SERVICE AREA 3 SHARED USE PATHWAY
LANDSCAPE BUFFERS OR ENHANCEMENTS
EXISTING RIGHT OF WAY
NOTE - AT EACH DRIVEWAY/COMMERCIAL APPROACH LOCATION THE ASPHALT ROADWAY SURFACE WITHIN THE ON-STREET BICYCLE LANE SHALL BE PAINTED GREEN TO ALERT DRIVERS OF THE SHARED SPACE FOR BICYCLIST AND VEHICLES.
PHASE 2 SHARED USE PATHWAY
S. PRINCE STREET
S. FILLMORE STREET
S. TAYLOR STREET
S. ADAMS STREET
PHASE 2 6' WIDE OFFSET PATHWAY WITH BUFFERING FROM PARKING LOT
PHASE 1 6' WIDE OFFSET PATHWAY
LANDSCAPE BUFFER 12' WIDE MINIMUM
ELIMINATE LANDSCAPE BUFFER TO ACCOMMODATE WYDOT SIGN
PHASE 1 4' WIDE ON-STREET BICYCLE LANE
PHASE 2: ADD CROSSWALK AND PEDESTRIAN RAMPS
WIDE LANDSCAPE BUFFERS TO ACCOMMODATE WYDOT SIGNS
PHASE 1: 6' WIDE OFFSET PATHWAY
INTERSTATE 80
EXISTING TREES TO REMAIN
LANDSCAPING ENHANCEMENTS AND POTENTIAL ART LOCATIONS
PHASE 1: 11' SHARED USE PATH + REMOVE EXISTING CONCRETE FLOW PAVING UNDER THE BRIDGE AND REPLACE WITH MODULAR BLOCK RETAINING WALL
LANDSCAPING ENHANCEMENTS AND POTENTIAL ART LOCATIONS. INCORPORATE EXISTING LANDSCAPING.
CRICKET RANCH ROAD
PHASE 1 11' SHARED USE PATH
END PHASE 1: ADD CROSSWALK
LEGEND
PHASE 1 PATHWAY
PHASE 1 ON-STREET BICYCLE LANES
PHASE 2 PATHWAY / SIDEWALK
SERVICE AREA 3 SHARED USE PATHWAY
LANDSCAPE BUFFERS OR ENHANCEMENTS
EXISTING RIGHT OF WAY
NOTE - AT EACH DRIVEWAY/COMMERCIAL APPROACH LOCATION THE ASPHALT ROADWAY SURFACE WITHIN THE ON-STREET BICYCLE LANE SHALL BE PAINTED GREEN TO ALERT DRIVERS OF THE SHARED SPACE FOR BICYCLIST AND VEHICLES.

# SNOWY RANGE ROAD PATHWAY FEASIBILITY STUDY

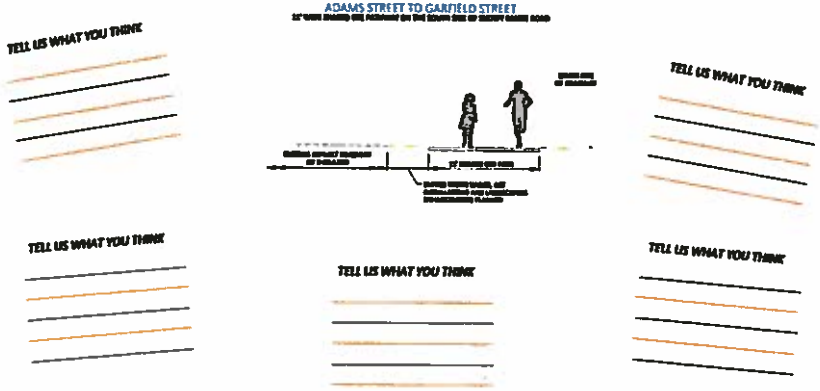
## PHASE 1 RECOMMENDATIONS

### CLEVELAND STREET TO ADAMS STREET



### COLORADO BOULEVARD TO ADAMS STREET

### ADAMS STREET TO GARFIELD STREET

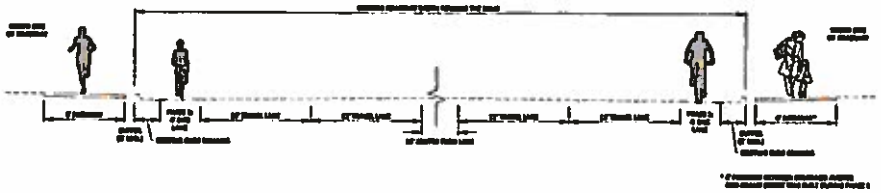


# SNOWY RANGE ROAD PATHWAY FEASIBILITY STUDY

## PHASE 2 PRELIMINARY RECOMMENDATIONS

CLEVELAND STREET TO JEFFERSON STREET

JEFFERSON STREET TO ADAMS STREET



SHARED USE PATHWAY

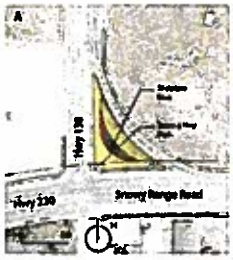
TELL US WHAT YOU THINK

TELL US WHAT YOU THINK

TELL US WHAT YOU THINK

TELL US WHAT YOU THINK

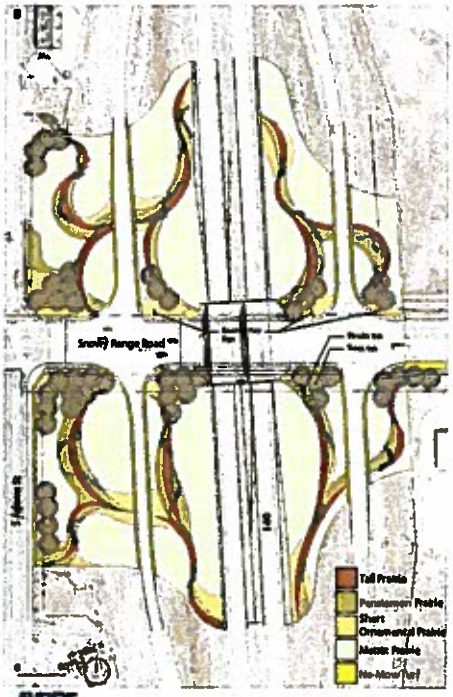
TELL US WHAT YOU THINK




## Plant List

| | Scientific Name | Common Name |
|---|---|---|
| **Trees** | | |
| | Quercus macrocarpa | Bur Oak |
| **Shrubs** | | |
| | Artemisia tridentata | Big Sagebrush |
| | Dasiphora (Potentilla) fruticosa | Shrubby Cinquefoil |
| | Shepherdia canadensis | Russet buffaloberry |
| **Tall Prairie** | | |
| Grass | Andropogon gerardii | Big Bluestem |
| Grass | Panicum virgatum 'Shenandoah' | Switchgrass |
| Forb | Silphium integrifolium | Rosin Weed |
| Grass | Sorghastrum nutans | Indiangrass |
| **Penstemon Prairie** | | |
| Grass | Panicum virgatum 'Shenandoah' | Switchgrass |
| Forb | Penstemon angustifolius | Beardtongue |
| Forb | Penstemon deustus | Scabland Penstemon |
| Forb | Penstemon strictus | Rocky Mountain Beard-tongue |
| Grass | Schizachyrium scoparium | Little Bluestem |
| **Short Ornamental Prairie** | | |
| Forb | Artemisia frigida | Fringed Sage |
| Grass | Bouteloua curtipendula | Sideoats Gramma |
| Forb | Eriogonum umbellatum 'Proliferum' | Prolific Sulfur Buckwheat |
| Forb | Gaillardia aristata | Blanket flower |
| Grass | Sporobolus airoides | Alkali sacaton grass |
| Forb | Yucca glauca | Soapweed Yucca |
| **Mesic Prairie** | | |
| Grass | Bouteloua curtipendula | Sideoats Gramma |
| Grass | Bouteloua gracilis | Blue grama |
| Grass | Elymus lanceolatus | Thickspike Wheatgrass |
| Forb | Krascheninnikovia lanata | Winterfat |
| Forb | Oenothera caespitosa | Tufted evening primrose |
| **No-Mow Turf** | | |
| Grass | Bouteloua curtipendula | Sideoats Gramma |
| Grass | Bouteloua gracilis | Blue grama |

*All landscaping inside the WYDOT right-of-way shall be in conformance with Operating Policy 20-1 and shall meet the requirements for sight distance at all roadway intersections.*



**Design Intent: Drifts of native wildflowers and grasses flow down the slope from I-80, following a circuitous path that loosely emulates the braided form of the Laramie River.**

# SNOWY RANGE TRAIL, LARAMIE, WY - LANDSCAPE CONCEPT PLAN

# SNOWY RANGE ROAD PATHWAY

**Traffic Commission - 11.10.16**

**COMMENTS**

1. **Short Term Improvements for Pathway implementation calls for:**
   a. **An 11' wide shared use pathway between Adams Street and Garfield Street on the SOUTH side of Snowy Range Road**
   b. **On-street bike lanes on Snowy Range Road between Adams Street and Cleveland Street**
   c. **An 8' wide separated pathway on the SOUTH side of Snowy Range Road between Adams Street and Colorado Avenue.**

**Do you agree with the Short Term concepts? Yes or No? Please explain your answer.** _____

_____

_____

_____

_____

2. **Long Term Improvements for the Pathway implementation calls for:**
   a. **An 8' wide separated pathway on the NORTH side of Snowy Range Road between Adams Street and Cleveland Street.**
   b. **An 8' wide separated pathway on the SOUTH side of Snowy Range Road between Colorado Avenue and Johnson Street.**
   c. **A 5' wide separated sidewalk on the SOUTH side of Snowy Range Road between Johnson Street and Cleveland Street.**
   d. **An 11' wide shared use pathway on Adams Street from Snowy Range Road north to Madison Street, continuing east on Madison Street under Interstate 80, crossing McCue Street, and intersecting the Laramie River Greenbelt.**

**Do you agree with the Long Term Concepts? Yes or No? Please explain your answer.**_____

_____

_____

_____

_____

3. **Landscaping improvements are planned as shown on the displays. Are you in favor of what is shown? Why or Why Not? If you don't agree with what is proposed provide alternate ideas below:**

_____

_____

_____

_____

4. **Locations have been selected for public art displays. Please describe what type of art you would like to see or how you would like to see art incorporated into this area.**

_____

_____

_____

_____

5. **General Comments. Please provide any additional comments you would like to share.**

_____

_____

_____

_____

_____

_____

6. **Which of the following best describes you? (Please make all that apply.)**

Home owner along the proposed pathway _____

Business owner along the proposed pathway _____

Commercial property owner along the proposed pathway _____

Home owner, Business owner, Employee or Renter in the area _____

Potential pathway user _____

Potential on-street bicycle lane user _____

Other (Please specify) _____

**Please submit this form at todays meeting, or e-mail to: tfeezer@cityoflaramie.org**

**THANK YOU! Thank you for sharing your thoughts. It is our goal to develop a plan for this pathway which will suit the community. Your feedback is vital to making this happen!**

# CITY OF LARAMIE COUNCIL REGULAR MEETING December 6, 2016

**Agenda Item: Bid Award**

**Award of Bid; Public Works Department (Utilities) – One Service Truck with Trade-In**

**Recommended Council MOTION:**

"I move to award the bid for one Utility Service Truck (Unit 330) with Trade-In to Spradley Barr Ford, Cheyenne, WY, in the total amount of $43,183.00."

**Administrative or Policy Goal:**

Replace aging and worn equipment according to the City's established replacement schedule as recommended by the Fleet Advisory Committee and approved in the biennial budget.

**Background:**

The City has an established replacement schedule for vehicles and equipment that identifies recommended vehicle and equipment replacement according to a schedule that considers age, mileage, operating hours, and life expectancy. The fleet advisory committee has developed this replacement schedule over the last several years. The replacement schedule provides the recommendations in the annual budget adopted by City Council.

The Utilities Service Truck (Unit 330) was placed out for public bid and advertised according to the City's Purchasing policies. Bids were opened on November 1, 2016, with results as follows:

| Company | Base Bid | Trade-In | Total Bid |
|---|---|---|---|
| Greiner Ford, Casper, WY | $47,198.00 | $3,265.00 | $43,933.00 |
| Spradley Barr, Cheyenne, WY | $45,340.00 | $4,325.00 | $41,015.00 |

**Legal/Statutory Authority:**

N/A

## BUDGET/FISCAL INFORMATION:

**REVENUE**

| Source | Amount | Type |
|---|---|---|
| Water Fund Revenue | $49,935.00 | 510-7030-461.76-20 |
| Total | $49,935.00 | |

**EXPENSE**

Proposed Project Cost

| Project Budget | Amount | Funds |
|---|---|---|
| Vehicle Cost | $45,340.00 | Base Bid |
| Trade-In | $4,325.00 | |
| Add Alt. 1-4 | $2,168.00 | |
| City's Amount | $43,183.00 | |
| Total Amount | $43,183.00 | |

Amount spent to date (approved and adopted by Council)

| Budget | Amount | Funds |
|---|---|---|
| Total Budget Allocation | $49,935.00 | 510-7030-461.76-20 |
| Less Amount Spent to Date | $0.00 | |
| Remainder of Budget | $49,935.00 | |

## Responsible Staff:

Earl Smith, P.E., Public Works Director
Shane Johnson, Street/Fleet Manager

Attachments:

Bid Recommendation

CITY OF LARAMIE
PUBLIC WORKS
P.O. Box C
Laramie, WY 82073

Public Works 721-5230
Solid Waste 721-5279
Engineering 721-5230
Street 721-5277
Utility 721-5280
FAX 721-5248

November 9, 2016

To: E. Smith

Fr: S. Johnson

Re: Unit 330 Utility Service Truck with Trade-In

Bids were received and opened on November 1, 2016, for the delivery of one Utility Service Truck (Unit 330) with Trade-In for the Public Works Department, Utilities Division (Water Fund – Meters). One service truck was listed as trade item. The bids were as follows:

| Vendor | Base Bid | Trade-in | Total Bid |
|---|---|---|---|
| Adventure Dodge, Laramie, WY | NO BID | | |
| Fremont Motors, Lander, WY | NO BID | | |
| Greiner Ford, Casper, WY | $47,198.00 | $3,265.00 | $43,933.00 |
| Greiner GM, Casper, WY | NO BID | | |
| Greiner Dodge, Douglas, WY | NO BID | | |
| Halladay Motors, Cheyenne, WY | NO BID | | |
| Laramie GM, Laramie, WY | NO BID | | |
| Spradley Barr, Cheyenne, WY | $45,340.00 | $4,325.00 | $41,015.00 |
| Toyota of Laramie, Laramie, WY | NO BID | | |
| Terrell-Doyle Chevrolet, Cheyenne, WY | NO BID | | |
| White's University Motors, Laramie, WY | NO BID | | |

The Greiner Ford bid has a delivery date of 90-120 days from Notice of Award. This unit has an electronic shift on the fly 4 wheel drive selector switch. Cost of Add-Alternate items are; Add-Alt. No. 1 (11,200 GVW) $1,950.00, Add-Alt. No. 2 (Up fitter Switches) $175.00, Add-Alt. No. 3 (120 Volt Outlet) $75.00, Add-Alt. No. 4 (Warning Lights) $275.00.

The Spradley Barr bid has a delivery date of 150 days from Notice of Award. This unit has an electronic shift on the fly 4 wheel drive selector switch. Box dimensions are 97”x78” with a compartment depth of 14.5”. Cost of Add-Alternate items are; Add-Alt. No. 1 (11,200 GVW) $1,676.00, Add-Alt. No. 2 (Up fitter Switches) $152.00, Add-Alt. No. 3 (120 Volt Outlet) $75.00, Add-Alt. No. 4 (Warning Lights) $265.00.

I am recommending the City accept the Spradley Barr Ford bid with all four alternates for the Utility Service Truck (Unit 330) for a total of $43,183.00.

The trade-in unit has an original purchase price of $28,641.00 and has a life to date cost of $8,063.60 for parts and labor.

The FY 17-18 Biennial Budget includes $49,935.00 budgeted for the purchase of this unit.

Please contact me if you have any questions regarding this bid.

# CITY OF LARAMIE REGULAR COUNCIL MEETING November 15, 2016

**Agenda Item: Licensing**

**Title: New Secondhand Dealer License, Windshadow LLC**

**Recommended Council MOTION:**

That Council move to approve a New Secondhand Dealer's License to Windshadow LLC, dba Bart's Flea Market, 2401 Soldier Springs Road, Laramie, Wyoming, for the period of December 1, 2016 thru November 30, 2017 and authorize the Mayor and Clerk to sign.

**Administrative or Policy Goal:**

This application meets the licensing of specific defined businesses within the City limits required by Laramie Municipal Code

**Background:**

Windshadow LLC, filed an application for a Secondhand Dealer's License in the City Clerk's Office on November 14, 2016. The business is a resale establishment of a variety of used antiques and other used items.

The period for the license is one (1) year. The Secondhand Dealer's License is renewable each year upon payment of the annual fee in advance and with approval by the City Manager.

**Legal/Statutory Authority:**

LMC, Chapter 5.56 "Secondhand Dealers"

## BUDGET/FISCAL INFORMATION:

**REVENUE**

| Source | Amount | Type |
|---|---|---|
| Fees/Charges for Service | $50.00 | Business License Annual Fee |
| Grants for Projects | | |
| Loans on Project | | |
| Other | | |
| Total | $50.00 | |

**Responsible Staff: Angie Johnson, City Clerk**

Attachments: Secondhand Dealer application

RECEIVED
NOV 14 2016
BY:

LARAMIE

TO: CITY CLERK
CITY OF LARAMIE
P.O. BOX C
LARAMIE, WY 82073

City Clerk Use Only
Fee Paid: $ 50.00 ✓ #11576
Receipt No. _____
License No. _____

**City of Laramie**
**Annual Secondhand Dealer Application**
**New License☐ Renewal☐**
**$50.00 fee**

**For the license term from:** 12/1/16 **through** 11/30/17

1. Applicant: WINDSHADOW L L C
2. Business Name (dba): BART'S FLEA MARKET
3. State the name of the person and in the case of a firm or corporation, the names of the persons composing such firm or the officers of such corporation:
GARY CRAWFORD (SOLE MEMBER)
4. Premise Address: 2401 SOLDIER SPRING RD.
5. Mailing Address (if different from above): _____
6. Phone Number: 307-745-2036
7. Have you complied with LMC 5.56.030 during the previous license term:

☐ Yes ☐ No ☒ N/A

**LMC 5.56.030 Identification from seller--Required.**

Prior to purchasing or acquiring any second-hand goods, the secondhand dealer shall require reasonable means of identification from the seller. Every person licensed as a secondhand dealer shall keep in his place of business a substantial and well-bound book in which he shall enter the following information:

A. Name, address and social security number:
B. Birth date, sex, race height and weight of seller;
C. A minute description of all personal property purchased from the seller;
D. Date and exact time of the purchase;
E. Any prominent or descriptive marks that may be on the property;
F. The purchase price of the property;
G. Type and description of identification produced;
H. Such book shall be kept clean and legible and all entries made therein shall be made with ink. Entries for the purchases made shall be entered in the books on the same day of such purchase. Every person so licensed shall, during ordinary hours of business, when requested by any law enforcement officer, submit and exhibit book description to the inspection of any such officers and shall also exhibit such goods or personal property to any such officers. (Ord. 614 § 3, 1980: prior code §20-23).

**Under penalty of perjury, and the possibility of cancellation of the license, I swear the above stated facts, are true and accurate. And I agree to comply with all City of Laramie, Wyoming and State of Wyoming laws. Dated this 7 day of NOV, 2016.**

Signature of Applicant

Police Department After review of this application, I make the following recommendations:
approved

see attached document Police Chief/Division Commander

City Clerk After review of this application, I make the following finding(s):

approved City Clerk

City Manager After review of this application, I make the following recommendation(s):
Approved

David M Teneyck, Assistant City Manager

## Nancy Bartholomew

**From:** Ryan Thompson
**Sent:** Wednesday, November 16, 2016 1:39 PM
**To:** Nancy Bartholomew; Gwendolyn Smith
**Subject:** RE: Recommendations for Snowy Range Taxi and Bart's Flea Market

Nancy,
Both are approved. The taxi company has all three listed drivers with valid dl's, current registration on the one listed vehicle, and the insurance company policy was corrected with them from an 2003 vehicle to a 2008. The VIN matched with the insurance, just a typo on their part.
RT

---

**From:** Nancy Bartholomew
**Sent:** Tuesday, November 15, 2016 3:46 PM
**To:** Ryan Thompson; Gwendolyn Smith
**Subject:** Recommendations for Snowy Range Taxi and Bart's Flea Market

Good afternoon,

I have two applications that we would like your recommendations on. First, Snowy Range Taxi is applying for a license renewal. Second, Bart's Flea Market is applying for a new secondhand dealer license.

Thank you,
*Nancy Bartholomew*
*Deputy Clerk*
*City of Laramie*
*PO Box C, Laramie, WY 82073*
*307.721.5220~Fax 307.721.5211*
*www.cityoflaramie.org*

**CONFIDENTIALITY: This email (including any attachments) may contain confidential, proprietary and privileged information, and unauthorized disclosure or use is prohibited. If you received this email in error, please notify the sender and delete this email from your system.**

ALL CITY OF LARAMIE ELECTRONIC CORRESPONDENCE AND ATTACHMENTS MAY BE TREATED AS PUBLIC RECORDS AND SUBJECT TO PUBLIC DISCLOSURE

ALL CITY OF LARAMIE ELECTRONIC CORRESPONDENCE AND ATTACHMENTS MAY BE TREATED AS PUBLIC RECORDS AND SUBJECT TO PUBLIC DISCLOSURE

# CITY OF LARAMIE COUNCIL REGULAR MEETING December 6, 2016

**Agenda Item: Agreement - Modification**

1. **Title: Consideration of Amendment to State Small Business Credit Initiative Allocation Agreement between the United States Department of the Treasury and the Wyoming Consortium of Participating Municipalities (Laramie, WY Lead City).**

**Recommended Council MOTION:**

That Council move to approve Amendment to State Small Business Credit Initiative Allocation Agreement between the United States Department of the Treasury and the Wyoming Consortium of Participating Municipalities (Laramie, WY Lead City), and authorize the City Manager to sign.

---

**Administrative or Policy Goal:**

Economic Development

---

**Background:**

In 2011, the City entered into an Allocation Agreement as the Lead City for a consortium of 18 Wyoming municipalities to access more than $13 Million in Federal funding through a new Federal program – the State Small Business Credit Initiative.

As of October 31, 2016, the State Small Business Credit Initiative has deallocated $6,284,261 from Participating States' Allocations through reductions due to violations of the terms of their allocation agreement with the Treasury. In accordance with Section 3008(b) of the Small Business Jobs Act (SBJA), the Department of Treasury will reallocate deallocated amounts among the remaining successful Participating State programs.

The Treasury has calculated the amount of funds to be reallocated to each State, and will disburse these funds during the fourth quarter of 2016. The Wyoming Municipal Consortium has been deemed eligible to receive reallocated funds in the amount of $59,561, bringing the revised total allocation amount to $13,227,911.

---

**Legal/Statutory Authority: n/a**

---

**BUDGET/FISCAL INFORMATION: n/a**

---

**RESPONSIBLE STAFF:** *Janine Jordan, City Manager* *721-5226*

_____ City Manager _____ City Attorney _____

**State Small Business Credit Initiative**

**Allocation Agreement Amendment**

In accordance with Section 8.3 of each Allocation Agreement entered into by and between the United States Department of the Treasury (Treasury) and each Participating State and consortium of Participating Municipalities listed in the Addendum, Treasury hereby proposes to reallocate $6,284,261 in Allocated Funds among the Participating States and the Participating Municipalities. This reallocation of Allocated Funds is authorized by Section 3003(b) of the State Small Business Credit Initiative Act of 2010 (title III of the Small Business Jobs Act of 2010, Public Law 111-240, 124 Stat. 2568, 2582) (the "Act").

Section 3008(b) reads:

> Deallocated Amounts To Be Reallocated- If, after 13 months, any portion of the amount of Federal funds allocated to a participating State is deemed by the Secretary to be no longer allocated to the State after actions taken by the Secretary under subsection (a)(1), the Secretary shall reallocate that portion among the participating States, excluding the State whose allocated funds were deemed to be no longer allocated, as provided in section 3003(b).

Accordingly, Treasury and each Participating State or consortium of Participating Municipalities agree to:

Amend the dollar amount of the Allocation Commitment in Section 2.1 of the Allocation Agreement to be the amount listed in the attached Addendum for each Participating State or consortium of Participating Municipalities.

Amend the end of paragraph 2 of Annex 2 of the Allocation Agreement to include the following sentences:

> Treasury will disburse Allocated Funds that are reallocated to each Participating State or consortium of Participating Municipalities pursuant to this Allocation Agreement Amendment as part of the third one-third of Allocated Funds. If a Participating State or consortium of Participating Municipalities has received its third one-third of Allocated Funds, the reallocated Allocated Funds will be disbursed within 90 days of the execution of this Allocation Agreement Amendment.

Each Participating State or Participating Municipalities may use three percent (3%) of the amounts received pursuant to this amendment to pay both direct and indirect administrative costs as described in Annex 3.

Except as expressly amended hereby, the Allocation Agreement shall remain in full force and effect in accordance with its terms.

The Participating State or consortium of Participating Municipalities will undertake the following activities with the Allocated Funds under its Approved State Program:

| **Approved State Program** | **Amount Reallocated** | **Total Amount of Allocated Funds** |
|---|---|---|
| Credit Guarantee Program | $59,561 | $13,227,911 |
| Seed Capital Network Program | | |
| | | |
| | | |
| | | |

Please countersign and return this amendment by December 21, 2016.

Once Treasury receives the counter-signed executed amendment, we will insert the effective date, and will send you a copy of the fully executed amendment.

_____

Jessica Milano
Deputy Assistant Secretary for Small Business, Community Development and Housing Policy

Agreed:

PARTICIPATING MUNICIPALITY: City of Casper

By: _____
Name: Charlie Powell
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Cheyenne

By: _____
Name: Richard L. Kaysen
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Cody

By: _____
Name: Nancy Brown
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Douglas

By: _____
Name: Bruce Jones
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Gillette

By: _____
Name: Carter Napier
Title: City Administrator

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Green River

By: _____
Name: Pete Rust
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Laramie

By: _____
Name: Janine Jordan
Title: City Manager

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Powell

By: _____
Name: Don Hillman
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Rawlins

By: _____
Name: Robert Grauberger
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Rock Springs

By: _____
Name: Carl Demshar
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Edgerton

By: _____
Name: H. H. “Buck” King
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Hanna

By: _____
Name: Tony Poulos
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Hartville

By: _____
Name: Darrell Offe
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Midwest

By: _____
Name: Guy Chapman
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Pine Bluffs

By: _____
Name: Bill Shain
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Sundance

By: _____
Name: Paul Brooks
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

PARTICIPATING MUNICIPALITY: City of Wheatland

By: _____
Name: Joe Fabian
Title: Mayor

_____
Effective Date:
**[To be Inserted by Treasury]**

**ADDENDUM**

| Participating State | Amount Reallocated | Revised Total Allocation |
|---|---|---|
| Alabama | $141,578 | $31,443,076 |
| Alaska, Anchorage | $59,561 | $13,227,911 |
| American Samoa | $0 | $10,500,000 |
| Arizona | $82,339 | $18,286,556 |
| Arkansas | $59,561 | $13,227,911 |
| California | $643,433 | $168,399,074 |
| Colorado | $77,948 | $17,311,437 |
| Connecticut | $60,162 | $13,361,288 |
| Delaware | $59,561 | $13,227,911 |
| District of Columbia | $59,561 | $13,227,911 |
| Florida | $441,732 | $98,104,081 |
| Georgia | $216,241 | $48,024,748 |
| Guam | $59,561 | $13,227,911 |
| Hawaii | $59,561 | $13,227,911 |
| Idaho | $59,123 | $13,195,667 |
| Illinois | $354,451 | $78,719,715 |
| Indiana | $155,318 | $34,494,392 |
| Iowa | $58,141 | $13,123,161 |
| Kansas | $59,561 | $13,227,911 |
| Kentucky | $70,053 | $15,558,051 |
| Louisiana | $48,937 | $12,414,995 |
| Maine | $59,561 | $13,227,911 |
| Maryland | $104,147 | $23,129,856 |
| Massachusetts | $69,464 | $20,514,536 |
| Michigan | $358,035 | $79,515,777 |
| Minnesota | $69,941 | $15,533,123 |
| Mississippi | $59,561 | $13,227,911 |
| Missouri | $121,807 | $27,052,101 |
| Montana | $54,106 | $12,819,143 |
| Nebraska | $59,561 | $13,227,911 |
| Nevada | $61,423 | $13,793,599 |

| | | |
|---|---|---|
| New Hampshire | $59,561 | $13,227,911 |
| New Jersey | $134,453 | $33,248,486 |
| New Mexico | $59,561 | $13,227,911 |
| New York | $250,358 | $55,601,892 |
| North Carolina | $208,338 | $46,269,657 |
| North Dakota, Carrington | $15,531 | $3,449,240 |
| North Dakota, Mandan | $44,030 | $9,778,671 |
| Northern Mariana Islands | $0 | $13,168,350 |
| Ohio | $248,130 | $55,358,150 |
| Oklahoma | $59,561 | $13,227,911 |
| Oregon | $74,704 | $16,590,901 |
| Pennsylvania | $123,529 | $29,017,428 |
| Puerto Rico | $65,766 | $14,605,823 |
| Rhode Island | $59,561 | $13,227,911 |
| South Carolina | $81,372 | $18,071,787 |
| South Dakota | $59,561 | $13,227,911 |
| Tennessee | $134,208 | $29,806,278 |
| Texas | $210,566 | $46,764,445 |
| U.S. Virgin Islands | $59,561 | $13,227,911 |
| Utah | $41,675 | $11,815,036 |
| Vermont | $59,561 | $13,227,911 |
| Virginia | $81,203 | $18,034,394 |
| Washington | $89,206 | $19,811,721 |
| West Virginia | $59,561 | $13,227,911 |
| Wisconsin | $101,152 | $22,464,706 |
| Wyoming, Laramie | $59,561 | $13,227,911 |

# CITY OF LARAMIE COUNCIL REGULAR MEETING December 6, 2016

| | |
|---|---|
| LARAMIE 1868 | **Agenda Item:** Agreement<br><br>**Title:** Award of Professional Services Agreement between the City of Laramie, Wyoming and Dale Buckingham, Architects, LLC for services related to the City Hall Annex Roof and Cornice Project, not to exceed $22,443.90. |

**Recommended Council MOTION:**
I move that Council approve the Professional Services Agreement between the City of Laramie and Dale Buckingham Architects, LLC for construction design services for the City of Laramie City Hall Annex Roof and Cornice Project in the amount of $20,403.90 plus a contingency of $2,040.00 for a total not to exceed amount of $22,443.90 and authorize the Mayor and Clerk to sign.

---

**Administrative or Policy Goal:**
*Department Goal:* Continue to proactively maintain existing City owned buildings and infrastructure.

---

**Background:**
A 2015 inspection of the City Hall Annex roof revealed that the original tile roof, and the decorative cornice work were showing some deterioration, and were in need of repair and/or replacement. Also discovered, during this routine building inspection, were cracks in the building's interior wall plaster, which could indicate building structural deficiencies. Funding of two hundred and fifty five thousand dollars ($255,000.00) for the building repairs and roof replacement was requested and approved in the FY17 budget.

The Facilities Maintenance staff solicited a Request for Qualifications (RFQ) for professional design services. Having a project design in place will ensure that bidders are all provided with, and follow the same specifications, and will be bidding the same materials.

The Request for Qualifications was legally advertised in September, was mailed to six (6) regional construction design firms and posted on the City's web site. Three qualified response submittals were received from Dale Buckingham Architects, LLC of Sheridan, Wyoming, Plan One Architects of Cheyenne, Wyoming, and Myers Anderson of Evanston, Wyoming. A committee of City staff members considered all of the submittals and chose Dale Buckingham Architects as the firm that best fit the needs of the City of Laramie. After opening the fee proposal, the staff negotiated the scope of services and the fees within the professional services agreement attached to this agenda cover.

If the agreement is approved, the Consultant anticipates having the roof and cornice designs and specifications prepared for bidding in January of 2017.

**Budget/Fiscal Information:**

**EXPENSE**
**Budgeted Expenditure (approved and adopted by Council)**

| Budget | Amount | Funds |
|---|---|---|
| Total Budget Allocation | $255,000.00 | Facilities Management Budget 100-4020-419.79-00 |
| Design Fees | $20,403.90 | Consultant design fees |
| Design Contingency | $2,040.00 | Consultant contingency |
| Construction Cost | $200,000.00 | Estimated construction cost |
| Construction Contingency | $20,000.00 | Estimated construction contingency |
| | | |
| Total Amount | $242,443.90 | |

**Responsible Staff:**
Scott Stevenson, Facilities Maintenance Manager, P&R Department, 721-3585 or sstevenson@cityoflaramie.org
Todd Feezer, Director, Parks and Recreation Department, 721-5260 or tfeezer@cityoflaramie.org

**Attachments:**

Annex Roof.Cornice Professional Services Agreement w.DBA LLC

_____ City Manager _____ City Attorney **Parks & Recreation**

# PROFESSIONAL SERVICES AGREEMENT
# BETWEEN THE
# CITY OF LARAMIE, WYOMING
# AND
# DALE BUCKINGHAM ARCHITECTS, LLC

1. **Parties.** This Contract is made and entered into this ____ day of December 2016, by and between City of Laramie, Wyoming, a Wyoming municipal corporation (hereinafter referred to as "City"), whose address 406 Ivinson Street, Laramie, Wyoming 82070, and Dale Buckingham Architects, LLC (hereinafter referred to as "Consultant"), whose address is 45 East Loucks Street, Suite 301, Sheridan, Wyoming 82801.

2. **Purpose of Contract.** The purpose of this Contract is for Consultant to provide professional design services to design construction documents for the City of Laramie City Hall Annex Roof and Cornice Project which consists of the replacement of the existing clay tile, and membrane roof as well as the refurbishing of the decorative cornice at the City Hall Annex building located at 405 Grand Avenue. In consideration of the matters described above, and of the mutual benefits and obligations set forth in this Contract, the parties agree as follows:

3. **Term of Contract.** The term of the Contract is from the date of execution of this Contract through October 31, 2017. The term of this Contract may be extended through mutual agreement of the parties by the amount of time caused by any delays in the work, which were caused through no fault of Consultant.

4. **Payment.** The total payment under this Contract shall not exceed twenty thousand four hundred three dollars and ninety cents ($20,403.90). Payment shall be payable to Consultant upon receipt of the invoice for the services herein. The payment shall cover the cost for those services to be provided by Consultant as outlined in Paragraph 5 herein including travel, lodging expenses and incidental expenses. City shall pay any actual expenses incurred by all Sub consultants for services under this Contract. No payment shall be made for work performed prior to the date upon which the last required signature is affixed to this Contract or the date Consultant receives a Notice to Proceed, whichever occurs later.

5. **Consultant's Responsibilities.** Consultant shall perform the following services.

   A. Perform a comprehensive field investigation of the existing roof and cornice including, but not limited to, photographing, field measuring, and core sampling of the

roof assembly. input existing roof plan information into CADD.

**B.** Insure compliance with the requirements of section 106 of the Natural Historic Preservation Act (NHPA). Contact the Wyoming State Historic Preservation Office (SHPO) to coordinate the section 106 review outlined in 36 CFR, Part 800.

**C.** Meet with City staff to identify project requirements and review possible solutions.

**D.** Prepare preliminary Construction Cost estimates to compare with Project Budget.

**E.** Develop and produce Bidding and Construction documents.

**F.** Prepare probable construction cost estimates for project.

**G.** Finalize Bidding /Construction Documents for Public Bidding.

**H.** Assist City of Laramie with Bidding procedures including answering Bidders questions, attendance at the Pre-bid conference, document the pre-bid conference, prepare and distribute any necessary addenda, evaluate bids, and make a recommendation of bid award.

**I.** Perform Construction Administration services including but not limited to: answering contractor questions, processing RFIs, ASIs, PRs and Change Orders, reviewing and certifying Applications for Payment, and two (2) on site visits.

**J.** Prepare a substantial completion list of items to be completed, and recommend the issuance of the Certificate of Substantial Completion.

**K.** Verify project completion.

**L.** Prepare As-Constructed Documents.

**M.** Ensure that the roofing warranty is fully executed and in place and meets the full extent of the specifications.

6. **Responsibilities of City.**

A. City shall cooperate with Consultant in providing any construction drawings and/or documents, and access to the site as necessary for Consultant to perform the work described within this agreement

B. City's Project representative as identified in Paragraph 7.17 (a) shall be authorized to act on the behalf of City with respect to the project herein. City and/or his designee shall render decisions in a timely manner pertaining to documents submitted by the Consultant in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

C. City shall notify Consultant upon awareness of any deficiencies or defects in materials or workmanship during the term of the Contract.

D. City agrees to notify Consultant, in writing, of the acceptance of the project herein.

E. Nothing in this Contract nor any act or failure to act on the part of City shall be construed as a waiver of a claim by City for any defects or deficiencies of the services required of Consultant.

7. **General Provisions.**

**7.01. Amendments.** Any changes, modifications, revisions or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed and signed by all parties to this Contract.

**7.02 Americans with Disabilities Act.** Consultant shall not discriminate against a qualified individual with a disability and shall comply with the Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. 12101, et seq., and/or any properly promulgated rules and regulations related thereto.

**7.03 Applicable Law/Venue.** The construction, interpretation and enforcement of this Contract shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties, and the venue shall be the Second Judicial District, Albany County, Wyoming. Contractor agrees to appoint a registered agent in Wyoming for service of process, and will notify City in writing of the name and address of the registered agent within fifteen (15) days of effective date of this Contract.

**7.04 Assignment/Contract Not Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set forth

in this Contract without the prior written consent of the other party. The Consultant shall not use this Contract, or any portion thereof, for collateral for any financial obligation.

**7.05** **Award of Related Contracts**. City may undertake or award supplemental or successor contracts for work related to this Contract. The Consultant shall cooperate fully with other Consultants and City in all such cases.

**7.06.** **Confidentiality**. All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by the Consultant in the performance of this Contract shall be kept confidential by the Consultant unless written permission is granted by City for its release.

**7.07** **Publicity.** Any publicity given to the program or services provided herein including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Consultant, shall identify City and the sponsoring agencies and shall not be released without prior written approval from City.

**7.08.** **Compliance with Laws.** The Consultant shall keep informed of and comply with all applicable federal, state and local laws and regulations in the performance of this Contract.

**7.09.** **Entirety of Contract.** This Contract, consisting of ten (10) pages, including Attachment A, entitled Proposed Design Fees for Laramie City Hall Annex Roof and Cornice Project consisting of two (2) pages represents the entire and integrated Contract between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

**7.10.** **Ethics**. Consultant shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. §9-13-101, et seq.), and any and all ethical standards governing Consultant's profession.

**7.11.** **Force Majeure**. Neither party shall be liable to the other for incidental, special or consequential damages. Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, strikes, lockouts, work interruption or other labor disputes and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

**7.12.** **Indemnification.**

**7.12 (a).** Consultant shall indemnify, defend and hold harmless City, their officers, agents, employees, successors and assignees from any and all claims, lawsuits, losses and liability arising out of Consultant's failure to perform any of Consultant's duties and obligations hereunder or in connection with the negligent performance of Consultant's duties or obligations, including but not limited to any claims, lawsuits, losses or liability arising out of Consultant's negligence and not to the extent caused by others.

**7.12 (b).** Consultant shall be liable to City for all damages including consequential damages and every expense, cost, exclusive of betterment, attorneys' fees and payment incurred by City as the result of negligence, or negligent acts in any of the services furnished under this Contract.

**7.12 (c).** Without limitation as to other remedies, which City may have, Consultant will, without additional compensation, correct or revise any errors or deficiencies in its services.

**7.13. Independent Consultant.** The Consultant shall function as an independent consultant for the purposes of this Contract, and shall not be considered an employee of the City for any purpose. The Consultant shall assume sole responsibility for any debts or liabilities that may be incurred by the Consultant in fulfilling the terms of this Contract, and shall be solely responsible for the payment of all federal, state and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Consultant to incur any obligation of any kind on the behalf of the City or its staff. The Consultant agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to City employees will inure to the benefit of the Consultant or the Consultant's agents and/or employees as a result of this Contract.

**7.14. Kickbacks.** Consultant certifies and warrants that no gratuities, kickbacks or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. Consultant shall provide the City with a certification under oath that he has not in any way been involved in any gratuities, kickbacks or contingent fees in connection with his selection or ultimate performance under this contract. If the Consultant breaches or violates this warranty, City may, at its discretion, terminate this Contract without liability to the City, or deduct from the Contract price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

**7.15. Ownership of Documents/Work Product.** All documents, reports, records, field notes, materials, and data of any kind resulting from performance of this Contract are at all times the property of City.

**7.16. Notice and Approval of Proposed Sale or Transfer of Consultant.** Consultant shall provide City with the earliest possible advance notice of

any proposed sale or transfer or any proposed merger or consolidation of the assets of Consultant. Such notice shall be provided in accordance with the notice provision of this Contract. If City determines that the proposed merger, consolidation, sale or transfer of assets is not consistent with the continued satisfactory performance of Consultant's obligations under this Contract, then City may, at its option, terminate or renegotiate the Contract.

**7.17. Liaison and Notice** City and Consultant's designated representatives are as follows:

**7.17 (a).** City's designated representative is Scott Stevenson, Facilities Maintenance Manager, telephone number: (307) 721-3585, cellular telephone (307) 760-6627, facsimile: (307) 721-5284 and e-mail: sstevenson@cityoflaramie.org.

**7.17(b).** Consultant's project representative is Tim Jager, telephone number (307) 672-8270 and e-mail: tim@dbarchitectsllc.com.

**7.17(c).** All notices and invoices required in this Contract shall be in writing, properly addressed to the liaison above, and mailed first-class, postage prepaid. All notices sent via U.S. Postal Services are deemed effective on the date of the postmark. Notices and invoices mailed through another carrier (e.g., UPS or FedEx) are effective upon receipt.

**7.18. Sovereign Immunity.** The City does not waive sovereign immunity by entering into this Contract and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

**7.19. Taxes.** The Consultant shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to federal and social security taxes, workers' compensation, unemployment insurance and sales taxes.

**7.20. Termination of Contract.** This Contract may be terminated, for reasons of "non-performance" by either party in accordance with the terms of this contract upon thirty (30) days written notice except as provided in Paragraph . This Contract may be terminated immediately for cause if the Consultant fails to perform in accordance with the terms of this Contract. Consultant may, in its sole discretion, temporarily suspend upon written notice this agreement due to the City's breach of contract. In the event of circumstances presenting a safety hazard to the riding public or consultant's technicians (including, but not limited to, City's act of creating or allowing unsafe practices or conditions or failure to authorize necessary repairs or upgrades), contractor may immediately terminate this agreement in its entirety upon written notice.

**7.21. Insurance**. The Consultant shall maintain the following insurance:

**7.21 (a). Commercial General Liability Insurance**. The Consultant shall maintain coverage, during the entire term of the contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof, and including underground, collapse and explosion (XCU) and products and completed operations, and in an amount not less than Five Hundred Thousand Dollars ($500,000.00) per occurrence and One Million Dollars ($1,000,000.00) general aggregate.

**7.21 (b). Workers Compensation or Employers Liability Insurance**. Consultant shall provide proof of workers compensation coverage, for all its employees who are to work on the projects described in this Contract. Consultant's coverage shall be under the Wyoming Workers Safety and Compensation program, if statutorily required or such other workers compensation insurance as appropriate. Consultant's insurance shall include A Stop Gap coverage in an amount not less than Five Hundred Thousand Dollars ($500,000.00) per employee for each accident and disease. Consultant shall also supply proof of workers' compensation and employer's liability insurance on each and every sub consultant before allowing that sub consultant on the job site.

**7.21 (c). Business Automobile Liability**. Consultant shall maintain, during the entire term of the contract, automobile liability insurance in an amount not less than five hundred thousand dollars ($500,000.00) per occurrence.

**7.21 (d). Coverage**. All polices required under this Contract shall be in effect for the duration of this Contract and projects. All policies shall be primary and not contributory. Consultant shall pay the premiums on all insurance policies and insurance certificates must include a clause stating that the insurance may not be revoked, cancelled, amended or allowed to lapse until the expiration of at least thirty (30) days advance written notice to City.

**7.21 (e). Professional Liability or Errors and Omissions Liability Insurance.** Consultant shall provide proof of professional liability insurance or errors and omissions liability insurance to protect the City from any and all claims arising from Consultant's alleged or real professional errors, omissions or mistakes in the performance of professional duties by Consultant in an amount of not less than one million dollars ($1,000,000.00).

**7.21 (f). City's Right to Reject**. The City reserves the right to reject a certificate of insurance if Consultant's insurance company is widely regarded in the insurance industry as financially unstable. This would include but is not limited to insurance companies with no less than AVIII rating in the A.M. Best insurance rating guide.

**7.21 (g).** **Sub consultants**. The insurance requirements set forth above apply to all sub consultants. It is Consultant's responsibility to ensure that its sub consultants meet these insurance requirements. City has the right to review the Certificates of any and all sub consultants used by the Consultant.

**7.21 (h).** **Cancellation**. There shall be no cancellation, material change, potential exhaustion of aggregate limits or intent to not renew insurance coverage without thirty (30) days written notice from Consultant or their insurers to City. Any failure to comply with the reporting provision of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage provided to City and its division, officers and employees.

**7.22.** **Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties and obligations contained in this Contract shall operate only between the parties to this Contract, and shall inure solely to the benefit of the parties to this Contract. The provisions of the Contract are intended only to assist the parties in determining and performing their obligations under this Contract. The parties to this Contract intend and expressly agree that only parties signatory to this Contract shall have any legal or equitable right to seek to enforce this Contract, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Contract, or to bring an action for the breach of this Contract.

**7.23** **Warranty.** Consultant warrants the following:

**7.23 (a).** has the ability to perform the agreed services;

**7.23(b).** shall provide suitable resources to perform work in accordance with agreed services;

**7.23 (c)** will endeavor to provide the services herein on a timely basis consistent with the difficulty and scope of services to be provided; and

**7.23 (d).** shall perform services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

**7.24.** **Time is of the Essence**. Time is of the essence in all provisions of the Contract.

**7.25.** **Titles Not Controlling**. Titles of paragraphs are for reference only, and shall not be used to construe the language in this Contract.

**7.26.** **Waiver**. The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach.

**7.27.** **Limitation of payments.** City's obligation to pay the consultant for services rendered pursuant to this Contract is conditioned upon the availability of City's funds which are allocated to pay Consultant. If funds are not allocated and available to pay Consultant for these services, City may terminate this Contract at the end of the period for which the funds are available.

City shall notify Consultant at the earliest possible time if this Contract will or may be affected by a shortage of funds. No liability shall accrue to City in the event this provision is exercised, and the City shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. This provision shall not be construed so as to permit City to terminate this contract in order to acquire similar services from another party. The Consultant shall be paid for all services provided and expenses incurred prior to receipt of any such notification that City was terminating the Contract because of a shortage of funds.

.

**8.** **City Policies.** The Consultant acknowledges familiarity with the City Policies as applicable to this contract and listed below:

**a.** The City of Laramie seeks to integrate energy efficiency practices into all aspects of day-to-day operations, from capital construction to staff behaviors, to ensure economic and environmental sustainability. The City encourages bidder submissions that 1) enhance to efficiency of City projects and ongoing operations, and/or 2) consider all energy types, including traditional and renewable sources.

**b.** Preference is hereby given to materials, supplies, equipment, machinery and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by competitors outside the State, as provided in W. S. §§ 16-6-101 through 16-6-119.

**INTENTIONALLY LEFT BLANK**

**IN WITNESS WHEREOF**, the Laramie City Council has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and Contractor has signed and executed this Agreement, the day and year first written above.

**CITY OF LARAMIE, WYOMING:**

By: _____
David A. Paulekas, Mayor

Attest: _____
Angie Johnson
City Clerk

**DALE BUCKINGHAM ARCHITECTS, LLC**

By: _____

Title: _____

Attest:_____
Witness

# ATTACHMENT A

DALEBUCKINGHAM
ARCHITECTS LLC

45 East Loucks Street, Suite 301
Sheridan, WY 82801
ph: 307.672.8270
info@dbarchitectsllc.com
www.dbarchitectsllc.com

October 14, 2016

Mr. Scott Stevenson, Facilities Maintenance Manager
City of Laramie
920 Boulder Drive
Laramie, WY 82070

RE: PROPOSED DESIGN FEES for LARAMIE CITY HALL ANNEX ROOF and CORNICE PROJECT

Dear Mr. Stevenson,

Thank you for the opportunity to assist you and the City of Laramie with the referenced project. As indicated in our proposal, our firm has done dozens of reroof projects with great success.

Per your request, our proposed fees for the work described in the fee proposal and at the pre-proposal meeting are included in this letter. Please note that we propose to provide our services on an hourly not-to-exceed basis. There are several reasons for this suggestion, the foremost being that the City of Laramie will only pay for the actual services that you receive. In any remodel or restoration project, there are always some unknowns, so we are obliged to make sure that we have adequate fee in place to cover possible unforeseen conditions. This coupled with the fact that we have on-going work in Laramie at the University of Wyoming, allows us to split our costs between projects as we travel to and from Laramie, thus reducing hours and reimbursables charged to this project if the timing is right. Finally, we have included the services of a structural engineer in our proposal. If those services are not required, then we will not use that portion of the fee.

Again, based on the above information it seems prudent to us to approach the project on an hourly not-to-exceed basis.

DALEBUCKINGHAM
ARCHITECTS LLC

45 East Loucks Street, Suite 301
Sheridan, WY 82801
ph: 307.672.8270
info@dbarchitectsllc.com
www.dbarchitectsllc.com

FEES:

| | | |
|---|---|---|
| • Investigation/Research/Preliminary Design | - | $ 3,870.00 |
| • Construction Documents | - | $ 5,065.00 |
| • Bidding | - | $ 1,910.00 |
| • Construction Administration | - | $ 5,040.00 |
| • Project Closeout | - | $ 540.00 |
| • Reimbursables | - | $ 2,124.00 |
| • Project Management | - | $ 1,854.90 |
| TOTAL PROPOSED FEE | - | $20,403.90 |

REIMBURSABLE COSTS:

- Reimbursable costs such as printing, travel, and per diem costs will be invoiced at actual cost + 10%. Mileage will be billed at the IRS standard rate.

SCHEDULE:

Weather permitting, we are able to start immediately and estimate about 30 calendar days after our field investigation to have documents ready for public bid. This includes one interim review with City of Laramie staff.

Please let us know if you need anything else from us to help you make your decision. Thank you, again, for this opportunity. We look forward to getting started!

Sincerely,

Dale Buckingham- AIA, President
**Dale Buckingham Architects, LLC**

**CITY OF LARAMIE: REGULAR COUNCIL MEETING** **December 6, 2016**

**Agenda Item:** Resolution
**Title:** Resolution 2016-77 supporting the submission of an application to the Wyoming Department of State Parks & Cultural Resources for a 2017 Land & Water Conservation Fund Grant in an amount not to exceed $100,000 to support Phase IV improvements to Scout Park.

**Recommended Council MOTION**:

I move that council approve Resolution 2016-77 submitting the submission of an application to the Wyoming Department of State Parks & Cultural Resources for a 2017 Land & Water Conservation Fund Grant in an amount not to exceed $100,000 for Phase IV improvements for the Scout Park Development Project and Authorize the Mayor and Clerk to sign.

**Administrative or Policy Goal:**

*Council Objective:* Preserve Park Land, Open Space, and Public Trails for Future Generations.
*P&R Master Plan:* Service Area 6 recommends the development of additional amenities in Service Area 6.
*Department Objectives:* Provide quality parks and recreation opportunities for residents and visitors to the City, Develop infrastructure to enhance existing parks and recreation facilities and amenities for residents and visitors to the City.

**Background:**

In December 2015, Council passed Resolution 2015-91 authorizing the submittal of an application for a Land & Water Conservation Fund application to the Wyoming Department of State Parks & Cultural Resources in the amount of $125,000 to support Phase III of the Scout Park Development. The application was subsequently submitted and included a request for an in-park pathway, playgrounds suitable for 2-5 year olds and 5-12 year olds.

This request has been tentatively approved by the Wyoming Department of State Parks & Cultural Resources awarded in the amount of $125,000, pending a final appropriation by the Department of Interior's National Parks Service. As full approval and, subsequently, a full executed grant contract is still pending this project has not yet been bid.

Through the 2017 application, staff proposes to apply for an additional $100,000 which will be used to fund portions of the third phase that include a restroom, natural play area and additional shared use pathways.

**Legal/Statutory Authority:**

N/A

**Budget/Fiscal Information:**

| Source | Amount | Type |
|---|---|---|
| Fees/Charges for Service | | |
| Grants for Projects | $225,000.00 | 2016 LWCF Grant/Potential 2017 LWCF Grant |
| Loans on Project | | |
| Other | $225,000.00 | GF Contribution |
| Total | $450,000.00 | |

**Expense**

Proposed Project Cost.

| Project Budget | | Amount | Funds |
|---|---|---|---|
| Project Cost | | $450,000.00 | |
| Loans on Project | | | |
| Grants for Project | | $225,000.00 | 2016 LWCF Grant/Potential 2017 LWCF Grant |
| Other/Outside Projects | | | |
| City's Amount | | $225,000.00 | |
| Contingency | 0% | $0.00 | |
| Total Amount | | $450,000.00 | |

Amount spent to date (approved and adopted by Council)

| Budget | Amount | Funds |
|---|---|---|
| Total Budget Allocation | $275,000.00 | |
| Less Amount Spent to Date | $7,615.00 | |
| Remainder of Budget | $267,385.00 | |

**Responsible Staff:**

Todd Feezer, Director, Parks & Recreation Department
721.5260/tfeezer@cityoflaramie.org

**Attachments:** LWCF Grant Application Resolution.Scout Park Phase III

**Resolution 2016-77**

**A RESOLUTION SUPPORTING THE SUBMISSION OF AN APPLICATION TO THE WYOMING DEPARTMENT OF STATE PARKS AND CULTURAL RESOURCES FOR A 2017 LAND & WATER CONSERVATION FUND GRANT IN AN AMOUNT NOT TO EXCEED $100,000 TO SUPPORT PHASE IV IMPROVEMENTS TO SCOUT PARK**

**WHEREAS,** the Wyoming Department of State Parks and Cultural Resources has invited cities, towns, counties, schools and recreation districts to submit applications for 2017 Land & Water Conservation Fund grants to support projects that promote, develop, and support public outdoor recreation, and,

**WHEREAS,** in 2015, the City of Laramie submitted an application for a 2016 Land & Water Conservation Fund grant to support the construction of Phase III of the Scout Park Development Plan, and

**WHEREAS,** this request has been tentatively awarded contingent upon final appropriation at the federal level from which funding for the Land & Water Conservation Fund originates, and

**WHEREAS,** the City of Laramie intends to submit a 2017 application to support Phase IV improvements to Scout Park, and

**WHEREAS,** as required by the Land and Water Conservation Fund, Scout Park is owned by the City of Laramie and is dedicate for public use into perpetuity.

**NOW THEREFORE THE CITY COUNCIL OF LARAMIE, WYOMING RESOLVES:**

**Section 1.** That forgoing all recitals are incorporated in and made part of this resolution by this reference

**Section 2.** That the City Council supports the filing of an application to the Wyoming Department of State Parks & Cultural Resources for a 2017 Land & Water Conservation Fund grant in an amount not to exceed $100,000 to support Phase IV improvements to Scout Park.

**PASSED AND APPROVED** this 6th day of November 2016.

_____
David A. Paulekas, Mayor and President
City of Laramie, City Council

Attest:

_____
Angie Johnson, City Clerk
City of Laramie

# CITY OF LARAMIE REGULAR COUNCIL MEETING December 6, 2016

**Agenda Item: Resolution**
**Title: To authorize an application to the Federal Emergency Management Agency (FEMA) – Assistance to Firefighters Grant Program (AFG) in an amount not to exceed $25,000.00.**

**Recommended Council MOTION:**
"that Council approves Resolution NO. 2016 – 78 authorizing the submission of an Assistance to Firefighter Grant to FEMA on behalf of the Governing Body of the City of Laramie, Wyoming for the purpose of purchasing fire fighter self-rescue safety equipment in an amount not to exceed $25,000.00; and authorize the Mayor and City Clerk to sign; and to amend the 2016 – 2017 fiscal year budget."

**Administrative or Policy Goal:**
Firefighter Safety

**Background:**
The Laramie Fire Department is seeking funds to upgrade firefighter safety self-rescue equipment to a faster, safer evacuation system. The proposed safety equipment would be integrated with the air packs (SCBA's) that firefighters wear. The safety equipment would include a storage bag, rope, anchor hook, carabiner, and descent device. The storage bag would connect to the waist band of the air pack. The rope will be heat resistant and all hardware is attached to it and stored in the bag. This self-rescue setup will give our firefighters a faster option to evacuate themselves from a life threatening situation. A firefighter has very limited time once conditions are created that requires evacuation. In that amount of time – the firefighter must locate a window, clear the glass and frame, establish and anchor, and then evacuate the building. The proposed equipment will utilize a window frame as an anchor which can be hooked – eliminating the need to search for or create a suitable anchor. The descent device will lower a firefighter safely to the ground from elevated stories of buildings. At last count, Laramie has over 120 buildings having 2.5 or more stories. The potential for needing this equipment in an emergency is evident. The equipment being integrated with our SCBA's will ensure that the evacuation system is available for emergency use if needed 100% of the time in life threatening situations.

**Legal/Statutory Authority:**
Issued by the US Department of Homeland Security, Federal Emergency Management Agency, Grant Programs Directorate.
Authorizing Authority for Program: Section 33 of the Federal Fire Prevention and Control Act of 1974.

## BUDGET/FISCAL INFORMATION:

**REVENUE**

| Source | Amount | Type |
|---|---|---|
| Fees/Charges for Service | | |
| Grants for Projects | $22,500.00 | AFG - not to exceed |
| Loans on Project | | |
| Other | | |
| Total | $22,500.00 | |

**EXPENSE**

Proposed Project Cost.

| | | | |
|---|---|---|---|
| Loans on Project | | | |
| Grants for Project | | $22,500.00 | AFG and COL |
| Other/Outside Projects | | | |
| City's Amount | | $2,500.00 | Acct # 100-3045-422-6130 |
| Contingency | 0% | $0.00 | |
| Total Amount | | $25,000.00 | |
| | | | |
| | | | |

**Responsible Staff:** **Dan Johnson, Fire Chief**
**Trevor Kern, Company Officer**

Attachments: Resolution, COL Grant Pre-application

RESOULUTION NO. 2016 – 78

Entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN ASSISTANCE TO FIRE FIGHTERS GRANT (AFG) TO FEMA ON BEHALF OF THE GOVERNING BODY OF THE **City of Laramie, Wyoming**

FOR THE PURPOSE OF: **Obtaining firefighter self-rescue safety equipment.**

WITNESSETH

**WHEREAS,** the Governing Body for the **City of Laramie** desires to participate in the Assistance to Firefighters Grant Program to assist in financing self-rescue safety equipment; and

**WHEREAS,** the Governing Body of the **City of Laramie** recognizes the need for firefighter self-rescue safety equipment; and

**WHEREAS,** the Department of Homeland Security – Federal Emergency Management Agency requires that certain criteria be met, as described in the Assistance to Firefighters Grant Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

**WHEREAS,** the Governing Body of the **City of Laramie** plans to match the requested Department of Homeland Security – Federal Emergency Management Agency Grant from the following source:

| | |
|---|---|
| **City of Laramie:** | **$2,500.00 (not to exceed – pending approval)** |
| **AFG Funding:** | **$22,500.00 (not to exceed – pending award)** |
| **Total Project Cost:** | **$25,000.00 (not to exceed)** |

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE City of Laramie,** that a grant application not to exceed to total amount of $25,000.00 be submitted to the Department of Homeland Security – Federal Emergency Management Agency for consideration of the 2016 Assistance to Firefighters Grant Program assisting in funding the **Laramie Fire Department self – rescue safety equipment.**

**BE IT FURTHER RESOLVED,** that **Dan Johnson, Fire Chief and Trevor Kern, Company Officer** are hereby designated as the authorized representatives of the **City of Laramie** to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED **THIS 6TH day of December, 2016.**

**Dave Paulekas, Mayor and President of the Laramie City Council**

Attest

**Angie Johnson, City Clerk**

# City of Laramie
# Grant Pre-Application

## PRE-APPLICATION INFORMATION

| | |
|---|---|
| City Department | FIRE |
| Grant Program | AFG MICRO GRANT |
| Funding Agency | FEMA |
| City of Laramie Program/Project Name &/or Code | SCBA BAILOUT UPGRADE |
| Department Grant Coordinator | DAN JOHNSON, JEFF WOOD, TREVOR KERN |
| Purpose of Grant | EQUIP NEW SCBA'S WITH A FIREFIGHTER BAIL OUT KIT |
| Strategic Objective Met | IMPROVE FIRE FIGHTER SAFETY |
| Requested Amount | $22,500.00 |
| Match amount | $2,500.00 (OPERATIONS) |
| Total Amount | $25,000 |
| Is the project in the budget? | ☐ Yes ☒ No |
| Are on-going expenses budgeted? | ☐ Yes ☒ No |
| Application Deadline | Date: 11.18.16 |
| Council Authorization required? | ☒ Yes ☐ No Reason: 10% MATCH |
| Schedule for Council Agenda on | Date: 12.6.16 OR 12.20.16 |
| Legal Requirements | ☐No. of Ads ☐Days between ads ☐Public Hearing ☐Days in advance of Public Hearing |

need internal control policy prior to receipt

TREVOR KERN Date: 11/15/16
Submitted by

Date: 11/15/16
Authorization of Department Head

Date: 11-15-16
City Manager Authorization

***Must submit to grants office prior to application*

# CITY OF LARAMIE COUNCIL REGULAR MEETING December 6, 2016

| | |
|---|---|
| LARAMIE 1868 | **Agenda Item: Resolution**<br><br>**Title:** Consideration to dissolve the Crime Victim / Witness Joint Powers Board. |

**Recommended Council MOTION:**

I move that Council dissolve the Crime Victim / Witness Joint Powers Board.

---

**Background:**

In the early 1990s the City and County cooperated in forming a Crime Victim Witness (CVW) program. The purpose of a CVW program is to provide services to the victims of crime. These services include working with the Court of jurisdiction on ordering restitution when applicable, assisting the victim of a crime for when court hearings are scheduled, and what will happen with their case. Additionally, the CVW program helps schedule witnesses, assists them in how to testify. The services the CVW program provides are statutorily mandated and there is funding from the Wyoming Department of Victim Services that support the majority of program services.

The program was initially housed by the City, with primary funding coming from the Victims of Crime Act (VOCA). The County supported the program through their outside agency funding program. In 2000 a decision was made to place the CVW program under the direction of a legislatively allowed Joint Powers Board. VOCA funding continued to support the majority of the program and the City and County provided outside agency funding. The City also committed to providing IT support for connectivity to needed software programs (CAD/RMS, email, and internet). The Joint Powers Board included the Chief of Police, Sheriff, County Attorney, UW Police Chief, and SAFE Executive Director.

In early 2015, when the new County Attorney was elected, the JPB started to have conversations about how the CVW program could be more effective. All of the JPB members agreed that a more effective structure would be to house the program under the County Attorney's Office, which would provide direct oversight of the personnel while still providing CVW services to the Municipal, Circuit, and District Courts. During the last year, the transition has taken place, and on 1 July 2016 the CWV employees will become County employees who work for the County Attorney. The Wyoming Division of Victim Services is supportive of this shift in structure. The VOCA grant for the FY17/18 biennium was written by the County Grant Office and the JPB was notified in April that the grant was awarded. As specified in the MOU that Council approved in June 2016, the City will continue to financially support the program at the same approximate level as it has over the past decade through the Community Partners Program, for services provided in the Municipal Court. Since the County Attorney is now overseeing the program there is no reason for the JPB to exist.

## Responsible Staff: Dale A. Stalder, Chief of Police, 721.3552

Attachments: Resolution dissolving the Joint Powers Board

_____ City Manager _____ City Attorney _____ **Police Department**

**Resolution 2016-21**

# A RESOLUTION AUTHORIZING THE DISSOLUTION OF THE CV/W JOINT POWER BOARD AND TERMINATION OF THE JOINT POWERS AGREEMENT RELATING THERETO

**WHEREAS,** the Board of County Commissioners for Albany County, Wyoming (County) entered into a Joint Powers Agreement dated October 7, 1997 (Agreement) with the City of Laramie, Wyoming (City) (the County and together with the City hereinafter referred to as Participating Agencies) and pursuant to the provisions of the Wyoming Joint Powers Act, Wyo. Stat. § 16-1-102 et. seq. created the CV/W Joint Powers Board (Joint Powers Board).

**WHEREAS,** the Agreement outlined the terms and conditions of the operation and funding of the Joint Powers Board to provide for crime victim/witness services within Albany County using primarily federal government VOCA funds that were awarded to the Board.

**WHEREAS,** in May 2000, the Albany County Crime Victim-Witness Program, a non-profit organization, was formed which received cash and in-kind donations to the organization until 2015; however, it does not appear that a non-profit corporation was organized under the State of Wyoming for this organization. The sole existence of the non-profit organization, Albany County Crime Victim Witness Program was to provide services to the Joint Power Board for victim/witness services in Albany County. All of the donations and federal grant funds received to the non-profit organization, Albany County Crime Victim Witness Program, were donated and used by the Joint Powers Board for victim witness services under the Agreement but funds were held in the banking account of Albany County Crime Witness Program and the chairperson of the Joint Power Board.

**WHEREAS,** in January 2015, the CAO contracted with the Joint Power Board to provide victim/witness services to the County through July 1, 2016.

**WHEREAS,** in 2016, the County by and through the Albany County Attorney's Office made a grant application to the Wyoming Attorney General's Office, Division of Victim Services and on or about July 1, 2016, the County received state and federal government funding under the Violence Against Women Act, Victims of Crime Act and Family Violence Prevention and Services Act to provide services to victims of crime within the County and City

**WHEREAS,** pursuant to Wyo. Stat. § 1-40-201 through Wyo. Stat. §1-40-210, the County by and through the CAO entered a Memorandum of Understanding with the City on or about June 21, 2016 and effective July 1, 2016 for the CAO to provide services to victims/witnesses charged in City Municipal Court and prosecuted by the City Prosecutor.

**WHEREAS,** the Agreement provides that the Agreement may be terminated upon thirty days' notice to the other party or one party terminates the Agreement.

**WHEREAS,** the members of the Joint Powers Board met on September 16, 2016, and voted to terminate the Agreement and dissolve the Joint Powers Board due to there is a no longer a need for the Joint Powers Board to exist due to the victim/witness services being provided by the CAO to the City and County.

**WHEREAS,** there are remaining funds in the amount of $19,641.50 held by the non-profit organization of Albany County Crime Victim-Witness Program for the Joint Power Board.

**WHEREAS,** the Agreement provides that any remaining assets of the Joint Power Board upon the dissolution of the Joint Powers Board shall be distributed to the parties as their interest then appear. Since the remaining funds were donations to the Joint Power Board, the Joint Power Board voted for the remaining funds to be held by the County for the funding of the construction of an interview room for the forensic interviewing of child witnesses and victims at the Laramie Police Department headquarters and for the purchase of recording equipment. The County secured federal government funding for the County to contract for a non-profit organization to conduct forensic interviewing of children in Albany County at such location and for the training of staff and development of protocols for the creation of a child advocacy center in Albany County.

**WHEREAS**, the grant agreement between the Joint Powers Board and the Wyoming Attorney General's Office, Division of Victim Services for fiscal year 2015 to 2016 has expired and all grant requirements including performance reports have been finalized as of October 2016.

**WHEREAS,** the Joint Powers Board has not issued bonds or incurred any financial obligations and there are no contractual impediments to dissolving the Joint Powers Board.

**WHEREAS**, the Participating Agencies desire to dissolve the Joint Power Board and to terminate the Agreement relating thereto.

**NOW, THEREFORE, THE BOARD OF THE COUNTY OF ALBANY, WYOMING RESOLVES:**

**Section 1.** That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

**Section 2.** That, there is a no longer a need for the CV/W Joint Powers Board to exist due to the victim/witness services being provided by the CAO to the City and County and the County is receiving state and federal government funding under the Violence Against Women Act, Victims of Crime Act and Family Violence Prevention and Services Act to provide services to victims of crime within the County and City

**Section 3.** That the CV/W Joint Power Board has paid all known debts and liabilities.

**Section 4.** That the City and County hereby dissolves the CV/W Joint Powers Board and terminates the Agreement relating thereto.

**Section 5.** That the City and County authorizes the remaining funds of the Joint Powers Board in the amount of in the amount of $19,641.50 to be held by the County for the funding of the construction of an interview room for the forensic interviewing of child witnesses and victims at the Laramie Police Department headquarters and for the purchase of recording equipment.

**Section 6.** That the remaining personal property of the Joint Powers Board will become the property of the County including desks, copier and computer equipment.

**PASSED, APPROVED, AND ADOPTED**, this 15th day of November, 2016.

**BOARD OF COUNTY COMMISSIONERS**
**OF ALBANY COUNTY, WYOMING**

Tim Sullivan, Chairperson

**ATTEST:**

Jackie R. Gonzales,
Albany County Clerk

CITY OF LARAMIE, WYOMING:

By: _____
Dave Paulekas, Mayor and President of the
City Council

City Attorney's Office
Approved as to form

_____
Bob Southard, City Attorney

Attest:_____
Angie Johnson,
City Clerk

# CITY OF LARAMIE COUNCIL REGULAR MEETING December 6, 2016

| | |
|---|---|
| LARAMIE 1868 | **Agenda Item:** Orig. Ordinance – 3rd and Final Reading<br><br>**Title:** Original Ordinance No. 1966, amending Section 5.09.355(C) of the Laramie Municipal Code Catering Permits for Special Events. |

**Recommended Council MOTION:**

Move to approve Original Ordinance No. 1966, amending Section 5.09.355(C) of the Laramie Municipal Code Catering Permits for Special Events on Third and Final Reading and authorize the Mayor and Clerk to sign.

**Administrative or Policy Goal:**

Align Laramie Municipal Code with State Statute.

**Background:**

W.S. 12-4-502(c) states: "The permits authorized by this section shall be issued for one (1) twenty-four (24) hour period, subject to the schedule of operating hours provided by W.S. 12-5-101. No person or organization shall receive more than a total of twelve (12) malt beverage and thirty-six (36) catering permits for sales at the same premises in any one (1) year, except that this limitation shall not be applicable to malt beverage permits issued for sales at any fair, rodeo, pari-mutuel event or other similar public event conducted by a public entity upon public premises, or to catering permits for events at the facilities of the University of Wyoming in Laramie, including the Marian H. Rochelle Gateway Center."

However, LMC 5.09.355(C) currently states: "No person or organization shall receive more than a total of twenty-four catering permits for special events for sales at the same premise in any one calendar year." It is the desire of staff to amend Laramie Municipal Code to match State Statute. This change will allow Retail and Resort Liquor License holders with the City of Laramie to obtain more Alcohol Catering Special Event Permits at a single location within a calendar year. The change will also remove the limit completely from all University of Wyoming facilities.

**Legal/Statutory Authority:**

LMC

## BUDGET/FISCAL INFORMATION: n/a

## Responsible Staff:

Angie Johnson, City Clerk

Future dates are subject to change

| | |
|---|---|
| Introduction/1st Reading | 10/18/2016 |
| 2nd Reading | 11/15/2016 |
| 3rd Reading | 12/6/2016 |

ORIGINAL ORDINANCE NO. 1966 INTRODUCED BY: VITALE
ENROLLED ORDINANCE NO.

AN ORDINANCE TO AMEND SECTION 5.09.355(C) OF THE LARAMIE MUNICIPAL CODE CATERING PERMITS FOR SPECIAL EVENTS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LARAMIE, WYOMING that:

Section 1. 5.09.355(C) *Catering permits for special events*, shall be amended to read as follows:

5.09.355 *****

C. ~~No person or organization shall receive more than a total of twenty-four catering permits for special events for sales at the same premise in any one calendar year.~~ No person or organization shall receive more than a total of thirty-six (36) catering permits for sales at the same premise in any one (1) year, except that this limitation shall not be applicable to catering permits for events at the facilities of the University of Wyoming, including the Marian H. Rochelle Gateway Center.

Section 2. This ordinance shall become effective after passage and approval.

PASSED AND APPROVED THIS ___ DAY OF _____, 2016.

_____
David A. Paulekas, Mayor and President
of the City Council of the City of
Laramie, Wyoming

ATTEST:

_____
Angie Johnson
City Clerk

First Reading: October 18, 2016
Second Reading: November 15, 2016
Third Reading: December 6, 2016

Duly published in the Laramie Daily Boomerang this _____ day of _____, 2016.

# CITY OF LARAMIE COUNCIL REGULAR MEETING December 6, 2016

**Agenda Item: Bid Award**

**Award of Bid; Public Works Department (Utilities) – One 3.3 Cubic Yard Loader with Trade-In**

## Recommended Council MOTION:

"I move to award the bid for one 3.3 Cubic Yard Loader (Unit 356) with Trade-In to Wyoming Machinery, Casper, WY, in the total amount of $130,546.00."

## Administrative or Policy Goal:

Replace aging and worn equipment according to the City's established replacement schedule as recommended by the Fleet Advisory Committee and approved in the biennial budget.

## Background:

The City has an established replacement schedule for vehicles and equipment that identifies recommended vehicle and equipment replacement according to a schedule that considers age, mileage, operating hours, and life expectancy. The fleet advisory committee has developed this replacement schedule over the last several years. The replacement schedule provides the recommendations in the annual budget adopted by City Council.

The Public Works Department, Utilities (Wastewater Treatment) Loader (Unit 356) was placed out for public bid and advertised according to the City's Purchasing policies. Bids were opened on November 1, 2016, with results as follows:

| Vendor | Base Bid | Trade-in | Total Bid |
|---|---|---|---|
| Honnen Equipment Mills, WY | $226,028.92 | $51,000.00 | $174,528.92 |
| Power Motive Corp, Cheyenne, WY | NO BID | | |
| Titan Machinery, Windsor, CO | $205,000.92 | $45,000.00 | $160,000.00 |
| Tri-State Truck & Equipment, Casper, CO | $178,214.00 | $35,000.00 | $143,214.00 |
| Wyoming Machinery, Casper, WY | $170,513.00 | $65,000.00 | $105,513.00 |

## Legal/Statutory Authority:

N/A

## BUDGET/FISCAL INFORMATION:

### REVENUE

| Source | Amount | Type |
|---|---|---|
| Utility Fund Revenue | $249,449.00 | 510-8020-432.76-10 |
| Total | $249,449.00 | |

### EXPENSE

Proposed Project Cost

| Project Budget | Amount | Funds |
|---|---|---|
| Vehicle Cost | $170,513.00 | Base Bid |
| Trade-In | $65,000.00 | |
| Add Alternates | $25,033.00 | |
| City's Amount | $130,546.00 | |
| Total Amount | $130,546.00 | |

Amount spent to date (approved and adopted by Council)

| Budget | Amount | Funds |
|---|---|---|
| Total Budget Allocation | $249,449.00 | 510-8020-432.76-10 |
| Less Amount Spent to Date | $0.00 | |
| Remainder of Budget | $249,449.00 | |

## Responsible Staff:

Earl Smith, P.E., Public Works Director
Shane Johnson, Street/Fleet Manager

Attachments:

Bid Recommendation

CITY OF LARAMIE
PUBLIC WORKS
P.O. Box C
Laramie, WY 82073

Public Works 721-5230
Solid Waste 721-5279
Engineering 721-5230
Street 721-5277
Utility 721-5280
FAX (307) 721-5248
TDD (307) 721-5295

November 14, 2016

To: E. Smith

Fr: S. Johnson

Re: Unit 356 3.3 Cubic Yard Loader with Trade In

Bids were received and opened on November 1, 2016, for the delivery of one 3.3 Cubic Yard Loader (Unit 356) with Trade-In for the Public Works Department, Utilities Division (Wastewater Treatment). One Loader was listed as a trade-in item. The bids were as follows:

| **Vendor** | **Base Bid** | **Trade-in** | **Total Bid** |
|---|---|---|---|
| Honnen Equipment<br>Mills, WY | $226,028.92 | $51,000.00 | $174,528.92 |
| Power Motive Corp,<br>Cheyenne, WY | NO BID | | |
| Titan Machinery,<br>Windsor, CO | $205,000.92 | $45,000.00 | $160,000.00 |
| Tri-State Truck & Equipment,<br>Casper, CO | $178,214.00 | $35,000.00 | $143,214.00 |
| Wyoming Machinery,<br>Casper, WY | $170,513.00 | $65,000.00 | $105,513.00 |

The Honnen Equipment bid has a delivery date of 90 days from receipt of the Notice of Award. This unit has a height of 10 ft. 11 in. The DEF tank is 5 gallons. Add-Alternates 1 and 2 were included with the base bid.

The Titan Machinery bid has a delivery date of 90 days from the Notice of Award. This unit has a height of 11 ft. 1 in. This unit has a horsepower rating of 179, and the batteries have a capacity of 950 cold cranking amps. The door window is a pop out, and Add-Alternates 1 and 2 are included in the base bid.

The Tri-State Truck and Equipment unit has a delivery date of 135 days from Notice of Award. This unit has height of 10 ft. 9 in, and the front axle is manual locking. Cost for Add-Alternate No. 1 (diagnostics) is $3,750, and Add-Alternate No. 2 (snow plow) is $14,921.

The Wyoming Machinery bid has a delivery date of 9 weeks from Notice of Award. This unit has a height of 10 ft. 11 in. The front axle is operator activated locking on the fly. Add-Alternate No. 1 (diagnostics) 1 additional year to Caterpillar subscription, Add-Alternate No. 2 (snow plow) $20,500. Additional options were included in the bid as follows; Cab Upgrade $1,227, Seat Upgrade $1,200, Auto Lube System $3,665, Back- Up Camera $596 and Reversing Fan $1,510.

I am recommending the City accept the Wyoming Machinery bid for $130,546.00. This is their base bid of $105,513.00 plus $20,500.00 for a snow plow blade, $1,227.00 for a cab upgrade (required for the backup camera), $1,200.00 a seat upgrade, $596 for a back-up camera, and $1,510.00 for a reversing engine cooling fan.

The trade-in unit has an original purchase price of $244,181.00 and has a life to date cost of $5,778.24 for parts and labor.

The FY 17-18 Public Works, Water Fund Budget includes $249,449.00 in funding for the purchase of this loader.

Please contact me if you have any questions regarding this bid.

# CITY OF LARAMIE REGULAR COUNCIL MEETING December 6, 2016

**Agenda Item:** Resolution
**Title:** Resolution 2016-80, amending the Parks & Recreation Department Master Fee Schedule as presented.

**Recommended Council MOTION:**
I move that Council approve Resolution 2016-80 amending the Parks and Recreation Master Fee Schedule as presented and authorize the Mayor and Clerk to sign.

**Administrative or Policy Goal:**

*Department Goal:* Maintain an up to date fee structure that supports Recreation programming at a reasonable cost recovery level.

**Background:**

In April, 2016 the Laramie City Council as part of a typical annual review adopted a Master Fee Schedule adjustment as recommended by the Parks, Tree and Recreation Advisory Board. The revisions presented are the result of this year's review and represent some significant changes that were contemplated during the last revision, but not recommended at that time.

During the intervening time, staff have reviewed membership structure and fees for other similar facilities in our community and region. Additionally, staff consulted with Ballard King and Associates, who assisted in developing the original fee structure in order to develop a sustainable revenue structure. This year, some important revisions are being presented including the following:

1. Non-Resident rates are being deleted in all categories. This has historically represented less than 1% of our visitors and generates minimal additional revenue, and will be dropped in order to streamline fees.
2. Eliminate the Outdoor Pool Rates and revise the manner in which visitors are charged to align with the Indoor Pools. This again will streamline our fees and improve consistency in our facilities.
3. Increase membership fees between 7-13% to adjust for increased overhead. The increase is calculated against the existing base rate.
4. The "Convenience Billing Fee" is being eliminated in order to incentivize monthly payments and enable people to more easily maintain a continuous membership.
5. Annual Memberships will become "non-expiring" and will require cancellation for members who do not pay in full. Once the initial commitment is met, the membership and associated billing will continue and the member may cancel at any time after the first twelve months.
6. The Six Month Membership option is eliminated in favor of the Month to Month option. This option requires an initiation fee of $25, and first and last month membership to start. The minimum requirement is two months, but the membership will continue until cancelled if paid through monthly payments.
7. Include Core Fitness Classes as a member benefit, similar to other facility activities such as Pumpkin Dunkin' or Pickleball.
8. Modify the charges for events that charge admissions at the Ice & Event Center to be a flat 15% in addition to rental fees for both ice and non-ice seasons.

**Legal/Statutory Authority:**

N/A

**Budget/Fiscal Information**

**REVENUE**

| | | |
|---|---|---|
| Fees/Charges for Service | $40,000.00 | Additional revenue from increased membership fees (est 5%) |
| Fees/Charges for Service | $18,000.00 | Additional revenue from new memberships (approx 45) |
| Total | $58,000.00 | |
| | | |

**EXPENSE**

Proposed Project Cost.

| Project Budget | Amount | Funds |
|---|---|---|
| Project Cost | $10,000.00 | Reduced fees for eliminating convenience fee |
| Project Cost | $20,000.00 | Reduced fees for incorporating fitness into memberships |
| Total Amount | $30,000.00 | |

**Responsible Staff:**

Jodi Guerin, Recreation Manager, Parks & Recreation Department, 721-5259 or jguerin@cityoflaramie.org
Todd Feezer, Director, Parks and Recreation Department, 721-5260 or tfeezer@cityoflaramie.org

**Attachments:**

Resolution Amending PR Master Fee 2017
Attachment A.2017 Master Fee Revisions

**Resolution 2016-80**

**A RESOLUTION AMENDING THE PARKS & RECREATION DEPARTMENT MASTER FEE SCHEDULE WITH AN EFFECTIVE DATE OF MAY 30, 2017 AS INDICATED IN ATTACHMENT A.**

**WHEREAS,** various fees and charges have existed for recreation facilities and programs within the Parks and Recreation Department for many years, and these fees and charges have been modified at various times to address costs associated with providing these services, and;

**WHEREAS,** on April 5, 2016, the City Council approved a Resolution amending the Master Fee Schedule for the Parks and Recreation Department with an effective date of August 23rd, 2016, and;

**WHEREAS,** on November 9, 2016 the City Parks, Tree and Recreation Advisory Board reviewed and considered the revisions in Attachment A;

**NOW THEREFORE, THE CITY COUNCIL OF LARAMIE, WYOMING RESOLVES:**

**Section 1:** That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

**Section 2:** That the City Council hereby adopts and approves the amendment to the Parks and Recreation Master Fee Schedule marked as Attachment A, which is attached hereto and incorporated herein, and which shall become effective on May 30, 2017 as indicated in the attachment.

**PASSED AND APPROVED** this 6th day of December, 2016.

_____

David A. Paulekas, Mayor and President
City of Laramie, City Council

Attest:

_____

Angie Johnson, City Clerk
City of Laramie

# EXHIBIT A - Proposed 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

| LARAMIE COMMUNITY RECREATION CENTER | | | | | CHANGES EFFECITVE MAY 30, 2017 |
|---|---|---|---|---|---|
| | Qualifier | CURRENT FEE | PROPOSED FEE | % CHANGE | NOTES (informational only not set by policy) |
| **DAILY ADMISSION - LCRC** | | | | | |
| Under 3 | all | Free | | | |
| Child (3-12) | Resident | $3.50 | $3.75 | 7% | |
| | Non-resident | $4.50 | | Delete | Delete all non-resident rates for simplification |
| Youth (13-18) | Resident | $5.00 | $5.50 | 10% | |
| | Non-resident | $6.50 | | Delete | Delete all non-resident rates for simplification |
| Adult (19-59) | Resident | $6.00 | $6.50 | 8% | |
| | Non-resident | $8.00 | | Delete | Delete all non-resident rates for simplification |
| Senior (60+) | Resident | $5.75 | $6.25 | 9% | |
| | Non-resident | $7.50 | | Delete | Delete all non-resident rates for simplification |
| Shower | | $4.00 | | | *Includes a towel! |
| Childcare - per hour | Member | $3.50 first child/hour, $2 for 2nd child/hr | | | 1 hr min/2 hrs max |
| Indoor Playground (*members only*) | Member | Free | | | |
| | Non-member | *Not available* | | | Requires adult supervision |
| Outdoor Pool - under 3 | | Free | | Delete | Utilize regular fees for all facilities--spectators at no charge |
| Outdoor Pool Youth (3-17) | Resident | $3.00 | | Delete | |
| | Non-resident | $4.00 | | Delete | Utilize regular fees for all facilities--spectators at no charge |
| Outdoor Pool Adult (18-59) | Resident | $4.50 | | Delete | |
| | Non-resident | $5.50 | | Delete | Utilize regular fees for all facilities--spectators at no charge |
| Outdoor Pool Senior (60+) | Resident | $3.00 | | Delete | |
| | Non-resident | $4.00 | | Delete | Utilize regular fees for all facilities--spectators at no charge |
| **20 VISIT MULTIPLE PASS - LCRC** | | | | | **Not considered a membership for fee reductions or activities |
| Under 3 | | FREE | | | |
| Child (3-12) | Resident | $52.50 | $57.00 | 9% | |
| | Non-resident | $67.50 | | Delete | 25% discount off daily Delete all non-resident rates for simplification |
| Youth (13-18) | Resident | $75.00 | $82.00 | 9% | |
| | Non-resident | $97.50 | | Delete | 25% discount off daily Delete all non-resident rates for simplification |
| Adult (19-59) | Resident | $90.00 | $99.00 | 10% | |
| | Non-resident | $120.00 | | Delete | 25% discount off daily Delete all non-resident rates for simplification |
| Adults w/ disabilities | Resident | $86.25 | $94.00 | 9% | |
| | Non-resident | $112.50 | | Delete | 25% discount off daily Delete all non-resident rates for simplification |
| Senior (60+) | Resident | $86.25 | $94.00 | 9% | |
| | Non-resident | $112.50 | | Delete | 25% discount off daily Delete all non-resident rates for simplification |
| **10 VISIT MULTIPLE FITNESS PASS** | | | | | **Not considered a membership for fee reductions or activities |
| Multi-Fitness Class Pass | Non-Member | | $80.00 | | |
| **1 MONTH UNLIMITED PASS - LCRC** | | | | | **Considered a membership for fee reductions |

# EXHIBIT A - Proposed 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

| LARAMIE COMMUNITY RECREATION CENTER | | | | | | CHANGES EFFECITVE MAY 30, 2017 |
|---|---|---|---|---|---|---|
| | Qualifier | CURRENT FEE | PROPOSED FEE | % CHANGE | | NOTES (informational only not set by policy) |
| Child (3-12) | | $40.00 | | | | |
| Youth (13-18) | | $58.00 | | | | |
| Adult (19-59) | | $70.00 | | | | |
| Adults w/ disabilities | | $66.00 | | | | |
| Senior (60+) | | $66.00 | | | | |
| Household | | $128.00 | | | | |
| Additional Household Member | | | $5/month | NEW | | For household members beyond the first six |
| **MONTH TO MONTH PASS-LCRC** | **Memberships paid through monthly billing are obligated for two months, then will continue until cancelled.** | | | | | **Considered a membership for fee reductions **Two month minimum membership** |
| Child (3-12) | | | $12/mo, $49 to start | NEW | | 30 day cancellation required, sign up requires first and last month plus $25 registration fee. |
| Youth (13-18) | | | $19/mo, $63 to start | NEW | | 30 day cancellation required, sign up requires first and last month plus $25 registration fee. |
| Adult (19-59) | | | $40/mo, $105 to start | NEW | | 30 day cancellation required, sign up requires first and last month plus $25 registration fee. |
| Adults w/ disabilities | | | $23/mo, $71 to start | NEW | | 30 day cancellation required, sign up requires first and last month plus $25 registration fee. |
| Senior (60+) | | | $23/mo, $71 to start | NEW | | 30 day cancellation required, sign up requires first and last month plus $25 registration fee. |
| Household | | | $72/mo, $169 to start | NEW | | 30 day cancellation required, sign up requires first and last month plus $25 registration fee. |
| Additional Household Member | | | $5/month | NEW | | For household members beyond the first six |

# EXHIBIT A - Proposed 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

| LARAMIE COMMUNITY RECREATION CENTER | | | | | | CHANGES EFFECITVE MAY 30, 2017 |
|---|---|---|---|---|---|---|
| | Qualifier | CURRENT FEE | PROPOSED FEE | % CHANGE | | NOTES (informational only not set by policy) |
| **6 MONTH PASS - LCRC** | | | | | | **Delete and substitute with month to month for flexibility** |
| Billing Convenience Fee | Monthly billing | $1/monthly transaction | | Delete | | Delete |
| Under 3 | | FREE | | Delete | | |
| Child (3-12) | Resident | $67.00 | | Delete | | |
| | Non-resident | $98.00 | | Delete | | Delete and use month to month option instead |
| Youth (13-18) | Resident | $109.00 | | Delete | | |
| | Non-resident | $156.00 | | Delete | | Delete and use month to month option instead |
| Adult (19-59) | Resident | $234.00 | | Delete | | |
| | Non-resident | $364.00 | | Delete | | Delete and use month to month option instead |
| Adults w/ disabilities | Resident | $130.00 | | Delete | | |
| | Non-resident | $187.00 | | Delete | | Delete and use month to month option instead |
| Senior (60+) | Resident | $130.00 | | Delete | | |
| | Non-resident | $187.00 | | Delete | | Delete and use month to month option instead |
| Household | Resident | $416.00 | | Delete | | |
| | Non-resident | $624.00 | | Delete | | Delete and use month to month option instead |
| Additional Member | Resident | $15.00 | | Delete | | |
| | Non-resident | $15.00 | | Delete | | Delete and use month to month option instead |
| **ANNUAL MEMBERSHIP - LCRC** | ****Memberships paid through monthly billing obligated throuth twelve months, then will continue until cancelled.** | | | | | |
| Billing Convenience Fee | Monthly billing | $1/monthly transaction | | Delete | | To cover the cost of billing for 6 month and annual passes billed monthly Incorporated into regular fees |
| Under 3 | | FREE | | | | |
| Child (3-12) | Resident | $93.00 | $105 or $8.75/mo | 13% | | |
| | Non-resident | $130.00 | | Delete | | Delete all non-resident rates for simplification |
| Youth (13-18) | Resident | $156.00 | $171 or $14.25/mo | 10% | | |
| | Non-resident | $218.00 | | Delete | | Delete all non-resident rates for simplification |
| Adult (19-59) | Resident | $338.00 | $372 or $31/mo | 10% | | |
| | Non-resident | $473.00 | | Delete | | Delete all non-resident rates for simplification |
| Adults w/ disabilities | Resident | $187.00 | $204 or $17/mo | 9% | | |
| | Non-resident | $260.00 | | Delete | | Delete all non-resident rates for simplification |
| Senior (60+) | Resident | $187.00 | $204 or $17/mo | 9% | | |
| | Non-resident | $260.00 | | Delete | | Delete all non-resident rates for simplification |
| Household | Resident | $624.00 | $684 or $57/mo | 10% | | Up to 6 people in same house **unrelated individuals must show proof of residency Delete all non-resident rates for simplification |
| | Non-resident | $873.00 | | Delete | | |
| Additional Member | Resident | $25.00 | $27 or $2.25/mo | 8% | | |
| | Non-resident | $25.00 | | Delete | | Delete all non-resident rates for simplification |

| LARAMIE COMMUNITY RECREATION CENTER | | | | | | CHANGES EFFECITVE MAY 30, 2017 |
|---|---|---|---|---|---|---|
| | Qualifier | CURRENT FEE | PROPOSED FEE | % CHANGE | | NOTES (informational only not set by policy) |
| **ADDITIONAL NOTATIONS AND DISCOUNTS - LARAMIE COMMUNITY RECREATION CENTER** | | | | | | |
| Albany County Residents are eligible for resident rates--Delete as it will be irrelevant | | | | | | |
| Household includes up to six household members living in the same house - may be required to show proof of residence for household members over the age of 18. Each additional household member is charged an additional $25 for annual pass and $5 for one month and month to month pass. | | | | | | |
| **GROUP/CORPORATE DISCOUNTS:** | | | | | | |
| | 10% discount for 20 to 30 annual or six month memberships --Applies to all memberships | | | | | |
| | 15% discount for 31 to 40 annual or six month memberships --Applies to all memberships | | | | | |
| | 20% discount for 41 or more annual or six month memberships --Applies to all memberships | | | | | |
| | 20% discount for all benefitted or non-benefitted City of Laramie and Albany County Non-Profit employees for annual or six month memberships. --Applies to all | | | | | |
| | *Available to businesses and organizations located within Albany county. All group/corporate memberships must be paid in full or paid by ACH/ACC from the individual member's checking, credit card, or debit account on the 5th of each month. Group membership discounts do not automatically reneww. All group/corporate membership discounts will be in effect for 12 months based upon the number of memberships on July 1st of each year.* | | | | | |
| **VISITING GROUPS/TEAM RATES: (Scout troops, visiting sports teams, convention attendees, church youth groups, etc.)** | | | | | | |
| The *resident daily rate* may be given as a group discount to any visiting non-resident, team or official group with more than 10 group members | *Available to organized groups or teams that come into the Recreation Center together for a daily use. *ONLY AVAILABLE FOR DAILY ADMISSION* If the majority of the group age is under 14 years, Chaperones are allowed free admittance, at a 1 to 5 student ratio maximum. Group must make one single payment & enter together.--Delete Irrelevants* | | | | | |

# EXHIBIT A - Proposed 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

| LARAMIE COMMUNITY RECREATION CENTER | | | | | | CHANGES EFFECITVE MAY 30, 2017 |
|---|---|---|---|---|---|---|
| | Qualifier | CURRENT FEE | PROPOSED FEE | % CHANGE | | NOTES (informational only not set by policy) |
| **EQUIPMENT RENTALS - LCRC** | | | | | | |
| Daily use locks | all | $1.00 | | | | To prevent theft |
| Small lockers/month | Member | $8.00 | | | | |
| | Non-member | n/a | | | | *Taxable fee* |
| Large lockers/month | Member | $10.00 | | | | |
| | Non-member | n/a | | | | *Taxable fee* |
| Croquet Set | Member | $3.00 | | | | |
| | Non-member | $3.50 | | | | *Taxable fee* |
| Flag Football Set | Member | $13.00 | | | | |
| | Non-member | $16.00 | | | | *Taxable fee* |
| Horseshoes Set | Member | $3.00 | | | | |
| | Non-member | $4.00 | | | | *Taxable fee* |
| Softball Set w/ Helmets | Member | $15.00 | | | | |
| | Non-member | $20.00 | | | | *Taxable fee* |
| Street Hockey Set | Member | $15.00 | | | | |
| | Non-member | $20.00 | | | | *Taxable fee* |
| Tug-o-War Rope | Member | $5.00 | | | | |
| | Non-member | $7.00 | | | | *Taxable fee* |
| Volleyball Set | Member | $15.00 | | | | |
| | Non-member | $20.00 | | | | *Taxable fee* |
| Deposit for Rented Equipment | | $25.00 | | | | *Taxable fee* |
| **FACILITY RENTALS - LCRC** | | | | | | |
| **Parties** | | | | | | |
| Birthday Party Package #1 | Member | $56.00 | | | | ( 20% discount from individual pricing) 1 hr rm, 10 passes |
| | Non-member | $60.00 | | | | |
| Birthday Party Package #2 | Member | $148.00 | | | | (20% discount from individual pricing) Host, 2 hr rm, 10 passes, 2 pizzas and drinks |
| | Non-member | $156.00 | | | | |
| Birthday Party Package #3 *Custom* | Member | $205.00 | | | | (20% discount from individual pricing) Host, 10 passes, 1/2 gym 2 hr w bounce house, 2 hr MP room, 2 pizza and drinks |
| | Non-member | $222.00 | | | | |

# EXHIBIT A - Proposed 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

## LARAMIE COMMUNITY RECREATION CENTER

CHANGES EFFECITVE MAY 30, 2017

| | Qualifier | CURRENT FEE | PROPOSED FEE | % CHANGE | | NOTES (informational only not set by policy) |
|---|---|---|---|---|---|---|
| **Facilities** | | | | | | |
| Conference Room/hr 57 person occupancy | Member | $35.00 | | | | |
| | Non-member | $40.00 | | | | |
| | Non-profit | $20.00 | | | | |
| Kitchen/hr | Member | $10.00 | | | | |
| | Non-member | $10.00 | | | | rented with front conference room |
| Multi-purpose Room (1 or 2) /hr 23 or 24 person occupancy, respectively | Member | $35.00 | | | | |
| | Non-member | $40.00 | | | | |
| | Non-profit | $20.00 | | | | |
| Full Multi-purpose/hr | Member | $65.00 | | | | |
| | Non-member | $75.00 | | | | |
| | Non-profit | $40.00 | | | | |
| Full gym/hr | Member | $60.00 | | | | |
| | Non-member | $70.00 | | | | |
| One court/hr | Member | $30.00 | | | | |
| | Non-member | $35.00 | | | | |
| Floor covering - per 1/2 court / event | N/A | $30.00 | | | | |
| Fitness Room/hr | Member | $35.00 | | | | |
| | Non-member | $40.00 | | | | |
| Full facility (*excluding aquatics* ) per hour | Member | $380.00 | | | | |
| | Non-member | $420.00 | | | | |
| Stage - 2 hours ( per use) | | $100.00 | | | | |
| Damage Deposit | Per event | $300.00 | | | | |
| Pool Shelter (sm or lg) | Member | $35.00 | | | | |
| | Non-member | $40.00 | | | | |
| **Any one pool area/hr** | | | | | | |
| 0-75 persons | Member | $165.00 | | | | |
| | Non-member | $185.00 | | | | |
| 76-100 persons | Member | $193.00 | | | | |
| | Non-member | $215.00 | | | | |
| 101-150 persons | Member | $220.00 | | | | |
| | Non-member | $245.00 | | | | |

| LARAMIE COMMUNITY RECREATION CENTER | | | | | | CHANGES EFFECITVE MAY 30, 2017 |
|---|---|---|---|---|---|---|
| | Qualifier | CURRENT FEE | PROPOSED FEE | % CHANGE | | NOTES (informational only not set by policy) |
| **Inflatable/hr (does not include pool or gym rental, a minimum of half the 8 lane must be rented for the aquatics inflatables or 1 court for dry-land)** | | | | | | |
| Aqua Challenge or Fun Run (per hour for first hour) | Member | $50.00 | | | | Must also rent half 8 lane pool. |
| | Non-member | $60.00 | | | | |
| Additional Hour | Member | $10.00 | | | | |
| | Non-member | $10.00 | | | | |
| Jungle Gym or Trampoline (per hour for first hour) | Member | $30.00 | | | | Must also rent half 8 lane pool. |
| | Non-member | $40.00 | | | | |
| Additional Hour | Member | $10.00 | | | | |
| | Non-member | $15.00 | | | | |
| Dry-land Inflatable - per hr | Member | $35.00 | | | | Bounce house, must also rent one court in the gym. |
| | Non-member | $40.00 | | | | |
| **PROGRAMS** | | | | | | |
| **AQUATICS** | | | | | | |
| **EVENTS** | | | | | | |
| Easter Egg Hunt | Member | N/C w admission | | | | |
| | Non-member | N/C w admission | | | | |
| Punkin Dunkin | Member | N/C w admission | | | | |
| | Non-member | N/C w admission | | | | |
| Dog Days (at Rec Center pool) | Member | $3.00 | | | | |
| | Non-member | $4.00 | | | | *per dog* |
| Dog Days (at Wading pool) | Member | Free | | | | |
| | Non-member | Free | | | | *per dog* |
| **GROUP SWIM LESSONS** | | | | | | |
| **Learn To Swim** | | | | | | |
| Saturday lessons-4 classes | Member | $18.50 | | | | |
| | Non-member | $24.00 | | | | |
| Parent & Child - 8 classes | Member | $37.00 | | | | |
| | Non-member | $48.00 | | | | |
| Preschool - 8 classes | Member | $37.00 | | | | |
| | Non-member | $48.00 | | | | |
| Levels 1 - 5 - 8 classes | Member | $37.00 | | | | |
| | Non-member | $48.00 | | | | |

# EXHIBIT A - Proposed 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

## LARAMIE COMMUNITY RECREATION CENTER

CHANGES EFFECITVE MAY 30, 2017

| | Qualifier | CURRENT FEE | PROPOSED FEE | % CHANGE | | NOTES (informational only not set by policy) |
|---|---|---|---|---|---|---|
| **PRIVATE SWIM LESSONS** | | | | | | |
| Private Swim Lessons - 1 person per 1/2 hr | Member | $18.00 | | | | |
| | Non-member | $25.00 | | | | |
| Package Private Swim Lessons - per 1 person per 1/2 hr (4 lessons) | Member | $60.00 | | | | |
| | Non-member | $72.00 | | | | |
| Package Private Swim Lessons - per 1 person, per 1/2 hr (8 lessons) | Member | $100.00 | | | | |
| | Non-member | $124.00 | | | | |
| **SEMI-PRIVATE SWIM LESSONS** | | | | | | |
| Semi-Private Swim Lessons - per 2 person per 1/2 hr | Member | $27.00 | | | | |
| | Non-member | $30.00 | | | | |
| Package Semi-Private Swim Lessons - per 2 person per 1/2 hr (4 lessons) | Member | $90.00 | | | | |
| | Non-member | $104.00 | | | | |
| Package Semi-Private Swim Lessons - per 2 persons, per 1/2 hr ( 8 lessons) | Member | $160.00 | | | | |
| | Non-member | $188.00 | | | | |
| **ACTIVITIES** | | | | | | |
| Kayak practice/drop-in | N/A | N/C w admission | | | | |
| Water Polo Drop-in | N/A | N/C w admission | | | | |
| Water Polo per team (4 week League) | N/A | $165.00 | | | | |
| Innertube Water Polo per team (6 week league) | N/A | $75.00 | | | | |
| Innertube Water Polo per team (Tournament) | N/A | $45.00 | | | | |
| **YOUTH PROGRAMS** | | | | | | |
| **Athletics** | | | | | | |
| Little Kickers (3-4 yr) and (5-6 yr) | | $45.00 | | | | |
| Little Sluggers | | $45.00 | | | | |
| Youth Volleyball | | $30.00 | | | | |
| Youth Basketball (Jr Cowboys/Cowgirls) | | $45.00 | | | | |
| Youth Football (Jr. Cowboys) | | $45.00 | | | | |
| YBT - earlybird registration by March 1 | | $150.00 | | | | |
| YBT - registration after March 1 | | $175.00 | | | | |

# EXHIBIT A - Proposed 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

## LARAMIE COMMUNITY RECREATION CENTER

**CHANGES EFFECITVE MAY 30, 2017**

| | Qualifier | CURRENT FEE | PROPOSED FEE | % CHANGE | | NOTES (informational only not set by policy) |
|---|---|---|---|---|---|---|
| **SACC Programs** | | | | | | |
| Kid's Night Out | Member | $10.00 | | | | |
| | Non-member | $12.00 | | | | |
| Teen Night | all | $5.00 | | | | |
| Full Day SACC | all | $32.00 | | | | |
| Half Day SACC | all | $16.00 | | | | |
| SACC | Cal 1-Weekly | $75/$80 | | | | Fee pd before 5th of month/fee paid after 5th of the month**Those qualifying for DFS Subsidy are exempt from this schedule. We will accept DFS Payment for services |
| | Cal 1-Daily | $16/$18 | | | | |
| | Cal 2-Weekly | $42/$46 | | | | |
| | Cal 2-Daily | $9/$10 | | | | |
| | Cal 3-Weekly | $26/$30 | | | | |
| | Cal 3-Daily | $5.50/$6.25 | | | | |
| | Re-schedule fee | $20.00 | | | | Fee to re-schedule after beginning of semester-2 week notice required. |
| Summer Clubs | 1/2 day Cal 1 | $65.00 | | | | 7:30-12:30/12:30-5:30 |
| | 1/2 day Cal 2 | $50.00 | | | | |
| | 1/2 day Cal 3 | $35.00 | | | | |
| | Full day Cal 1 | $125.00 | | | | 7:30am - 5:30pm |
| | Full day Cal 2 | $100.00 | | | | |
| | Full day Cal 3 | $75.00 | | | | |
| **Safety Programs** | | | | | | |
| Safely Riding in the Community | all | $10.00 | | | | Coordinated with PD |
| Bicycle Safety | all | $10.00 | | | | Coordinated with PD |

# EXHIBIT A - Proposed 2017 PARKS AND RECREATION MASTER FEE SCHEDULE

| LARAMIE COMMUNITY RECREATION CENTER | | | | | CHANGES EFFECITVE MAY 30, 2017 |
|---|---|---|---|---|---|
| | Qualifier | CURRENT FEE | PROPOSED FEE | % CHANGE | NOTES (informational only not set by policy) |
| **ADULT PROGRAMS** | | | | | |
| **Athletics** | | | | | |
| **Softball** | | | | | |
| Men's per Team w Tournament | 2 umps | $500.00 | | | 10 gm w double elimin |
| Women's per Team w Tournament | 2 umps | $500.00 | | | 10 gm w double elimin |
| Co-ed w Tournament | 2 umps | $500.00 | | | 10 gm w double elimin |
| **NO ASA membership for all leagues* | | | | | |
| **Volleyball** | | | | | |
| Co-ed, Women's Volleyball per team | | $180.00 | | | 10 gm w double elimin |
| Sand Volleyball per 4 player team (Men's, Women's, & Co-Ed) | | $150.00 | | | |
| **Kickball - per team** | | $120.00 | | | |
| **Pickle Ball** | | | | | 10 gm w double elimin |
| League pickle ball, per team | | $120.00 | | | |
| Drop in play | Member | N/C w admission | | | |
| | Non-member | N/C w admission | | | |
| **Adult Basketball** | | | | | |
| Rec A (Competitive) per team | | $500.00 | | | w Ref's |
| Rec B per team | | $500.00 | | | w Ref's |
| Women's per team | | $500.00 | | | w Ref's |
| Technical "Fine" | | $20.00 | | | Charged when a Technical is given - can not play again until paid |
| **FITNESS CLASSES **Core drop in fitness classes included in membership fee** | | | | | ***Not available to Multi-Pass holders** |
| Core Fitness Class Per Class Drop-In fee (*space available*) | Member | Free with Membership | | NEW | |
| | Non-member | $8.00 | | | |
| 6 Month UnlimitedFitness Package--(Members Only) | Member | $132.00 | Include as member benefit | Delete | Total cost, can be added to an annual or 6 month membership, not avail for Multi-Pass Holders. |
| 12 Month UnlimitedFitness Package--(Members Only) | Member | $237.00 | Include as member benefit | Delete | Total cost, can be added to an annual membership, not avail for Multi-Pass Holders. |
| **PERSONAL TRAINING **Members Only=20 visit, 6 month or annual pass holders** | | | | | |
| Circuit Weight Orientation | Members | Free | | | |
| | Non-member | N/C w admission | | | |
| Personal Trainer - 1 person/1 hr | Members only | $30.00 | | | |
| Personal Trainer - 2 person/1 hr | Members only | $40.00 | | | |

| LARAMIE COMMUNITY RECREATION CENTER | | | | | | CHANGES EFFECITVE MAY 30, 2017 |
|---|---|---|---|---|---|---|
| | Qualifier | CURRENT FEE | PROPOSED FEE | % CHANGE | | NOTES (informational only not set by policy) |
| **EVENTS** | | | | | | |
| **Outdoor Triathlon** | | | | | | |
| | Member | $45.00 | | | | |
| Youth (8-17) | Non-member | $55.00 | | | | |
| | Member | $65.00 | | | | |
| Adult | Non-member | $75.00 | | | | |
| | Member | $115.00 | | | | |
| Relay Team | Non-member | $125.00 | | | | |
| **Indoor Triathlon** | | | | | | |
| | Member | $20.00 | | | | |
| Youth (8-17) | Non-member | $25.00 | | | | |
| | Member | $25.00 | | | | |
| Adult | Non-member | $30.00 | | | | |
| **General--Training** | | | | | | |
| | Member | $80.00 | | | | |
| Red Cross for Baby sitters | Non-member | $85.00 | | | | Min 4 participants |
| | Member | $85.00 | | | | |
| Junior Lifeguard class | Non-member | $95.00 | | | | Min 3 participants |
| | Member | $200.00 | | | | |
| Lifeguard | Non-member | $225.00 | | | | |
| | Member | $125.00 | | | | |
| Lifeguard Review | Non-member | $135.00 | | | | Min 1 participants |
| | Member | $260.00 | | | | |
| WSI | Non-member | $285.00 | | | | Min 3 participants |
| | Member | $500.00 | | | | |
| Lifeguard Instructor | Non-member | $540.00 | | | | Min 3 participants |
| | Member | $30.00 | | | | |
| Oxygen Administration | Non-member | $35.00 | | | | Min 3 participants |
| | Member | $75.00 | | | | |
| First Aid/CPR & AED-Adult/Child/Infant | Non-member | $80.00 | | | | Min 3 participants |
| | Member | $45.00 | | | | |
| First Aid | Non-member | $50.00 | | | | Min 3 participants |
| | Member | $70.00 | | | | |
| Safety Training for Swim Coaches | Non-member | $75.00 | | | | |

# CITY OF LARAMIE COUNCIL REGULAR MEETING December 6, 2016

**Agenda Item: Original Ordinance - 2nd Reading**

**Title: Original Ordinance No. 1957 amending Chapters 13.40 and 13.44 of the Laramie Municipal Code to regulate water rates in the City of Laramie**

**Recommended Council MOTION:**

"I move to approve Second Reading of Original Ordinance No. 1957 amending Chapters 13.40 and 13.44 of the Laramie Municipal Code to regulate water rates in the City of Laramie."

**Administrative or Policy Goal:**

**Administrative Goal:** Maintain City-wide Infrastructure Improvement Program as adopted in the 2015 Water Master Plan and long range financial plans for water, sewer, and storm drainage.

**Background:**

Consistent with our objective of managing a sustainable water system while offering reasonable cost of service rates, the City retained the firm of Raftelis Financial Consultants (RFC) to develop recommended water rates for 2017 and 2018. In developing rate recommendations, RFC considered a number of factors including the City's long range financial plans and the cost of service. Based upon an extensive analysis of these considerations the recommended water revenue adjustment for 2017 and 2018 is 2.5% per year.

RFC developed cost of service rates that proportionately recover cost of service from each customer class. The proposed cost of service rate retains the existing rate structure. RFC also developed transitional water rates that phase-in cost of service rates over time and increase water sales revenue by the amounts calculated in the financial plan.

To help show the effect of the proposed rate change, the Ordinance provides a comparison of existing rates and proposed (2017) rates. The proposed rate results in a $1.03/month increase in the average residential water bill (based upon 5,000 gallon consumption).

RFC recommends the City adopt the proposed 2017 and 2018 transition water rates. RFC also recommends the City annually update the cost of service analysis and cost of service rates for subsequent years and adjust future transition rates as necessary to recognize changes in cost of service.

The attached ordinance also deletes Section 13.40.010 B. of the municipal code since it is obsolete language and in conflict with the existing water rate structure.

**Legal/Statutory Authority:**

Laramie City Council has legal authority to modify water rates.

## Responsible Staff:

Earl Smith, P.E., Public Works Director
Janine Jordan, City Manager
Malea Brown, Administrative Services Director

Future dates are subject to change

| | |
|---|---|
| Introduction/1st Reading | **November 15, 2016** |
| 2nd Reading | **December 6, 2016** |
| 3rd Reading | **December 20, 2016** |

Attachments: Original Ordinance No. 1957

ORIGINAL ORDINANCE NO. 1957 INTRODUCED BY: Shumway

ENROLLED ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 13.40 AND SECTION 13.44 OF THE LARAMIE MUNICIPAL CODE WHICH ESTABLISHES THE WATER RATES FOR USERS OF MUNICIPAL WATER

WHEREAS, the City delivers high quality drinking water to a large customer base throughout a vast service area; and,

WHEREAS, the cost of that service has been increasing, especially taking into account the necessity of replacement of the aging water supply system in the City; and,

WHEREAS, the City is mandated by the State to establish a rate structure that insures the water utility enterprise is self-sustaining and not supported by the general fund, having the users of the water utility enterprise pay the expenses of that fund; and,

WHEREAS, the City has retained a professional group, Raftelis Financial Consultants (RFC), to study the water rate structure and report its findings, together with a recommendation for changes to address the future needs of the City with the demands of the water supply system and a rate structure to support those demands; and,

WHEREAS, that study has been completed and the results of the study, together with the recommendation by the consultants, having been presented to Council, and Council having fully considered the study and the recommendations; and,

WHEREAS, the Council finds that it is in the best interest of the City to amend the water rates to reflect the current cost of service to become effective on January 1, 2017; and,

WHEREAS, the Council finds that all of the specified increases are necessary to address the demands of the water supply system over the entire specified period of time;

WHEREAS, the Council finds that Section 13.40 (B) is obsolete and needs removed as services provided by Enterprise are paid for by City and University under contract.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LARAMIE, WYOMING the following sections of Chapter 13.40 and 13.44 be, and the same hereby are, amended to read as follows:

**Section 1. Section 13.40.010 Establishment - Purpose.**

B. Deleted in its entirety.

**Section 2. Section 13.44.010 Rate Schedules.**

A. The charges for water service within the corporate boundaries of the City shall be based upon the size of the meter through which the water flows to provide service to the customer, together with a charge for the consumption of water provided.

1. There shall be a base charge per month for each meter of the following respective amounts:

| Meter Size *(inches)* | Current 2016 | January 1, 2017 | January 1, 2018 |
|---|---|---|---|
| 3/4 | ~~20.80~~ | 21.83 | 23.16 |
| 1 | ~~34.30~~ | 36.01 | 38.51 |
| 1-1/2 | ~~61.10~~ | 62.23 | 66.53 |
| 2 | ~~93.60~~ | 94.25 | 100.79 |
| 3 | ~~197.70~~ | 203.59 | 218.18 |
| 4 | ~~325.10~~ | 332.41 | 355.84 |
| 6 | ~~600.30~~ | 600.30 | 627.62 |
| 8 | ~~871.30~~ | 871.30 | 889.78 |

i. A water shutoff for a seasonal user shall not stop base fee meter charges.

2. Water consumption shall be charged through the meter per one thousand gallons in the following amounts that shall be increased in the following year in the respective amounts beginning on January 1:

| Customer Class | ~~Current 2016~~ | January 1, 2017 | January 1, 2018 |
|---|---|---|---|
| **Inside** | | | |
| **Single Family** | | | |
| First 3,000 gallons | ~~3.76~~ | 3.76 | 3.76 |
| 4,000 to 6,000 gallons | ~~4.69~~ | 4.69 | 4.69 |
| 7,000 to 24,000 gallons | ~~5.88~~ | 5.88 | 5.88 |
| Over 24,000 gallons | ~~8.82~~ | 8.82 | 8.82 |
| | | | |
| Multifamily | ~~3.68~~ | 3.69 | 3.69 |
| Commercial | ~~3.73~~ | 3.97 | 3.97 |
| University | ~~4.05~~ | 4.05 | 4.05 |
| Wholesale | ~~4.85~~ | 4.85 | 4.85 |
| Irrigation | ~~6.91~~ | 7.26 | 7.76 |
| ~~UW Rec Agreement~~ | | ~~3.63~~ | ~~3.88~~ |
| ~~UW Jacoby~~ | | ~~1.81~~ | ~~1.94~~ |

B. For water delivered outside the corporate boundaries of the City, the charges shall be 125% of the in-city charges, if not separately contracted with the City.

C. The charges under subsection 1 of this section shall be payable in advance. Charges under subsection 2 of this section shall be billed and payable following the billing period during which water was delivered.

**Section 3.** This ordinance shall become effective January 1, 2017 after passage, approval and publication.

PASSED AND APPROVED THIS _____ DAY OF _____, 2016.

_____
David Paulekas, Mayor and President
of the City Council of the City of
Laramie, Wyoming

ATTEST:

_____
Angie Johnson
City Clerk

Duly published in the *Laramie Daily Boomerang* this ____ day of _____, 2016.

| | |
|---|---|
| First Reading | 11/15/2016 |
| Second Reading | 12/6/2016 |
| Third/Final Reading | 12/20/2016 |

# CITY OF LARAMIE COUNCIL REGULAR MEETING December 6, 2016

**Agenda Item: Original Ordinance - 2nd Reading**

**Title: Original Ordinance No. 1958 amending Chapter 13.48 of the Laramie Municipal Code to regulate wastewater rates in the City of Laramie**

**Recommended Council MOTION:**

"I move to approve Second Reading of Original Ordinance No. 1958 amending Chapter 13.48 of the Laramie Municipal Code to regulate wastewater rates in the City of Laramie."

**Administrative or Policy Goal:**

**Administrative Goal:** Maintain City-wide Infrastructure Improvement Program as adopted in the 2015 Water Master Plan and long range financial plans for water, sewer, and storm drainage.

**Background:**

Consistent with our objective of managing a sustainable wastewater system while offering reasonable cost of service rates, the City retained the firm of Raftelis Financial Consultants (RFC) to develop recommended 2017 and 2018 wastewater rates. In developing rate recommendations, RFC considered a number of factors including the City's long range financial plans and the cost of service. Based upon an extensive analysis of these considerations the recommended wastewater revenue adjustment for 2017 and 2018 is 3% per year.

RFC developed cost of service rates that proportionately recover cost of service from each customer class. The proposed cost of service rate retains the existing rate structure. RFC also developed transitional wastewater rates that phase-in cost of service rates over time and increase wastewater sales revenue by the amounts calculated in the financial plan.

To help show the effect of the proposed rate change, the Ordinance provides a comparison of existing rates (2016) and proposed rates. The proposed rate results in a $1.19/month increase in the average residential wastewater bill (based upon 4,000 gallon consumption).

RFC recommends the City adopt the proposed 2017 and 2018 transition wastewater rates. RFC also recommends the City annually update the cost of service analysis and cost of service rates for subsequent years and adjust future transition rates as necessary to recognize changes in cost of service.

**Legal/Statutory Authority:**

Laramie City Council has legal authority to modify wastewater rates.

## Responsible Staff:

Earl Smith, P.E. Public Works Director
Janine Jordan, City Manager
Malea Brown, Administrative Services Director

Future dates are subject to change

| | |
|---|---|
| Introduction/1st Reading | **November 15, 2016** |
| 2nd Reading | **December 6, 2016** |
| 3rd Reading | **December 20, 2016** |

Attachments:

Original Ordinance No. 1958

ORIGINAL ORDINANCE NO. 1958 INTRODUCED BY: Hanson

ENROLLED ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 13.48 OF THE LARAMIE MUNICIPAL CODE WHICH ESTABLISHES
THE WASTEWATER RATES FOR USERS OF MUNICIPAL WATER.

WHEREAS, the City has been furnishing water to various customers in ever increasing numbers for a large number of years and the means of disposing of that water through the wastewater system; and,

WHEREAS, the cost of that disposal and treatment has been increasing, especially taking into account the necessity of replacement of the aging wastewater disposal system in the City; and,

WHEREAS, the City is mandated by the State to establish a rate structure that insures the wastewater disposal and treatment enterprise account is self sustaining and not supported by the general fund, having the users of the enterprise account pay the expenses of that account; and,

WHEREAS, the City has retained a professional group, Raftelis Financial Consultants, to study the wastewater rate structure and report its findings, together with a recommendation for changes to address the future needs of the City with the demands of the wastewater disposal and treatment system and recommend a rate structure to support those demands; and,

WHEREAS, that study has been completed and the results of the study, together with the recommendation by the consultants, having been presented to Council, and Council having fully considered the study and the recommendations; and,

WHEREAS, the Council finds that it is in the best interest of the City to amend the wastewater rates to reflect the current cost of service to become effective on January 1, 2017; and,

WHEREAS, the Council finds that all of the specified increases are necessary to address the demands of the wastewater disposal system over the entire specified period of time;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LARAMIE, WYOMING that the following sections of Chapter 13.48 be, and the same hereby are, amended as follows:

**Section 1. Section 13.48.010 Rate Schedules.**

A. The user rates are hereby established to be charged as follows:

1. Base rate – The monthly base charge for residential and nonresidential users shall be in accordance with the following table:

| Meter Size *(inches)* | Current 2016 | January 1, 2017 | January 1, 2018 |
|---|---|---|---|
| 3/4 | ~~11.66~~ | 12.13 | 12.63 |
| 1 | ~~16.66~~ | 16.66 | 17.44 |
| 1-1/2 | ~~29.02~~ | 29.02 | 29.35 |
| 2 | ~~43.96~~ | 43.96 | 43.96 |
| 3 | ~~91.18~~ | 91.18 | 91.18 |
| 4 | ~~153.68~~ | 153.68 | 153.68 |
| 6 | ~~315.58~~ | 315.58 | 315.58 |
| 8 | ~~451.54~~ | 451.54 | 451.54 |

2. Volume rate – The volume flow for residential users will be the average monthly water usage in units (one unit = one-thousand gallons) for January, February and March of the previous year as measured by water meter readings. The volume of flow for nonresidential users will be the water usage measured by water meter readings. In the event valid meter readings are not available, Section 13.44.030 shall be applied to determine the volume of flow. The volume rate per unit for residential, commercial, university, and wholesale users shall be in accordance with the following table.

| Customer Class | Current 2016 | January 1 2017 | January 1 2018 |
|---|---|---|---|
| **Residential** | ~~3.87~~ | 4.05 | 4.21 |
| **Commercial-CA** | ~~7.12~~ | 7.73 | 8.35 |
| **Commercial-CB** | ~~7.33~~ | 7.92 | 8.52 |
| **Commercial-CC** | ~~4.14~~ | 4.20 | 4.39 |
| **Commercial-CD** | ~~4.57~~ | 4.85 | 5.14 |
| **Commercial-CE** | ~~3.80~~ | 3.97 | 4.18 |
| **Commercial-CF** | ~~5.51~~ | 6.04 | 6.57 |
| **Commercial-CG** | ~~3.58~~ | 3.82 | 4.06 |
| **University-UC** | ~~4.12~~ | 4.23 | 4.42 |
| **University-UE** | ~~3.88~~ | 4.06 | 4.25 |
| **University-UG** | ~~3.56~~ | 3.58 | 3.89 |
| **Wholesale** | ~~3.87~~ | 3.87 | 4.04 |

**Section 2.** This ordinance shall become effective January 1, 2017 after passage, approval and publication.

PASSED AND APPROVED THIS _____ DAY OF _____, 2016.

_____
David Paulekas, Mayor and President of the City Council of the City of Laramie, Wyoming

ATTEST:

_____
Angie Johnson,
City Clerk

Duly published in the *Laramie Daily Boomerang* this _____ day of _____, 2016

| | |
|---|---|
| First Reading | 11/15/2016 |
| Second Reading | 12/6/2016 |
| Third/Final Reading | 12/20/2016 |

# CITY OF LARAMIE REGULAR COUNCIL MEETING December 6, 2016

**Agenda Item: Discussion Item**
**Title: Consideration to enter into negotiation with Tri-State Generation and Transmission Association for placement of a power substation on 5 acres located on the Monolith Ranch**

**Recommended Council MOTION:**

Motion #1: I move to open discussion regarding consideration of negotiation with Tri-State Generation and Transmission Association for placement of a power substation on 5 acres located on the Monolith Ranch.

Following discussion, Council may want to consider the following Motion:

Motion #2: I move to direct staff to negotiate an easement with Tri-State Generation and Transmission Association for placement of a power substation on 5 acres located on the Monolith Ranch.

**Administrative or Policy Goal:**

Management of the Monolith Ranch using best practices and consideration of public benefit.

**Background:**

Tri-State Generation and Transmission Association has identified 5 acres located on the Monolith Ranch as a suitable location for a power substation. Carbon Power & Light, electric provider to the ranch as well as other customers in the area, is a member of Tri-State Generation. The purpose of this substation is to improve reliability to customers as well as redundancy in their system. Rocky Mountain Power customers in the area will also benefit from this substation. More details are included on the hand out from Carbon Power & Light.

Tri-State and Carbon Power & Light presented this information to the Monolith Ranch Committee on October 13, 2016 and November 17, 2016. The Committee was thorough and thoughtful in their discussion and with questions about the project. The November 17, 2016 minutes are included for review.

Tri-State's preference is to own the property, but is open to consideration of other options. With that noted, the Ranch Committee has provided a recommendation to Council that negotiation of an easement is the preferred alternative for the requested siting of the power substation.

Representatives from Tri-State will be at the meeting to make a brief presentation and answer questions.

**Legal/Statutory Authority:**

## Responsible Staff:

David Derragon 721-5304
Darren Parkin 721-5213

Attachments: Monolith Ranch Committee Minutes; Carbon Power & Light information

# MINUTES
# Monolith Ranch Advisory Committee
**November 17, 2016, 1:00 PM**
**405 Grand Ave., Laramie, WY**
**Annex Conference Room**

**The special meeting of the Monolith Ranch Advisory Committee met at the Historic Carnegie Building, 405 Grand Avenue, 1st Floor Conference Room and was called to order at 1:05 PM.**

## I. ROLL CALL

Members Present: Marius Favret, Keith Rittle, Paul Rechard, Amy Nagler
Staff Present: David Derragon, Darren Parkin, Cindy Williams, Cal VanZee
Absent: Jayne Pearce, Earl Smith
Guests Present: Curtis Miller & Denise Gibbons – Tri State Generation and Transmission Association Inc, Jim Beckmann – Carbon Power & Light, Mike Lytle – COL Water Treatment Plant Supervisor

## II. ELECTION OF OFFICERS

Williams addressed the Committee for the purpose of electing officers

### A. Chairperson

Nominations open.

**MOTION BY Favret,** seconded by Rittle, to nominate Favret. **MOTION CARRIED UNANIMOUSLY.**

### B. Vice Chair

Nominations open.

**MOTION BY Rittle,** seconded by Nagler, to nominate Rittle. **MOTION CARRIED UNANIMOUSLY.**

## III. APPROVAL OF AGENDA

**MOTION BY Rittle,** seconded by Nagler, to approve the agenda. **MOTION CARRIED UNANIMOUSLY.**

## IV. APPROVAL OF MINUTES

**MOTION BY Rittle,** seconded by Nagler, to approve the minutes from the October 13, 2016 meeting as sent via email. **MOTION CARRIED UNANIMOUSLY.**

## V. OLD BUSINESS

### A. Tri-State Generation's proposal to put an electrical substation on 5 acres of the Monolith Ranch – discussion and recommendation to City Council

*Questions and discussion posed to Tri-State Generation and Carbon Power representatives:*

**Favret:** Is the net metering service policy determined by State regulations or is that something individual power companies can implement?
*Answer: The 25kw maximum capacity is set by State law. Above that would get into co-generation. Carbon Power is open to co-generation.*
**Favret:** What are your alternatives if this proposal doesn't go through?
*Answer: Tri-State would keep looking for other properties, but this is the most beneficial to their needs.*
**Rechard:** Would Tri-State be open to a long-term lease rather than purchase?
*Answer: Yes. Or a purchase with a deed restriction, so if the substation were ever taken out, the property would revert back to the City. An exclusive easement is also an option.*
**Rittle:** Is the committee to determine the sale versus lease, or what kind of recommendation is the committee expected to make?
*Answer (Derragon): The committee should recommend whether to proceed with a sale or lease and the details to be negotiated between Council and Tri-State.*
**VanZee:** Is there any long term plan that would eventually eliminate the substation or is this a permanent fixture?
*Answer: It is permanent.*
**Nagler:** The land has potential for wind generation. Would the substation affect this in any way?
*Answer: There are more facilities available to interconnect. Monitoring of how much is generated would be done.*
**VanZee:** What's the feasibility of wind generation out there?
*Answer (Lytle): It is considered Class 4. Directionality is fairly good.*
*(Rittle): It would depend on the developer and how much they want to pursue it.*
**Parkin:** The City has been contacted by a solar company regarding establishing a solar farm within City limits. If this substation goes in, they will most likely evaluate this site for solar panels.
**Favret:** What's the time frame for the substation and additional lines?
*Answer: As soon as construction of the substation commences they would begin the design and staking of the distribution line.*
**Favret:** What is the environmental impact?
*Answer: There would be a fence around the substation and another fence around the 5 acres. We don't allow vegetation to grow around the station. Reclamation is done outside the yard and weeds are addressed. Re-seeding is done. There is also containment of oil should it leak.*
**Rittle:** It should be noted to Council when entering into this agreement it is the committee's wish to protect the City's interest in the management of the Ranch and to protect the land.

**MOTION BY Rittle,** seconded by Rechard, that the committee recommend to Council to enter into negotiation regarding an agreement with Tri-State Generation to put a substation on the property with the committee's preference to an easement.

**Roll call showed Aye:** Rittle, Nagler, Favret, Rechard**. Nay:** None. **Absent:** Pearce **MOTION CARRIED.**

B. **Council Liaison As A Voting Member/Game & Fish As A Permanent Committee Member**

This discussion is tabled until the next meeting.

## VI. SET DATE FOR 2017 MEETINGS

January 12, 2017; April 13, 2017; July 13, 2017; October 12, 2017

## VII. ADJOURNMENT

Meeting adjourned at 2:21 p.m.

VALIDATED:

Marius Favret, Monolith Ranch Advisory Committee Chair Date

Cindy Williams, Monolith Ranch Advisory Committee Staff Liaison Date

# Carbon Power & Light

## Monolith Delivery Point

The primary purpose and need for the Monolith Delivery Point is to provide a delivery source to Tri-States Member Owner Carbon Power & Light (CP&L) for their southern service area. As shown in the diagram, CP&L has only one Delivery Point (DP) in the area at May which is not sufficient to provide service south of Laramie to the Colorado border. In addition, the Monolith DP provides a much need second source to provide reliability to CP&L customers. Unlike PacifiCorp customers, CP&L cannot transfer load under contingencies for maintenance and outages at May. The Monolith DP will provide a second source into the Laramie area for improved reliability to the Members customers.

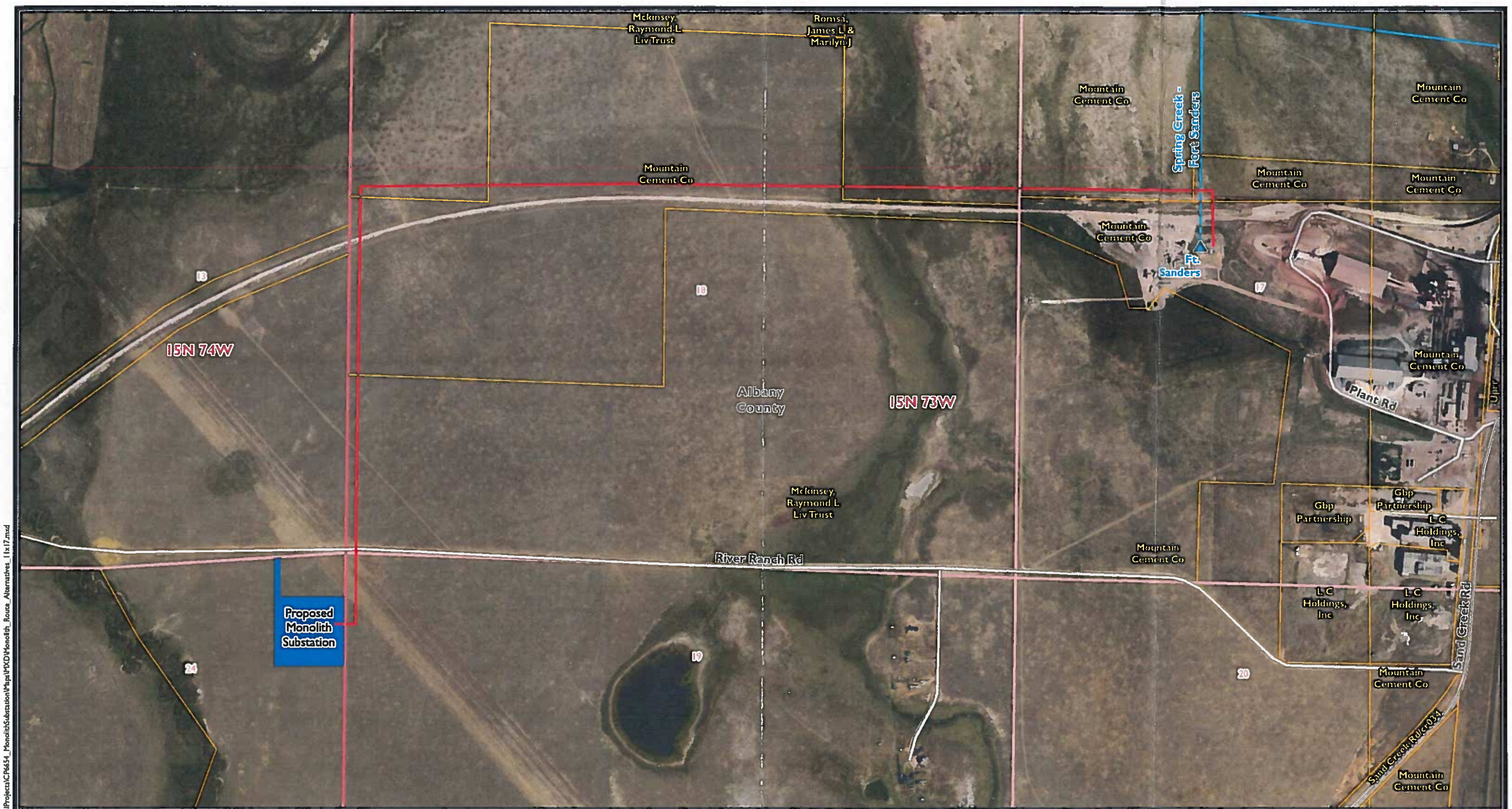
Advantages to PacifiCorp (Rocky Mountain Power) customers of the Monolith Project.

There are two major benefits to RMP customers of the Monolith DP both of which improve reliability. The first benefit involves current limitations on the 115 kV transmission line between

Miracle Mile and Snowy Range which is owned and operated by Western Area Power Administration (WAPA). For operating contingencies between Laramie and Snowy Range, the transmission voltage falls below system criteria resulting in low voltage conditions for both RMP and CP&L customers. The Monolith DP will transfer load from the Miracle Mile-Snowy Range 115 kV line to the RMP Gem City-Ft. Sanders 115 kV line alleviating the voltage condition.

The second benefit involves a near future project that is currently being developed between RMP, Tri-State, and WAPA. Currently, the Gem City-Ft. Sanders 115 kV line is sourced from WAPA's 50 mile Happy Jack-Snowy Range 115 kV line. Interruptions that occur on this line directly impact the customers sourced on the RMP Gem City-Ft. Sanders 115 kV line.

The proposed project will construct a 115 kV line from WAPA's Snowy Range Substation to the RMP's Gem City Tap and disconnect from WAPA's Happy Jack-Snowy Range 115 kV line. Upon completion of this line, the outage exposure will be reduced to all customers on the Gem City-Ft. Sanders 115 kV line by sourcing the 8 mile line from Snowy Range.




**Monolith Substation Project**

**Tri-State Generation and Transmission Association, Inc.**

- Transmission Alternative 1
- Transmission Line - Other Utility
- Street
- Existing Ft. Sanders Substation
- Proposed Monolith Substation
- Other Major Road
- Parcel
- Section
- Township/Range
- County Boundary

0 125 250 500 Feet

N

**Updated By: curtmi**
**Updated: 10/27/2016**

Data Sources: Tri-State G&T, ESRI, US Census, DOI, County of Albany (2015).

*This map includes confidential information of Tri-State and third parties. The GIS data and maps may not be disclosed to any third party. The user agrees to keep this information confidential and not disclose it to third parties. If you have any questions regarding this, please contact the Tri-State legal department. GIS data and maps available to Tri-State Generation and Transmission Association employees are provided as general information to aid Tri-State transmission maintenance. No user of Tri-State's GIS data and maps may sell any portion of the information provided thereon. Tri-State makes no warranties regarding accuracy or completeness of the data and maps. Users shall rely only upon proper field verification of Tri-State GIS data.*

MXD Location: \\tsgstore\geostore\Products\CapitalProjects\CP6634_MonolithSubstation\Maps\MXD\Monolith_Route_Alternatives_11x17.mxd

# CITY OF LARAMIE COUNCIL REGULAR MEETING December 6, 2016

**Agenda Item: Resolution**

**Title: To Appoint One Member to the Environmental Advisory Committee**

**Recommended Council MOTION:**

That Council move to approve Resolution 2016-81 to appoint one board member to the Environmental Advisory Committee and authorize the Mayor and Clerk to sign.

**Administrative or Policy Goal:**

To benefit from citizen representation on the Environmental Advisory Committee

**Background:**

The Environmental Advisory Committee analyzes assigned issues, receive and analyze citizen concerns and complaints, formulate options and advise the city council and the board of county commissioners.. This committee also addresses various advisory duties relating to environmental issues.

**Legal/Statutory Authority:**

LMC 2.32

**BUDGET/FISCAL INFORMATION:**

**Responsible Staff:**
*Janine Jordan, City Manager*
*Paula Wilson-Cazier, Executive Assistant to the City Manager*

Attachments: n/a

_____ City Manager _____ City Attorney _____

Resolution 2016-81

RESOLUTION OF THE LARAMIE CITY COUNCIL DECLARING A VACANCY AND APPOINTMENT OF ONE MEMBER TO THE ENVIRONMENTAL ADVISORY COMMITTEE FOR THE CITY OF LARAMIE, WYOMING.

**WHEREAS**, according to LMC 2.32, the Environmental Advisory Committee (EAC) was created to "analyze assigned issues, receive and analyze citizen concerns and complaints, formulate options and advise the city council and the board of county commissioners." [LMC 2.32.010]; and to addresses various advisory duties relating to environmental issues [LMC 2.32.070]; and

**WHEARAS** the EAC consists of seven (7) members who are appointed by action of the City Council for City seats and by action of the County for County seats; and

**WHEREAS**, Frank Tumer, a City appointment, was appointed to the EAC on January 6th, 2015 (RES. 2015-07) for a three-year term which was to expire November 6th, 2017;

**WHEREAS**, Frank Turner formally resigned his appointment in writing on October 6th, 2016, and one member is to be appointed to fulfill the remainder of that term, and all applicants have been interviewed on November 14th, and appointment recommended by interviewing City Council Representatives;

NOW THEREFORE, THE CITY COUNCIL OF LARAMIE, WYOMING, RESOLVES:

**SECTION 1.** That, City Council shall, pursuant to the Agreement appoint Bradley Carr shall be appointed to fulfill the remainder of the term expiring November 6th 2017, to the Environmental Advisory Committee.

PASSED, APPROVED, AND ADOPTED THIS 6th day of December 2016.

_____ _____

ATTEST MAYOR

_____

CITY CLERK

**<u>UPCOMING COUNCIL MEETINGS</u>** **December 6, 2016**

All meetings at City Hall, 406 Ivinson Street, unless noted.

---

**December 6, 2016**
**6:00 p.m. – Pre-Council**
**6:30 p.m. – Regular Meeting**

**December 13, 2016**
**6:00 p.m. – Work Session:** Public Comments
**6:00 p.m. – Work Session:** Restaurant and Pool Inspection Program Future
**6:00 p.m. – Work Session:** City Council Updates/Council Comments
**6:00 p.m. – Work Session:** Agenda Review
**6:00 p.m. – Work Session:** Public Comments

**December 20, 2016**
**6:00 p.m. – Pre-Council**
**6:30 p.m. – Regular Meeting**

*December 26, 2016* *City Holiday - Christmas*

*January 2, 2016* *City Holiday – New Year's*

**January 3, 2017**
**6:00 p.m. – Pre-Council**
**6:30 p.m. – Regular Meeting**

**January 7, 2017**
**Council Retreat** *(tentative)*

**January 10, 2017**
**6:00 p.m. – Work Session:** Public Comments
**6:00 p.m. – Work Session:** City Council Updates/Council Comments
**6:00 p.m. – Work Session:** Agenda Review
**6:00 p.m. – Work Session:** Public Comments

**January 11-13, 2017**
**WAM Winter Workshop (Cheyenne, WY)**

**January 17, 2017**
**6:00 p.m. – Pre-Council**
**6:30 p.m. – Regular Meeting**

**January 24, 2017**
**6:00 p.m. – Work Session:** Public Comments
**6:00 p.m. – Work Session:** City Council Updates/Council Comments
**6:00 p.m. – Work Session:** Agenda Review
**6:00 p.m. – Work Session:** Public Comments

**February 7, 2017**
**6:00 p.m. – Pre-Council**
**6:30 p.m. – Regular Meeting**

**<u>UPCOMING COUNCIL MEETINGS</u> December 6, 2016**

All meetings at City Hall, 406 Ivinson Street, unless noted.

---

**February 14, 2017**

| | |
|---|---|
| **6:00 p.m. – Work Session:** | Public Comments |
| **6:00 p.m. – Work Session:** | City Council Updates/Council Comments |
| **6:00 p.m. – Work Session:** | Agenda Review |
| **6:00 p.m. – Work Session:** | Public Comments |

**February 21, 2017**

**6:00 p.m. – Pre-Council**

**6:30 p.m. – Regular Meeting**

**February 28, 2017**

| | |
|---|---|
| **6:00 p.m. – Work Session:** | Public Comments |
| **6:00 p.m. – Work Session:** | City Council Updates/Council Comments |
| **6:00 p.m. – Work Session:** | Agenda Review |
| **6:00 p.m. – Work Session:** | Public Comments |

**FUTURE CITY COUNCIL WORK SESSIONS 12/6/2016**

~~Requested by Council Formal Action:~~
City Curb & Gutter Policy (Paulekas)
Review of Inter-Agency City/County Agreements (Hanson)
Review of funding allocation for Child Care providers (Paulekas)
Open 311 (Summerville)
Turner Tract Plan Update (Summerville)
ACTA (Albany County Transportation Authority)/MPO (Summerville)
Tech Hire Grant Program (Summerville)
West Side Development (Henry)
*Boards & Commissions (Pearce)
3rd Street Mobility Report (Summerville)
Rental Program (Summerville, Weaver)

~~Requested by Staff:~~
Downtown Design Guidelines Revisions (CD)
*Restaurant and Pool Inspection Program Future (Jordan)
Storm Water Program and Funding (Jaap/Jordan)
North-Side Tank Project (Smith)
Wastewater Master Plan (Smith)

* Scheduled, not held.