

**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  
TDD (307) 721-5295

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**PARKS, TREE & RECREATION ADVISORY BOARD AGENDA**

**October 12, 2016**

**6:30PM**

**Recreation Center, 920 Boulder Dr.**

**Consent Agenda:**

1. To approve the minutes from the September 14, 2016 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)

**Motion:** by \_\_\_\_\_, seconded by \_\_\_\_\_, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated within the staff reports. (Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed above. There will be no separate discussion of these items unless a Board Member or citizen so requests, in which case the item will be removed from the consent agenda to the regular agenda.)

**Regular Agenda:**

1. Approval of proposed membership promotions and authorize staff to utilize them to incentivize memberships and patron participation through October 2017. (Guerin, pages 4-6)
2. Approval of the Memorandum of Understanding between City of Laramie and the Laramie Fire Youth Basketball Program for use of the Recreation Center gymnasiums for the 2016 basketball seasons. (Guerin, pages 7-14)
3. Presentation on S.A.C.C. Program (Stoffers, page 15)

**Staff Reports FYI**

1. Monthly Managers Report (pages 16-19) - Facilities Division Staff Report, Parks Division Staff Report, Recreation Division Staff Report, Administration Report

**Advisory Board Open Item**

1. No Open Items

**Upcoming Items:**

1. Laramie Bike Net Update.
2. Land Donation Item

**Other business:** Public Comments

**Next Regular Meeting Date:** Wednesday, November 9, 2016 at 6:30 pm

**CITY OF LARAMIE**  
**PARKS, TREE & RECREATION ADVISORY BOARD**  
**September 14, 2016**  
**Minutes of Meeting**

MEMBERS PRESENT: Amy Williamson, Larry Foianini, Helen Coates, Chris Dixon, Dave Hammond, Dylan Esquivel, Nick Carlson

MEMBERS NOT PRESENT: Stephen Ropp, Marius Favret

COUNCIL LIASON: Paul Weaver

GUESTS: Josh Kaffer, Clinton Robinson, Hannah Robinson, Jentry Bair

CITY STAFF PRESENT: Todd Feezer, Director; Jodi Guerin, Recreation Manager; Scott Stevenson, Facilities Manager; Scott Hunter, Parks Interim Manager; Randy Overstreet, City Arborist; Inez Wildenborg, Administrative Coordinator

The regular meeting was called to order by Foianini at 6:37 pm.

**Consent Agenda:**

1. To approve the minutes from the July 20, 2016 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, [pages 2-3](#))
2. To approve resolution 2016- authorizing co-sponsorship the Friends of Community Recreation 2016 Skateboard Competition to be held on September 24, 2016 at the LaBonte Skate Park. (Feezer, [pages 4-5](#))
3. To approve placement of a memorial boulder and plaque in remembrance of Kim Sullivan at the base of the stairs on the east side of the foot bridge. (Overstreet, [pages 6-10](#))

Motion by Hammond, seconded by Williamson, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated within the staff reports. Motion carried 7-0.

**Regular Agenda:**

1. Introduction of new board member Nick Carlson to fulfill the position vacated by Jacque Stonum, term expires December 2018. (Feezer, [pages 11-18](#))

Director Feezer introduced and welcomed, its newest member, Mr. Nick Carlson.

2. Election of Board Chair and Vice Chair for remainder of 2016. (Feezer, [pages 19](#))

Hammond nominated Larry Foianini as Chair, seconded by Williamson. Motion carried 7-0.

Larry Foianini nominated Marius Favret as Vice-Chair, seconded by Williamson. Motion carried 7-0.

3. Presentation of the concept for the development of a full pipe addition to the LaBonte Skate Park (Kaffer, [pages 20-24](#))

Kaffer gave a presentation on the new design concept for the development of a full pipe addition to the LaBonte Skate Park. Motion by Williamson, seconded by Foianini that staff draft a resolution between the City of Laramie and Friends of Community Recreation sub-committee: Friends of Skate Park. Motion carried 7-0.

4. Discussion regarding Original Ordinance No. 1949 amending Title 15 of Laramie Municipal Code for the purpose of amending the Landscaping Requirements. (Bloom, [pages 25-54](#))

The Parks, Tree, and Recreation Advisory Board directed staff to receive, review, and compile questions and comments pertaining to Original Ordinance No. 1949 amending Title 15 of Laramie Municipal Code for the purpose of amending the Landscaping Requirements and forward onto City Council for consideration.

5. Consideration of Memorandum of Understanding between Albany County School District Number One and City of Laramie outlining the use, care and expenses related to community use of the “original” Deti Stadium. (Feezer, [pages 55-58](#))

Motion by Hammond, seconded by Coates, that the Parks, Tree & Recreation Board approve the Memorandum of Understanding between Albany County School District Number One and the City of Laramie outlining use, care and expenses related to community use of the “original” Deti Stadium and surrounding areas and forward it to City Council for consideration. Motion carried 7-0.

6. To discuss an Administrative Policy and Procedure for Naming/Renaming City of Laramie, Parks & Recreation Department Parks and/or Facilities and forward to City Council for acknowledgement. (Feezer, [pages 59-62](#))

There was a continued discussion related to an administrative policy and procedure for naming City of Laramie, Parks & Recreation Department Parks and Facilities. This was the third reading and discussion of this proposed policy.

Motion by Hammond, Seconded by Williamson, that the Parks, Tree & Recreation Advisory Board approve the Administrative Policy and Procedure for naming City of Laramie, Parks & Recreation Department Parks and Facilities, and forward to City Council for acknowledgement of the adopted policy. Motion carried 6-1.

**Staff Reports FYI:**

1. Monthly Managers Report ([pages 63-72](#)) –

Guerin presented Recreation Division Staff Report  
Stevenson presented Facilities Division Staff Report  
Hunter presented Parks Division Staff Report  
Feezer presented Administration Report

**Upcoming Items:**

No upcoming items.

**Other Business:**

No other business at this time.

**Advisory Board Open Items:**

No open items.

\*Next Regular Meeting Date: Wednesday, October 12, 2016 at 6:30pm

**Public Comments:**

None

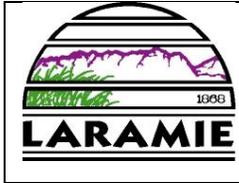
Meeting adjourned at 8.12pm.

Respectfully Submitted,



Inez Wildenborg  
Administrative Coordinator  
City of Laramie, Parks and Recreation

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING October 12, 2016**



**Agenda Item:** Recreation

Policy Direction

**Title:** Membership Promotions for 2016/2017

**Recommended Board MOTION:**

I move that the Parks, Tree and Recreation Advisory Board approve the membership promotions and authorize staff to utilize them to incentivize member memberships and patron participation through October 2017.

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**Administrative or Policy Goal:**

The Board will review annually and provide recommendations on fees and policies for the Recreation Center.

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**Background:**

Each year the board considers promotional incentives to provide value and create interest in the recreation facilities. In 2015, the Advisory Board approved promotions for Community Free Days at the Ice & Event and Recreation Centers as well as a Veteran's Day promotion, some raffles and fitness class incentives. The most successful activities have centered around memberships and Gift Cards to date, and we are looking for methods to encourage our three primary goals; increasing memberships, increasing fitness participation and increasing facility rentals. These promotions are geared towards these goals.

For the 2016/17 fiscal year, we would request that the following promotions be authorized to incentivize memberships.

**Holiday Fitness Renewal Promotion (Nov, Dec 2016):**

As the end of the year nears the new Fitness Multi-Pass is being unveiled and will provide an additional method for members to check in for fitness classes. We would like to combine a Holiday Membership Drive with the fitness section by offering a Fitness Multi-Pass to new or renewing members. This punch pass provides one \$30 multi-pass to the member for ten fitness classes. This would be a pass available for assignment to another member should the receiving member desire to make that assignment. The promotion would be available for the months of November and December for one month, six month and twelve month adult memberships.

**Veteran's Day Promotion (Nov 2016):**

In honor of the service men and women of our country, staff recommend that on Veteran's Day any individual who has some ID or other method of proof of service to any branch of the armed service would be admitted to the Recreation and Ice and Event Center at no admission charge for the day. Families and other individuals would still pay regular price and other purchases are at regular cost to participants.

**President's Day Promotion (Feb 2016)**

This promotion is just to interject a little whimsy into our line-up of promotions and perhaps incentivize a few folks to put on some fun for a day. Come dressed as a President and get into the Recreation Center for FREE! Costume must be evident.

**Birthday Fitness Promotion (All Year):**

In an additional effort to provide members with an opportunity to try fitness classes we would like to authorize a Birthday Fitness Promotion. In honor of any adult member's birthday, a free fitness voucher will be mailed to them along with a flyer detailing the fitness schedule and various methods of participating in fitness classes. This pass will be made available without a specified name to encourage the member to try a fitness class or bring a friend.

**2 for 1 Meeting Room Rentals (Mar, Apr 2017):**

To promote our gyms and meeting room rentals, we would like to offer two hours of rental for the price of one for the months of March and April 2017. Any rental scheduled for those months, would be available at the two for one rate, member and non-member rates still apply.

**Summer Gift Card Promotion (June 2017):**

To encourage people to plan for their summer recreation activities and perhaps plan for visitors, we would like to offer all gift cards sold during the month of June 2017 at a 10% discount over the face value. Similar to the discounts offered in the past, this would provide for a small discount for individuals wishing to use the gift card to pay for day passes or other activities. It also provides a promotion leading into our slower summer months to encourage continued participation.

**“Free” Day” at the Ice & Event Center (Sept 2017):**

Historically, a “Free Day” was offered at both the Recreation Center and Ice & Event Center, timed roughly to celebrate our opening day at the Recreation Center. In 2015, the Recreation Center Free Day attendance was very small and it was not scheduled for 2016 at the Recreation Center while we identified new ways to promote our services.

We did offer Free Day at the Ice & Event Center in 2016 as a day to kick off the ice season. Staff provided a sampler of all the activities available during the season and had information available about skating lessons while they could try it out. A total of 80 individuals visited the I&E on that day that had not been previous visitors, and during our afternoon public skate approximately 100 people were on the ice. We would like to continue this effort to promote programming and kick off the ice season in 2017.

**Bring a Friend Day (Oct 2017):**

To encourage people to bring a friend to the Recreation Center, we would like to offer a Bring a Friend Day. This would offer any member or day-pass purchaser the ability to bring a friend (or family member) at no additional charge on a specified day in October. Currently we anticipate that a Saturday sometime in the middle of the month would be a likely possibility. This tends to be a time of year where visitation slows down because of nice weather and we would like to provide an alternative to the traditional “Free Day” that we are no longer offering.

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**BUDGET/FISCAL INFORMATION:****REVENUE**

Source	Amount	Type
Fees/Charges for Service	\$2,500.00	Total anticipated gift cards sold
Skate rentals	\$192.50	77 skate rentals at \$2.50 each
Facility Rentals	\$700.00	Facility Rentals at \$35/hour (10/month, 2 hr ea)
Memberships	\$3,746.00	10% increase of memberships
Admission Fees	\$225.00	50 individuals accompanying Veterans at \$4.50 each
Total	\$7,138.50	

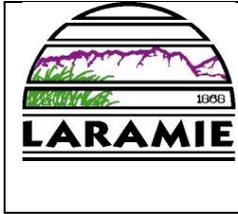
**EXPENSE**

Proposed Project Cost.

Project	Amount	Funds
Gift Card Discount	\$ 250.00	10% of total gift cards sold
Total Admissions	\$ 1,575.00	Recreation Center Admissions, Ave \$5.25/ea for 300
Fitness Multi Passes	\$ 4,020.00	134 fitness passes at \$30 ea
Facility Rentals	\$ 700.00	Cost of approximately 20 hours of rentals
Fitness Passes	\$ 3,375.00	Approximately 1,125 fitness vouchers
Admissions	\$ 600.00	100 Veteran's at \$6 ea
City's Amount	\$ 10,520.00	

**Responsible Staff:**Jodi Guerin, Recreation Manager, 721-5259, [jguerin@cityoflaramie.org](mailto:jguerin@cityoflaramie.org)

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING October 12, 2016**



**Agenda Item:** Recreation

Memorandum of Understanding

**Title:** Memorandum of Understanding between the Laramie Fire Youth Basketball Program and the City of Laramie for the 2016 season.

**Recommended Board MOTION:**

I move that the Parks, Tree and Recreation Advisory Board approve the Memorandum of Understanding between the City of Laramie and the Laramie Fire Youth Basketball Program for use of the Recreation Center gymnasiums for the 2016 basketball seasons.

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**Administrative or Policy Goal:**

The Parks, Tree, and Recreation Advisory Board will review and provide recommendations on fees and policies

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**Background:**

In November of 2013 the Parks, Tree and Advisory Board considered a request from the Laramie Shock & Rage Youth Basketball program (now Laramie Fire Youth Basketball) for rental of basketball courts at the Laramie Community Recreation Center. They requested a fee reduction of 50% for their program based on their youth oriented nonprofit status and the board agreed.

The Board directed staff to meet with the organizers of the program to bring forward an MOU if the request was made for the future. In July of 2014, the Advisory Board authorized an MOU with Shock and Rage specifying a 25% discount for facility rentals for their basketball program.

In 2015 the agreement was renewed and the organizers of the renamed Laramie Fire Youth Basketball program have requested the same agreement for 2016.

Typically the board has considered fee reductions of 50% for activities that are completely free to the public, generate economic development or are short-term activities. Fees for organizations with longer term use such as the Laramie Swim Club or Hockey groups are reduced between 10-25% by agreement.

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**Legal/Statutory Authority:** N/A

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**BUDGET/FISCAL INFORMATION:****REVENUE**

Source	Amount	Type
Fees/Charges for Service	\$2,610.00	75% of gym rental cost for 116 hours
Grant		
Loan		
Other		
Total	\$2,610.00	

**EXPENSE**

Proposed Project Cost.

Project	Amount	Funds
Overhead	\$1,856.00	Overhead cost of gym
Staff	\$290.00	cost of facilities staff
Total Amount	\$2,146.00	

**Responsible Staff:**Jodi Guerin, Recreation Manager, 721-5259, [jguerin@cityoflaramie.org](mailto:jguerin@cityoflaramie.org)**Attachments:**

MOU

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF LARAMIE, WYOMING  
AND  
THE LARAMIE FIRE BASKETBALL PROGRAM**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “Agreement”) is made and entered into this 9th day of September by and between the City of Laramie, Wyoming, a municipal corporation (hereinafter referred to as “City”) whose address is 406 Ivinson St., Laramie, Wyoming 82070 and The Laramie Fire Basketball Program (hereinafter referred to as “Fire”) whose address is 1514 Arnold St., Laramie, Wyoming 82070 (hereinafter collectively referred to as “Parties”).

2. **Purpose.** The purpose of this Memorandum is to define the financial process for fees and the responsibilities of parties associated with the reservation, fees and facility use at the Laramie Community Recreation Center during the Fire season from Oct, 2016 through Dec. 31, 2016.

3. **Term of Agreement and Required Approvals.** This Agreement is effective when all parties have executed it and all required approvals have been granted. The term of the Agreement is from the date of execution through Dec. 31, 2016 unless otherwise terminated or extended as outlined herein.

4. **Consideration.** Fire shall make a single payment to the City at the conclusion of the 2016 basketball season at a rate of 75% of the regular rental rate listed on the Master Fee Schedule for basketball courts at the Laramie Community Recreation Center contingent upon fulfilling the terms of this Agreement.

5. **Responsibilities of City.** City is responsible for the following:

- A. Reserve the courts according to the negotiated schedule during the season.
- B. Provide tables, chairs and scoreboards for scorekeepers and officials.
- C. Lower the baskets to the appropriate height for each age group.
- D. The City retains the right to schedule practices and games to accommodate other programming as appropriate.

6. **Responsibilities of Fire.** Fire is responsible for the following:

- A. Provide the City with final schedules in writing, for all requested practice and game times by Oct. 15, 2016.
- B. Provide notification of any cancellations at least 24 hours in advance of scheduled use.

- C. Remit payment to the City of Laramie for facility use fees associated with Fire within 30 days upon receiving an invoice.
- D. Provide proof of current general Liability Insurance naming the City as Additional Insured or Certificate Holder.

7. **Special Provisions.**

A. **Termination.** Either party to this agreement may terminate such by giving notice of not less than thirty (30) days in writing of official action that has been taken by the governing body of the party which terminates the Memorandum of Understanding.

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

C. **Monitor Activities.** City shall have the right to monitor all activities related to this Contract, including activities of the Contractor and all subcontractors. This shall include, but not be limited to, the right to make site inspections at any time, and to observe all Contractor personnel in every phase of performance of work related to this Contract.

D. **Confidentiality.** Nothing in the Agreement shall be deemed to require the parties to release any information that is considered confidential by law.

E. **Nondiscrimination.** Contractor shall comply with Presidential Executive Order 11246 entitled, "Equal Employment Opportunity," as amended by Presidential Executive Order 11375, and as supplemented in the Department of Labor Regulations (41 CFR Part 60), the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 et seq.), and the Americans With Disabilities Act (hereinafter referred to as "ADA"), 42 U.S.C. 12101, et seq. Contractor shall assure that no person is discriminated against based on the grounds of sex, race, religion, national origin or disability in connection with the performance of this Contract. Contractor shall include the provisions of this section in every subcontract awarded so that such provisions are binding on each subcontractor.

F. **Liaison and Notice** City's and Fire's Designated Representatives.

(i) City's designated representative is Kason Walton, Recreation Center Supervisor, P.O. Box C Laramie, WY 82073: telephone number: (307) 721-5261 and facsimile: (307) 721-5284.

(ii) Fire's designated representative is Nick Darling, Fire, 1514 Arnold St., Laramie, Wyoming 82070: telephone number: (925) 285-7447: email: nicholasjdarling@gmail.com.

(iii) All notices and invoices required in this Agreement 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 postmark. Notices and invoices mailed through another carrier (e.g., UPS or FedEx) are effective upon receipt.

**G. Entirety of Contract.** This Contract, consisting of six (6) pages and represents the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

**G. Ethics.** Fire 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 Fire's activities.

**H. Force Majeure.** 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, 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 availability of the City's facilities 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.

**I. Indemnification.** Fire shall indemnify, defend and hold harmless the City, and their officers, agents, employees, successors and assignees from any and all claims, lawsuits, losses and liability arising out of Fire's failure to perform any of Fire's duties and obligations under this contract or in connection with the negligent performance of Fire's duties or obligations, including but not limited to any claims, lawsuits, losses or liability arising out of Fire's performance under this Contract.

**J. Debts and Liabilities.** Fire shall assume sole responsibility for any debts or liabilities that may be incurred by Fire 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 Fire or its agents and/or employees to act as an agent or representative for or on behalf of the City, or to incur any obligation of any kind on the behalf of the City. Fire agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to City employees will inure to the benefit of Fire or the Fire's agents and/or employees as a result of this Contract.

**K. Insurance.** Fire shall maintain the following insurance:

**(i). Workers' Compensation and Employers Liability Insurance:** Fire shall provide City proof of workers' compensation coverage for all of it's employees who are to work on the project described in this Contract. Fire's coverage shall be under the Wyoming Workers' Safety and Compensation program, if statutorily required, or such workers' compensation insurance, as appropriate. Fire's insurance shall include Employer's Liability "Stop Gap" coverage, in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per employee for each accident or disease.

(ii). **Commercial General Liability Insurance.** The Fire shall provide 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, 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.

(iii). **Coverage.** All policies required under this Contract shall be in effect for the duration of this Contract and projects. The Fire agrees to provide the City with notice of cancellation, revocation, amendment, or lapse of insurance.

(iv). **Additional Insured.** All insurance policies required by this Contract, except workers' compensation, shall name City as an additional insured. Fire shall provide, upon request a copy of an endorsement providing this coverage.

L. **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. § 1-39-101 (2011), et seq., and all other state law.

M. **Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed under the terms of this Contract, until this Contract has been reduced to writing, approved by the City.

N. **Termination of Contract.**

(i). City reserves and has the right and privilege of canceling, suspending, or abandoning the execution of all or any services in connection with this Contract at any time upon one (1) month written notice to Fire. Fire may terminate this Contract upon written notice to City should City substantially fail to perform in accordance with Paragraph 6 of this Contract.

(ii). In the event of termination, Fire shall pay to City, as full payment for all services performed and all expenses incurred under this Contract, which shall have become payable because of the progress in the services. In ascertaining the services actually rendered hereunder up to the date of termination of this Contract, consideration shall be given to both completed services and services in progress.

O. **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 this 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.

**P. Extension.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract shall be requested by Fire and following approval by City shall be effective only after it is reduced to writing and executed by all parties to the Contract. Any agreement to extend this Contract shall include, but not necessarily be limited to: an unambiguous identification of the Contract being extended; the term of the extension; the amount of any payment to be made during the extension, or a statement that no payment will be made during the extension; a statement that all terms and conditions of the original Contract shall, unless explicitly delineated in the exception, remain as they were in the original Contract; and, if the duties of either party will be different during the extension than they were under the original Contract, a detailed description of those duties.

**Q. Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of this Contract shall continue in full force and effect and either party may attempt to renegotiate the terms affected by the severance.

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

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

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

**U. Energy Efficiency.** The City of Laramie seeks to integrate energy efficiency practices into all aspects of day-to-day operations, from capital construction specifications to staff behaviors, to ensure economic and environmental sustainability. The City encourages that user groups, 1) enhance the efficiency of projects and ongoing operations that are performed in conjunction with the City and/or 2) consider all energy types, including traditional and renewable sources.

**V. Wyoming Preference Act.** In accordance with State Statutes and as applicable, 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.

IN WITNESS WHEREOF, the Laramie City Council has caused this Memorandum of Understanding to be signed and executed in its behalf by the City Manager and Fire have signed and executed this Agreement, the day and year first written above.

**CITY OF LARAMIE, WYOMING:**

By: \_\_\_\_\_  
Janine Jordan, City Manager

Attest: \_\_\_\_\_

**LARAMIE FIRE BASKETBALL:**

By: \_\_\_\_\_  
Nick Darling, Laramie Fire

Attest: \_\_\_\_\_



**Agenda Item:** Parks

Presentation

**Title:** Presentation on S.A.C.C. Program

**Recommended Board MOTION:**

Presentation

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**Administrative or Policy Goal:**

Further educate board members about the department through staff presentations, amenity tours, sub-committees, and early participation in projects so that we can be ambassadors in the community. Promote opportunities to educate the public about parks, recreation, and trees..

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**Background:**

PowerPoint Presentation.

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**Legal/Statutory Authority:**

N/A

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**BUDGET/FISCAL INFORMATION:**

**REVENUE**

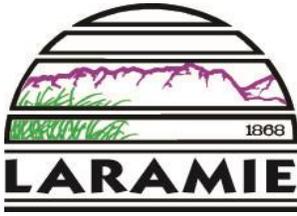
**EXPENSE**

**Responsible Staff:**

Choose an item.

Cindy Stoffers, Recreation Program Coordinator SACC

Attachments: PowerPoint Presentation/Hand Outs to be provided at meeting.



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**To:** City Manager; City Council Members, Parks, Tree & Recreation Advisory Board  
**Fr:** Todd Feezer, Parks & Recreation  
**Date:** October 3, 2016  
**Re:** September/October 2016 Monthly Manager's Report

***Parks & Recreation Administration:***

- Imperial Heights Park has been completed and is open for public use. Staff will be installing the memorial benches donated by John Spiegelberg Family and Friends. Plans continue for the development of the 5-12 playground, basketball court and rural trail.
- The Employee Art Show termed the "Grand Hall Art Exhibit" has been released. Employee artwork will be on display in November at the Laramie Community Recreation Center.
- Pumpkin Dunkin' will be held on October 22, 2016 beginning at 5:00pm.
- The 1<sup>st</sup> Street Parking Lot team continues to make headway. Thanks to the Street Division for repairing potholes located in the parking lot. The team is working on beautification, striping plans, lighting repairs and developing an MOU to further clarify future maintenance of the parking lot.
- The 1<sup>st</sup> Public Meeting related to the West Laramie/Snowy Range Road Bicycle & Pedestrian Feasibility Study was held at Linford School on September 21, 2016. It was very well attended and a rousing community discussion was held. Follow up stakeholder meetings have been held with residents and business owners along the corridor.

***Parks & Cemetery – Cemetery Report***

- Cemetery roads have been graded, road base will be added to low spots along the Willett entry to keep the mud holes from getting too bad over the winter months.
- Fertilization will begin the week of October 3, 2016. Winterization will begin after the fertilizer has been completed.
- Staff finished the replacement of 8 in ground flag holders for the Avenue of Flags.
- The Cemetery Crew Leader hired 2 part time provisional workers to help with fall mowing and trimming.
- Fall leaf cleanup will commence as the trees lose their leaves.
- Winter equipment will be inspected and readied for cold weather.

***Parks & Cemetery – Parks Report***

- The Donna Emery bench and pad located in Washington Park has been completed, the memorial plaque will be added when it arrives.
- The Elly Kozlowski memorial stone was set along the South loop of the greenbelt trail with the help of the Street Department and OMI staff. This is a 6 ton moss rock stone supplied by the family.
- Staff has set 3 picnic tables and 2 new garbage cans at the new Imperial Heights park location.
- The Depot Train Art Project has been taken down by the artist and lighting brought back to normal conditions. The pollinator garden is intended to stay in place.
- Fertilization of all parks has been completed. Winterization of Parks irrigation systems has begun, restrooms are set to be winterized during the week of October 3rd.
- Playground equipment has been inspected for the month of September and wear parts will be ordered for replacement in all locations. This includes chain, bolts, entry pads, wear pads and some climbing ropes/chains. These items will be installed in the fall months around cold weather.
- Athletics crew have begun prepping fields for the UW intermural sports, the softball season lasts 3 weeks and they play 7 days a week. Staff will cover weekends as needed. Fall soccer will be in all park locations.

- The gutters on the metal roof at Labonte 1 have been identified as a hazard and will be removed. Discussion will take place on whether or not they will be replaced.

#### ***Mosquito & Urban Forestry – Forestry Report***

- The remaining Lead plant and decorative grasses have been installed completing the Boulder Drive median project in front of the new Laramie High School. The placement of large boulders to highlight the memorial plaques is on hold pending donor approval.
- Through September a major focus has been the pruning of Downtown Street trees. These plantings have done very well in most locations. The trees now needed to be pruned for structure and clearance, especially for City street sweeping operations.
- Replaced memorial tree at Optimist Park, reviewed plans for the new Game and Fish building, reviewed proposed amendments to the UDC landscaping code and provided comments to planning, worked with multiple citizens on the evaluation of trees and utilizing the Shawver Tree Fund, planted Shawver Tree Fund memorial tree at the Laramie Regional Airport, hand dug and re-planted tree at City Springs to allow for sidewalk install.

#### ***Mosquito & Urban Forestry – IPM Report***

- Completed noxious weed applications to control thistle at Spring Creek channel.
- Winterized spray rig and pre-emergent/bare ground tank. Continuing with annual preventive maintenance program.
- Rodent control to prevent damage to tree plantings is ongoing especially in the entrance beautification areas and the Greenhill Cemetery Community Gardens.
- Bare ground treatment and hand pulling at Grand Avenue median to control invasive species and broadleaf weeds prior to start of UW Fall session.
- Spot treatment for broadleaf weeds and bare ground in hot spots.
- Fall projects include: pre-emergent herbicide applications and anti-desiccant wax applications to new plantings located in wind prone areas.

#### ***Mosquito & Urban Forestry – Mosquito Report***

- Adult surveillance operations continue trapping mosquitoes at 25 sites, and processing samples from 9 rural sites for partner programs at the Town of Rock River, the Big Laramie Mosquito Control District and the Little Laramie Mosquito Control District.
- 76 pools of *Culex tarsalis* female mosquitoes have been tested with RAMP for West Nile virus. One pool was reported positive for WNV on July 21, a second pool was positive on September 15. Three American Crows have tested positive in August. A total of six non-human samples have been positive for WNV in Albany County including a bird tested by Wyoming State Vet Lab. On August 28 the Wyoming Dept. of Health reported a human neuro-invasive infection in Albany County. Weekly evaluations of *Culex tarsalis* and collected dead birds will be concluded on September 30th.
- All fogging to control adult mosquitoes has been completed for the season as trap counts have plummeted since mid –September. Targeted treatments to control vector mosquito larvae was completed on September 23rd as larvae become scarce.
- Winterization of Foggers and transport trailers has been completed. ATVs have been set up for fall and winter activities (i.e. snow plowing).
- Mosquito and IPM crews abated a transient camp site on City property off Banner Road with assistance of Laramie Police and Fire Departments.
- October plans include: preparation of the remaining shared equipment for snow removal and winterization and annual maintenance of remaining mosquito control equipment.
- The Wyoming Mosquito Management Association Annual Conference was held September 27 and 28 in Thermopolis.
- During the course of the 2016 mosquito season we have begun the transition to a more environmentally friendly operation featuring reduced risk adult control products and increased the use of bacterial larval control products. Budget restrictions early in the season did not allow for the use of expanded aerial larval control operations as the new funding had only just begun to be collected. Aerial larval control applications were slightly more than the average of the last 3 years totaling 3,925 acres. These applications are slated to be increased to encompass up to 10,000 acres in the spring 2017 season. The aerial application of Dibrom for control of adult mosquitoes was scheduled earlier in the season to catch the peak of nuisance floodwater mosquitoes. This change had a dramatic

impact on lowering overall mosquito numbers. This application had previously been tied to our Emergency insect management grant and was used to control vector populations later in the season. Ground larval control operations were expanded to run later into the season, and to more regularly inspect and treat the habitats favored by our vector mosquito species. Vector numbers were down significantly this year compared to the past two years. Ground based adult control fogging operations used the permethrin based products that have been our staple in residential areas for the past 20 years through the early and mid-summer months. As the supply of these products was expended we converted to use of our new product, Zenivex. Zenivex was used in all residential and rural fogging operations after mid-August. Results of the usage showed control to be equal to the Permethrin products over the short trial period of about 2 weeks. Future examination of results during peak mosquito season will be required to draw further conclusions. The manufacturer of the Zenivex product has supplied us with a special closed loop pumping system to transfer their product from the bulk drums to our fogger tanks. This tool will make the transfer safer, easier and provide a more exact measurement of the product.

#### ***Facilities Management Division:***

- After further investigation of the cause of the cracks in the City Hall Annex building walls, staff has determined that the cause is most likely from the normal settling of a wooden beam, and that lifting and stabilizing the footer under the support column, is not only unnecessary, but risks further damage to the building. The wall where the damage has occurred will be repaired and an expansion joint will be installed to prevent any further damage.
- Requests for Qualifications for the Laramie City Hall Annex Roof and Cornice Design Services were advertised in September with proposals due on October 14th. The staff hopes to select a design firm in October and have a professional services agreement for Council consideration in November.
- Requests for Qualifications for the Facilities Equipment Preventive Maintenance and Service will be advertised in October with proposals due on November 4th. The facilities staff anticipates having a professional services agreement for Council consideration in January.
- Requests for Qualifications for Fire Suppression System Maintenance and Service, and Fire Alarm System Maintenance and Service will be advertised in November.
- The facilities staff began the process of winterizing the Recreation Center outdoor pool in September, and it is scheduled to be fully winterized in early October. The Washington Park Wading Pool, and the Splash Pad at Undine Park were fully winterized in September.
- Winterization of the Recreation Campus irrigation systems is scheduled to begin on October 1st and be completed by October 15th.

#### ***Recreation Division:***

- Our new Aquatics Coordinator, Katherine Ratigan joined our team in late September. She will take over programming and coordinating aquatics activities and will be participating in a variety of training workshops.
- Multi-passes are now available for purchase on-line! This effort has taken a great deal of preparation work in order to bring it to fruition, but this is the start of a major shift to making all activities and memberships available for on-line registration.
- During the months of November and December the division will be embarking on a membership drive to incentivize people to sign up for new memberships or renew their existing one. Details will be available the last two weeks of October.
- A new computer was installed at the front desk as part of the efforts to streamline the customer service area. New signage is in development and paperwork is now available for customers to help themselves in the lobby of the Recreation Center as well as on-line.
- Opening Day at the Ice and Event Center kicked off in a big way! Free day was held on September 17th and highlighted all of the various activities held during the winter ice season. Over 80 individuals attended on that day who had not previously been to the Ice & Event Center with an overall total attendance in excess of 400 people.
- Concessions at the Ice & Event Center have been improved and expanded to include more hot food items such as “Frito Pie, Poutine and Pizza”. On opening day this year, a total of almost \$300 in revenue was attributable to concessions alone. This compares with only \$89 last year on opening day.
- SACC had its first full day of care on September 26th, with another full day of care on Oct. 20th and a half day on Oct. 19th for teacher’s professional development. Also, the school district has a day of vacation on October 21st, so no SACC will be held. Instead, staff will be conducting their own training and staff development.

- Swim lessons will be on-going in October on Mondays and Wednesdays from 5-6pm. Additionally, we have lessons scheduled for Saturdays in October and on Mondays and Wednesdays in November.
- Registration is currently underway for Adult Volleyball and Adult Basketball, both of which have a discount for early registration and are available through on-line registration. Registration for our youth volleyball program is ongoing and begins on October 3, 2016. The Junior Cowboys Basketball program is also open for registration with practices beginning January 9, 2017.
- The 27th Annual Youth Basketball tournament has been scheduled for March 31-April 2, 2017.
- Batting cages have been delivered for Cowboy Field and should be installed by the end of the season. These are thanks to the generosity of the Albany County Recreation Board and will make a very nice improvement to the fields.