

**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  
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Facilities Mgmt Division: (307) 721-3585  
TDD (307) 721-5295

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

**MEETING DATE: February 10, 2016 TIME: 6:30 PM**  
**LOCATION: Recreation Center large conference room – 920 Boulder Drive**

**Consent Agenda:**

1. To approve the minutes from the January 13, 2016 regular meeting of the Parks, Tree and Recreation Advisory Board, and the January 20, 2016 Special Meeting. (Harrison, pages 3-9)
2. To acknowledge receipt of the January 2016 Recreation Center membership reports. (color inserts, pages 102-108)
3. To approve the Adopt A Trail Along Greenbelt Park Agreement between the City and HabiTech or general cleanup of one-quarter mile section along the Laramie River Greenbelt Park. (Schott, pages 10-13)
4. To approve the Adopt A Trail Along Greenbelt Park Agreement between the City and Handel Information Technologies for general cleanup of one-quarter mile section along the Laramie River Greenbelt Park. (Schott, pages 14-17)
5. To acknowledge receipt of the Resolution approved by the City Council concerning the feasibility study for a Youth Sports Complex in Laramie. (Harrison, pages 18-20)
6. To approve the request for a fee reduction for the After Prom party at the Recreation Center form the Coalition to Prevent Substance Abuse. (Guerin, pages 21-22)
7. To approve the Memorandum of Understanding between the City and Laramie Legion Baseball Club, Inc. for use of Cowboy Field for the 2016 baseball season. (Guerin, pages 23-30)
8. To acknowledge receipt of the revenue/expense reports for the 2015 fall recreation program season. (Guerin, pages 31-39)

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. Introduction of appointed Board members and new Board member. (Harrison, pages 40-46)
2. Election of Board Chair and Vice-Chair for 2016. (Harrison, page 47)
3. Wyoming Open Meetings Act and Public Records Act training and orientation. (Paula Wilson Cazier)
4. Consideration of Parks, Tree and Recreation Advisory Board Goals for 2016. (Harrison, page 48)
5. Consideration of Resolution AB2016-03 to approve and recommend approval of the draft Parks and Recreation Master Plan. (Harrison, pages 49-54)
6. Consideration of Resolution AB2016-04 to recommend the use of the Recreation Center gymnasium at no cost for Albany County for the 2016 primary and general elections. (Stevenson, pages 55-58)
7. Consideration of Resolution AB2016-05 to permit the placement of American Kestrel nesting boxes in undeveloped LaPrele Park and the southern loop of the Laramie River Greenbelt Trail. (Feezer, pages 59-71)
8. Status report on the 2015 Public Right-of-Way Tree Assessment, from the 2007-08 Tree Assessment prepared by the Wyoming Division of State Forestry. (Overstreet, pages 72-87)

**Staff Reports FY1**

Parks Division staff report (pages 88-91)  
Recreation Division staff report (pages 92-100)  
Facilities Division staff report (page 101)

**Other business:** Public Comments

"A Place for All"

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

**"A Place for All"**

**CITY OF LARAMIE COUNCIL REGULAR MEETING**      **February 2, 2016**



**Agenda Item: Minutes**

**Title: Minutes of the January 13, 2016 Parks, Tree and Recreation Advisory Board Meeting**

**Recommended Council MOTION:**

I move that Council acknowledge receipt of the Minutes from the January 9, 2016 meeting of the Parks, Tree and Recreation Advisory Board and that the following recommendations be approved as indicated:

- 1) To acknowledge receipt of the December 2015 Recreation Center membership reports.
- 2) To approve the Adopt A Trail along Greenbelt Park agreement between the City and Berry Biodiversity Conservation Center for general cleanup of a one-quarter mile section along the Laramie River Greenbelt Park.
- 3) To approve the Adopt A Trail along Greenbelt Park agreement between the City and Trihydro Corporation for general cleanup of a one-quarter mile section along the Laramie River Greenbelt Park

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**Administrative or Policy Goal:**

City Council Goal: Multi-Modal Public Access – Preserve park land, open space, and public trails for future generations

Comprehensive Plan: Chapter 4 Parks & Recreation

Department Objective: 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.

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**Background:**

Minutes from the January 13, 2016 Parks, Tree and Recreation Advisory Board meeting.

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**Legal/Statutory Authority:**

N/A

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**BUDGET/FISCAL INFORMATION:**

N/A

**Responsible Staff:**

Paul Harrison, Parks and Recreation Director at 721-5260.

**Attachments:**

Minutes from the January 13, 2016 Parks, Tree and Recreation Advisory Board meeting.

\_\_\_\_\_ City Manager      \_\_\_\_\_ City Attorney     *PH*     Parks & Recreation

**CITY OF LARAMIE  
PARKS, TREE & RECREATION ADVISORY BOARD  
January 13, 2016  
Minutes of Meeting**

**MEMBERS PRESENT:** Marius Favret, Dave Hammond, Jacque Stonum, Steve Ropp, Larry Foianini, Amy Williamson

**MEMBERS NOT PRESENT:** Jamie Le Jambre, Chris Dixon

**COUNCIL LIASON:** Paul Weaver

**City Youth Council:** Rachel Huang and Caitlin Huang (not present)

**GUESTS:** Terri & Brad Jones, Helen Coates, Jon & Ginnie Madsen, Sylvia Bagdones, Jamie Egolf, Kristi Palmer, Blaise Grant

**CITY STAFF PRESENT:** Paul Harrison, Parks & Recreation Director; Todd Feezer, Assistant Parks & Recreation Director, Jodi Guerin, Recreation Manager; Scott Stevenson, Facilities Manager; David Schott, Parks Manager; Keith Wardlaw, Mosquito Supervisor; Inez Wildenborg, Administrative Coordinator

The regular meeting was called to order by Madam Chair Stonum at 6:30 pm.

**Consent Agenda:**

1. To approve the minutes from the December 9, 2015 regular meeting of the Parks, Tree and Recreation Advisory Board. (Harrison, pages 2-4)
2. To acknowledge receipt of the December 2015 Recreation Center membership reports. (color inserts, pages 70-75)
3. To approve the Adopt A Trail Along Greenbelt Park Agreement between the City and Berry Biodiversity Conservation Center for general cleanup of one-quarter mile section along the Laramie River Greenbelt Park. (Schott, pages 5-8)
4. To approve the Adopt A Trail Along Greenbelt Park Agreement between the City and Trihydro Corporation for general cleanup of one-quarter mile section along the Laramie River Greenbelt Park. (Schott, pages 9-13)

Motion by Williamson, second by Hammond, that the Consent Agenda be approved as indicated within the staff reports. Motion carried 6-0

**Regular Agenda:**

1. **Presentation of the 2015 Mosquito Control annual report. (Schott, pages 14-37)**

David Schott, Parks Manager, introduced Keith Wardlaw, Mosquito Supervisor, who gave a presentation on the Mosquito Control Annual Report for 2015.

Wardlaw gave a brief background on The Laramie Valley and the effect the rivers flow impact the mosquito season. Wardlaw stated that the rivers unimpeded flow from the Snowy Range covers a vast floodplain and without any upstream storage systems, creates high populations of floodwater mosquitoes.

Wardlaw also offered information on funding, integrated pest management, larval surveillance and control, adult mosquito surveillance, areas of operation, and West Nile virus.

2. **Consideration of Resolution AB2016-01 to approve and recommend the Mosquito Control Program Revisions for 2016 along with the associated fee increase. (Schott, pages 38-49)**

Schott gave a brief background detailing the history of Resolution AB2016-01 in support of a revised mosquito control program to retain efficacy and increase environmental friendliness. At the September 9, 2015 Parks, Tree and Recreation Advisory Board meeting, staff was directed to prepare multiple options for the Mosquito Control Program and potential outcomes. To this end, staff prepared eight (8) general

options for consideration by the Parks, Tree and Recreation Advisory Board with public input on October 14, 2015. The intent was to gather feedback from the public and the Parks, Tree and Recreation Advisory Board on these options and narrow the field of eight (8) options to three (3) for staff to prepare estimate specifics on costs, efficacy and details on what the program would look like with each option for consideration by City Council at this work session.

On November 10, 2015 Laramie City Council held a work session to evaluate three potential options that were selected from a group of eight options developed for the Parks, Tree, and Recreation Advisory Board. These three options had been recommended by the Advisory Board as potential alternatives to the current program. Council members debated the presented options and directed Mosquito Control staff to develop a program that is more environmentally friendly than our current program without sacrificing our current efficacy on treated acres. Staff has prepared the following revised mosquito control options.

Schott and Wardlaw expounded on the details of the alternative program.

The floor was opened for public comments.

Jamie Egolf inquired about what "safe levels" are and how the city uses pesticides within the current treatment of mosquitoes. Wardlaw responded that the city strictly follows the EPA's requirements and is well under the usage dosage for any treatment of mosquitoes.

Sylvia Bagdones commended staff for looking into less hazardous treatments for the Mosquito Control Program.

With the consideration of public comment, motion by Williamson, second by Foianini, that the Parks, Tree and Recreation Advisory Board approve Resolution 2016-AB-01 in support of a revised Mosquito Control Program to retain efficacy on treated acres and increase environmental friendliness and forward onto City Council for their consideration.

Motion failed 0-6. No amendments followed.

**3. Consideration of Resolution AB2016-02 to authorize the submittal of an application to the Office of State Lands and Investments, Wyoming State Forestry Division, Urban and Community Forest Cost-Share Grant for tree planting for the 2016 Community Service Day Project. (Schott, pages 50-54)**

Schott presented a brief background on the resolution sponsoring an application to the Office of State Lands and Investments, Wyoming State Forestry Division, in cooperation with the USDA Forest Service, for an Urban and Community Forest Cost-Share Grant for tree planting as part of the 2016 Community Service Day. The Wyoming State Forestry Division in cooperation with the Wyoming Community Forestry Council and the USDA Forest Service has provided funds for community forestry projects throughout the State since 1991.

Motion by Foianini, second by Ropp, that the Parks, Tree and Recreation Advisory Board approve Resolution 2016-AB-02 in support of submitting an application to the Office of State Lands and Investments, Wyoming State Forestry Division, Urban and Community Forest Cost-Share Grant for tree planting for the 2016 Community Service Day Project and forward on to City Council for their consideration. Motion carried 6-0

**Staff Reports FYI:**

- Schott presented the Parks Division staff updates to the Board.
- Guerin presented the Recreation Division staff report to the Board.
- Stevenson presented the Facilities Division staff report to the Board.

**New Business:**

- Harrison introduced Mr. Todd Feezer, former Assistant Director of Parks and Recreation for the City of Cheyenne, as the new Parks and Recreation Director for the City of Laramie.
- Harrison stated that the staff is updating the Parks and Recreation Master Plan as requested by the Parks, Trails, and Recreation Ad Hoc Advisory Committee and will be available for review, TBA.

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**Meetings:**

- \*Next Regular Meeting Date: Wednesday, February 10, 2016 at 6:30pm
- Council is scheduled to make the PT&R Board appointments on January 19, 2016
- \*Special Meeting Date: ACRB Grants Wednesday, January 20, 2016 at 6:00pm

**Public Comments:**

None

Meeting adjourned at 8:33 pm.

Respectfully Submitted,



Inez Wildenborg  
Administrative Coordinator  
Parks and Recreation, City of Laramie

**CITY OF LARAMIE  
PARKS, TREE, & RECREATION ADVISORY BOARD  
SPECIAL MEETING TO CONSIDER  
ALBANY COUNTY RECREATION BOARD PROJECTS FOR FY 2017  
January 20, 2016  
Minutes of Meeting**

**MEMBERS PRESENT:** Marius Favret, Jacque Stonum, Steve Ropp, Larry Foianini, Amy Williamson, Chris Dixon, Helen Coates

**MEMBERS NOT PRESENT:** Jamie Le Jambre, Dave Hammond

**GUESTS:** Steve Hamaker, John Hoberg, Dave McCarthy, Gary Greaser, Jan Lawrence, Ray McElwee, David Hayes, Cassidy Biggs, Jay Brees, Jessica Flock, Karen Gaudreault

**CITY STAFF PRESENT:** Paul Harrison, Parks & Recreation Director; Todd Feezer, Assistant Parks & Recreation Director; Jodi Guerin, Recreation Manager; Scott Stevenson, Facilities Manager; David Schott, Parks Manager; Inez Wildenborg, Administrative Coordinator

The regular meeting was called to order by Chair Jacque Stonum at 6:05pm. Advisory Board Chair Jacque Stonum informed the Advisory Board that she had a perceived conflict with the consideration of the ACRB grant requests for FY2017 as her employer was requesting an ACRB grant. She therefore stepped down from the diocese and moved to the audience. Vice Chair Larry Foianini took over the meeting as Chair Pro Tem.

Harrison announced the City Council's approval of the 4 new appointees to the PT&R Advisory Board, the re-appointment of Jacque Stonum, Amy Williamson, Stephen Ropp, and the appointment of Helen Coates. Harrison also introduced the new Parks and Recreation Director, Mr. Todd Feezer.

Motion by Williamson, second by Favret, to approve Resolution AB-2016-03 recommending recreation project requests priorities to the Albany County Recreation Board for funding consideration in Fiscal Year 2017 and forward to Council for their consideration.

The ACRB Grant requesters each presented their projects to the Advisory Board and answered specific questions from Board members.

Motion by Williamson, second by Favret, to amend the order of the projects by moving priority #10 UW Athletics to priority #22. Motion carries 5-1.

Motion by Favret, second by Dixon to keep priority #1 Recreation Center Cost Recovery, #2 Big Brothers/Big Sisters, in the same order of priority, moving priority #5 Laramie early Learning Cooperative up to priority #3, and moving priority #8 Cathedral Home for Children up to priority #4, with the rest of the projects keeping in the same order of priority. Motion carries 5-1.

Motion by Williamson, second by Coates to move priority #12 Infield Tarp Replacement down to priority #17, move priority #13 Cowboy Field Batting Cages up to priority #12, move priority #14 Bouldering Wall to priority #13, moving priority #17 City/UW Little League Complex Dugout Replacement to the new priority #15, move new priority #14 Ice & Event Center operational support down to priority #17. Motion carries 5-0 with 1 abstention.

Motion by Williamson, second by Dixon, to amend the order of the projects by moving priority #15 Bouldering Wall to priority #20. Motion carries 5-1.

Motion by Favret, second by Dixon, to amend the order of the projects by moving priority #21 Healthy Pokes up to priority #15. Motion carries 5-1.

Motion by Williamson, second by Dixon, to reduce the amount of funding for priority #1 Annual Cost Recovery by \$15,000, priority #2 Big Brothers/ Big Sisters by \$3,000, priority #5 Blizzard Soccer by

\$2,000, priority #7 LAHC by \$2,000, priority #13 Ice & Event Center operational support by \$5,000, priority #15 UW Healthy Pokes by \$10,000. Motion failed 3-3.

Motion by Favret, second by Dixon, to reduce the amount of funding for priority #6 Laramie Soccer Association by \$5,000, priority #7 LAHC by \$2,000, priority #8 Laramie Rifle Range by \$5,000, and priority #15 UW Healthy Pokes by \$10,000; making the total amount of funding reduced by \$22,000. Motion carries 5-1.

The floor was opened for public comments.

The final order of projects and funding amounts to be recommended to City Council is as follows:

<b>City Staff Priority</b>	<b>Recreation Organization Requesting Funds</b>	<b>Project Description</b>	<b>Recommended funding</b>
1	City Parks & Rec	Laramie Community Recreation Center - annual cost recovery	\$ 175,000
2	Greater Wyoming Big Brothers/Big Sisters	Recreation entrance fees, rental fees, supplies, equipment, events, employee time, and other associated costs with recreation activities	\$ 25,000
3	Laramie Early Learning Cooperative	Public preschool program replacement equipment	\$ 2,000
4	Cathedral Home for Children	ACES Summer Program support	\$ 6,000
5	Blizzard Indoor Soccer	"The Pitch" Indoor Soccer replacement lighting fixtures	\$ 24,000
6	Laramie Soccer Association	Replacement soccer balls, pop up goals, flags, soccer equipment field user fees	\$ <del>12,090</del> 7,090
7	Laramie Amateur Hockey Club	Partial initiation program funding and Ice coordinator stipends	\$ <del>9,780</del> 7,780
8	Laramie Rifle Range	Replacement of multi-purpose shooting shed	\$ <del>20,000</del> 15,000
9	Laramie Railroad Depot Board	Rebuilding of brick pavers around Depot building	\$ 10,000
10	City Parks & Rec	Little League Complex backstop netting	\$ 16,000
11	City Parks & Rec	Auto Door locks for Cowboy Field and Sandy Aragon Softball Complex	\$ 12,000
12	City Parks & Rec	City/UW Little League Complex Dugout Replacement (engineering design)	\$ 15,000
13	City Parks & Rec	Laramie Ice & Event Center - operational support for additional month of ice	\$ 30,000
14	City Park & Rec	Cowboy Field replacement Batting cages	\$ 20,000
15	UW Kinesiology & Health	UW Healthy Pokes Afterschool program - vehicle (14 passenger van)	\$ <del>48,500</del> 38,500
16	Laramie Enduro Bike Race	Bicycle event maintenance stands	\$ 2,205
17	City Parks & Rec	City/UW Cowboy Field - infield tarp replacement	\$ 5,800
18	City Parks & Rec	Laramie Community Recreation Center - Cardio Equipment replacement	\$ 10,000

19	City Parks & Rec	Laramie Ice & Event Center - lobby windows	\$ 15,000
20	City Parks & Rec	Laramie Ice & Event Center - replacement curling equipment	\$ 3,000
21	City Parks & Rec	Laramie Community Recreation Center Bouldering Wall	\$ 40,000
22	UW Athletics	Benches, tables and Gazebo for City/UW Outdoor Tennis Courts	\$ 10,000
		<i>Project Totals</i>	\$ 479,375

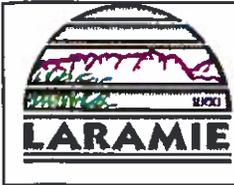
Meeting adjourned at 9:09pm.

Respectfully Submitted,



Inez Wildenborg  
Administrative Coordinator  
Parks and Recreation, City of Laramie

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING February 10, 2016**



**Agenda Item: Parks**

**Agreement**

**Title: Renewal of an Adopt A Trail Along the Greenbelt Park Agreement with HabiTech.**

**Recommended Board MOTION:**

I move that the Parks, Tree, and Recreation Advisory Board renew the Adopt A Trail Along the Greenbelt Park Agreement with HabiTech for general clean up of one-quarter mile section along the Laramie River Greenbelt in the amount of \$75.00 per year for a two year period, and request the City Manager to sign.

**Administrative or Policy Goal:**

2) The Board will encourage and support the development of open spaces, parklands, greenbelts, and setting aside land for future recreational use, and will annually review the Parks and Recreation Department's five year capital improvement plans.

10) The Board will review annually the condition and status of all City parks and support the enhancement of existing park amenities.

**Background:**

This Adopt A Trail Agreement with HabiTech is a renewal agreement for the Optimist Park north 1.25 to 1.50 section of the Laramie River Greenbelt Trail Park.

The agreement is for two years with a fee of \$75.00/year will be charged to HabiTech for trail signage. HabiTech is required to clean up the above referenced one-quarter mile section of the Laramie River Greenbelt Trail a minimum of twice per year.

The Laramie River Greenbelt Trail Park will benefit from HabiTech's contributions to maintaining a one-quarter mile section of the trail. This agreement may be terminated for cause if at any time HabiTech fails to perform in accordance with the terms of this agreement.

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

**BUDGET/FISCAL INFORMATION:**

**REVENUE**

Source	Amount	Type
Fees/Charges for Service	\$150.00	\$75.00/year annual fee for signage.
Grant		
Loan		
Other		
Total	\$150.00	

**Enc:** Agreement, Exhibit A.

**Responsible Staff:** David Schott, Parks Manager, 721-5264, dschott@cityoflaramie.org

*DS*

**AGREEMENT WITH THE CITY OF LARAMIE, WYOMING TO  
ADOPT A TRAIL ALONG GREENBELT PARK**

This Agreement is made and entered into this 11 day of June, 2016 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Ivinson Street, Laramie, Wyoming 82070 and HabiTech("Group"), whose address is P.O. Box 944, Laramie, Wyoming 82073. In consideration of the promises herein mutually exchanged, and of the benefits to each party, the receipt and sufficiency of which are hereby acknowledged, the parties agree:

1. City agrees to allow Group to assist with maintenance of the trail along the Laramie River Greenbelt Park, located within City.

2. City agrees to recognize Group as sponsoring the trail along the Laramie River Greenbelt Park with sign trail markers and at the Kiosk at the Optimist Park trailhead.

3. Group commits to support maintenance of 1 quarter(s) of a mile of trail along the Laramie River Greenbelt Park.

4. Group agrees to obey all laws and regulations pertaining to the park, and relating to safety, and to obey all terms, conditions, and requirements of City from time to time as expressed by City Manager or City Manager's designee.

5. This agreement does not create an employer-employee or principal-agent relationship between City and Group or any member of Group or participant of Group.

6. Group and its individual members or participants agree to indemnify and hold harmless City, its officers, employees, and agents, from all liability, judgements, costs, expenses, and claims arising from any and all incidents occurring in connections with Group's activities while participating under this agreement whether for personal injury or property damage or both.

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

8. This Agreement may be terminated, without cause, by City upon thirty (30) days written notice. This Agreement may be terminated immediately for cause if Group fails to perform in accordance with the terms of this Agreement.

9. Group agrees to the following conditions:

A. Group agrees to pay City the amount of \$75.00 dollars per quarter mile of maintenance sponsorship, each year, for a two (2) year period.

B. Group, as a sponsor of maintenance, is not directly contracted for maintenance services, nor will Group be directly involved in decisions related to maintenance of the trail.

C. Group will be responsible to clean up all trash and debris and sweep and maintain the trail surface a minimum of two (2) times per calendar year.

D. Groups' contributions will sponsor normal wear and tear maintenance. Group will not be held responsible for any extenuating situations or extra maintenance.

10. City has provided Group a copy of the general conditions for adopt a park/greenbelt agreements, which is marked Exhibit A and attached hereto and incorporated as part of this Agreement.

11. The term of this Agreement is from the date hereof until the 27th day of March, 2018, subject to termination in Paragraph 8 herein.

12. This Agreement is not exclusive as to the park it affects. City may permit other groups to have projects within the same park at the same time.

13. 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.

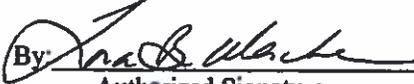
In witness whereof, the parties have read and understood it, and that they agree to be bound by the terms of the Agreement, that they have the authority to sign it. The effective date of this Agreement is the date and year first written above.

CITY OF LARAMIE, WYOMING

GROUP:

HABITECH

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

By:   
Authorized Signature

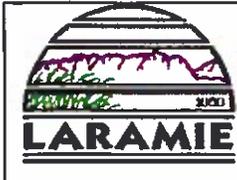
**EXHIBIT A  
CITY OF LARAMIE, WYOMING  
GENERAL CONDITIONS – ADOPT A TRAIL ALONG GREENBELT PARK**

All work shall be accomplished in a workmanlike manner at the time when it is appropriate that the work be done. Work which produces noise shall be done between 8:00 a.m. and 7:00 p.m.

- A.** Group shall furnish all tools for its project. Each person who participates in a Group project is responsible to furnish appropriate personal equipment and clothing, for example gloves, sturdy footwear, hat sunglasses.
- B.** If Group furnishes participants in its project who are 17 years of age or less, Group shall furnish adult supervision of those participants at all times, with at least one adult for each five minors. The adult in charge is responsible for the safety of the minors.
- C.** Group shall not subcontract or assign its duties or responsibilities to any person or entity without the advance consent of City.
- D.** Group's projects and work shall be conducted without cost to City.
- E.** Group shall select one person to serve as contact with City. City is entitled to deal with that person as representative of Group for all purposes under this Agreement.
- F.** Members of Group shall not attempt to remove, dispose of, or handle any hazardous materials in the park, such as broken glass, needles, syringes, heavy objects, unknown liquids or solids, explosives, and animal carcasses. Group agrees to instruct each person who works in the park under its sponsorship that City should be notified each time hazardous materials are found. If any member of Group finds any hazardous materials while participating in a Group project in the park, Group shall at once notify City.
- G.** The plans and specifications for each Group project and the materials to be used and labor to be furnished must have been approved in advance by City Manager or the Manager's designee before the project begins. This paragraph does not apply to projects of routine maintenance.
- H.** Group understands that City may use insecticides and herbicides within the park, and agrees to have its members take suitable precautions when those substances are present. Group may call the Parks Department during business hours for information about what spraying City has done.
- I.** If Group's work includes plantings, Group shall work with City to determine responsibility for watering.

**AGREEMENT WITH THE CITY OF LARAMIE, WYOMING TO  
ADOPT A GREENBELT**

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING February 10, 2016**



**Agenda Item:** Parks

**Agreement**

**Title:** Approval of an Adopt A Trail Along the Greenbelt Park Agreement with Handel Information Technologies.

**Recommended Board MOTION:**

I move that the Parks, Tree, and Recreation Advisory Board approve the Adopt A Trail Along the Greenbelt Park Agreement with Handel Information Technologies for general clean up of one-quarter mile section along the Laramie River Greenbelt in the amount of \$75.00 per year for a two year period, and request the City Manager to sign.

**Administrative or Policy Goal:**

2) The Board will encourage and support the development of open spaces, parklands, greenbelts, and setting aside land for future recreational use, and will annually review the Parks and Recreation Department's five year capital improvement plans.

10) The Board will review annually the condition and status of all City parks and support the enhancement of existing park amenities.

**Background:**

This Adopt A Trail Agreement with Handel Information Technologies is a new agreement for the Optimist Park south 1.75 to 2.00 section of the Laramie River Greenbelt Trail Park.

The agreement is for two years with a fee of \$75.00/year will be charged to Handel Information Technologies for trail signage. Handel Information Technologies is required to clean up the above referenced one-quarter mile section of the Laramie River Greenbelt Trail a minimum of twice per year.

The Laramie River Greenbelt Trail Park will benefit from Handel Information Technologies's contributions to maintaining a one-quarter mile section of the trail. This agreement may be terminated for cause if at any time Handel Information Technologies fails to perform in accordance with the terms of this agreement.

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

**BUDGET/FISCAL INFORMATION:**

**REVENUE**

Source	Amount	Type
Fees/Charges for Service	\$150.00	\$75.00/year annual fee for signage.
Grant		
Loan		
Other		
Total	\$150.00	

**Enc:** Agreement, Exhibit A.

**Responsible Staff:** David Schott, Parks Manager, 721-5264, dschott@cityoflaramie.org

**AGREEMENT WITH THE CITY OF LARAMIE, WYOMING TO  
ADOPT A TRAIL ALONG GREENBELT PARK**

This Agreement is made and entered into this 4th day of January, 2016 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Iverson Street, Laramie, Wyoming 82070 and Handel Information Technologies ("Group"), whose address is 200 S. 3rd St., Laramie, Wyoming 82070. In consideration of the promises herein mutually exchanged, and of the benefits to each party, the receipt and sufficiency of which are hereby acknowledged, the parties agree:

1. City agrees to allow Group to assist with maintenance of the trail along the Laramie River Greenbelt Park, located within City. Specifically, 1.75 – 2.0 south.

2. City agrees to recognize Group as sponsoring the trail along the Laramie River Greenbelt Park with sign trail markers and at the Kiosk at the Optimist Park trailhead.

3. Group commits to support maintenance of 1.75 – 2.0 south along the Laramie River Greenbelt Park.

4. Group agrees to obey all laws and regulations pertaining to the park, and relating to safety, and to obey all terms, conditions, and requirements of City from time to time as expressed by City Manager or City Manager's designee.

5. This agreement does not create an employer-employee or principal-agent relationship between City and Group or any member of Group or participant of Group.

6. Group and its individual members or participants agree to indemnify and hold harmless City, its officers, employees, and agents, from all liability, judgements, costs, expenses, and claims arising from any and all incidents occurring in connections with Group's activities while participating under this agreement whether for personal injury or property damage or both.

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

8. This Agreement may be terminated, without cause, by City upon thirty (30) days written notice. This Agreement may be terminated immediately for cause if Group fails to perform in accordance with the terms of this Agreement.

9. Group agrees to the following conditions:

A. Group agrees to pay City the amount of \$75.00 dollars per quarter mile of maintenance sponsorship, each year, for a two (2) year period.

B. Group, as a sponsor of maintenance, is not directly contracted for maintenance services, nor will Group be directly involved in decisions related to maintenance of the trail.

C. Group will be responsible to clean up all trash and debris and sweep and maintain the trail surface a minimum of two (2) times per calendar year.

D. Groups' contributions will sponsor normal wear and tear maintenance. Group will not be held responsible for any extenuating situations or extra maintenance.

10. City has provided Group a copy of the general conditions for adopt a park/greenbelt agreements, which is marked Exhibit A and attached hereto and incorporated as part of this Agreement.

11. The term of this Agreement is from the date hereof until the 28<sup>th</sup> day of February, 2018, subject to termination in Paragraph 8 herein.

12. This Agreement is not exclusive as to the park it affects. City may permit other groups to have projects within the same park at the same time.

13. 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.

In witness whereof, the parties have read and understood it, and that they agree to be bound by the terms of the Agreement, that they have the authority to sign it. The effective date of this Agreement is the date and year first written above.

CITY OF LARAMIE, WYOMING

GROUP:

HANDEL INFORMATION TECHNOLOGIES

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

By:   
Authorized Signature

EXHIBIT A  
CITY OF LARAMIE, WYOMING  
GENERAL CONDITIONS – ADOPT A TRAIL ALONG GREENBELT PARK

All work shall be accomplished in a workmanlike manner at the time when it is appropriate that the work be done. Work which produces noise shall be done between 8:00 a.m. and 7:00 p.m.

- A. Group shall furnish all tools for its project. Each person who participates in a Group project is responsible to furnish appropriate personal equipment and clothing, for example gloves, sturdy footwear, hat sunglasses.
- B. If Group furnishes participants in its project who are 17 years of age or less, Group shall furnish adult supervision of those participants at all times, with at least one adult for each five minors. The adult in charge is responsible for the safety of the minors.
- C. Group shall not subcontract or assign its duties or responsibilities to any person or entity without the advance consent of City.
- D. Group's projects and work shall be conducted without cost to City.
- E. Group shall select one person to serve as contact with City. City is entitled to deal with that person as representative of Group for all purposes under this Agreement.
- F. Members of Group shall not attempt to remove, dispose of, or handle any hazardous materials in the park, such as broken glass, needles, syringes, heavy objects, unknown liquids or solids, explosives, and animal carcasses. Group agrees to instruct each person who works in the park under its sponsorship that City should be notified each time hazardous materials are found. If any member of Group finds any hazardous materials while participating in a Group project in the park, Group shall at once notify City.
- G. The plans and specifications for each Group project and the materials to be used and labor to be furnished must have been approved in advance by City Manager or the Manager's designee before the project begins. This paragraph does not apply to projects of routine maintenance.
- H. Group understands that City may use insecticides and herbicides within the park, and agrees to have its members take suitable precautions when those substances are present. Group may call the Parks Department during business hours for information about what spraying City has done.
- I. If Group's work includes plantings, Group shall work with City to determine responsibility for watering.

AGREEMENT WITH THE CITY OF LARAMIE, WYOMING TO  
ADOPT A GREENBELT

**CITY OF LARAMIE COUNCIL REGULAR MEETING**      **February 2, 2016**



**Agenda Item: Resolution**                      **2016-14**  
**Title:** Resolution 2016-14 supporting a) Albany County's grant request to the Albany County Tourism Board to fund a feasibility study and conceptual design for a youth sports complex, and b) indicating the City of Laramie's willingness to include the Turner Tract in the study area.

**Recommended Council MOTION:** Move to approve Resolution 2016-14 supporting a) Albany County's grant request to the Albany County Tourism Board to fund a feasibility study and conceptual design for a youth sports complex, and b) indicating the City of Laramie's willingness to include the Turner Tract in the study area, and authorize the Mayor and Clerk to sign.

**Administrative or Policy Goal:**

**Background:** The Albany County grants office has submitted an application to the Albany County Tourism Board requesting funding in the amount of \$25,000 to commission a feasibility study/conceptual design of a sports complex(es). This assessment will also include a business plan identifying job creation, estimated building and operational costs, a list of potential revenue, funding sources and locations, and lastly, a determination of the economic impact of the youth sports complex. The County proposes three locations be highlighted within this study: 12 private-owned acres on McCue which may be donated for sports uses, 18-20 county-owned acres on South 287, and two city-owned acres within the Turner Tract.

The County proposes that the city-owned acreage be analyzed to determine the feasibility of additional indoor ice areas. The County Attorney has informally consulted with a local construction firm and has determined two acres would be sufficiently sized for additional ice arenas. Staff has requested that the County prepare and forward a map showing the exact location of the proposed Turner Tract acreage.

The purpose of this resolution is to express the Council's support for the County's application to the Tourism Board, along with the City's willingness to allow an assessment of Turner Tract acreage within the scope of the study area. The County will also request, at a later date, a Resolution pledging donation of Turner Tract land, should the study determine the location to be feasible and the project to be physically and economically appropriate.

The County's plan for this grant was detailed within a January 19, 2016 letter to Council from County Grants Manager, Tai Wright. This letter was forwarded to Council by staff on January 20<sup>th</sup> and is attached here. In this letter, Ms. Wright indicated the County would be requesting a "resolution pertaining to the donation of land, and a formal confirmation of City Council's full support as we move forward on this project." While Ms. Wright does note the County's intention is that a land donation would be contingent upon the study findings, land donations *even with a contingency* typically require additional information for Council consideration and final determination including valuation, public hearing, etc and Staff expect this information to be forthcoming.

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

**Responsible Staff:** Grant Analyst, Sarah Reese, x5201

**Attachments:** 1) Resolution 2016-14, and 2) 1-19-16 Letter from County

 City Manager  City Attorney \_\_\_\_\_ Choose an item.

**RESOLUTION 2016-14**

**RESOLUTION SUPPORTING ALBANY COUNTY'S GRANT REQUEST TO THE ALBANY COUNTY TOURISM BOARD TO FUND A FEASIBILITY STUDY AND CONCEPTUAL DESIGN FOR A YOUTH SPORTS COMPLEX, AND THE CITY OF LARAMIE'S WILLINGNESS TO INCLUDE THE TURNER TRACT IN THE STUDY AREA.**

**WHEREAS, Governing Body of the City of Laramie supports Albany County's application the Albany County Tourism Board to commission a feasibility/conceptual design of a sports complex. This assessment will also include a business plan identifying job creation, estimated building and operational costs, a list potential revenue, funding sources and locations, and lastly, a determination of the economic impact of the youth sports complex.**

**WHEREAS, the Governing Body of the City of Laramie understands County proposes three locations be highlighted within this study: 12 privately-owned acres on McCue which may be donated for sports uses, 18-20 county-owned acres on South 287, and two city-owned acres within the Turner Tract.**

**WHEREAS, the Governing Body of the City of Laramie authorizes the City-owned land in the Turner Tract Area be included within the study area, and agrees to consider a donation of Turner Tract property in the future should the feasibility study determine the project to be viable and the city-owned acreage to be the preferred location for future youth sports facilities.**

**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; and
- Section 2. That the City of Laramie supports the County's Application to the Albany County Tourism Board to fund a feasibility study related to a sports complex and agrees to include city-owned Turner Tract land in the study area; and
- Section 3. That upon completion of the Feasibility Study & Conceptual Design for the Youth Sports Complex that final report will be referred to the Parks, Tree, and Recreation Advisory Board for review and consideration.

**PASSED, APPROVED, AND ADOPTED THIS 2<sup>nd</sup> day of February, 2016.**

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK



**COUNTY OF ALBANY**  
**GRANTS DEPARTMENT**  
501 E. IVINSON • LARAMIE, WYOMING 82070  
(307) 721-5550 • FAX (307) 721-5551  
GRANTS@CO.ALBANY.WY.US

January 19, 2016

Laramie City Council Members;

On behalf of Albany County and as the Albany County Grants Manager, I would like to formally update you on an application with the Albany County Tourism Board that was submitted on behalf of Albany County. This funding opportunity pertains to funding to support a feasibility / conceptual design study for the Albany County Youth Sports Complex in the amount of \$25,000.

The feasibility / conceptual design study would provide an assessment of the practicality of the Albany County Youth Sports Complex, including; determining a business plan, assessing job creation, estimated cost of the building, operational costs and potential income, location, sources of funding and the economic impact of the facilities.

The County wants the Council to be aware of the steps that have been taken to date and to ensure there are no objections at this point in time.

Additionally if we are awarded the monies, we would like both partners to consider the following properties to be included in the feasibility study: twelve (12) privately-owned acres on McCue which may be donated for sports uses, 18-20 acres of county-owned land on South 287, and two-acres (2) of land within the Turner Tract to accommodate hockey needs. It is important to note that the donation of the land is contingent upon the feasibility finding the viability of the locations of any facility.

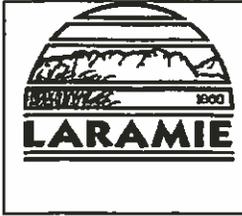
It is our hope to provide full disclosure as we continue to make the Albany County Youth Sports Complex a reality. The County will come back at a later date for resolution pertaining to the donation of land, and formal confirmation of the City Council's full support as we move forward with this project.

I appreciate your time and attention on this matter,

Sincerely,

Tai Wright  
Albany County Grants Manager  
307-721-5550  
tlwright@co.albany.wy.us

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING February 10, 2016**



**Agenda Item:** Recreation

Policy Direction

**Title:** Consideration of Fee Reduction for the Coalition to Prevent Substance Abuse "After Prom Party".

**Recommended Board MOTION:**

I Move to approve City sponsorship of the "After Prom Party" sponsored by the Coalition to Prevent Substance Abuse and thereby reduce rental fees at the Laramie Community Recreation Center by 50% and forward to the Laramie City Council for consideration.

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**Administrative or Policy Goal:**

4. The Board will review annually and provide recommendations on fees and policies for the Recreation Center and Ice and Event Center based on the operating pro-forma.

---

**Background:**

For many years, the Coalition to Prevent Substance Abuse (COPSA) has brought community resources together to create an overnight "After Prom" party designed to give high school students a drug and alcohol free alternative after the dance. For the past two years, they have utilized the Laramie Community Recreation Center for this event, utilizing the whole facility to create an engaging event.

Last year, the board authorized a 50% fee reduction on rental rates to help support this worthwhile youth activity. This year, they have again requested that fees be reduced to support the event and staff recommend that the board favorably consider authorization of the fee reduction.

Parks and Recreation staff will be on hand in the facility for this event as well as volunteer chaperones from the groups who organize this event. Activities will take place for this overnight activity from 11pm-4am on May 7, 2016.

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

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

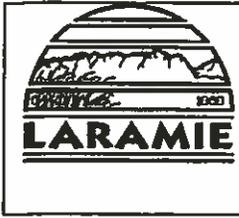
Source	Amount	Type
Facility Rental	\$950.00	50% of Full facility rental for 5 hours
Leisure Pool Rental	\$412.50	50% of Leisure Pool Rental
Lap Pool Rental	\$312.50	50% of Lap Pool Rental
Other		
Total	\$1,675.00	

**EXPENSE**

## Proposed Project Cost.

Project	Amount	Funds
Recreation Staff Cost	\$400.00	hourly cost for Aquatics Staff
Facilities Staff Cost	\$750.00	hourly cost for Facilities Staff
Overhead for utilities	\$150.00	electric/gas
Total Amount	\$1,300.00	

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



**Agenda Item:** Recreation

Memorandum of Understanding

**Title:** Memorandum of Understanding between Laramie Legion Baseball Club, Inc. 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 Laramie Legion Baseball Club, Inc. and the City of Laramie for the 2016 season from May 2016 through August 2016 at Cowboy Field.

---

**Administrative or Policy Goal:**

4. The Board will review annually and provide recommendations on fees and policies for the Recreation Center and Ice and Event Center based on the operating pro-forma.

---

**Background:**

This is the third Memorandum of Understanding between the Laramie Legion Baseball Club and the City of Laramie. The City coordinates schedules between user groups for the use of Cowboy Field. Typically, the field is used by Legion teams, the Colts and the University Club teams. The Memorandum of Understanding details the cost of usage, scheduling arrangements and responsibilities and is similar to the ones for other similar field user groups.

The City of Laramie and the University of Wyoming have a cooperative management agreement concerning the Cowboy Field, where the fields are owned by the University and maintenance and operations, including oversight and scheduling of user groups are the responsibility of the City. The City sets the cost of use on a per player basis on a sliding fee schedule through periodic adoption by the Advisory Board. The Legion teams have paid this cost in the past at the \$17 per player level for approximately 25-40 youth.

This MOU directs the responsibilities of the Legion teams and the City for 2016 season in accordance with other youth baseball/softball agreements.

---

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

---

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

Source	Amount	Funds
Fees/Charges for Service	\$425.00	25 players at \$17 per player
Other	\$0.00	
Total	\$425.00	

**EXPENSE**

## Proposed Project Cost.

Project	Amount	Funds
Field Maintenance	\$1,020.00	Game Day Field Maintenance
Staffing Costs	\$510.00	Provisional Staff during games
Total	\$1,530.00	

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

Agreement

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF LARAMIE, WYOMING  
AND  
THE LARAMIE LEGION BASEBALL CLUB, INC.**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as "Agreement") is made and entered into this \_\_\_ day of February, 2016 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 Legion Baseball Club, Inc. (hereinafter referred to as "Legion") whose address is P.O. Box 626, Laramie, WY 82073 (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 facility use, maintenance, and notifications between the Legion and the City on Cowboy Field during the Legion season from May 2016 through August 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 December 31, 2016 unless otherwise terminated or extended as outlined herein.

4. **Consideration.** The Legion shall make a single payment to the City at the conclusion of the 2016 baseball season per the sliding fee schedule (attachment A) contingent upon fulfilling the terms of this Agreement.

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

- a. Provide adequate field maintenance of the above mentioned youth baseball fields according to the national standards for youth baseball.
- b. Schedule games and practices for Legion activities in coordination with other users of Cowboy Field according to the schedule provided in Paragraph 6.b.
- c. Ensure final billing, as set in attachment A, is mailed out within two weeks of the final game.

6. **Responsibilities of LEGION.** Legion is responsible for the following:

- a. Provide the City with a roster showing the names of individuals participating in the Legion program for billing purposes.
- b. Provide the City with final schedules in writing, for all Legion games with start times per field before March 15, 2016.

- c. Inform the City of Laramie within 24 hours of noticing any hazards, damage, or other safety concerns at the above mentioned facilities that could compromise the integrity of the structures or overall safety of the facility for public use.
- d. Maintain the original state of the fields and accompanying facilities as the City has prepared them, unless previously arranged with the City.
- e. Remit payment to the City of Laramie for facility use fees associated with Legion within 30 days upon receiving invoice.
- f. Provide the City with schedule changes and *make-up game* schedules with a minimum of 24 hours notice. The City reserves the right to schedule games as the existing user schedule permits.
- g. Provide proof of current general Liability Insurance naming the City as an additional insured.

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. **Indemnification.** Legion shall release, indemnify and hold harmless City, its officers, agents, employees, successors and assignees from any cause or action or claim or demand arising out of City's actions pursuant to City's obligations under this Agreement. City shall release, indemnify and hold harmless the Legion, its officers, agents, employees, successors and assignees from any cause or action or claim or demand arising out of Legion obligations under this Agreement. City does not waive its sovereign or governmental immunity by entering into this Agreement and fully retain all immunities and defenses provided by the law with respect to any action based on or occurring as a result of this Agreement.

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

E. **Liaison and Notice** City's and Legion's Designated Representatives.

(i). Legion's representative: E.J. McDonald, PO Box 626, Laramie, WY 82073; Telephone 307-760-5309; email, ejlazymac@gmail.com.

(ii). 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; email, kwalton@cityoflaramie.org.

(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.

F. **Entirety of Contract.** This Contract, consisting of seven (7) pages including Attachment A and represents the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

G. **Ethics.** Legion 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 Legion'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.** Legion 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 Legion's failure to perform any of Legion's duties and obligations under this contract or in connection with the negligent performance of Legion's duties or obligations, including but not limited to any claims, lawsuits, losses or liability arising out of Legion's performance under this Contract.

J. **Debts and Liabilities.** Legion shall assume sole responsibility for any debts or liabilities that may be incurred by Legion 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 Legion 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. Legion agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to City employees will inure to the benefit of Legion or the Legion's agents and/or employees as a result of this Contract.

K. **Insurance.** The Legion shall maintain the following insurance:

(i). **Commercial General Liability Insurance.** The Legion 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.

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

(iii). **Additional Insured.** All insurance policies required by this Contract, except workers' compensation, shall name City as an additional insured. Legion 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 Legion. Legion 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, Legion 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 Legion 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.

W. **Attorney's Fees.** In the event it becomes necessary for either party to file a suit or to enforce this Contract or any provisions contained herein, the prevailing party shall be entitled to recover, in addition to all other remedies or damages, reasonable attorneys' fees and costs of court incurred in such suit.

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 Legion has signed and executed this Agreement, the day and year first written above.

**CITY OF LARAMIE, WYOMING:**

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

**LEGION BASEBALL ASSOCIATION:**

By: \_\_\_\_\_  
Laramie Legion Baseball Club, Inc.

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

City of Laramie Recreation Fall 2015

Revenue/Expense Report

	#s	Income	Personnel	Officials	Materials	Dues	Facilities	Partners	Certs.	Net Income
Aquatics Lessons	217	\$ 8,899.50	\$ 7,081.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,818.50
Aquatics Certification Classes	4	\$ 2,640.00	\$ 1,375.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,264.50
Aquatics Special Events	300	\$ 1,050.00	\$ 273.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 776.31
Child Care	259	\$ 1,004.75	\$ 1,911.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (906.34)
Concessions	11230	\$ 18,519.80	\$ 3,141.72	\$ -	\$ 8,862.42	\$ -	\$ -	\$ -	\$ -	\$ 6,515.66
Adult Athletics*		\$ 16,220.00	\$ 5,259.13	\$ 5,540.00	\$ 1,223.56	\$ -	\$ -	\$ -	\$ -	\$ 4,197.31
Youth Athletics		\$ 2,835.00	\$ 1,290.68	\$ -	\$ 783.62	\$ -	\$ -	\$ -	\$ -	\$ 760.71
Summer Club	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Youth Activities	46	\$ 230.00	\$ 216.28	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ (186.28)
Fitness	2686	\$ 14,833.00	\$ 11,673.83	\$ -	\$ 234.80	\$ -	\$ -	\$ -	\$ -	\$ 2,924.37
Ice and Events Center	6681	\$ 74,310.75	\$ 28,162.94	\$ -	\$ 1,778.88	\$ -	\$ -	\$ -	\$ -	\$ 44,368.93
Personal Trainers	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SEASON TOTALS</b>	<b>24178</b>	<b>\$ 174,052,280</b>	<b>\$ 60,884,887</b>	<b>\$ 5,540,000</b>	<b>\$ 13,083,281</b>	<b>\$ 1,778,880</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,534,677</b>

\*Adult Sports Register as Teams

**CONCESSIONS FALL 2015**

	Front Desk		Outdoor Pool		Merchandise		Ice Arena	
	Count	Sales	Count	Sales	Count	Sales	Count	Sales
September	773	\$1,027.87			194	\$521.09	17	\$36.14
October	776	\$1,029.21			174	\$589.31	2904	\$4,771.81
November	887	\$1,189.23			166	\$602.33	1928	\$3,148.73
December	1143	\$1,595.30			237	\$666.25	2031	\$3,342.73
<b>TOTALS</b>	<b>2,579</b>	<b>\$4,841.61</b>	<b>-</b>	<b>\$0.00</b>	<b>771</b>	<b>\$2,378.98</b>	<b>6,880</b>	<b>\$11,298.21</b>

	Count	Sales	Expense	Payroll est. 10% of FD and Ice Desk	Net Total
Grand totals	11,230	\$18,519.80	\$8,862.42	\$ 3,141.72	\$6,515.66

**City of Laramie Ice & Event C**

**Fall/Winter 2015**

Activity/Program	Hours Used	#s	Income	Expense	Net Income
<b>LAHC</b>	<b>250.5</b>		\$ 32,565.00		\$32,565.00
<b>UW Men</b>	<b>50.25</b>		\$ 7,537.50		\$7,537.50
<b>COED</b>	<b>32</b>		\$ 4,800.00		\$4,800.00
<b>Public Skate Admission</b>		<b>3262</b>	\$ 16,310.00		\$16,310.00
<b>Stick &amp; Puck Admission</b>		<b>337</b>	\$ 2,359.00		\$2,359.00
<b>Skate Rental</b>		<b>2693</b>	\$ 6,059.25		\$6,059.25
<b>Broomball Shoe Rental</b>		<b>389</b>	\$ 972.50		\$972.50
<b>Total</b>		<b>6681</b>	\$ 70,603.25		\$70,603.25
<b>Birthdays Parties:</b>					\$0.00
<b>#1</b>		<b>9</b>	\$ 945.00		\$945.00
<b>#2</b>		<b>3</b>	\$ 450.00		\$450.00
<b>Private Rentals</b>	<b>9.25</b>		\$ 2,312.50		\$2,312.50
<b>Athletics Expenses</b>				\$ 500.22	(\$500.22)
<b>Activity Expenses</b>				\$ 29.88	(\$29.88)
<b>Operating Supplies</b>				\$ 1,248.78	(\$1,248.78)
<b>Safety Supplies</b>					\$0.00
<b>Totals:</b>			\$ 3,707.50	\$ 1,778.88	\$1,928.62
<b>Concessions</b>		<b>7401 Transactions</b>	\$ 12,985.57	\$ 7,427.58	\$5,557.99
<b>Provisional Pay:</b>					
<b>September</b>				\$ 2,528.32	
<b>October</b>				\$ 9,406.95	
<b>November</b>				\$ 8,319.35	
<b>December</b>				\$ 7,908.32	
<b>Totals:</b>			\$ 12,985.57	\$ 28,162.94	

## Fall Aquatic Rev - Exp 2015

### Swimming Lessons September - December

Total Participants	Revenue	Expense
217	\$ 8,899.50	\$ 7,081.00

### Certification Classes

Total Classes	Revenue	Expense
4	\$ 2,640.00	\$ 1,375.50

### Special Events - Pumpkin Dunkin

\*\*\* Revenue estimated from admissions

Participants	Revenue	Expense
300	\$ 1,050.00	\$ 273.69

### Additional Expenses

Total Expenses	\$	317.54
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### Fall Aquatic Totals

Total Revenue	Total Expenses	Net Revenue
\$ 11,539.50	\$ 9,047.73	\$ 2,491.77

City of Laramie Recreation										Revenue/Expense Report- Fall 2015			
SACC/Youth Activities										updated: 2/4/16 cts			
Activity/Program	#	Revenue	Personnel	Benefits	Officials	Supplies	ASA Dues	Facilities	Purchased Services	Certs.	DFS	Net Income	
SACC													
September	64	\$10,986.00	\$2,618.00	\$261.80		\$2,307.00			\$120.00			\$5,679.20	
October	66	\$7,817.00	\$4,312.00	\$431.20		\$444.94			\$227.00			\$2,401.86	
November	61	\$6,411.00	\$3,303.00	\$330.30								\$2,777.70	
December	59	\$4,996.00	\$4,086.00	\$408.60		\$164.25						\$337.15	
Total:	250	\$30,210.00	\$14,319.00	\$1,431.90		\$2,916.19			\$347.00			\$11,195.91	
Kids KrafterNoon													
October 10	0	\$0.00	\$0.00	\$0.00		\$0.00						\$0.00	
December 12	0	\$0.00	\$0.00	\$0.00		\$0.00						\$0.00	
Total:	0	\$0.00	\$0.00	\$0.00		\$0.00						\$0.00	
TEEN NIGHT													
September 18	25	\$125.00	\$107.64	\$10.70		\$100.00						-\$93.34	
November 20	21	\$105.00	\$107.64	\$10.70		\$100.00						-\$113.34	
Total:	46	\$230.00	\$215.28	\$21.40		\$200.00						-\$206.68	
SEASON TOTALS:	296	\$30,440.00	\$14,534.28	\$1,453.30	\$0.00	\$3,116.19	\$0.00	\$0.00	\$347.00	\$0.00	\$0.00	\$10,989.23	

**City of Laramie Recreation  
CHILD CARE**

**June-Aug 2015**

Activity/Program	#s	Income	Hours	Personnel	Materials	Net Income
Child Care - September 2015	33	\$123.50	34.50	\$304.30		-\$180.80
Child Care - October 2015	60	\$232.00	43.00	\$381.66		-\$149.66
Child Care - November 2015	51	\$203.00	45.75	\$401.68		-\$198.68
Child Care - December 2015	31	\$121.75	33.50	\$296.09		-\$174.34
<b>TOTAL:</b>	<b>259</b>	<b>\$1,004.75</b>	<b>216.00</b>	<b>\$1,911.09</b>		<b>-\$906.34</b>

**September - December 2015 Revenue / Expense Report**

**Participant Totals:**

12 Month Pass Visits	6 Month Pass Visits	Member Drop-in Visits	Non-Member Drop-in Visits	Total Visits
298	309	1323	752	2686

Total Revenue
\$ 14,833.00

Total Expenses
\$ 11,673.83

Net Revenue
\$ 3,159.17

**Month of September**

**Participant Totals:**

12 Month Pass Visits	6 Month Pass Visits	Member Drop-in Visits	Non-Member Drop-in Visits	Total Visits
92	74	335	189	690

**September Drop - In Revenue**

Drop - In Members	Drop - In Non Members	Total Drop-In Revenue
\$ 1,005.00	\$ 1,134.00	\$ 2,139.00

**September Passs Revenue**

12 Month Pass	6 Month Pass
\$ 237.00	\$ 704.00

**September Expenses**

Instructor Expense	Purchase Expense
\$ 2,600.24	\$ 234.80

Revenue	Expenses	Net Revenue
\$ 3,080.00	\$ 2,835.04	\$ 244.96

**Month of October**

**Participant Totals:**

12 Month Pass Visits	6 Month Pass Visits	Member Drop-in Visits	Non-Member Drop-in Visits	Total Visits
97	56	379	193	725

**October Drop - In Revenue**

Drop - In Members	Drop - In Non Members	Total Drop-In Revenue
\$ 1,137.00	\$ 1,158.00	\$ 2,295.00

**October Passs Revenue**

12 Month Pass	6 Month Pass
\$ 256.75	\$ 1,056.00

**October Expenses**

Instructor Expense	Purchase Expense
\$ 2,691.35	

Revenue	Expenses	Net Revenue
\$ 3,607.75	\$ 2,691.35	\$ 916.40

**Month of November**

**Participant Totals:**

12 Month Pass Visits	6 Month Pass Visits	Member Drop-in Visits	Non-Member Drop-in Visits	Total Visits
102	70	326	178	676

**November Drop - In Revenue**

Drop - In Members	Drop - In Non Members	Total Drop-In Revenue
\$ 978.00	\$ 1,068.00	\$ 2,046.00

**November Passs Revenue**

12 Month Pass	6 Month Pass
\$ 256.75	\$ 1,056.00

**November Expenses**

Instructor Expense	Purchase Expense
\$ 2,337.47	\$ -

Revenue	Expenses	Net Revenue
\$ 3,358.75	\$ 2,337.47	\$ 1,021.28

**Month of December**

**Participant Totals:**

12 Month Pass Visits	6 Month Pass Visits	Member Drop-In Visits	Non-Member Drop-in Visits	Total Visits
109	109	283	192	693

**December Drop - In Revenue**

Drop - In Members	Drop - In Non Members	Total Drop-In Revenue
\$ 849.00	\$ 1,152.00	\$ 2,001.00

**December Passs Revenue**

12 Month Pass	6 Month Pass
\$ 237.00	\$ 286.00

**December Expenses**

Instructor Expense	Purchase Expense
\$ 2,294.97	\$ -

## Revenue & Expense Report For Athletics Programs Sept.-Dec. 2015

Sport	Registration Individual	Registration Team	Sponsors	Other	Total Income	Employees	Officials	Capital Equip.	Equipment	Rentals	Total Expenditures	Net
Adult Volleyball		\$5,220.00			\$5,220.00	\$1,833.73					\$1,833.73	\$3,386.27
Coed Softball		\$11,000.00			\$11,000.00	\$3,425.40	\$5,540.00				\$10,188.96	\$811.05
Adult Totals	\$0.00	\$16,220.00	\$0.00	\$0.00	\$16,220.00	\$5,259.13	\$5,540.00	\$0.00	\$1,223.56	\$0.00	\$12,022.69	\$4,197.31
Jr. Cowboys Flag Football	\$2,835.00				\$2,835.00	\$1,290.68					\$2,074.30	\$760.71
Youth Totals	\$2,835.00				\$2,835.00	\$1,290.68			\$783.62		\$2,074.30	\$760.71
											Grand Total	\$4,958.02



City of Laramie  
City Manager's Office  
P.O. Box C  
Laramie, WY 82073

(307) 721-5226  
fax (307) 721-5211  
TDD (307) 721-5295

January 25<sup>th</sup>, 2016

Mr. Stephen Ropp  
530 Beaufort Street  
Laramie, WY 82072

Dear Steve,

I am pleased to write and congratulate you on your reappointment to the Parks, Trees, and Recreation Advisory Board. The City Council approved your appointment with Resolution #2016-07 the evening of the 19<sup>th</sup> of January, 2016, to this valuable Advisory Board, for a term ending December 31<sup>st</sup>, 2018.

People such as yourself, who volunteer for these often time-consuming and occasionally difficult committee assignments, are the backbone of our community. On behalf of the City Council, thank you for your dedication and continued willingness to serve the Laramie community.

Sincerely,

Dave Paulekas, Mayor  
City Hall, 406 Ivinson Street  
Post Office Box C  
Laramie, Wyoming 82073

COL/CMO/EA/pjwc/cc



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---

January 25<sup>th</sup>, 2016

**M~~A~~ Helen Coates  
1214 W. Hill Road  
Laramie, WY 82072**

Dear Helen,

I am pleased to write and congratulate you on your reappointment to the Parks, Trees, and Recreation Advisory Board. The City Council approved your appointment with Resolution #2016-07 the evening of the 19<sup>th</sup> of January, 2016, to this valuable Advisory Board, for a term ending December 31<sup>st</sup>, 2016.

People such as yourself, who volunteer for these often time-consuming and occasionally difficult committee assignments, are the backbone of our community. On behalf of the City Council, thank you for your dedication and continued willingness to serve the Laramie community.

Sincerely,

**Dave Paulekas, Mayor  
City Hall, 406 Ivinson Street  
Post Office Box C  
Laramie, Wyoming 82073**

COL/CMO/EA/pjwc/cc



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**(307) 721-5226  
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TDD (307) 721-5295**

---

**January 25<sup>th</sup>, 2016**

**Ms. Jacque Stonum  
1215 East Park Avenue  
Laramie, WY 82070**

**Dear Jacque,**

**I am pleased to write and congratulate you on your reappointment to the Parks, Trees, and Recreation Advisory Board. The City Council approved your appointment with Resolution #2016-07 the evening of the 19<sup>th</sup> of January, 2016, to this valuable Advisory Board, for a term ending December 31<sup>st</sup>, 2018.**

**People such as yourself, who volunteer for these often time-consuming and occasionally difficult committee assignments, are the backbone of our community. On behalf of the City Council, thank you for your dedication and continued willingness to serve the Laramie community.**

**Sincerely,**

**Dave Paulekas, Mayor  
City Hall, 406 Iverson Street  
Post Office Box C  
Laramie, Wyoming 82073**

COL/CMO/EA/pjwc/cc



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City Manager's Office  
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fax (307) 721-5211  
TDD (307) 721-5295

---

January 25<sup>th</sup>, 2016

Ms. Amy Williamson  
1306 Ivinson Avenue  
Laramie, WY 82070

Dear Amy,

I am pleased to write and congratulate you on your reappointment to the Parks, Trees, and Recreation Advisory Board. The City Council approved your appointment with Resolution #2016-07 the evening of the 19<sup>th</sup> of January, 2016, to this valuable Advisory Board, for a term ending December 31<sup>st</sup>, 2018.

People such as yourself, who volunteer for these often time-consuming and occasionally difficult committee assignments, are the backbone of our community. On behalf of the City Council, thank you for your dedication and continued willingness to serve the Laramie community.

Sincerely,

Dave Paulekas, Mayor  
City Hall, 406 Ivinson Street  
Post Office Box C  
Laramie, Wyoming 82073

COL/CMO/EA/pjwc/cc

## Chapter 2.28 - PARKS/TREE AND RECREATION ADVISORY BOARD

### Sections:

2.28.010 - Generally.

2.28.020 - Appointment and terms of members.

2.28.030 - Election of chairman and vice-chairman.

2.28.040 - Secretary.

2.28.050 - Meetings.

2.28.060 - Removal of members—Filling vacancies.

2.28.070 - Duties—Generally.

### **2.28.010 - Generally.**

There is created a parks/tree and recreation advisory board, which shall consist of nine persons who shall serve without compensation.

*(Ord. 1232 § 1, 1998)*

### **2.28.020 - Appointment and terms of members.**

The members of the parks/tree and recreation advisory board shall be appointed by the city council for a term of three years. Initially, three members shall be appointed for one year, three members for two years, and three members for three years. Members may serve successive terms upon reappointment by the city council.

*(Ord. 1232 § 2, 1998)*

### **2.28.030 - Election of chairman and vice-chairman.**

Within thirty days after the initial and each annual appointment, the parks/tree and recreation advisory board shall elect a chairman and a vice-chairman.

*(Ord. 1232 § 3, 1998)*

### **2.28.040 - Secretary.**

The parks and recreation director shall serve as secretary of the board and shall serve the board in an advisory capacity. The staff representative shall record minutes of meetings and shall circulate the minutes to the board, city manager, and city council.

*(Ord. 1232 § 4, 1998)*

**2.28.050 - Meetings.**

The parks/tree and recreation advisory board shall meet at least six times each year upon the call of the chairman, the vice-chairman or city manager or the city manager's designated representative, and shall meet at a time and place to be designated by the person calling the meeting. The board may establish a regular meeting time and place.

*(Ord. 1232 § 5, 1998)*

**2.28.060 - Removal of members—Filling vacancies.**

The city council may, by majority vote, remove any member of the parks/tree and recreation advisory board whenever it appears that removal would be in the best interests of the city, as determined by the city council, and shall fill the vacancy created by the resignation, death or removal of any member for the unexpired portion of the member's term. The board may make recommendations to the city council for removal of members.

*(Ord. 1232 § 6, 1998)*

**2.28.070 - Duties—Generally.**

The parks/tree and recreation advisory board shall have the following duties:

- A. The board shall study, investigate, develop and update a comprehensive written plan for current and future parks recreation and open space development. The comprehensive plan shall be presented to the city council and upon the city council's acceptance shall constitute the parks and recreation development master plan.
- B. The board shall advise the city council with respect to the acquisition, promotion and development of parks and recreation facilities.
- C. The board shall advise the city council with respect to planning and development standards for all parks recreation and open space areas.
- D. The board shall draft rules and regulations relating to the orderly use of parks recreation and open space and related facilities by the public. The rules and regulations are effective when adopted by the city council by minute action.
- E.

The board shall promote public education on tree planting and proper management of trees within the community.

F.

The board shall study, investigate, counsel and develop written standards, rules, and regulations for the care, preservation, pruning, planting, replanting, removal or disposition of trees in parks, along street right-of-way, and in other public areas. Such standards will be presented to the city council and upon their acceptance and approval, shall constitute the official tree plan for the city of Laramie.

G.

When requested by the city council, the board shall consider, investigate, make findings, report and recommend upon any special parks trees, street trees, and other public open space matter or question regarding trees coming within the scope of its work.

H.

The board shall develop and maintain a list of desirable trees for planting as street trees with suggested spacing and planting distances from curbs, sidewalks, and foundations. Lists of trees not suitable for planting as street trees shall also be created and maintained by the board.

I.

The board shall review and make recommendations to the city council for fees and charges for parks and recreation programs and facility uses.

J.

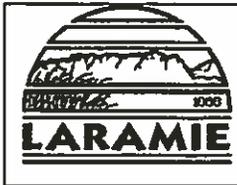
The board shall evaluate, advise and make recommendations to the parks and recreation director concerning existing parks and recreation policies, programs and activities.

K.

The board shall consider, investigate, report and recommend on any special parks recreation and open space matter coming within the scope of its work.

*(Ord. 1232 § 7, 1998)*

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING February 10, 2016**



**Agenda Item:** Discussion Item

**Title:** Election of Chair and Vice-Chair positions

**Recommended Council MOTION:**

That the Advisory Board open nominations for the election of a Chair and Vice-Chair of the Parks, Tree and Recreation Advisory Board for 2016 as specified under Laramie Municipal Code 2.28.030.

**Administrative or Policy Goal:**

N/A

**Background:**

Each year after the Council appoints or re-appoints members to the Parks, Tree and Recreation Advisory Board the board must elect a chair and vice-chair for the calendar year.

Below is a listing of the chairs and vice-chairs from the past ten years for your edification:

	Chair	Vice-Chair
2002	Amy Williamson	Barb Azaria King
2003	Amy Williamson	Barb Azaria King
2004	Amy Williamson	Cindy Mullen
2005	Amy Williamson	Dave Hammond
2006	Beth McCuskey	Dave Hammond
2007	Beth McCuskey	Amy Williamson
2008	Beth McCuskey	Dave Hammond
2009	Beth McCuskey	Dave Hammond
2010	Dave Hammond	Jacque Stonum
2011	Dave Hammond	Jacque Stonum
2012	Dave Hammond	Jacque Stonum
2013	Dave Hammond	Jacque Stonum
2014	Jacque Stonum	Dave Hammond
2015	Jacque Stonum	Larry Foianini
2016		

**Legal/Statutory Authority:**

Laramie Municipal Code Title 2.28.030 Election of chairman and vice-chairman

Within thirty days after the initial and each annual appointment, the Parks, Tree and Recreation Advisory Board shall elect a chairman and vice-chairman

**Responsible Staff:**

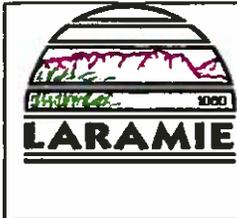
Paul Harrison, Parks and Recreation Director or Todd Feezer, new Parks and Recreation Director

\_\_\_\_\_ City Manager    \_\_\_\_\_ City Attorney    \_\_\_\_\_ Parks & Recreation

## **Parks, Tree and Recreation Advisory Board Goals for 2015**

- 1) The Board will make recommendations and assist with the completion and adoption of the Parks and Recreation Master Plan.
- 2) The Board will encourage and support the development of open spaces, parklands, greenbelts, trails, and setting aside land for future recreational use, and will annually review the Parks and Recreation Department's six-year capital improvement plans.
- 3) The Board will encourage the planning for optimal recreational use of appropriate portions of the Monolith Ranch including the formation of a citizen Ad Hoc Advisory Committee to develop a Monolith Ranch Recreation Master Plan.
- 4) The Board will review annually and provide recommendations on fees and policies for the Recreation Center and Ice and Event Center based on the operating proforma.
- 5) The Board will encourage and support continuing grants for Parks and Recreation programs and operations.
- 6) The Board will encourage and support the conservation of the City's renewable water resources with emphasis on promoting water-wise native xeric plants for Laramie.
- 7) The Board will support continuing the Tree City USA designation.
- 8) The Board will make recommendations and assist with the development of a Community Forest Stewardship Plan. The Community Forest Stewardship Plan shall include revising the list of desirable trees for planting as street trees with suggested spacing and planting distances from curbs, sidewalks, and foundations, along with a list of trees not suitable for planting as street trees.
- 9) The Board will review and make recommendations regarding fundraisers for, and donations to the Recreation Center, Ice and Event Center, and the Recreation Center Endowment for any amount over \$500.
- 10) The Board will review annually the condition and status of all City parks and support the enhancement of existing park amenities.
- 11) The Board will work with citizen groups towards the goals of increasing open space in the northeast section of Laramie, in the Kiowa Park/Indian Ridge neighborhood.

## PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING February 10, 2016



**Agenda Item:** Administration Resolution

**TITLE:** Resolution AB2016-03 recommending the adoption of the 2016 Revised Parks and Recreation Master Plan

### **Recommended Advisory Board MOTION:**

I move that the Parks, Tree and Recreation Advisory Board approve Resolution AB2016-03 for the adoption of the 2016 Revised Parks and Recreation master Plan and forward the recommendation to the City's Planning Commission and the City Council.

---

### **Administrative or Policy Goal:**

#### *Advisory Board Goal:*

- 1) The Board will make recommendations and assist with the completion and adoption of the Parks and Recreation Master Plan.
- 2) The Board will encourage and support the development of open spaces, parklands, greenbelts, trails, and setting aside land for future recreational use, and will annually review the Parks and Recreation Department's six-year capital improvement plans.

---

### **Background:**

In March of 2011 the Council approved Resolution 2011-25 creating a citizen Ad Hoc Advisory Committee to assist with the completion of a Parks, Trails and Recreation Master Plan for the City and all City owned properties. In June of 2011 the Council appointed eleven citizen volunteer members to the Parks, Trails and Recreation Ad Hoc Advisory Committee. The Ad Hoc Advisory Committee has held regular meetings, typically twice per month since their kickoff meeting on July 28, 2011 for a total of over 81 public meetings developing the draft Parks and Recreation Master Plan.

### **The Parks and Recreation Master Plan:**

The following vision statements below are the framework and inspiration approved by the Ad Hoc Advisory Committee for the Parks and Recreation Master Plan:

1. Provide equitable parks and recreation services and opportunities to all areas and people of the community.
2. Develop a parks, trails, recreation and natural areas system that is specific to Laramie and the surrounding community.
3. Establish new parks in conjunction with proposed development or in areas of park deficiency; parks should be considered no different than other vital infrastructure, such as streets, sidewalks and utilities.
4. Improve the visual appearance of our community through beautification of City-owned areas by improving their recreational and natural area qualities.
5. Provide for the future needs of the community in relation to parks, recreation, trails and natural areas through sound planning and visionary foresight.
6. Establish a funding mechanism that provides for parks, recreation, trails and natural areas that adequately serves the population, based on population growth and development pressures.
7. Provide for a continuous mobility loop around (and throughout) the community for off-street bike and pedestrian paths that allow users to access parks, recreation and natural areas.

8. City and Albany County should work together to secure permanent access east of the City to ensure preservation of the natural areas, and at a minimum access to the National Forest.

The Parks and Recreation Master Plan is 481 pages beginning with the executive summary, six chapters and appendices that detail the major elements within the Plan that include Parks and Recreation Service Areas; Parks and Recreation Needs Assessment; and Parks and Facilities Analysis.

Chapters **one, two and three** are the essential background information for the Plan, and include the benefits of the Plan, the relationships to other Plans and Codes, the population and demographics of Laramie, and the history of Parks and Recreation in Laramie.

Chapter **four** details the Parks, Trails, Recreation and Natural Area classifications, standards and service levels.

Chapter **five** details the revision of park service areas and needs assessment by both current population and future population projections along with spatial analysis.

Chapter **six** details the current state of parks and recreation facilities analysis and future needs.

#### **The Approval/Adoption Process:**

Following the over 81 Ad Hoc Committee meetings, countless edits, revisions and updates to the Plan, staff, at the direction of the Ad Hoc Committee began the approval and adoption process under the premise that the Plan as developed, is a good planning document for the Laramie community and that the City of Laramie Comprehensive Plan and the Albany County Comprehensive Plan supports the need for long range Parks and Recreation planning. At that time, the draft Master Plan still contained elements located both inside City limits and outside City limits but within 1-mile extraterritorial area of the City. On May 5, 2015 City staff presented the draft Master Plan to the Parks, Trails, and Recreation Ad Hoc Advisory Committee. At this meeting the Parks, Trails, and Recreation Ad Hoc Advisory Committee recommended approval of the plan. Following the Parks, Trails, and Recreation Ad Hoc Advisory Committee the draft Master Plan was brought before the Laramie Planning Commission on August 24, 2015. At their August 24, 2015 meeting the Laramie Planning Commission remanded the draft Master Plan back to the Ad Hoc Committee with the following recommendations:

1. Removal in their entirety the three service areas (listed below) in the one-mile extraterritorial area and all references to them:
  - a. Service Area 23
  - b. Service Area 24
  - c. Service Area 25
2. Removal of all future extraterritorial needs text boxes on the maps.
3. Removal of all numbered interface area icons on the maps and in the text.
4. Removal of all text references throughout the Master Plan document that relates to areas outside the City limits.
5. And direct staff to work with the County to come up with a Parks and Recreation Plan for the extraterritorial area.

On September 30, 2015 the Ad Hoc Advisory Committee met to consider the recommendations of the Planning Commission. At their meeting, the Ad Hoc Advisory Committee generally recommended approval of the Planning Commission's August 24, 2015 recommendations. Items 2, 3, 4 & 5 were approved by the Ad Hoc Advisory Committee as recommended. Item 1 was also approved as recommended, however instead of "removal in their entirety" the service areas were retained as placeholders within the document, however all recommendations (except one standard recommendation) and information related to the Service Areas were

stripped out. The only information retained in these Service Areas were background information related to total needs based on total area and projected population (no future elements remained) along with the recommendation that the City and County work together to develop future Parks and Recreation needs in these Service Areas. Finally, the Ad Hoc Advisory Committee recommended a table be added to the Plan that provided an overview of the whole community related to total area and projected population. To be clear, elements outside City Limits still exist within the draft Master Plan, however those elements that reference property outside City Limits only remain on City owned property.

With these revisions now complete, the draft Master Plan is ready for public inspection and will begin the review process within the next month. As noted during the first attempt at approval, the City will bring this draft Master Plan through the approval process as defined in Wyoming State Statutes. The staff anticipates the approval process to start with the Parks, Tree, and Recreation Advisory Board, then to the City of Laramie Planning Commission and then concluding with the Laramie City Council as detailed below:

- City's Parks, Tree and Recreation Advisory Board - Wednesday February 10, 2016 at 6:30 pm in the large conference room at the Laramie Recreation Center, 920 Boulder Drive
- City's Planning Commission – Monday February 22, 2016 at 4:30 pm in the City Council Chambers, 406 Iverson Street
- City Council Regular Meeting – Tuesday March 1, 2016 at 6:30 pm in the City Council Chambers, 406 Iverson Street

If the City's Planning Commission adopts the Plan and the Council certifies the Planning Commission's adoption, the City will forward the adopted Plan to the Albany County Planning and Zoning Commission and the Albany County Commissioners for possible concurrence of the Plan due to the Parks and Recreation elements denoted on City owned property outside of the City Limits.

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**Legal/Statutory Authority:**

W.S. 15-1-501 through 15-1-512

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**Attachments:** Draft Parks and Recreation Master Plan, Resolution AB2016-03

**Responsible Staff:**

Paul Harrison, Parks and Recreation Director at 721-5260 or e-mail at paulh@cityoflaramie.org 

**PARKS, TREE AND RECREATION ADVISORY BOARD RESOLUTION NO: AB 2016-03**

**RESOLUTION OF THE PARKS, TREE AND RECREATION ADVISORY BOARD FOR THE CITY OF LARAMIE, WYOMING ADOPTING THE 2016 PARKS AND RECREATION MASTER PLAN IN ITS ENTIRETY AND REPLACING THE 1982 COMPREHENSIVE PLAN FOR PARKS, RECREATION AND OPEN SPACE: A PARKS AND RECREATION MASTER PLAN.**

**WHEREAS**, the City of Laramie, Wyoming (City) approved and adopted the first Comprehensive Plan for Parks, Recreation and Open Space in June of 1982 which set forth a system wide plan improving Laramie's parks, recreation and open space resources,

**WHEREAS**, on August 4<sup>th</sup>, 1998 the City approved and adopted the Laramie Bicycle Facility Master Plan to promote and encourage the increased use of bicycles as an alternative form for recreation and connectivity between residential areas, UW, schools, parks and other recreational facilities, and connection points to bicycle routes outside the city,

**WHEREAS**, on August 21, 2007 the City approved and adopted the Laramie Comprehensive Plan which called for the completion of a new Parks, Trails and Recreation Master Plan,

**WHEREAS**, the City approved \$100,000 in the FY11 budget and \$103,000 in the FY12 budget for the completion of a Parks, Trails and Recreation Master Plan for the City and City owned properties,

**WHEREAS**, the City Council developed their goals for 2011 & 2012 on January 29, 2011 that included the completion of a Parks and Recreation Master Plan,

**WHEREAS**, City of Laramie Resolution 2011-46 appointed eleven individuals to the citizen Ad Hoc Advisory Committee for the City of Laramie, Wyoming to assist with the completion of a Parks, Trails, and Recreation Master Plan:

- Two (2) current members from the Parks, Tree and Recreation Advisory Board
- One (1) current member from the Ad Hoc Ranch Advisory Committee
- One (1) current member of the Laramie Planning Commission
- One (1) current member of the Laramie City Council
- One (1) representative from the Laramie Bicycling Network
- Five (5) at large citizen/community members

**WHEREAS**, the Ad Hoc Advisory Committee met 81 times between July of 2011 and April of 2015 to discuss, draft, and amend the Draft Parks and Recreation Master Plan,

**WHEREAS**, on July 24, 2012 the Ad Hoc Advisory Committee presented the City Council an update on the Parks and Recreation Master Plan,

**WHEREAS**, in July/August 2012 the Ad Hoc Advisory Committee commissioned a random survey of City and County residents on Parks and Recreation perceptions, preferences, and attitudes with a response rate of 29%,

**WHEREAS**, on February 27<sup>th</sup> and 28<sup>th</sup>, 2013, four public meetings on the Draft Parks and Recreation Master Plan were held at the Lincoln Community Center, Fire Station #2, and the Recreation Center,

**WHEREAS**, during the week of April 16<sup>th</sup>, 14, 2013 individual stakeholder group meetings were held to gather input from involved groups,

**WHEREAS**, the Albany County Planning and Zoning Commission received a presentation on October 9, 2013 on the progress of the Plan,

**WHEREAS**, the Laramie Traffic Commission met on July 10, 2014 and received a presentation on the Draft Parks and Recreation Master Plan,

**WHEREAS**, the Parks, Tree and Recreation Advisory Board held a special meeting on July 10, 2014 to hear a presentation of the Draft Parks and Recreation Master Plan,

**WHEREAS**, five public meetings were held on July 14, 2014, July 16, 2014, and July 17, 2014 to present the Draft Parks and Recreation Master Plan to the public and receive comment,

**WHEREAS**, the Monolith Ranch Advisory Committee received a presentation on July 17, 2014 on the Draft Parks and Recreation Master Plan,

**WHEREAS**, the Beautification Committee received a presentation on July 24, 2014 on the Draft Parks and Recreation Master Plan,

**WHEREAS**, City of Laramie City Council held a work session on July 22, 2014 to hear a presentation on the Draft Parks and Recreation Master Plan,

**WHEREAS**, City of Laramie Planning Commission received a presentation on July 28, 2014 on the Draft Parks and Recreation Master Plan,

**WHEREAS**, Laramie Main Street received a presentation on August 4, 2014 on the Draft Parks and Recreation Master Plan,

**WHEREAS**, the Environmental Advisory Committee received a presentation on August 7, 2014 on the Draft Parks and Recreation Master Plan,

**WHEREAS**, the Traffic Commission received a presentation on August 14, 2014 on the Draft Parks and Recreation Master Plan,

**WHEREAS**, on April 8, 2015 the Ad Hoc Advisory Committee recommended the approval and adoption of the Draft Parks and Recreation Master Plan,

**WHEREAS**, City of Laramie City Council held a work session on July 14, 2015 to hear a presentation on the Draft Parks and Recreation Master Plan,

**WHEREAS**, on August 12, 2015 the Parks, Tree and Recreation Advisory Board recommended adoption of the Draft Parks and Recreation Master Plan,

**WHEREAS**, on August 24, 2015 the Laramie Planning Commission remanded the draft Master Plan back to the Ad Hoc Committee with the general recommendations to remove all of the future extraterritorial needs and text boxes on the map and in the text,

**WHEREAS**, on September 30, 2015 the Ad Hoc Advisory Committee generally recommended approval of the Planning Commission's August 24, 2015 recommendations, where Service Areas were retained as placeholders within the document with only general background information remaining, that the City and County work together to develop future Parks and Recreation needs in these Service Areas, and that the only elements left in the plan located outside of City Limits were on City owned properties,

**NOW THEREFORE THE PARKS, TREE AND RECREATION ADVISORY BOARD RESOLVES:**

**Section 1.** That the Parks, Tree and Recreation Advisory Board hereby recommends the adoption the 2016 Parks and Recreation Master Plan.

**Section 2.** That the 2016 Parks and Recreation Master Plan replaces the 1982 Comprehensive Plan for Parks, Recreation and Open Space.

**PASSED, APPROVED AND ADOPTED the 10<sup>th</sup> day of February, 2016.**

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Jacque Stonum

Chairman of the Parks, Tree and Recreation Advisory Board

**ATTEST:**

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Inez Wildenborg, Administrative Coordinator

Parks, Tree and Recreation Advisory Board Secretary and Clerk

**PARKS, TREE AND RECREATION ADVISORY BOARD  
REGULAR MEETING                      February 10, 2016**



**Agenda Item:** Resolution

**Title:** Resolution 2016-AB-04 authorizing a reduction of the facility reservation fees for the 2016 primary and general election for Albany County.

**Recommended Board MOTION:**

That the Board approve Resolution 2014-AB-04 authorizing a waiver of the facility reservation fees for the 2016 primary and general elections for Albany County and forward onto City Council for their consideration.

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**Administrative or Policy Goal:**

*Advisory Board Goal:*

- 4. The Board will review annually and provide recommendations on fees and policies for the Recreation Center and Ice and Event Center based on the operating pro-forma

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**Background:**

In 2014 the Albany County Clerk asked the Recreation Center to provide the gymnasium as a polling location for the 2014 primary and general elections on August 19, 2014 and November 6, 2014. Since the gymnasium would be closed for use by the members and patrons for approximately two days, the Recreation Center staff recommended the City reduce the facility reservation fee to cover only the direct costs of labor to set up, tear down and cleanup for the elections. The Parks Tree and Recreation Advisory Board approved Resolution 2014 AB-7, supporting a fee reduction, and forwarded it to City Council for consideration

Council amended the resolution to waive all fees, and approved the amended resolution authorizing the fee waiver, on March 18<sup>th</sup>, 2014 and both elections were held in the Recreation Center gymnasium. From both the City's and County's perspective, the events were a success and caused very little impact to the members and patrons.

The Albany County Clerk has again asked that the Recreation Center be utilized as a polling location for the 2016 primary and general elections on August 16<sup>th</sup> and November 8<sup>th</sup> respectfully. Albany County has also asked that the facility reservation fees be waived for these two elections.

Because of the minimal impact these two elections caused in 2014, the staff believes the reservation fees should again be waived for these two election dates.

The total cost for the facility setup, which includes labor and materials for covering of the gymnasium floor and setting up tables and chairs for the primary election and the general election is estimated at \$850.00. The set up fee will cover all of the direct costs for the facility rental.

It should be noted that with the advanced notice for both elections the member and patron impact can be accommodated and should be minimal. The regular facility reservation fee for both the primary and general election, based upon the current Parks and Recreation master fee schedule would be \$3,120.00.

Attached is resolution 2016-AB-04 that details the fee Waiver.

**Legal/Statutory Authority:**

N/A

**Proposed Project Cost.**

Project	Amount	Funds
Facilities Staff Cost	\$800.00	hourly cost for Facilities Staff
Misc. Supplies	\$50.00	Materials and supplies
Total Amount	\$850.00	

**BUDGET/FISCAL INFORMATION:**

**Responsible Staff:**

Paul Harrison, Parks and Recreation Director at 721-5260

Todd Feezer, Asst. Parks and Recreation Director

Scott Stevenson, Facilities Maintenance Manager

\_\_\_\_\_ City Manager    \_\_\_\_\_ City Attorney    \_\_\_\_\_ Parks & Recreation

**RESOLUTION 2016- AB-04**

**A RESOLUTION AUTHORIZING A WAIVER OF THE RECREATION CENTER FACILITY RESERVATION FEES FOR THE 2016 PRIMARY AND GENERAL ELECTION FOR ALBANY COUNTY.**

**WHEREAS**, the City of Laramie Wyoming (City) operates the Laramie Community Recreation Center for the Laramie community with all of the revenues and expenses of the facility accounted for in a separate fund to keep the general fund cost as low as possible; and

**WHEREAS**, the Albany County Clerk utilized the Recreation Center gymnasium for the primary and general elections on August 19, 2014 and November 6, 2014 at no cost; and

**WHEREAS**, Albany County has requested a reservation fee waiver for the use of the Recreation Center gymnasium for the primary election on August 16, 2016 and the general election on November 8, 2016; and

**WHEREAS**, the Parks, Tree and Recreation Advisory Board goals state the Board shall review annually and provide recommendations on fees and policies for the Recreation Center and Ice and Event Center based on the operating pro-forma.

**NOW THEREFORE, THE PARKS, TREE AND RECREATION ADVISORY BOARD OF LARAMIE, WYOMING, RESOLVES:**

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

**SECTION 2:** That, the Parks, Tree and Recreation Advisory Board recommends the City Council approve the request from Albany County for a waiver of the Recreation Center facility reservation fees for the 2016 primary and general elections.

**PASSED AND APPROVED** on this 10<sup>th</sup> day of February, 2016

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Advisory Board Chair  
Jacque Stonum

**ATTEST:**

---

Inez Wildenborg  
Administrative Coordinator

RECEIVED JAN 08 2016

**JACKIE R. GONZALES**

**ALBANY COUNTY CLERK**

525 GRAND AVE SUITE 202 · LARAMIE, WYOMING 82070

(307) 721-2541 · FAX (307) 721-2544

JGONZALES@CO.ALBANY.WY.US



January 6, 2016

Paul Harrison  
Laramie Parks & Recreation  
920 Boulder Dr  
Laramie, WY 82070

*Paul,*  
Dear Mr. Harrison,

As we look ahead to the 2016 Federal Election cycle, we are writing to request the continued use of the Laramie Recreation Center as a polling place.

The Primary Election will occur on August 16, 2016 and the General Election on November 8, 2016. Representatives from our office will set up the polling place the day prior to the election and generally will have all equipment removed by noon the day after the election. Please confirm with whom we should arrange access each day.

In addition, we ask that the Laramie City Council waive the facility reservation fees for these two elections as was their adoption during the 2014 election cycle.

Thank you for your support and don't hesitate to contact us if you have any questions or concerns.

Sincerely,

Jackie R. Gonzales  
Albany County Clerk

*Happy New Year!*



**Agenda Item: Parks**

**Resolution**

**Title: Consideration of the Laramie Audubon Society's proposal to place American Kestrel nesting boxes in undeveloped LaPrele Park and the southern loop of the Laramie Greenbelt Trail.**

**Recommended Board MOTION:**

I move that the Parks, Tree and Recreation Advisory Board consider and approve Resolution 2016-AB-~~05~~<sup>5</sup> in support of the proposal submitted by the Laramie Audubon Society to place American Kestrel nesting boxes in undeveloped LaPrele Park and the southern loop of the Laramie Greenbelt Trail and forward onto Council for their consideration.

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**Administrative or Policy Goal:**

The Board will review annually the condition and status of all City parks and support the enhancement of existing park amenities.

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**Background:**

Laramie Audubon Society's mission is to "promote the conservation and appreciation of birds and other wildlife through education, outreach, and habitat stewardship."

Laramie Audubon Society is concerned about the recent decline in population of the American Kestrel, a small raptor that hunts insects, small rodents and small birds. American Kestrels are cavity nesters. In other words, they prefer a hole in a tree that has already been excavated by another animal or bird. They begin searching for suitable nesting areas in early spring. This can vary in our climate from March through May. Generally, nest boxes are placed onto barns or buildings where suitable prey is available. The nest boxes can also be attached to existing trees, or secured to poles placed in open areas or on the edges of forests.

Laramie Audubon Society (LAS) has received six (6) American Kestrel nest boxes produced by Bradley Wahlgren's Eagle Scout project. LAS is requesting permission to install at least four kestrel nest boxes in two (2) of City of Laramie parks, undeveloped LaPrele Park and the southern loop of the Laramie Greenbelt Trail. These areas were chosen because of the suitable open areas for hunting by kestrels, there are suitable perching sites, and kestrels have been seen in these areas.

Laramie Audubon Society has chosen to place the nest boxes on poles to deter raccoons from raiding the nests. The nest boxes will be placed at the shorter distance from the ground to facilitate monitoring and possible banding of the chicks. A simple step-ladder will be used for accessing the nest boxes.

Eight-to-ten-foot steel pipes will be cemented into the ground by digging a 2-foot deep hole, inserting the pipe, and filling the hole with one bag of cement mix and water. The top ends of the pipes will be covered with mesh or screen to prevent bats or birds from getting caught inside the pipe/poles. Nest boxes will be secured to the poles with sturdy clamps. The nest boxes will be cleaned annually prior to winter, and fresh shavings will be added each spring before nesting season begins.

The Laramie Audubon Society has committee to the installation, maintenance and, if necessary, the removal of the nesting boxes.

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

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

Source	Amount	Type
Fees/Charges for Service		
Grant		
Agreement		
Agreement		
Total		

**EXPENSE**

## Proposed Project Cost.

Project	Amount	Funds
Project Cost		
Loans on Project		
Grants for Project		
Other/Outside Projects		
City's Amount		
Contingency		
Total Amount		

**Responsible Staff:**Paul Harrison, Parks and Recreation Director, 721-5260, [pharrison@cityoflaramie.org](mailto:pharrison@cityoflaramie.org)

Attachments: Resolution 2016-AB-\_\_  
Laramie Audubon Society Proposal  
Laramie Audubon Society Presentation

**RESOLUTION 2016-AB-05**

**A RESOLUTION IN SUPPORT OF THE LARAMIE AUDUBON SOCIETY'S  
PROPOSAL TO PLACE AMERICAN KESTREL NESTING BOXES IN  
UNDEVELOPED LAPRELE PARK AND THE SOUTHERN LOOP OF THE  
LARAMIE GREENBELT TRAIL.**

**WHEREAS**, on January 29, 2016 the City received a proposal from the Laramie Audubon Society requesting permission to place American Kestrel nesting boxes in undeveloped LaPrele Park and the southern loop of the Laramie Greenbelt Trail and,

**WHEREAS**, Laramie Audubon Society is concerned about the recent decline in population of the American Kestrel, a small raptor that hunts insects, small rodents and small birds and,

**WHEREAS**, Laramie Audubon Society's mission is to promote the conservation and appreciation of birds and other wildlife through education, outreach, and habitat stewardship and,

**WHEREAS**, eight-to-ten-foot steel pipes will be cemented into the ground by digging a 2-foot deep hole, inserting the pipe, and filling the hole with one bag of cement mix and water and,

**WHEREAS**, the nest boxes will be cleaned annually by Laramie Audubon Society prior to winter, and fresh shavings will be added each spring before nesting season begins and,

**WHEREAS**, the Laramie Audubon Society has committee to the installation, maintenance and, if necessary, the removal of the nesting boxes.

**NOW THEREFORE THE PARKS, TREE AND RECREATION ADVISORY  
BOARD OF LARAMIE, WYOMING, RESOLVES:**

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

**SECTION 2:** That the Parks, Tree and Recreation Advisory Board does hereby support Resolution 2016-AB-\_\_ to place American Kestrel nesting boxes in undeveloped LaPrele Park and the southern loop of the Laramie Greenbelt Trail.

**PASSED AND APPROVED** on this 10<sup>th</sup> day of February, 2016.

BY: \_\_\_\_\_  
Jacque Stonum, Advisory Board Chair

ATTEST: \_\_\_\_\_

**Inez Wildenborg, Parks and Recreation Administrative Assistant**

# **American Kestrel Nest Box Program**

## **INTRODUCTION**

Laramie Audubon Society is concerned about the recent decline in population of the American Kestrel, a small raptor that hunts insects, small rodents and small birds. The American Kestrel's decline is due mostly to the expansion of urban development, resulting in cutting of forests resulting in the loss of nesting locations, habitat fragmentation and reduction in prey through use of pesticides. There is currently an effort of many conservationists to advocate installing nest boxes.

## **BREEDING AND NESTING**

American Kestrels are cavity nesters. In other words, they prefer a hole in a tree that has already been excavated by another animal or bird. They begin searching for suitable nesting areas in early spring. This can vary in our climate from March to April or May.

## **NEST BOX PLACEMENT**

Nest boxes are placed onto barns or buildings where suitable prey is available. The nest boxes can also be attached to existing trees, or secured to poles placed in open areas or on the edges of forests. In other states, American Kestrels are known to nest in boxes placed in urban forests or park settings. Nest boxes should be placed 6-11 feet high. The nest boxes are built to specifications suggested by kestrel experts, with easy access for counting eggs, nestlings, and for cleaning after the chicks have fledged.

Laramie Audubon Society (LAS) has received six American Kestrel nest boxes produced by Bradley Wahlgren's Eagle Scout project. LAS is requesting permission to install at least four kestrel nest boxes in two of City of Laramie parks—La Prele and the southern loop of the Greenbelt trail built by Union Pacific Railroad. These areas were chosen because of the suitable open areas for hunting by kestrels and also because there are suitable perching sites, and also because kestrels have been seen in these areas. (American Kestrels can be seen perching on posts and power lines.)

Laramie Audubon Society has chosen to place the nest boxes on poles to deter raccoons from raiding the nests. The nest boxes will be placed at the shorter distance from the ground to facilitate monitoring and possible banding of the chicks. A simple step-ladder will be used for accessing the nest boxes.

Eight-to-ten-foot steel pipes will be cemented into the ground by digging a 2-foot deep hole, inserting the pipe, and filling the hole with one bag of cement mix and water. The top ends of the pipes will be covered with mesh or screen to prevent bats or birds from getting caught inside the pipe/poles. Nest boxes will be secured to the poles with sturdy clamps. The nest boxes will be cleaned annually prior to winter, and fresh shavings will be added each spring before nesting season begins.

## **CONCLUSION**

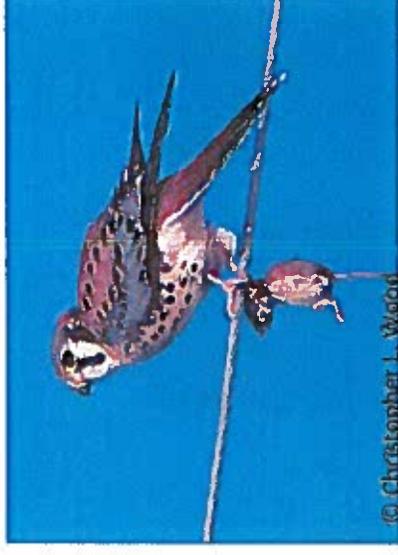
Laramie Audubon Society will be grateful for the opportunity to place American Kestrel nest boxes in suitable City of Laramie parks, namely LaPrele and the Greenbelt Trail southern loop. We believe this

conservation effort is in line with our mission, "Laramie Audubon Society promotes the conservation and appreciation of birds and other wildlife through education, outreach, and habitat stewardship". We would like to begin as soon as possible so we can get some nesting pairs in our boxes this breeding season.

Contacts: Brian Waitkus, Vice President, Laramie Audubon Society, 307-745-8723,

[wildphoto1@juno.com](mailto:wildphoto1@juno.com)

Vicki Henry, Board Member, Laramie Audubon Society, 307-760-9518, [vickis@uwyo.edu](mailto:vickis@uwyo.edu)

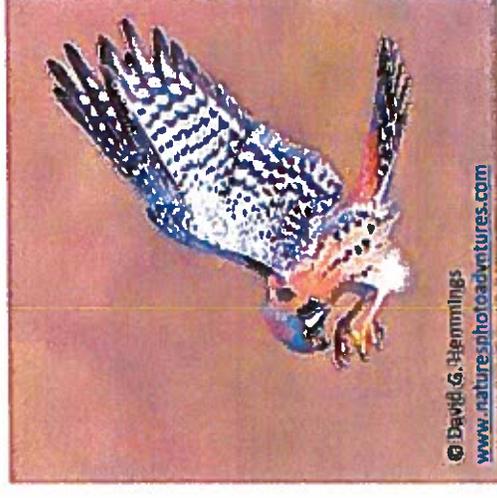


# American Kestrel Nest Box Program

Proposal by Laramie Audubon Society  
to install several nest boxes in LaPrele  
Park and in the southern loop of the  
Greenbelt Trail System.

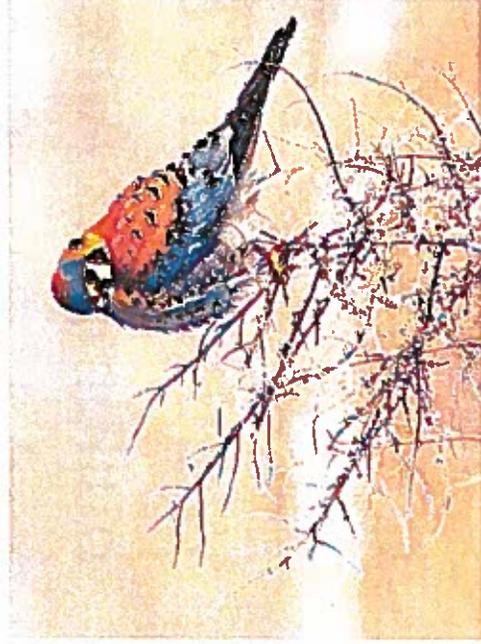
# American Kestrel Characteristics

- The American Kestrel is one of the most colorful raptors.
- It is also one of the smallest raptors, with a length of 8.7 to 12.2 inches, or about the size of a Blue Jay.
- Kestrels' primary food are insects, but they also eat small rodents, such as field mice and voles, and small birds, such as House Sparrows.



# American Kestrel Characteristics

- Kestrels favor open areas but need access to a few trees or structures that provide appropriate nesting cavities, according to the Cornell Lab of Ornithology website.



- American Kestrels are in decline in North America, most likely due to loss of habitat to urban development and agricultural use of pesticides.

# Eagle Scout Nest Box Project

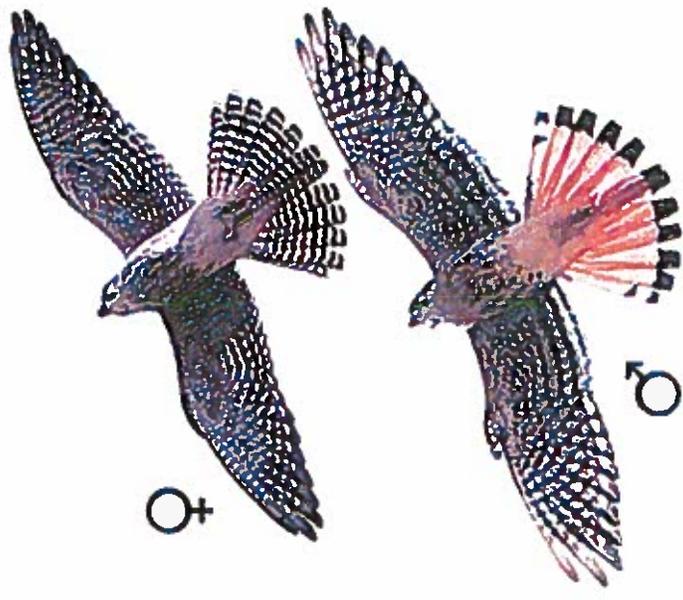
- Laramie Audubon Society, and ultimately Albany County, is the benefactor of an Eagle Scout project by Bradley Wahlgren, who orchestrated building six American Kestrel and 21 Tree Swallow nest boxes.



American Kestrel  
Nest Box

# American Kestrel Nest Box Program

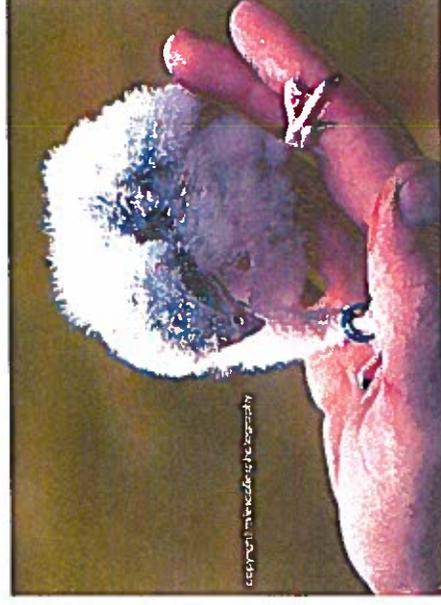
- Laramie Audubon Society (LAS) has installed the swallow/bluebird boxes at Hutton National Wildlife Refuge.
- LAS would like to install the kestrel boxes in LaPrele Park and in the southern loop of the Greenbelt Trail south of I-80.



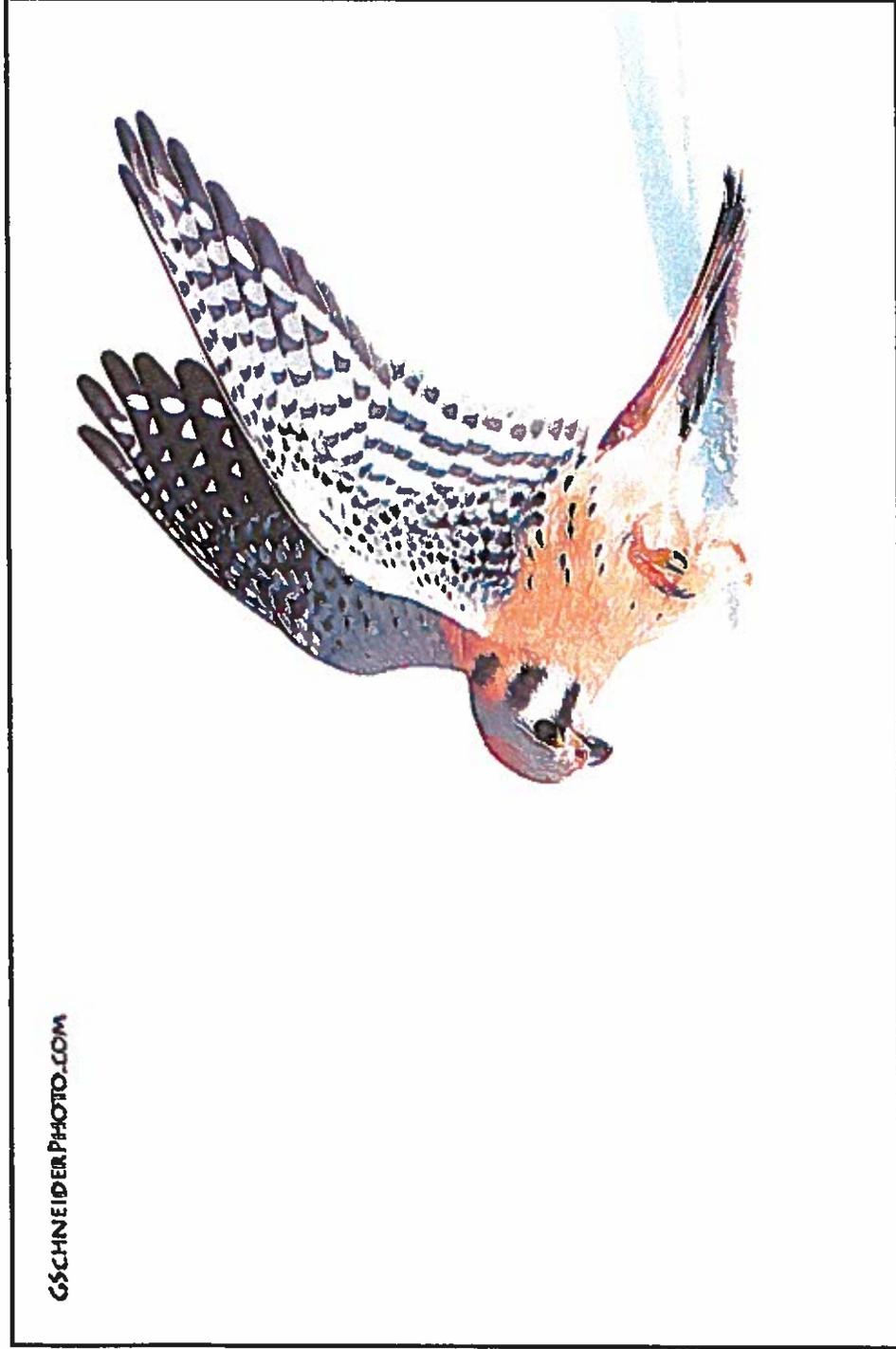
[www.hawkmountain.org](http://www.hawkmountain.org)

# Desired Results

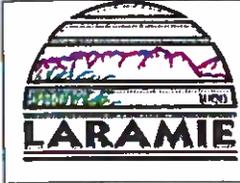
- By providing nest boxes, LAS hopes that we can increase the American Kestrel population.
- Beth Wommack, Curator of UW's Vertebrate Collection at the Biodiversity Center, would like to band the chicks just before they fledge.



Any questions?



GSCHEIDERPHOTO.COM



**Agenda Item:** Parks

Presentation

**Title:** Status report on the 2015 public right-of-way tree assessment.

**Recommended Board MOTION:**  
Presentation

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**Administrative or Policy Goal:**

The Board will make recommendations and assist with the development of a Community Forest Stewardship Plan. The Community Forest Stewardship Plan shall include revising the list of desirable trees for planting as street trees with suggested spacing and planting distances from curbs, sidewalks, and foundations, along with a list of trees not suitable for planting as street trees.

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**Background:**

The Parks, Tree and Recreation Advisory Board approved a Resolution in 2015 in support of a \$3,000 grant to fund an intern to assist with a right-of-way tree assessment for Laramie. The Resolution was subsequently approved by City Council. All 434 trees indicated as hazard trees in the Wyoming Division of Forestry Public R.O.W. assessment done in 2007-2008, were reassessed first. The 434 trees were updated, any remaining hazard trees were included with hazard trees identified in the 2015 assessment area. The 2015 assessment identified 603 trees as hazard. A recheck of these hazard trees in early November found that 78 had been abated. Most abatements, 42, were the result of personal contact with property owners as the trees were being assessed. The remaining 36 abatements were the result of courtesy letters sent to the property owners. The 2015 assessment covered 75% of the trees and spaces identified in the 2007-2008 assessment. The remaining right-of-way trees and spaces will be assessed in 2016.

---

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

**12.16.015 - Powers and duties.**

This chapter provides authority over all trees, shrubs, hedges, and other ornamental plants located within the street right-of-way, parks and public places of the city. The city manager or the manager's designee shall manage and maintain trees within the city in the following manner:

- A. Promulgate standards and specifications governing the planting, pruning and removal of trees on the street right-of-way, parks, and public areas of the city.
- B. Require that property owners maintain trees, shrubs, hedges and other ornamental plants on the public right-of-way abutting their property line so they do not pose a hazard or public nuisance to pedestrian or vehicular traffic.
- C. During or following an emergency created by man or natural phenomenon, the city may take all necessary steps to remove trees or tree parts or residue that might impede traffic movement or endanger persons or property, without being responsible for continued maintenance or care.

(Ord. 1419 § 2, 1998)

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**BUDGET/FISCAL INFORMATION:**

**REVENUE**

Source	Amount	Type
Fees/Charges for Service		
Grant		
Loan		
Other		
Total	\$0.00	

**EXPENSE**

Proposed Project Cost.

Project	Amount	Funds
Project Cost		
Loans on Project		
Grants for Project		
Other/Outside Projects		
City's Amount	\$0.00	
Contingency		
Total Amount	\$0.00	

**Responsible Staff:**   
Randy Overstreet, City Arborist, 721-5338, [roverstreet@cityoflaramie.org](mailto:roverstreet@cityoflaramie.org)

Attachment: 2015 Public Right of Way Tree Assessment Presentation



# 2015 Laramie Right-of-way Tree Assessment





# Community Forest Stewardship Plan- Tree Species Diversity Goals

## 2015 Right-of-Way Tree Assessment (75% Complete)

Species	2015 Count < 345	2015 Count < =<= 10%	Genus 690	Count < 690	Genus % <=20%	Family	Count <=1035	Family % <=30%
<b>Spaces</b>	<b>1620</b>							
Cottonwood	1129	<b>33%</b>	Populus	1920	<b>56%</b>	Salicaceae	2038	<b>59%</b>
Crabapple	356	10%	Malus	356	10%	Rosaceae	678	20%
Plains Cottonwood	297	9%	Populus			Salicaceae		
Chokecherry	249	7%	Prunus	322	9%	Rosaceae		
Aspen	212	6%	Populus			Salicaceae		
White Poplar	183	5%	Populus			Salicaceae		
Green Ash	120	3%	Fraxinus	120	3%	Oleaceae	120	3%
Willow	118	3%	Salix	118	3%	Salicaceae		
Siberian elm	102	3%	Ulmus	102	3%	Ulmaceae	102	3%
Hybrid Poplar	99	3%	Populus			Salicaceae		
Spruce	93	3%	Picea	93	3%	Pinaceae	93	3%
Boxelder	84	2%	Acer	84	2%	Aceraceae	84	2%
Honeylocust	44	1%	Gleditsia	44	1%	Fabaceae	44	1%
Cherry	41	1%	Prunus			Rosaceae		
Plum	32	1%	Prunus			Rosaceae		
Other	293	8%	Other	293	9%	Other	293	9%
<b>Total Trees (not spaces)</b>	<b>3452</b>	<b>100%</b>		<b>3452</b>	<b>100%</b>		<b>3452</b>	<b>100%</b>

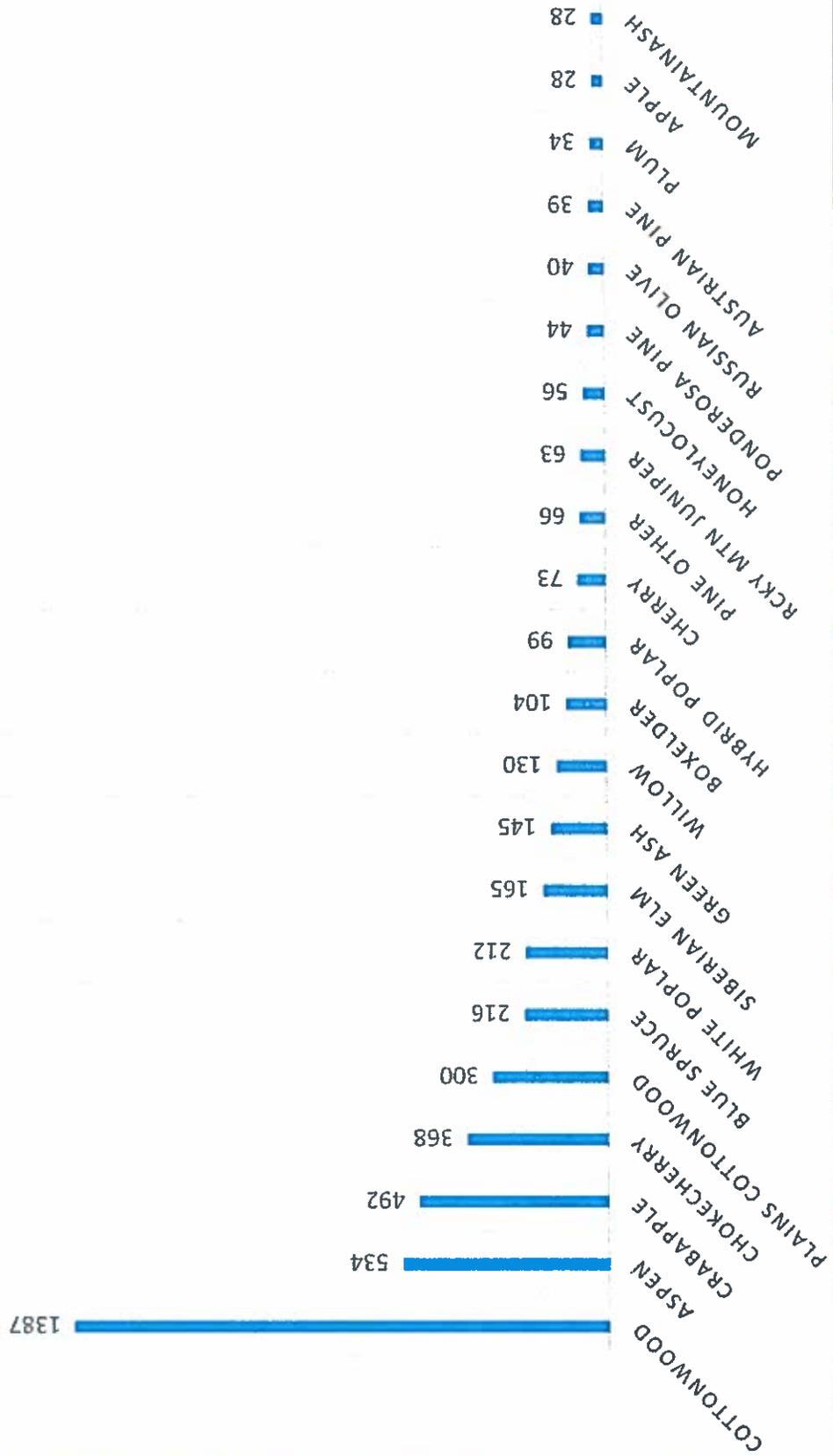
# COMBINED 2008 & 2015 R.O.W. TREE ASSESSMENTS

## TOTAL TREES BY SPECIES, GENUS AND FAMILY

### Top 95% Tree Species

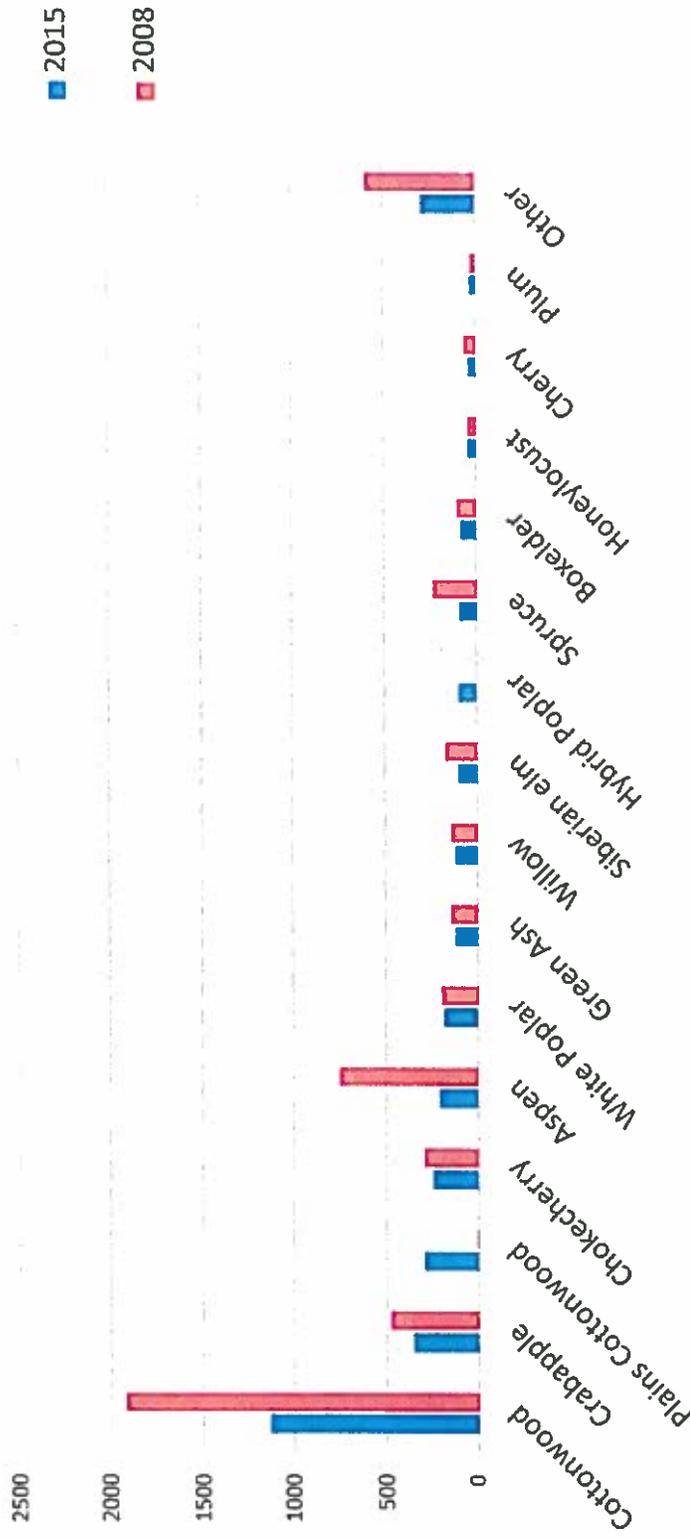
Species	Species Count	Total Trees	% of Total	Species <=10%	Genus	Count	Genus <=20%	Family	Count	Family <=30%
Cottonwood	1387			30	Populus	2532	55	Salicaceae	2662	58
Aspen	534			12	Populus			Salicaceae		
Crabapple	492			11	Malus	520	11	Rosaceae	1023	22
Chokecherry	368			8	Prunus	475	10	Rosaceae		
Plains cottonwood	300			6	Populus			Salicaceae		
Blue spruce	216			5	Picea	216	5	Pinaceae	365	8
White Poplar	212			5	Populus			Salicaceae		
Siberian elm	165			3	Ulmus	165	4	Ulmaceae	165	4
Green ash	145			3	Fraxinus	145	3	Oleaceae	145	3
Willow	130			3	Salix	130	3	Salicaceae		
Boxelder	104			2	Acer	104	2	Aceraceae	104	2
Hybrid poplar	99			2	Populus			Salicaceae		
Cherry	73			1	Prunus			Rosaceae		
Pine other	66			1	Pinus	149	3	Pinaceae		
Rocky Mountain juniper	63			1	Juniperus	63	1	Cupressaceae	63	1
Honeylocust	56			1	Gleditsia	56	1	Fabaceae	56	1
Ponderosa pine	44			1	Pinus			Pinaceae		
Russian olive	40			1	Elaeagnus	40	1	Elaeagnaceae	40	1
Austrian pine	39			1	Pinus			Pinaceae		
Plum	34			1	Prunus			Rosaceae		
Apple	28			1	Malus			Rosaceae		
Mountainash	28			1	Sorbus	28	1	Rosaceae		
		4623	95.2%	100		4623	100		4623	100

# TOP 95% OF TREE SPECIES 2008 & 2015 COMBINED (PROJECTED)



# 2015 Right-of-way Tree Assessment Compared to 2008 Assessment

Most Common species



2008 Cottonwood count included Plains cottonwood and Hybrid poplar.  
 2008 Aspen count included all root suckers.  
 2015 Aspen count included one tree per tree space and noted all root suckers in the same space.

## Projected Summary of Right-of-way Tree Diversity and Tree Numbers

Tree Species 47

Genuses or Genera 26

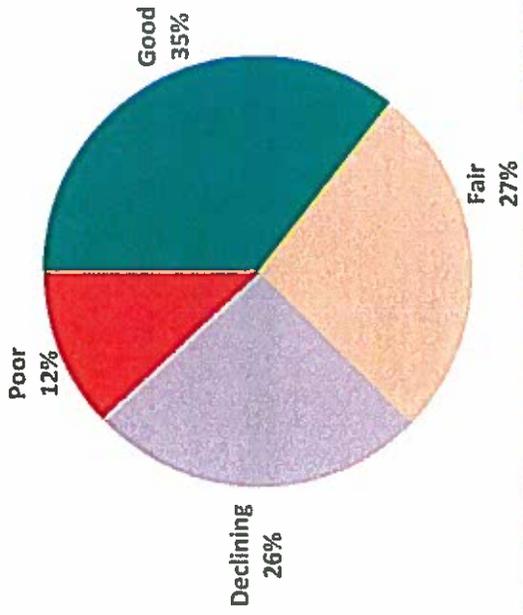
Families 15

Total Trees 2015 plus  
2008 trees not reassessed. 4623

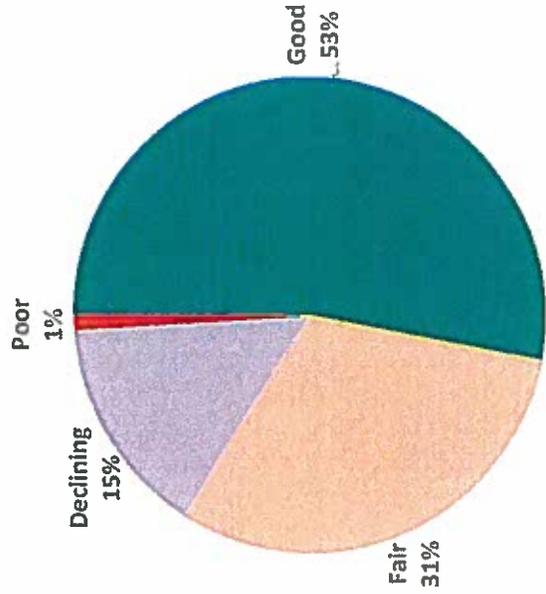
Planting Spaces 2015 plus  
2008 trees not reassessed. 3571

## 2015 ASSESSMENT - CONDITION

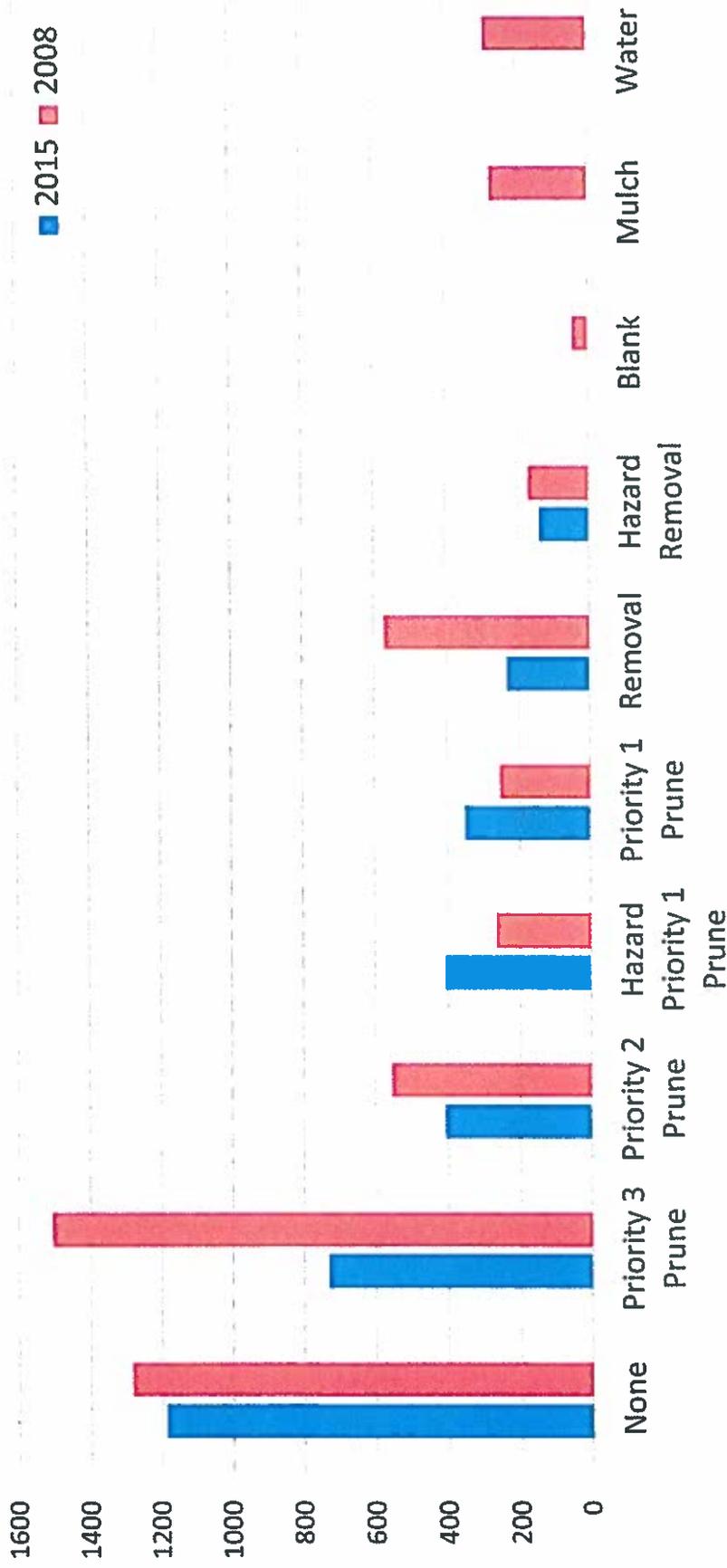
75% COMPLETE



## 2008 ASSESSMENT - CONDITION

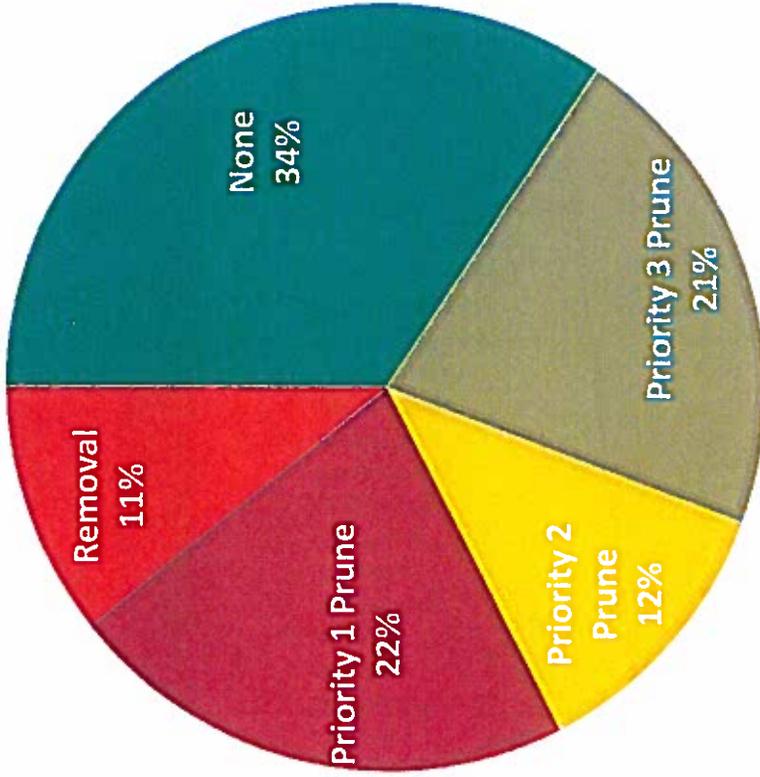


# Management Recommendation



Level of pruning priority is based on: Largest size branch that is dead, broken, or weak; Amount of deadwood in the tree; Street and sidewalk clearance; and Visibility, powerline, and sign clearance. Priority 1 on average has 21% of the crown dead with the largest dead branch diameter of 6 inches. Priority 2 has 11% and 3 inch diameter. Priority 3 has 7% and 1 inch diameter.

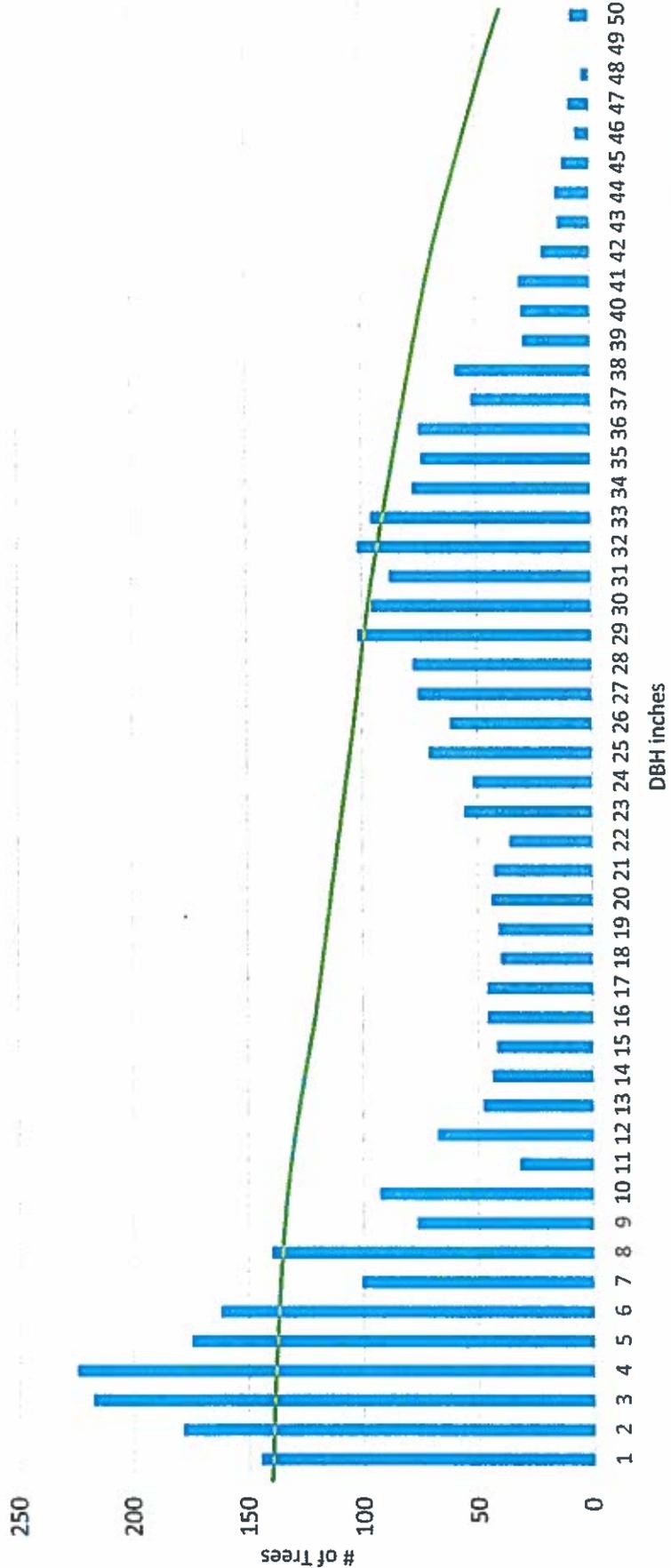
**2015 - ASSESSMENT: MANAGEMENT NEED  
75% COMPLETION 3452 TREES**



Level of pruning priority is based on: Largest size branch that is dead, broken, or weak; Amount of deadwood in the tree; Street and sidewalk clearance; and Visibility, powerline, and sign clearance. Priority 1 on average has 21% of the crown dead with the largest dead branch diameter average of 6 inches. Priority 2 has 11% and 3 inch diameter. Priority 3 has 7% and 1 inch diameter.

# Tree Trunk Diameter

Measured at 54 inches (DBH) above ground  
75% Completion Right-of-Way Tree Assessment

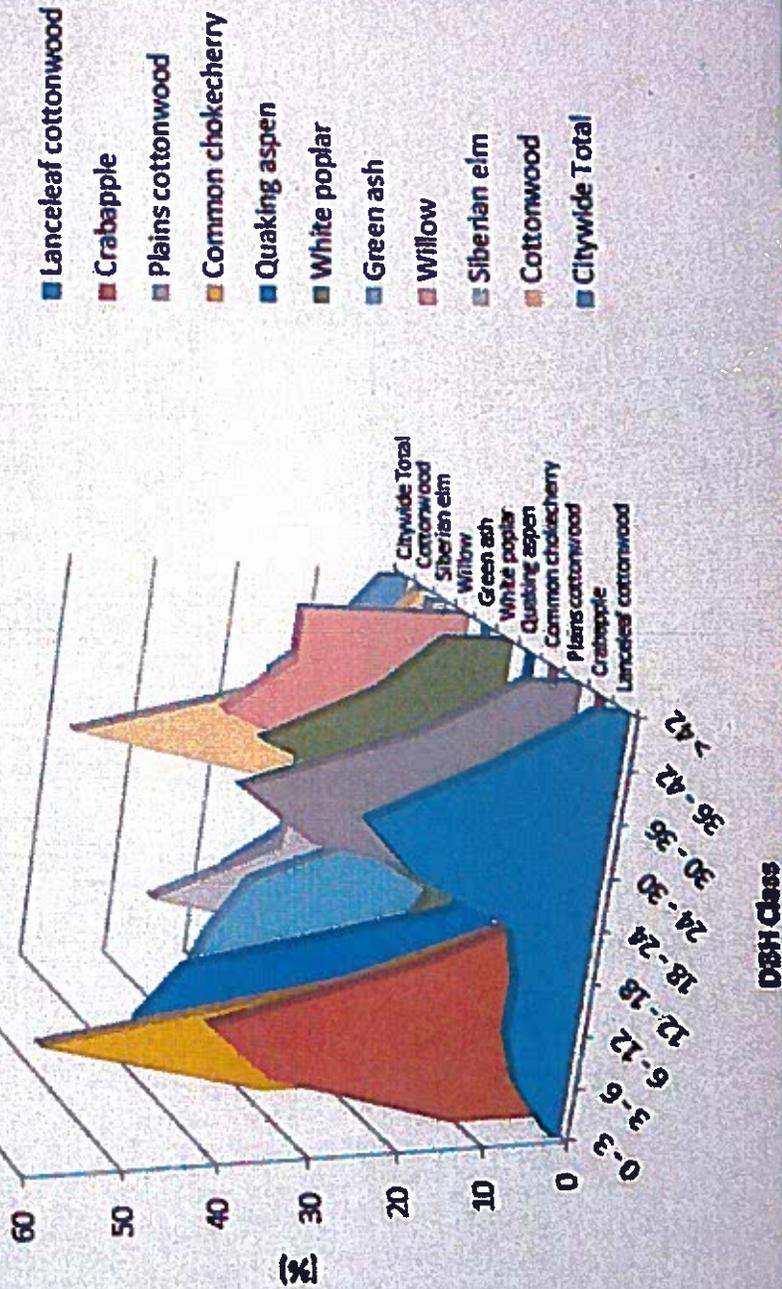


Green line is an ideal age/size distribution. Older/larger trees provide higher benefit value (higher CO<sub>2</sub> sequestration and storage, blocking wind, reducing precipitation runoff, shading). Older/larger trees require frequent and higher cost maintenance. Projected number of planting spaces along city streets is 3500. A 30 year goal to fill all spaces and replace trees would require planting approximately 130 – 140 trees per year along street right-of-ways. What happened in Laramie between 1965 and 1995?

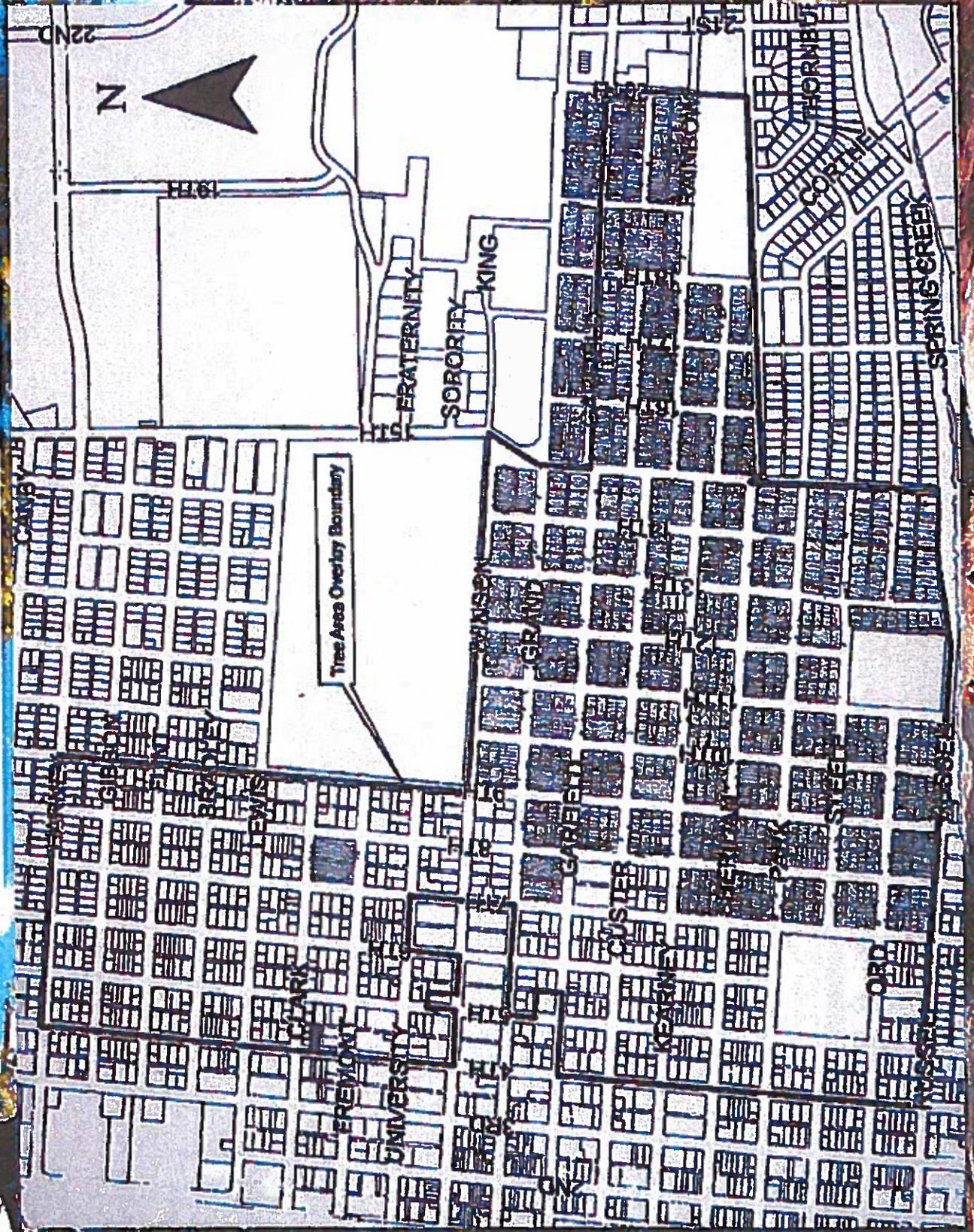
Laramie

# Relative Age Distribution of Top 10 Public Tree Species for All Zones (%)

1/12/2016



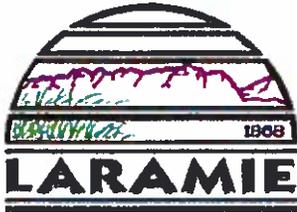
Tree Area Map – Thick black line



# Tree Area - 2015 Assessment

		% TOTAL
Limbs Clear 13ft Above Street?	Yes	69%
	No	31%
Curb Damage?	Yes	43%
	No	57%
Limbs Clear 8ft Above Sidewalk?	Yes	72%
	No	28%
Sidewalk Damage?	Yes	46%
	No	54%
Root Damage?	Yes	24%
	No	76%
Powerline Overhead?	Yes	19%
	No	81%

Tree Area is 100% complete. Additional Information Collected During Assessment



**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  
Administration: (307) 721-3572

### Memorandum

To: Parks, Tree, and Recreation Advisory Board

From: Parks Division 

Date: February 10, 2016

Re: Parks Division Staff Report

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Dear Members of the Parks, Tree, and Recreation Advisory Board,

The Parks Division is committed to providing excellent recreational experiences for our residents and visitors. Staff is currently involved in the following items.

Staff is proceeding with electrical improvements for the Edgar J. Lewis Bandshell in Washington Park based on a Wyoming Cultural Trust Fund grant prior to painting and repairs.

The Planning Commission considered and approved on street parking for the Imperial Heights Development Project with two (2) requirements. The first is two (2) ADA spaces shall be constructed along Morgan Drive, one of which will be van accessible. The second is the future build parking lot as noted on the conceptual plan for the park must include one (1) ADA parking space. Traffic Commission considered the request for two (2) ADA spaces along Morgan Drive on December 10, 2015. Staff is preparing to bid this project this winter for a spring construction for phase 1 and 2 that will focus on the accessible route, including a bridge, and the two (2) playgrounds for different age children. The consultant is 90% design development and preparing bid documents.

Staff is working with UW for the installation of three (3) irrigation controllers for the Sandy Aragon Softball Complex and the Little League Complex as part of the University's upgrade to central irrigation control.

Staff has prepared a budget amendment for Council consideration on February 2<sup>nd</sup> to finish out the 2013 Community Service Day Project on East Grand. The budget amendment was approved. Staff will focus on installing the remaining sidewalk on East Grand along with installation of landscape boulders. Seeding will be done on East Grand, Snowy Range Road and Highway 130.

Staff has submitted a grant request for a Land and Water Conservation Grant for Scout Park Phase 3 Development in the amount of \$125,000 to aid in leveraging local tax dollars. Council considered and approved the conceptual plan as presented in December. Staff will be working with the consultants for design development for the entire park and bid documents for phase 3. Staff will also be revising the plat to address easement issues in the park prior to construction. 50% design submittals are expected from the consultant on February 5<sup>th</sup>.

Respectively Submitted,

*David R. Schott*

David Schott  
Parks Manager

## Laramie River Greenbelt Trail Count 2016

### North (located on the east end of UPRR trestle bridge)

Month:	Total:	Notes:
January	1,347	Checked and reset Feb. 1, 2016
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

<b>Yearly Total (North):</b>	1,347
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<b>Average Per Month:</b>	1,347
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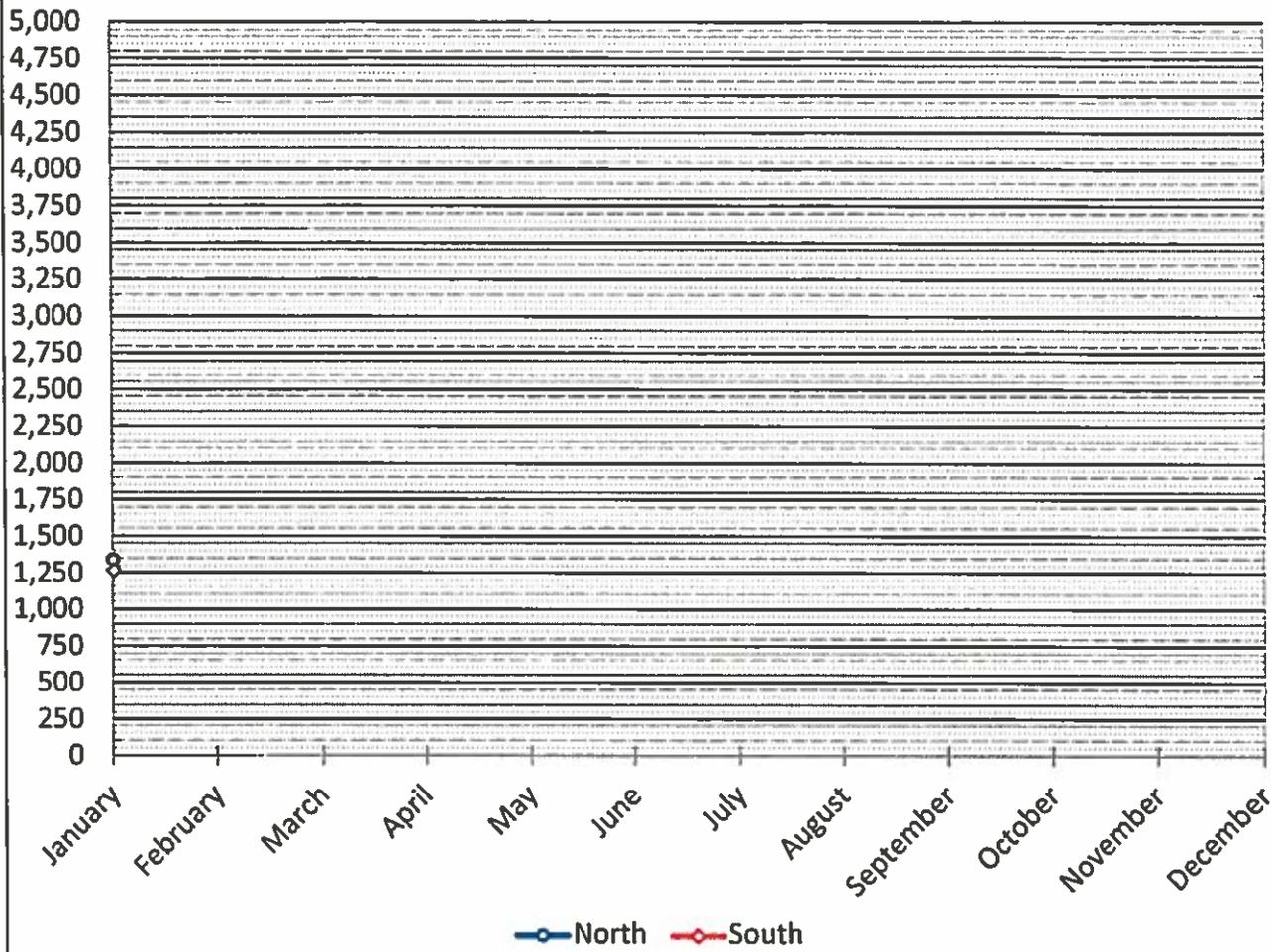
<b>Average Per Week:</b>	337
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### South (located just south of Optimist Park trailhead and playground)

Month:	Total:	Notes:
January	1,281	Checked and reset Feb. 1, 2016
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

<b>Yearly Total (South):</b>	1,281	Notes:
<b>Average Per Month:</b>	1,281	
<b>Average Per Week:</b>	320	
<b>Yearly Total (North and South)</b>	2,628	

# Laramie River Greenbelt Trail Count 2016



# Recreation Division Staff Reports

For the Month of :

January

2016

Presented by Jodi Guerin

# January Fitness User Counts

## January Notes

Drop -in Vists
----------------

Member	456
Non-Member	223

Totals	679
--------	-----

Fitness Pass Visits
---------------------

6 Month Pass	136
12 Month Pass	119

Totals	255
--------	-----

October User Count	934
--------------------	-----

February 1st starts the Valentine's Day Fitness Promotion. Promotion will run through the 14th of February. Anyone with a 12 or 6 month pass in this time frame will get 2 guest passes to bring a friend or that someone special to class.

Group fitness is gathering information to determine if lack of childcare hours in the late afternoon and early evening plays a factor in participants attending group fitness classes.

Cardio Kickboxing class, now a drop-in class, is staying strong with 5 to 7 participants on average. Many requests to add an evening class to the March fitness schedule.

## **Athletics January 2016**

### **Youth Basketball Tournament**

Preparations have begun for the 26<sup>th</sup> Annual Laramie Youth Basketball Tournament. The tournament will take place April 1<sup>st</sup>-3<sup>rd</sup>, 2016 in several locations throughout the community. Registration packets have been sent out to past participants and regional Parks & Recreation Departments. Sponsorship letters have also been sent out to community businesses to be able to put on a spectacular tournament. All gyms to be used have been rented / reserved. The WPRA has been notified and has included the date on their calendar and registrations are beginning to arrive.

### **Jr. Cowboys & Jr Cowgirls Basketball**

Our Jr. Cowboys and Jr. Cowgirls basketball program began on January 4<sup>th</sup>. This year's program was designed slightly different than in the past, moving the focus away from competition and toward skill development. We have hired several Trainers into Rec Athletics and are developing their teaching abilities. They are working on an individual level with the youth to focus on improving the finite details that help facilitate faster growth and development. Instead of teams we have training groups, and on Saturdays we split the groups into teams. The teams are never the same teams, so the cohesion will be different every week. We have also changed the program so that the individuals each play against three different age groups on a rotation (their grade, the grade above, and the grade below) to develop the ability to perform different roles within a team. The ethos behind the program has received great feedback. As a part of the program we have had the opportunity to perform halftime shows during UW Cowboy and Cowgirl games with on court scrimmages. The kids enjoy playing on the Arena floor and giving the players high fives. The program increased its numbers by over 60 children to 200 this year, challenging our organizational systems. The numbers do indicate however that parents like the focus and goals of the developing program.

### **Adult Basketball**

The City of Laramie Adult Basketball League began the 18<sup>th</sup> of January. We had 24 teams register and are participating this year, down from 29 last year. The program's success is tied directly to the games management, supervision, and officiating; all the which are new hires that are succeeding in the training process and look to be developing well. We hope that throughout the season the sportsmanship exemplified can be great and our staff can maintain a competitive atmosphere wherein adults can have fun, exercise, and compete.

## **January Ice & Events**

**Public Skate Admissions --1037**

**ACSD Admissions--10**

**Skate Rentals--887**

**Drop-In Activities (Curling, Figure Skating, Stick& Puck)--100**

**Stick & Puck Admissions--58**

**LAHC Rental Hours--93.5**

**LAHC Tournaments--1**

**LAHC Games--15**

**COED Rental Hours--9**

**UW Men Rental Hours--6.25**

**UW Games--1**

## Pool Attendance - January, 2016

	Leisure		8 Lane	Steam/Sauna	Daily Totals
1	99				99
2	485		143	52	680
3	138		32	17	187
4	54		59	24	137
5	58		55	6	119
6	92		52	20	164
7	69		33	18	120
8	82		58	12	152
9	139		64	22	225
10	222		55	38	315
11	65		49	24	138
12	128		76	19	223
13	113		48	23	184
14	130		34	18	182
15	146		66	22	234
16	249		51	13	313
17	259		59	52	370
18	226		41	45	312
19	145		42	20	207
20	74		62	12	148
21	62		39	24	125
22	123		59	17	199
23	209		143	29	381
24	118		34	31	183
25	67		84	32	183
26	96		73	21	190
27	87		95	19	201
28	73		84	26	183
29	104		87	23	214
30	260		86	29	375
31	154		55	62	271
<b>Total</b>	<b>4326</b>	<b>Total</b>	<b>1918</b>	<b>770</b>	<b>7014</b>

### Aquatics Notes

1. Winter White Wash was held on January 23rd and had well over 100 people attend
2. The USA swim grant Rec Center swim lessons will begin Feb. 1st .

**SACC Attendance - January 2016**

There are currently 59 children enrolled in the SACC program, with the following breakdown of registration, by day of week:

<b><u>M</u></b>	<b><u>T</u></b>	<b><u>W</u></b>	<b><u>Th</u></b>	<b><u>Fr</u></b>
42	37	47	49	42

The following is actual attendance for January 2016:

<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
<b>1.4.16</b>	<b>1.5.16</b>	<b>1.6.16</b>	<b>1.7.16</b>	<b>1.8.16</b>
38	34	39	39	39

<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
<b>1.11.16</b>	<b>1.12.16</b>	<b>1.13.16</b>	<b>1.14.16</b>	<b>1.15.16</b>
38	37	41	49	35

<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
<b>1.18.16</b>	<b>1.19.16</b>	<b>1.20.16</b>	<b>1.21.16</b>	<b>1.22.16</b>
16	36	41	46	30

<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
<b>1.25.16</b>	<b>1.26.16</b>	<b>1.27.16</b>	<b>1.28.16</b>	<b>1.29.16</b>
39	32	40	45	36

**Submitted by: Cynthia R. Stoffers**  
**2.1.16**

**SACC Staff Update:**

Five experienced SACC staff left the program this semester to do their student teaching, which required a significant amount of time and effort directed toward recruitment, interviewing, and hiring to fill these positions. This month will see increased training and mentoring efforts, but with a mix of majors, including Education, Psychology, Speech Pathology with an Elementary School focus, and Pre-Med with a Pediatrics focus, we are super excited about the potential of the incoming staff.

## SACC CLUBS: FEBRUARY 2016

SACC kids will have their choice of two clubs, Monday through Friday, in February.

### Mondays:

#### **STEM Club**

This month in our Science, Technology, Engineering, and Math club, the children will be participating in fun activities that make their brain think like an engineer. They will use a multitude of mediums to build and create their own bird's nests, landscapes, as well as incorporate civilization into their landscapes. A perfect choice for little Einstein's that like to get their hands messy.

#### **Sports Camp**

For those kids who just can't get enough gym time, this month's Sports Camp is a fun choice! Each day, SACC staff will lead the kids in learning different sports games, like... basketball, kickball, and Wiffle ball. SACC staff will focus on teaching the fundamentals of each game in a fun and energetic atmosphere.

### Tuesdays:

#### **Masters of Music**

This month the children will have the option to find their inner rock star in our *Masters of Music* club. They will play fun games such as musical chairs to get them into the groove while also having the chance to make their own instruments; ranging from shoe-box guitars to their very own kazoos. Ending the month with a talent show to show off their moves.

#### **Gym Games**

This month in our gym club, kids will be able to release that excess energy in a healthy way, by playing a variety of new games, like... Elf Express, Team Bocce Ball, Chaos Ball, and Keeper of the Castle. Staff will lead the kids in these team games where they will build on their fitness while having a fun time.

### Wednesdays:

#### **Abundance Creative Arts**

In February, we will explore clay design! From creatures to pendants, we will learn how to manipulate clay into art, while exploring small clay designs this month.

#### **Kids on the Move (Fitness Club)**

This new alternative to our art club will get the children up and moving and ready to play. They will be participate in different fitness endeavors relying mainly on movement and cardio. Kids will be led by SACC staff in yoga, Zumba, racing and even mini-Olympics on the last day. Using music to move in slow and fast motions to release built-up energy in a fun and carefree way.

### Thursdays:

#### **Swimming**

Don't forget your swim suit, towel, and goggles on Thursdays as SACC staff and kids take to the water for some splish-splashing fun at the Rec Center indoor leisure pool!

#### **Flowers, Candy, and Hearts.. Oh My! (Valentine Club)**

In this alternative club to swimming the kids will show their holiday spirit by doing a variety of Valentine crafts to help decorate at home, they will have the chance to play Valentine Bingo to win a prize, and they will end the month with a cookie decorating contest to show off their artistic sweet tooth.

### Friday:

#### **Ice Skating**

Bring a coat, mittens, and warm pair of long socks, because on Fridays all SACC kids and staff are headed to the Ice and Events Center for an afternoon of learning and/or improving on our ice skating skills!

#### **Between the Covers (Book Club)**

During this Friday alternative to ice skating, staff and kids will enter the realm of their imaginations where they will read books such as *Punxsutawney Phyllis*, *Love is All Around Wyoming*, *If I Ran For President*, and *Princess Smartypants...* bringing in a SACC twist to all these awesome tales. All you need to bring is a friendly attitude!

**City of Laramie Recreation  
CHILD CARE**

**January - December**

Activity/Program	#s	Income	Hours	Personnel	Materials	Net Income
<i>Child Care - January 2016</i>	65	\$242.50	54.00	\$469.00		-\$226.50
<i>Child Care - January 2015</i>	98	\$367.00	60.50	\$540.00		-\$173.00
<i>Child Care - January 2014</i>	121	\$429.00	69.25	\$630.59		-\$201.59
<i>Child Care - February 2016</i>						
<i>Child Care - February 2015</i>	62	\$233.00	59.00	\$525.00		-\$292.00
<i>Child Care - February 2014</i>	152	\$461.50	57.52	\$508.65		-\$104.67
<i>Child Care - March 2016</i>						
<i>Child Care - March 2015</i>	66	\$257.50	50.00	\$437.50		-\$180.00
<i>Child Care - March 2014</i>	110	\$405.00	57.70	\$502.70		-\$97.70
<i>Child Care - April 2015</i>	67	\$281.50	54.50	\$476.87		-\$195.37
<i>Child Care - April 2014</i>	107	\$392.00	48.50	\$370.24		21.76
<i>Child Care - May 2015</i>	55	\$205.50	36.00	\$322.92		-\$117.42
<i>Child Care - May 2014</i>	130	\$495.00	49.25	\$214.50		\$280.50
<i>Child Care - June 2015</i>	47	\$179.50	36.00	\$322.93		-\$143.43
<i>Child Care - June 2014</i>	89	\$371.00	30.00	\$269.10		\$101.90
<i>Child Care - July 2015</i>	37	\$145.00	23.25	\$204.43		-\$59.43
<i>Child Care - July 2014</i>	87	\$304.50	28.00	\$251.16		\$53.34
<i>Child Care - August 2015</i>	28	\$106.00	20.25	\$189.35		-\$83.35
<i>Child Care - August 2014</i>	74	\$259.00	30.00	\$269.10		-\$10.10
<i>Child Care - September 2015</i>	33	\$123.50	34.50	\$304.30		-\$180.80
<i>Child Care - September 2014</i>	86	\$304.00	43.00	\$390.69		-\$86.69
<i>Child Care - October 2015</i>	60	\$232.00	43.00	\$381.66		-\$149.66
<i>Child Care - October 2014</i>	104	\$430.00	46.75	\$419.37		\$10.63
<i>Child Care - November 2015</i>	51	\$203.00	45.75	\$401.68		-\$198.68
<i>Child Care - November 2014</i>	98	\$361.00	45.00	\$403.66		-\$42.66
<i>Child Care - December 2015</i>	31	\$121.75	33.50	\$296.09		-\$174.34
<i>Child Care - December 2014</i>	60	\$229.50	34.25	\$307.22		-\$77.72
<b>TOTAL 2015:</b>	<b>65</b>	<b>\$242.50</b>	<b>\$54.00</b>	<b>\$469.00</b>	<b>\$0.00</b>	<b>-\$226.50</b>
<b>TOTAL 2015:</b>	<b>635</b>	<b>\$2,455.25</b>	<b>\$496.25</b>	<b>\$4,402.73</b>	<b>\$0.00</b>	<b>-\$1,947.48</b>
<b>TOTAL 2014:</b>	<b>1218</b>	<b>\$4,441.50</b>	<b>539.22</b>	<b>\$4,536.98</b>		<b>-\$95.48</b>

**CONCESSIONS**

	Front Desk		Outdoor Pool		Merchandise		Ice Arena	
	Count	Sales	Count	Sales	Count	Sales	Count	Sales
January, 2016	1111	\$1,472.77			298	\$982.22	2508	\$4,098.22
January, 2015	1078	\$1,373.19			110	\$689.36	2454	\$4,093.71
January, 2014	1926	\$2,016.92	1	\$0.47	211	\$1,019.68	2685	\$3,679.54
February, 2015	947	\$1,229.30			163	\$699.79	1228	\$2,008.65
February, 2014	1372	\$1,433.28	89	\$63.92	202	\$1,023.83	2128	\$2,811.27
March, 2015	1553	\$2,088.07			219	\$839.51	508	\$800.03
March, 2014	1624	\$1,696.35	1	\$2.35	185	\$699.14	1061	\$1,482.03
April, 2015	1201	\$1,577.79			228	\$928.15	225	\$345.24
April, 2014	1551	\$1,710.35	0	0	155	\$649.32	142	\$195.92
May, 2015	743	\$984.47			122	\$317.59	220	\$967.02
May, 2014	994	\$1,057.67	0	\$0.00	138	\$548.27	393	\$1,510.81
June, 2015	818	\$1,062.11	1912	\$3,025.70	225	\$954.38	55	\$72.88
June, 2014	1080	\$1,076.96	676	\$768.12	168	\$986.17	702	\$852.61
July, 2015	684	\$922.12	1356	\$2,156.01	209	\$1,016.88	123	\$149.33
July, 2014	875	\$984.09	1930	\$2,420.35	206	\$1,204.21	80	\$111.78
August, 2015	484	\$657.01	817	\$1,269.80	158	\$642.96	262	\$339.85
August, 2014	489	\$514.97	841	\$1,113.58	93	\$399.76	56	\$67.39
September, 2015	773	\$1,027.87			194	\$521.09	17	\$36.14
September, 2014	680	\$661.96	36	52.84	98	\$568.05	1	\$1.65
October, 2015	776	\$1,029.21			174	\$589.31	2904	\$4,771.61
October, 2014	959	\$1,220.54			93	\$497.41	1835	\$3,175.80
November, 2015	887	\$1,189.23			166	\$602.33	1928	\$3,148.73
November, 2014	911	\$1,164.98			106	\$635.81	2012	\$3,339.26
December, 2015	1143	\$1,595.30			237	\$666.25	2031	\$3,342.73
December, 2014	710	\$673.68			83	\$418.17	1815	\$3,043.90
<b>2016 TOTALS</b>	<b>1111</b>	<b>\$1,472.77</b>	<b>0</b>	<b>\$0.00</b>	<b>298</b>	<b>\$982.22</b>	<b>2508</b>	<b>\$4,098.22</b>
<b>2015 TOTALS</b>	<b>11087</b>	<b>\$14,735.67</b>	<b>4085</b>	<b>\$6,451.51</b>	<b>2205</b>	<b>\$8,467.60</b>	<b>11955</b>	<b>\$20,075.92</b>
<b>2014 TOTALS</b>	<b>13171</b>	<b>\$14,411.75</b>	<b>3574</b>	<b>\$4,421.63</b>	<b>1738</b>	<b>\$7,715.60</b>	<b>12910</b>	<b>\$20,271.96</b>



**CITY OF LARAMIE**  
**PARKS & RECREATION DEPARTMENT**  
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February 10, 2016

To: Parks Tree & Recreation Advisory Board  
Fr: Scott Stevenson Facilities Maintenance Manager  
Re: Division Staff Report February, 2015

- Requests for qualifications for plumbing repair and service were due on January 8, 2016. Only one submittal was received and it did not meet the requirements. A new request will be published in February
- The staff received no submittals to the Requests for Qualifications RFQs for a structural engineering evaluation of the City Hall Annex building. The staff will request funding for this evaluation in the 2017/18 biennium budget.
- The installation of an ultra violet secondary disinfection system on the Recreation Center spa is scheduled to be completed the second week of February. The spa currently uses ozone for secondary disinfection and this system is in need of replacement. This project is being funded with the remaining SPT defeasance funds.
- The installation of four new chemical feed controllers for the Recreation Center pools is scheduled to be completed on February 1<sup>st</sup>. The new controllers are able to keep the disinfectant levels in the pools at a more consistent level. This project is being funded with the remaining SPT defeasance funds.
- Closed circuit video cameras have been installed in the new Recreation Center Expansion areas. Project closeout and owner training is scheduled for the first week of February. This project is fully funded with the remaining SPT defeasance funds.
- The installation of new rubber stairway treads and risers in the Recreation Center Atrium is scheduled to be completed in February and is fully funded with remaining SPT defeasance funds.

Respectively Submitted,

Scott Stevenson,  
Facilities Maintenance Manager

*A Place For All*

