

# AGENDA

## CITY OF LARAMIE, WYOMING

### CITY COUNCIL WORK SESSION & SPECIAL MEETING

CITY HALL, COUNCIL CHAMBERS, 406 IVINSON AVE  
TUESDAY, AUGUST 22, 2023, 6:00 PM

City Council Meetings are open to the public in accordance with W.S. 16-4-403.

Meetings are currently available in-person on a first come first serve basis, YouTube Live Feed ([www.youtube.com/cityoflaramie/live](http://www.youtube.com/cityoflaramie/live)), Cable Channel 191, or Zoom Webinar- Meeting ID: 813 1941 4726 Passcode: 716742 via internet, app, or telephone 1(669)900-9128. Public comments during the meeting may be provided in-person or via Zoom meeting. Public comments may also be submitted via email: [council@cityoflaramie.org](mailto:council@cityoflaramie.org). **Please email: [clerk@cityoflaramie.org](mailto:clerk@cityoflaramie.org) to request speaking time during the 30-minute public comment periods on non-agenda items by no later than 3:00 pm on the day of the meeting. Limited speaking slots may be assigned by lottery for non-agenda items when more than 10 requests are received; public comments may also be submitted in writing to [council@cityoflaramie.org](mailto:council@cityoflaramie.org) for the record. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting.**

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

**Public comment is limited to three (3) minutes per speaker. Written public comment shall be submitted to the City Clerk for dissemination and retention for official City records, or submitted to the City Council through electronic correspondence at [council@cityoflaramie.org](mailto:council@cityoflaramie.org). Full text available in Council Rules of Procedure and Code of Conduct 4.02 and Appendix B and C.**

**Written materials and other items must be submitted six (6) days in advance of the meeting (sooner if there are holidays prior to the meeting) in order that copies may be included with the agenda and to give the council an opportunity to review the material in advance of the appearance.**

Zoom Link: <https://cityoflaramie.zoom.us/j/81319414726?pwd=QTdCUeIqZ3BoYTRiZmhnajBnREdKOT09>

## **1. WORK SESSION**

**1.A. Public Comment on Non-Agenda Items (Aggregate time limit 30 minutes)**  
(Limited to three (3) minutes per speaker.)

**1.B. WORK SESSION: Seeking input on Wayfinding Project**  
Staff update on Wayfinding Sign Project.  
[Gabathuler; Principal Planner]

Documents:

[Memo for Wayfinding Signs--City Council.pdf](#)

**1.B.i. Public Comments**

(Please observe the time limit of three (3) minutes per speaker.)

**1.C. City Council Updates/Council Comments**

**1.D. Agenda Review**

**1.E. Adjourn the Work Session and Convene the Special Meeting**

## **2. SPECIAL MEETING**

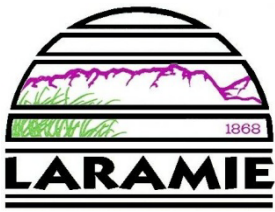
Documents:

[SM Executive Session Personnel 8-22-23.pdf](#)

**2.A. CALL TO ORDER**

**2.B. Roll Call**

**2.C. Adjourn to Executive Session regarding Personnel, WY § 16-4-405(a)(ii)  
and (x)**



# City of Laramie

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## MEMORANDUM

**Date:** August 22, 2023

**To:** City Council

**From:** Philipp Gabathuler, AICP, Principal Planner

**Subject:** Seeking input on Wayfinding Project

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### Background:

The [Wayfinding Master Plan](#) was initiated with the primary goal of improving navigation and enhancing the overall visitor experience. The project—completed in 2018—culminated with a sign schedule which included the designs and locations for 53 signs that were intended to provide clear and concise directional signage to help residents and tourists alike find their way to points of interest throughout the city efficiently. The cost estimates from the Master Plan were broken up into a low estimate of \$135,100 and a high estimate of \$269,400. City Council allotted \$75,000 over two years (FY23 & FY24) to complete the project. Laramie Main Street and Visit Laramie also allocated funds to pay for the project.

The COVID-19 pandemic had a profound impact on economies worldwide—including sign making and installation. Therefore, bids received in 2023 deviate substantially from the estimates made in the 2018 plan and City Staff has been unable to solicit bids that align with the budgetary constraints and the project's scope. The RFQ was posted on our website and was sent directly to the following sign manufacturers and sign installers across the region:

- A1 Super Signs, Inc. (Cheyenne)
- American Paintbrush Signs and Graphics (Laramie)
- Bar-D Signs (Casper)
- Connecting Signs (Fort Collins)
- E3 Signs (Loveland)
- FASTSIGNS (Greely)
- Hy Altitude Contracting (Laramie)
- Let R Buck Lawn and Landscaping (Laramie)
- Mountain State Signs (Cheyenne)
- Roberts Signs and Lighting (Cheyenne)
- Sampson Construction
- Signarama of North Denver
- Simon Construction
- STANROD Welding and Plasma (Laramie)
- Traffic Safety Services, Inc. (Cheyenne)
- YESCO Signs (Loveland)

Based on the lowest bids received, the following financial commitment would be required to complete the project:

**Fabricating the remaining 48 signs:**

½ Big Signs: 24 x \$1,700 = \$40,800

½ Small Signs: 24 x \$600 = \$14,400

TOTAL FABRICATION: \$55,200

**Installation of 53 signs total:**

Roughly \$7,500 per sign x 53 total:

TOTAL INSTALLATION: \$397,500

**PROJECT TOTAL: \$452,700**

Because of the substantial difference in the current and any projected budget for the Wayfinding signage, guidance from City Council related to the project is desired. Staff believes that the success of the Wayfinding Project hinges on additional contributions from the City Council as well as community partners.

The project team is open to potential project alternatives. Currently the City has explored alternative materials (metal thickness) that would reduce the material needed to make each sign, as well as producing smaller signs, however those alternatives simply do not reduce the costs significantly. We eagerly await your feedback as we continue our pursuit of carrying out the recommendations made in the Wayfinding Master Plan.

**NOTICE OF CITY COUNCIL  
SPECIAL MEETING**

NOTICE IS HEREBY GIVEN that a **Special Meeting** of the Laramie City Council will be held **Tuesday, August 22, 2023, following the end of the regularly scheduled Work Session at 6:00 pm** in Council Chambers, 406 Iverson Ave and via Zoom Meeting ID #813 1941 4726 Passcode #716742 for the following purpose:

Special Meeting:

1. Call to Order
2. Roll Call
3. Adjourn to Executive Session regarding Personnel WY § 16-4-405(a)(ii) and (x).

The agenda can be found at [www.cityoflaramie.org/agenda](http://www.cityoflaramie.org/agenda).

/s/ Brian Harrington, Mayor and President of City Council

Attest:/s/Nancy Bartholomew, City Clerk

Advertised: Notice was sent to Laramie Boomerang, Media Contacts, and posted on the webpage and Facebook.

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