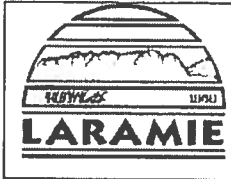


**CITY OF LARAMIE COUNCIL REGULAR MEETING      June 5, 2012**



**Agenda Item: Minutes**

**Title: Minutes of the May 9, 2012 Parks, Tree and Recreation Advisory Board Meeting**

**Recommended Council MOTION:** I move to acknowledge receipt of the minutes from the May 9, 2012 Parks, Tree and Recreation Advisory Board meeting and that the following items be approved as indicated:

1. To accept the donation of five (5) Colorado blue spruce trees and irrigation system extension by Monique Aadland valued at \$724.25 to be planted in Detention Pond #8 located north east of the intersection of 30<sup>th</sup> and Reynolds.
2. To approve the Adopt A Park Agreement with the Laramie Sunrise Rotary for the establishment of one (1) experimental bat house to be located near the Laramie River Greenbelt Trail on City of Laramie property and authorize the Mayor and Clerk to sign.
3. To approve the MOU with the American Legion Baseball Club for the use of Cowboy Field and Gold field for the 2012 baseball season and authorize the City Manager to sign.
4. To approve the MOU with the Laramie Colts Baseball Club for the use of Cowboy Field and Gold field for the 2012 baseball season and authorize the City manager to sign.
5. To approve the Skyhawks Sports Camps agreement for the 2012 summer youth sports camps and authorize the City Manager to sign.

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**Administrative or Policy Goal:**

Comprehensive Plan: Chapter 4 Parks & Recreation

Laramie City Council: Recreation Master Plan, Greenbelt Trail System, Gateway Beautification Plan

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**Background:**

Minutes from the May 9, 2012 Parks, Tree and Recreation Advisory Board meeting.

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**Legal/Statutory Authority:**

N/A

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**BUDGET/FISCAL INFORMATION:**

**Responsible Staff:**

Paul Harrison, Parks and Recreation Director at 721-5260

Mike Zook, Parks Manager at 721-5264.

**Attachments:**

Minutes from the May 9, 2012 Parks, Tree and Recreation Advisory Board meeting.

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

**CITY OF LARAMIE  
PARKS, TREE & RECREATION ADVISORY BOARD  
May 9, 2012  
Minutes of Meeting**

**MEMBERS PRESENT:** Dave Bluemel, Dave Hammond, Shawnacey Meares, Jacque Stonum, Amy Williamson, John Ysebaert

**MEMBERS NOT PRESENT:** Jamie Le Jambre, Steve Ropp, Rod Whitney

**COUNCIL LIAISON:** not present

**GUESTS:**

**P&R STAFF PRESENT:** Mike Zook, Parks Manager; Scott Stevenson, Facilities Manager; Michael Peters, Recreation Manager; Doug Meade, Recreation Center Supervisor; Mel Owen, Administrative Assistant

The regular meeting was called to order by chair Dave Hammond at 7:02 pm.

**Consent Agenda:**

1. To approve the minutes from the April 11, 2012 regular meeting of the Parks, Tree and Recreation Advisory Board.
2. To acknowledge receipt of the anonymous letter form a long time neighbor of Washington Park concerning the basketball court lights.
3. To accept the donation of five (5) Colorado blue spruce trees and irrigation system extension by Monique Aadland valued at \$724.25 to be planted in Detention Pond #8 located north east of the intersection of 30<sup>th</sup> and Reynolds.
4. To acknowledge receipt of the final report on the 21<sup>st</sup> Annual Youth Basketball Tournament.
5. To approve the Adopt A Park Agreement with the Laramie Sunrise Rotary for the establishment of one (1) experimental bat house to be located near the Laramie River Greenbelt Trail on City of Laramie property and forward onto Council for their consideration.
6. To approve the proclamation designating Mosquito Control Awareness week for June 24<sup>th</sup> to June 30, 2012 and forward onto Council for their consideration.

Motion by Williamson, second by Ysebaert, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated within the staff reports. Motion carried 5-0 (Bluemel absent).

**Regular Agenda:**

1. **Consideration of Resolution 2012-6 designating an annual Community Arbor Day and Tree Sale Celebration along with acceptance of a \$500 Arbor Day grant from Rocky Mountain Power and forward onto Council for their consideration.**  
Zook presented a brief history of the annual Arbor Day Celebration and Tree Sale and noted it was an integral part of Laramie's designation as a Tree City USA. Zook noted the Arbor Day sale is always a popular event and a great way to foster a greener city.

Motion by Ysebaert, second by Williamson, to approve Resolution 2012-6 designating an annual Community Arbor Day and Tree Sale Celebration along with acceptance of a \$500 Arbor Day grant from Rocky Mountain Power, and forward onto Council for their consideration. Motion carried 6-0.

**2. Consideration of the MOU with the American Legion Baseball Club for the use of Cowboy Field and Gold Field for the 2012 baseball season.**

Peters presented the Memorandum of Understanding developed between the American Legion Baseball Club and the City of Laramie. Peters reminded the Board the MOUs are being created in order to standardize practices and make expectations clear.

Motion by Williamson, second by Stonum, that the MOU with the American Legion Baseball Club for the use of Cowboy Field and Gold Field for the 2012 Baseball season be approved and request the City Manager to sign. Motion carried 6-0.

**3. Consideration of the MOU with the Laramie Colts Baseball Club for the use of Cowboy Field and Gold field for the 2012 baseball season.**

Peters presented the MOU between the Laramie Colts Baseball Club and the City of Laramie and noted that the pricing structure is slightly different for the Colts because they are considered a for-profit organization.

Motion by Stonum, second by Bluemel, that the MOU with the Laramie Colts Baseball Club for the use of Cowboy Field and Gold Field for the 2012 Baseball season be approved and request the City Manager to sign. Motion carried 6-0.

**4. Consideration of the Skyhawks Sports Camps agreement for the 2012 summer youth sports camps.**

Meade presented the Skyhawks agreement, stating that Parks & Recreation has had a partnership with Skyhawks Camps over the years to provide youth sports camps over the summer. Meade noted that the City receives fifteen percent of the revenue received from the Skyhawks Camps.

Motion by Williamson, second by Ysebaert, to approve the agreement with Skyhawks Sports Camps for the 2012 summer youth sports camps and request the City Manager to sign. Motion carried 6-0.

**New Business**

None.

**Staff Reports FYI**

- Zook reminded the Board that a bee colony would be brought to the already installed demonstration beehive at LaBonte Park in the coming months.
- Peters presented the facility counts for the Recreation Center. He also informed the Board that the Summer Program Guide would be coming out in mid-May and it includes a few new program offerings.

**Public Comments**

None.

Meeting adjourned at 7:50 pm.

Respectfully submitted,



Mel Owen  
Administrative Assistant  
Parks and Recreation  
City of Laramie

**PROCLAMATION**

**WHEREAS parks and recreation programs are an integral part of communities throughout this country; and**

**WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and**

**WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and**

**WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and**

**WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and**

**WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and**

**WHEREAS Laramie's parks and recreation is vitally important to establishing and maintaining the quality of life in our community, ensuring the health of our citizens, and contributing to the economic and environmental well-being of our community and region; and**

**WHEREAS, Laramie's parks, playgrounds, bike paths, trails, open spaces, recreation center, and athletic fields make this community an attractive and desirable place to live, work, and play; and**

**WHEREAS the United States Congress has designated July as Parks and Recreation Month:**

**NOW, THEREFORE, I, Scott Mullner, Mayor of the City of Laramie, do hereby proclaim July 2012 as**

***Parks and Recreation Month in the City of Laramie***

**and encourage all citizens to celebrate by participating in their choice of recreational activities and to get out and enjoy their local parks.**

**IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City to be affixed this 3rd day of July, 2012.**

\_\_\_\_\_  
**Scott Mullner**  
Mayor

**Attest:**

\_\_\_\_\_  
**Sue Morris-Jones, MMC**  
City Clerk

21 May 2012

Laramie Parks, Trees & Recreation Advisory Board  
&  
Parks, Trails & Recreation Master Plan Ad Hoc Advisory Committee  
c/o Mr. Paul Harrison, Director  
Laramie Parks & Recreation Department  
Recreation Center  
920 Boulder Drive  
PO Box C  
Laramie, WY 82073

Dear Mr. Harrison, Board, and Advisory Committee Members,

We enthusiastically support negotiations between the City of Laramie and the Laramie Church of Christ (LCC) for a land-swap involving lot 23 of block 5 in the Indian Ridge preliminary Plat. Lot 23 is approximately 4.5 acres, and is located at the north end of Arapaho Drive in the Indian Hills subdivision.

City parks and city owned open spaces conspicuously underserve the Indian Hills and Alta Vista subdivisions. Assuming the City can secure lot 23 for Parks & Recreation in a land-swap, the additional ca. 4.5 acres represents nearly a 100% increase in Parks & Recreation property within the Indian Hills/Alta Vista neighborhoods. Our grand vision for lot 23 is that it would serve as the initial nucleus for a larger walking park with trails, and perhaps other features, that are appropriate for the current setting.

Again, we strongly support the City's efforts to secure lot 23 of Block 5 in the Indian Ridge preliminary plat via a land-swap with the current owner, Laramie Church of Christ. City ownership of lot 23 would be a major step in improving the quality of life in the northeastern section of Laramie.

Thank you,



Laurel Armstrong  
1358 Indian Hills Drive

Greg & Linda Brown  
1156 Banock Drive

Maryalice & Jeff Snider  
1452 Indian Hills Drive

Landra Rezabek  
1354 Indian Hills Drive

Anne Sylvester  
Steve Herbert  
1155 Arapaho Drive

Gary Bolton  
Elise Pendall  
1169 Apache Drive

Stephen Williams  
Karen Cachevki Williams  
1454 Indian Hills Drive

Chris & Becky Riley  
1063 Arapaho Drive

Carol Frost  
1495 Apache Drive

Chris Ewing  
1456 Dakota Drive

Suzanne H. Lewis  
1155 Inca Drive

Jim and Donna Mecham  
4202 Navajo Drive

Barbara R. Garrett  
1071 Arapaho Dr.

Fred McLaughlin  
1155 Apache Drive

Dan & Jacque McCrackin  
1075 Arapaho Drive

Darryl & Carol Dean  
1057 Banock Drive

Scott Arp  
3941 Alta Vista Drive

Kenton and Jackie Walker  
3942 Alta Vista Drive

Michael Brotherton  
1169 Apache Drive

Debra Hixenbaugh  
1168 Apache Drive

Olivia Petersen  
1757 Apache Drive

Vivian Heller  
1172 Apache Drive

Mary Ann Purtzer  
1255 Apache Drive

Hazel Hilmer  
1355 Apache Drive

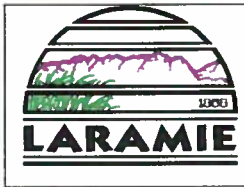
Charles Sanchez  
Mary Bower  
1164 Apache Drive

Tim & Jackie Collins  
1252 Apache Drive

Mike & Janice Leath  
1160 Banock Drive

cc: Mr. Randy Hunt, Director, Community Development Department

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING June 13, 2012**



**Agenda Item:** Parks

Agreement

**Title:** Approval of an Adopt A Trail Along the Greenbelt Park Agreement with Laramie Blizzard Soccer.

**Recommended Board MOTION:**

I move that the Parks, Tree, and Recreation Advisory Board approve the Adopt A Trail Along the Greenbelt Park Agreement with Laramie Blizzard Soccer 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 Laramie Blizzard Soccer is a new 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 Laramie Blizzard Soccer for trail signage. Laramie Blizzard Soccer 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 Laramie Blizzard Soccer's contributions to maintaining a one-quarter mile section of the trail. This agreement may be terminated for cause if at any time Laramie Blizzard Soccer 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		
<b>Total</b>	<b>\$150.00</b>	

**Enc:** Agreement, Exhibit A.

**Responsible Staff:** Mike Zook, Parks Manager, 721-5264, mzook@cityoflaramie.com

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

This Agreement is made and entered into this 29 day of May, 2012 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Ivinson Street, Laramie, Wyoming 82070 and Blizzard Soccer ("Group"), whose address is 725 Skyline Drive, 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.

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 29<sup>th</sup> day of March 2014, 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: *Laramie Blizzard Soccer*

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

By: *Pre # M. Bott* 5/29/12  
Authorized Signature  
*President*

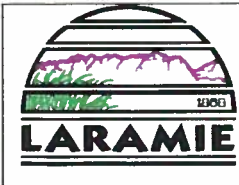
EXHIBIT A  
CITY OF LARAMIE, WYOMING  
GENERAL CONDITIONS – ADOPT A TRAIL ALONG GREENBELT PARK

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 June 13, 2012**



**Agenda Item:** Parks

Discussion Item

**Title:** Renewal of Dog Day Afternoon as a City of Laramie co-sponsored event.

**Recommended Board MOTION:**

I move that the Parks, Tree, and Recreation Advisory Board approve the request for the annual Dog Day Afternoon to be a co-sponsored city event with waiving of all associated reservation fees and forward onto Council for their consideration.

---

**Administrative or Policy Goal:**

Promoting city wide events.

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**Background:**

Dog Day Afternoon is an annual event that began in 2006 and has been held every year at several park locations with the exception of 2011 when it was cancelled due to lack of interest.

This year's event is scheduled to be held in Washington Park on Sunday August 26<sup>th</sup> from 10:00 a.m. to 4:00 p.m. which includes the use of the wading pool for dogs to swim and retrieve objects from the water. This event will require the wading pool to be closed for children's use on that day and cleaned before re-opening on Monday the 27<sup>th</sup>.

This event has been a great success for the organizers every year it has been held with several hundred Laramie citizens taking the opportunity to bring their dogs to the event for socialization with other Laramie dog owners. It also provides access to local vendors with specific items relating to the health and well being of dogs. A reduced cost micro-chipping booth sponsored by several local veterinary clinics will also be available to the attendees to have their pets permanently marked in case they ever become lost.

This event was approved by the Parks, Tree and Recreation Advisory Board along with the City Council in 2008 to become a co-sponsored city event. At that time (2008) all fees associated with reserving a designated location within the city parks system were waived.

At this time Amy Williamson, President of the Laramie Animal Shelter Foundation, is requesting a 50% reduction in associated reservation fees for this event. If this event is approved as a co-sponsored event with the City, no fees would be assessed for any rental. Ms. Williamson has also included a copy of an insurance certificate for the event listing the City of Laramie as additionally insured. This insurance would not be required for the event if approved as being co-sponsored in that the city is already insured.

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

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**Enc:** Letter from Laramie Animal Shelter Foundation, insurance certificate.

**Responsible Staff:** Mike Zook, Parks Manager, 721-5264, [mzook@cityoflaramie.org](mailto:mzook@cityoflaramie.org)



P. O. Box 514, Laramie, WY 82073

May 22, 2012

Mr. Paul Harrison, Director  
Department of Parks and Recreation  
City of Laramie  
P. O. Box C  
Laramie, WY 82073

Dear Paul,

As I discussed with you briefly some time ago, our organization is sponsoring Dog Day Afternoon in the Park on Sunday, August 26, 2012 and we have reserved Washington Park for the event. While not as large by any means as Freedom Has a Birthday, we do get several hundred people during the course of the event, which lasts from 10 a.m. to 4 p.m.

We will be having booths with baked goods, pet treats and toys and equipment for sale, as well as demonstrations by dog trainers and groomers. There will be an informal dog show for children to enter with their pets and there will be a low-cost microchipping booth which we will run with volunteers from local veterinary clinics. We will also be using the wading pool for dogs who like to swim and retrieve objects from water.

LASF maintains insurance coverage for all our events, and I attach a certificate providing proof of that coverage and naming the City of Laramie as an additional insured party for the event in question. We are requesting that the city join us as a co-sponsor of this event as it has in prior years, particularly because we will be using the wading pool. If it is possible, we would request that the fee for renting the park from 9 a.m. to 5 p.m. (one hour to allow for setup and another for teardown) be reduced by 50% since we are not charging booth participants or the general public. The only charges will be for goods sold and for the microchips which we will be providing. I or another board member will be happy to be available at any time for any questions or to provide further information.

Sincerely,

A handwritten signature in blue ink that reads "Amy K. Williamson".

Amy K. Williamson  
President

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/21/2012

<b>PRODUCER</b> Insurance Unlimited 568 North 3rd Street 307-745-7447 Laramie WY 82072		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> Laramie Animal Shelter INC 620 Plaza Court PO BOX 514 Laramie WY 82073		<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A: PHILADELPHIA INSURANCE	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PHPK747660	08/24/2011	08/24/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>OTHER</b> Professional Liability	PHPK747660	8/24/2011	8/24/2012	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CITY OF LARAMIE IS NAMED AS AN ADDITIONAL INSURED  
DEPT. OF PARKS AND RECREATION

## CERTIFICATE HOLDER

City of Laramie  
406 Ivinson Ave  
PO BOX C  
Laramie, WY 82070

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*[Signature]* <SV>

## **IMPORTANT**

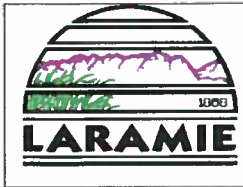
If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING June 13, 2012**



**Agenda Item:** Parks

Agreement

**Title:** Renewal of an Adopt A Park Agreement with Robert and Leslie Waggener.

**Recommended Board MOTION:**

I move that the Parks, Tree, and Recreation Advisory Board approve the renewal of the Adopt A Park Agreement with Robert and Leslie Waggener for general cleanup and assistance in Undine Park with no fee 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 Park Agreement with Robert and Leslie Waggener is a renewal agreement for Undine Park in South Laramie.

The agreement is for two years with no fee charged to Robert and Leslie Waggener because they have requested no signage. Robert and Leslie Waggener are required to clean up the above referenced Undine Park in South Laramie a minimum of twice per year in 2012 and 2013.

Undine Park continues to benefit from Robert and Leslie Waggener's contributions to maintaining the Park over the past six (6) years with trash control and dog feces abatement. This new Agreement may be terminated for cause if at any time Robert and Leslie Waggener fail to perform in accordance with the terms of this Agreement.

Robert and Leslie Waggener submitted a letter dated May 7, 2012 with attachments, outlining their concerns in the care and maintenance of Undine Park.

- There is a serious problem with dog owners letting their animals run loose in Undine Park and not cleaning up after their pets. Since 2006 the Waggener's have cleaned Undine Park 306 times. On 50 of those occasions they cleaned up dog feces, and on 33 of those 50 occasions they shoveled 1,902 dog messes (or an average of 58 dog messes per clean-up). On May 6th of this year, Robert Waggener shoveled 100 dog messes from only a portion of Undine Park, which was only 21 days after he had cleaned up an additional 336 messes. These figure do not account for the number of piles the city crews have alleviated during mowing operations, or responsible people that clean up messes on their own (a senior citizen has also been shoveling up dog messes in Undine Park)
- Attached is a copy of a letter from A. Terry Shearin, dated April 16, 2012 addressing his similar concerns of dog owners not picking up their dog's feces as required.

- Attached is an article posted on the University of Wyoming Extension website dated March 21, 2007 summarizing a study about the dog feces problem in Laramie parks. The study found that dog feces put other dogs, unborn puppies and even humans at risk for parasitic worms and protozoa.
- Attached is a summary of dog issues and waste items that were picked up and recycled or disposed of from spring of 2006 through May 6, 2012.

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

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**Enc:** Agreement, Exhibit A., May 7, 2012 letter from Robert & Leslie Waggener, April 16, 2012 letter from A. Terry Shearin, March 21, 2007 article on the Wyoming Extension website.

**Responsible Staff:** Mike Zook, Parks Manager, 721-5264, [mzook@cityoflaramie.org](mailto:mzook@cityoflaramie.org)



May 7, 2012:

**Dear members of the Laramie City Council; Laramie Parks, Trees and Recreation Advisory Board; Police Chief Dale Stalder; Animal Control Supervisor Steve Amrine; Parks and Recreation Director Paul Harrison; Parks Manager Mike Zook; and Parks, Trails, and Recreation Master Plan Ad Hoc Advisory Committee:**

In 2006, we adopted Undine Park to help keep clean. Today, we are submitting a renewal to the city to continue these efforts for another two years. The purpose of writing this letter concerns the ongoing issue of dog owners letting their animals run loose in Undine Park and dog owners not cleaning up after their pets. We assume this is a problem in other city parks after following the ongoing discussions by the City Council, but we are focusing this letter specifically on the issue at Undine because of our familiarity with this park.

We want to emphasize that this letter does not apply to the many dog owners who are responsible with their animals. We also want to stress that we are not dog haters; in fact, we want to emphasize that we both love dogs and that both of our families have had many dogs over the years, the most recent a chocolate Labrador named Baxter.

Since we started cleaning the park, Robert has thanked 30 people for cleaning up after their dogs. He also visited with 29 who didn't clean up after their animals and who continually let their dogs run loose; however, this number doesn't include the many people he observed violating dog laws (at least 500 as he observes on average two to four violations per clean-up, sometimes more).

This letter applies to those dog owners who are not responsible, and it is our hope that the city will do more about this issue, including enforcement. In the past, Robert has visited with Paul Harrison about this issue, and Mr. Harrison said that Undine indeed has a dog problem (actually, we agreed that it is a people problem). Last week, Robert also had a very positive conversation with Steve Amrine, and he, too, agreed that Undine has a problem. To this point, Officer Amrine said that the contacts his department has made with dog owners at Undine have been for educational purposes with a few written warnings.

Since 2006, we have witnessed numerous dog fights in Undine, and we have also witnessed on numerous occasions people fearing for their safety or their children's safety because of loose dogs running up to them. Robert has been bitten twice while cleaning the park; he reported one of these incidents to police because the dog bit through his pants and drew blood. On a couple of occasions, he contacted the police department about park users who made it clear they weren't going to clean up after their animals or who threatened him.

When we began to realize that there was a serious problem with dogs (or should we say their owners), we started keeping some numbers. Since 2006, we have cleaned Undine Park 306

times. On 50 of those occasions, we cleaned up dog messes. **And on 33 of those 50 occasions, we kept track of the number of messes we shoveled up: 1,902, or an average of 58 dog messes per clean-up. The cleanings of dog messes occurred mostly in spring, summer, and fall, but occasionally winter. The most recent was yesterday, when Robert shoveled up 100 dog messes from only a portion Undine. This is only 21 days after he cleaned up 336 messes (again, from only part of the park).**

These figures don't account for the number of piles (undoubtedly into the thousands since 2006) that city crews have cleaned up during mowing operations. They also don't account for others who have cleaned up messes on their own. Last month, for example, we learned of a senior citizen who has also been shoveling up dog piles in Undine. We don't know the man's name but would like to thank him for his efforts.

After reading a letter to the editor in the Boomerang by area resident Terry Shearin, a University of Wyoming math department accountant, about the dogs at large and dog mess problem at Undine, I called Mr. Shearin. He and his wife, Trish, have lived in the Undine area since 1976. Terry says he walks through the park on a regular basis, and dog-related problems have been an issue since 1976. He said he has never seen anyone from the police department or Animal Control enforcing laws relating to dogs at large or not cleaning up after their dogs.

We, too, can say the same thing about a very apparent lack of enforcement, and we hope this changes. We understand that the city is very strapped for financial resources and that this limits services, but we believe that some enforcement of dog issues will send a message to those irresponsible people that their actions are not okay.

We thought you might be interested in reviewing the attached University of Wyoming study that revealed that dog messes left behind in Laramie parks (including Undine) by irresponsible owners are not only endangering other dogs but they're also endangering children who might come into contact with those feces.

We want to thank the park crews for doing a wonderful job of caring for our parks, and we also want to thank Officer Amrine and his staff for taking the time to visit with some irresponsible dog owners in the parks. Those efforts are appreciated, but based on our ongoing observations since 2006, we believe that enforcement is a very necessary step to help curb this problem.

Sincerely,

Handwritten signature of Robert and Leslie Waggener in cursive script.

Robert and Leslie Waggener

1003 S. Fifth St.  
Laramie, WY 82070  
307-399-5204

**Attachments:**

- Leslie and Robert Waggener Adopt A Park renewal (this is only contained in the packet to City Account Clerk Julie McGee).
- Leslie and Robert Waggener Adopt A Park summary.
- A. Terry Shearin letter voicing concerns about dog-related problems at Undine Park.
- University of Wyoming College of Agriculture article summarizing study about dog feces collected in Laramie parks, including Undine. The title of the article is: “Dog owners not cleaning up after pets put other dogs and humans at risk, according to UW study.”

**Robert and Leslie Waggener Adopt A Park – Undine Park  
SUMMARY as of May 6, 2012**

**306 days cleaning since 2006**

**DOG ISSUES**

- On 50 occasions, Robert cleaned up dog messes. On 33 of those 50 occasions, he kept track of the number of messes shoveled up: 1,902, or an average of 58 dog messes per clean-up. The cleanings of dog messes occurred mostly in spring, summer, and fall, but occasionally winter.
- Since 2006, Robert thanked 30 people for cleaning up after their dogs, and he has talked with 29 people who were not cleaning up after their dogs (these were only the contacts he made record of; not the offenses he observed, which numbers into the hundreds). Of those not picking up, he reported two to police: one made it clear he wasn't going to ever clean up after his dog, and one made a series of threats.

**WASTE**

- Hundreds and hundreds of cigarette butts have been picked up.
- Lots of other waste has been picked up and disposed of.

**ITEMS PICKED UP AND RECYCLED**

• Plastic water bottles	122
• Aluminum pop cans	116
• Aluminum beer cans	96
• Fast food & convenience store cups/containers	76
• Glass beer bottles	44
• Plastic pop bottles	44
• Newspapers/magazines/miscellaneous paper	34
• Energy drink bottles/cans	32
• Sports drink bottles/cans	27
• Juice bottles	24
• Cardboard boxes/fiberboard containers	21
• Glass liquor bottles	8
• Iced tea or coffee bottles/cans	8
• Cigarette containers	7
• Miscellaneous plastic/glass bottles	5
• Plastic bags	3
• Milk jugs	3
<b>Total items recycled</b>	<b>670</b>

April 16, 2012

Dear Laramie Parks, Trails and Recreation Master Plan Advisory Committee Members:

I am writing as a concerned citizen about our outstanding parks here in Laramie. I would like very much to keep them outstanding but have some concerns that need addressed.

I walk across Undine Park every weekday noon and am appalled at the disrespect the dog owners in this town have for our parks. I walk diagonally across the park and have to cross the soccer field on the east end of the park. I have to watch where I am walking as there is usually dog feces on the field. I walk right by the container where the plastic bags are and there is usually a dog feces right next to the container. These people cannot have the courtesy to walk 10 feet and get a bag and pick it up.

These people who shouldn't even have animals have been getting away with this sort of thing for years. I haven't seen anyone fined or arrested for any of the regulations for years. I think it is time to start fining these people for breaking the law.

I have written and suggested that they be fined something like \$100 and then required to pick up the dog feces in the parks for two weeks.

Please enforce the laws on the books and quit enabling these people.

Thank you for any consideration.

A. Terry Shearin

513 Fetterman Street

Laramie WY 82070

(307)742-3076

Note: The following article was posted on the University of Wyoming Extension website on March 21, 2007. The article is at <http://www.wyomingextension.org/news/2007/03/21/dog-owners-not-cleaning-up-after-pets-put-other-dogs-humans-at-risk-according-to-uw-study/>

## **Dog owners not cleaning up after pets put other dogs and humans at risk, according to UW study**

Dog owners not cleaning up after their pets are putting other dogs and unborn puppies – even humans – at risk for parasitic worms and protozoa, according to research by the University of Wyoming’s College of Agriculture.

William Jolley, an associate professor in the Department of Veterinary Sciences, and two students last fall and this winter examined nearly 250 fecal samples collected from Laramie parks and walking paths.

Sixteen of the samples left by dogs contained parasitic worm eggs or the cysts of Isospora, a parasitic protozoan, according to a three-page article written by Jolley titled “Unwelcome Worms.”

Assisting him in the research were Brian Hardy of Cheyenne, a senior majoring in microbiology, and Alexandra Keeler of Douglas, a senior majoring in molecular and microbiology.

Jolley said 12 of the samples had roundworms and four had Isospora.

“Of the organisms found, the ascarid roundworms pose the highest risk to dogs, unborn puppies and possibly even humans,” Jolley said. Ten of the samples were infected with ascarids, the largest of the three roundworm species found in the dog piles.

“The ascarid is unique by its ability to infect developing puppies in the uterus of a dog with a latent infection of larvae in her tissues,” Jolley said. “Unborn puppies can suffer serious damage by the migration of the larvae through their bodies from the tissues of a pregnant female.”

By the time the puppies are two or three months old, Jolley added, they can have adult worms in their tiny intestines. A severe infection can cause intestinal blockage, which can be fatal if left untreated.

Jolley said fecal matter infected with roundworm eggs also poses dangers to children playing in a park or other areas frequented by dogs if they accidentally ingest such matter.

“A small infection with the ascarids may be unnoticeable, but a large one may cause serious damage to the eyes, central nervous system and other organs – or even death,” he said.

Humans are even more susceptible to infection by hookworms in fecal matter, but the damage is limited to the skin, not internal organs, Jolley said. One of the samples contained hookworms, another roundworm species of dogs.

“The hookworm invades any host whose skin comes into contact with a larva in soil, grass or carpet,” he noted. “The burrows in the human skin become inflamed, itchy and sore, and the trail of the worms can be traced by the lines they leave during their migration.”

Jolley said he knows of several UW students and Laramie residents who have had this skin affliction.

The third roundworm found was the whipworm, which was in one sample.

Though there is a chance a person could become infected with worms or protozoa, said Jolley, the most likely victim will be a dog that ingests infected feces either intentionally or accidentally.

“To help prevent this from happening, pet owners are encouraged to clean up after their animals,” Jolley said.

This is important, he says, because the eggs, particularly those of the ascarids, can survive for many months, even during freezing temperatures.

He adds that dog owners should have recently acquired adult dogs and puppies tested for worms, and infected animals should be treated.

Also, he said, if a dog is taken to a warmer climate, which would likely have higher parasite prevalence, it should be tested within three or four months of returning home.

Samples were collected in Laramie from Kiwanis, LaBonte, Old West, Optimist, Undine and Washington parks, walking paths adjacent to the Laramie River and sidewalks along McCue Street.

###

## AGREEMENT WITH THE CITY OF LARAMIE, WYOMING TO ADOPT A PARK

This Agreement is made and entered into this 1<sup>st</sup> day of June, 2012 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Iverson Street, Laramie, Wyoming 82073 and Robert and Leslie Waggener, ("Group"), whose address is 1003 South Fifth Street, 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 Undine Park, located within City.
2. Group commits to support maintenance of Undine Park in South Laramie.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Group agrees to the following conditions:
  - A. Group, as a sponsor of maintenance, is not directly contracted for maintenance services, nor will Group be directly involved in decisions related to maintenance.
  - B. Groups' contributions will sponsor normal wear and tear maintenance. Group will not be held responsible for any extenuating situations or extra maintenance.
9. City has provided Group a copy of the general conditions for adopt a park agreements, which is marked Exhibit A and attached hereto and incorporated as part of this Agreement.
10. The term of this Agreement is from the date hereof until May 31, 2014, subject to termination in Paragraph 8 herein.

11. 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.

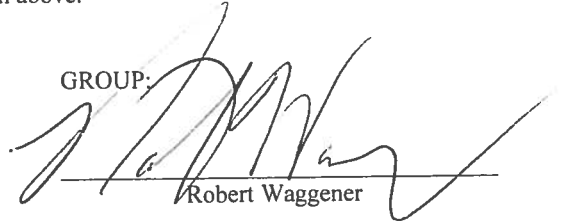
12. City does not waive sovereign immunity by entering into this Contract and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

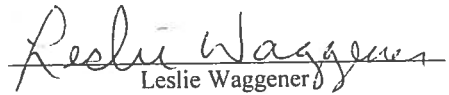
In witness whereof, the parties have read and understood it, and that they agree to be bound by the terms of the Agreement, that they have the authority to sign it. The effective date of this Agreement is the date and year first written above.

CITY OF LARAMIE, WYOMING

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

GROUP:

  
\_\_\_\_\_  
Robert Waggener

  
\_\_\_\_\_  
Leslie Waggener

By: \_\_\_\_\_  
Authorized Signature

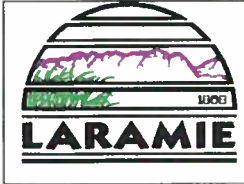
EXHIBIT A  
CITY OF LARAMIE, WYOMING  
GENERAL CONDITIONS – ADOPT A PARK

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 PARK

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING June 13, 2012**



**Agenda Item:** Parks

Agreement

**Title:** Renewal of an Adopt A Park Agreement with Laramie High School Personal Learning Services Class.

**Recommended Board MOTION:**

I move that the Parks, Tree, and Recreation Advisory Board approve renewal of the Adopt A Park Agreement with Laramie High School Personal Learning Services Class for general cleanup in Optimist Park with no fee for a two year period, and request the City Manager to sign.

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**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.

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**Background:**

This Adopt A Park Agreement with Laramie High School Living Skills Program is a renewal agreement for Optimist Park in West Laramie.

The agreement is for two years with no fee charged to Laramie High School Personal learning Services Class because they have requested no signage. Laramie High School Personal Learning Services Class is required to clean up the above referenced Optimist Park in West Laramie a minimum of twice per year in 2012 and 2013.

Optimist Park continues to benefit from Laramie High School Personal Learning Services Class's contributions to maintaining Optimist Park in West Laramie along with promoting citizen ownership with the LHS Personal Learning Services class for city parks. This agreement may be terminated for cause if at any time Laramie High School Personal Learning Services Class fails to perform in accordance with the terms of this agreement.

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

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**Enc:** Agreement, Exhibit A.

**Responsible Staff:** Mike Zook, Parks Manager, 721-5264, [mzook@cityoflaramie.org](mailto:mzook@cityoflaramie.org)

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

This Agreement is made and entered into this 1<sup>st</sup> day of June, 2012 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Iverson Street, Laramie, Wyoming 82073 and Laramie High School Personal Learning Services Class, ("Group"), whose address is 1275 N. 11<sup>th</sup>, Laramie, Wyoming 82072. 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 Optimist Park, located within City.
2. Group commits to support maintenance of Optimist Park in West Laramie.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Group agrees to the following conditions:
  - A. Group, as a sponsor of maintenance, is not directly contracted for maintenance services, nor will Group be directly involved in decisions related to maintenance.
  - B. Groups' contributions will sponsor normal wear and tear maintenance. Group will not be held responsible for any extenuating situations or extra maintenance.
9. City has provided Group a copy of the general conditions for adopt a park agreements, which is marked Exhibit A and attached hereto and incorporated as part of this Agreement.
10. The term of this Agreement is from the date hereof until May 31, 2014, subject to termination in Paragraph 8 herein.

11. 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.

12. 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:

*High School*  
Laramie Personal Learning  
*Services Class*

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

By: *Jia Reed*  
Authorized Signature

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

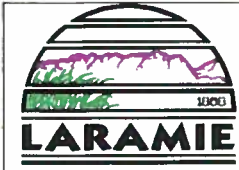
All work shall be accomplished in a workmanlike manner at the time when it is appropriate that the work be done. Work which produces noise shall be done between 8:00 a.m. and 7:00 p.m.

- 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 PARK

Page 1 of 1

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING June 13, 2012**



**Agenda Item:** Parks

Discussion Item

**Title:** Approval of a donation by the Downtown Laramie Business Association for a plaque in memorial for John B. Hester.

**Recommended Board MOTION:**

I move that the Parks, Tree, and Recreation Advisory Board approve the donation of a 9" X 12" bronze plaque in memorial of John B. Hester by the Downtown Laramie Business Association valued at \$600 to be placed by city staff in the Downtown Plaza and forward donation onto Council for their consideration.

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**Administrative or Policy Goal:**

Memorial in recognition of John B. Hester who championed the downtown area.

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**Background:**

Attached is a letter from Denise Deem, Vice President of the Downtown Laramie Business Association (DLBA), requesting the city accept a 9" X 12" bronze plaque to memorialize the contributions of Laramie resident and business owner John B. Hester.

Inscription:

***IN MEMORY OF JOHN B. HESTER,  
WHO CHAMPIONED HIS BELOVED DOWNTOWN  
1957 - 2012***

Mr. Hester was an advocate for many years of enhancements/improvements of the historic downtown area in Laramie and also championed local events that focused attention on the downtown. Sadly Mr. Hester has passed away before the city and citizenry could formally recognize his tireless efforts.

Ms. Deem requests that the city place a memorial plaque purchased by the DLBA within the native rock seating area of the downtown plaza. This downtown plaza was a project that was dear to Mr. Hester's heart. He worked through several committees' and as an individual to ensure its construction for the enjoyment of the citizens of Laramie.

The value of the plaque to be donated by the DLBA is estimated at \$600 with the installation of the plaque by the city at \$300 for a total project budget of \$900.00. It is requested that the installation of the plaque be completed before the July 15, 2012 dedication if possible.

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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		
Other	\$600.00	DLBA plaque donation
Other		
Total	\$600.00	

**EXPENSE**

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

Budget	Amount	Funds
Total estimated costs	\$900.00	Plaque and installation
Less Amount Spent to Date	\$600.00	DLBA plaque donation
Cities amount	\$300.00	Parks O+M FY13 budget

**Enc:** DLBA letter.

**Responsible Staff:** Mike Zook, Parks Manager, 721-5264, mzook@cityoflaramie.org

May 30, 2012



Dear Paul,

John Hester has been such an important part to downtown enhancements and events, that Downtown Laramie Business Association (DLBA) has ordered a bronze plaque from Star Awards and Signs as a memorial. It will have a picture of John etched in the plaque and this inscription:

In memory of John B. Hester,  
who championed his beloved downtown  
1957-2012

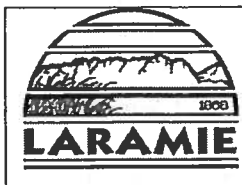
The plaque is 9"x12". We inspected the plaza for placement and would like to place it on the back of one of the sitting rocks. There are several that will work. In addition to allowing the plaque placed in the Downtown Plaza we would also request that the city assumes responsibility of the plaque. If at all possible, we would greatly appreciate the city also mounting the plaque so that it is done to correct specifications. About 35 members of John and Misty's family and friends will be coming to town for a service on July 15 and all though not critical we would like to have it in place for this event. This service will also be open to the community.

Thank you for your consideration.

Sincerely,

Denise Deem  
DLBA 2012 Vice President

**PARKS, TREE AND RECREATION ADVISORY BOARD**  
**REGULAR MEETING**                      **June 13, 2012**



**Agenda Item:** Agreement

**Title:** Facility Use Agreement between the City and Laramie County Community College.

**Recommended Board MOTION:**

That the Board approve the Facility Use Agreement between the City of Laramie and the Laramie County Community College (LCCC) to permit LCCC to utilize the facilities of City's Recreation Center in exchange for LCCC providing 200 credit hours per academic year 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:**

The City of Laramie and Laramie County Community College (LCCC) have had an ongoing partnership and agreement concerning facility use and credit hours since July of 2004. The original agreement provided for the City to convey to LCCC 10 acres of property in the Turner Tract in order to build the Albany County Community College campus, and LCCC agreed to provide City 100 credit hours per academic year beginning with the fall semester of 2004, and continuing until summer semester 2009. The City also agreed to accept \$15,000 per year for three years beginning September 30, 2004, for up to 5,000 visits per year to the City's Community Recreation Center for individuals enrolled in LCCC. Visits not used did not entitle LCCC to a refund, and visits over the 5,000 limit were to be paid by the user and not LCCC.

The First Amendment to this agreement extended the term of the 100 credit hours per academic year (fall-spring-summer terms) and visits to the City's Recreation Center for individuals enrolled in LCCC for an additional three years, from October 1, 2007 to September 30, 2010. The first amendment also revised the terms of the original agreement, in that City agreed to accept \$20,000 per year for three years for individuals who are in possession of a valid LCCC-Albany County Campus ID card. In addition, City agreed to grant use of the Recreation Center for swimming, pilates, exercise program classes and other appropriate classes when times and space are available without impacting any City programs or members.

The current two year agreement was approved on July 1, 2010 and will terminate on June 30, 2012. The City staff and LCCC staff have met and discussed some minor changes in the current agreement with the premise to execute another two year term agreement.

The new agreement will be handed out at the meeting as we are still finalizing the details with the LCCC staff.

The Highlights of the new Facilities Use Agreement include:

- The agreement is for two years, beginning on July 1, 2012 and terminating on June 30, 2014.

- The agreement supersedes and supplants all of the previous agreements.
- Provides LCCC student's unlimited visits to the Recreation Center for an annual payment of \$30,000.
- Maintains the credit hours available to City from 100 to 200 hours per academic year.
- Permits LCCC to utilize the Recreation Center facilities for teaching swimming, pilates, and other exercise programs at no cost to LCCC.
- Permits LCCC to carry over from each fiscal year up to \$10,000 value of Recreation Center visits by LCCC students and faculty if not fully utilized.
- Permits the City to carry over from each fiscal year up to 50 credit hours by City staff members is not fully utilized.

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**Legal/Statutory Authority:**

N/A

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**BUDGET/FISCAL INFORMATION:**

**REVENUE**

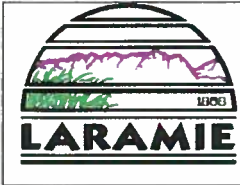
Source	Amount	Type
Fees/Charges for Service		
Grant	\$30,000.00	LCCC
Loan		
Other		
<b>Total</b>	<b>\$30,000.00</b>	

**Responsible Staff:**

Paul Harrison, Parks and Recreation Director at 721-5260

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

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING June 13, 2012**



**Agenda Item:** Parks

Memorandum of Understanding

**Title:** Approval of a Memorandum of Understanding with the Laramie Soccer Association for 2012.

**Recommended Board MOTION:**

I move that the Parks, Tree, and Recreation Advisory Board approve the Memorandum of Understanding with the Laramie Soccer Association for 2012 and request the City Manager to sign.

---

**Administrative or Policy Goal:**

N/A

---

**Background:**

This Memorandum of Understanding (MOU) with the Laramie Soccer Association (LSA) is for the 2012 summer and fall soccer seasons. This MOU is to clarify and set expectations between the City and LSA in regards to payment for field usage, field and goal maintenance, scheduling of games and insurance requirements.

---

**Legal/Statutory Authority:**

N/A

---

**Enc:** Memorandum of Understanding, Attachment A (sliding fee schedule) and Attachment B (field diagram).

**Responsible Staff:**

Mike Zook, Parks Manager, 721-5264, [mzook@cityoflaramie.com](mailto:mzook@cityoflaramie.com)

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF LARAMIE, WYOMING  
AND  
LARAMIE SOCCER ASSOCIATION**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “Agreement”) is made and entered into this \_\_\_ day of June, 2012 by and between the City of Laramie, Wyoming, a municipal corporation (hereinafter referred to as “City”) whose address is 406 Iverson St., Laramie, Wyoming 82070 and Laramie Soccer Association, (hereinafter referred to as “User”) whose address is P.O. Box 1425, Laramie, Wyoming 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 usage (soccer fields), maintenance, and notifications between Parties for the 2012 summer and fall seasons.

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, 2012 unless otherwise terminated or extended as outlined herein.

4. **Consideration.** The Laramie Soccer Association (LSA) shall make a single payments to the City at the conclusion of each 2012 soccer season (summer and fall) per the sliding fee schedule (attachment A) contingent upon fulfilling the terms of this MOU.

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

- A. City shall permit User access to City’s soccer fields for games and practices in accordance with terms provided in the MOU herein.
- B. City shall provide User any necessary information in advance of any scheduled games as to any soccer field requirements or limitations and User agrees to comply with those requirements and limitations.
- C. City’s Project representative as identified in **Paragraph 8. E. Liaison and Notice** shall be authorized to act on behalf of City and shall render decisions in a timely manner pertaining to services to be provided to User in order to avoid unreasonable delay in the orderly and sequential progress of this MOU.
- D. City agrees to prepare and paint City’s soccer fields for User to the specifications as shown in attachment B soccer field layout that is attached and incorporated herein.
- E. City shall set and maintain all soccer goals for the duration of the seasons.

6. **Responsibilities of Laramie Soccer Association.** User is responsible for the following:

- A. User shall have access to City designated soccer fields for each game as scheduled through City designated representative.
- B. User's staff, volunteers and soccer players will be permitted access to LSA designated soccer fields approximately one half (.5) hour prior to each scheduled game for the purpose of User's staff setting up field corner flags and goal nets for soccer players. User is also permitted access at any other time as agreed by City to complete any other necessary work in preparation of scheduled games.
- C. User agrees that when scheduling games they will coordinate with the City Representative as outlined in the MOU under **8. E. Liaison and Notice** and should User need to reschedule any game, User agrees to inform the City of such as soon as possible.
- D. User shall inform the City of Laramie within 24 hours of noticing any hazards, damage, or other safety concerns at the facilities (soccer fields) that could compromise the overall safety of the facilities for public use.
- E. User shall maintain the original state of the fields and accompanying facilities as the City has prepared them, unless previously arranged with the City.
- F. User shall remit payment to the City of Laramie for facility user fees associated with LSA within 30 days upon receiving an invoice.

7. **Insurance.** The User shall maintain the following insurance:

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

B. **Commercial General Liability Insurance.** The User 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, including loss of use thereof 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.

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

D. **Additional Insured.** All insurance policies required by this Contract, except workers' compensation, shall name City as an additional insured, and shall contain a waiver of subrogation against City, its agents and employees. User shall provide upon request a copy of an endorsement providing this coverage.

E. **City's Right to Reject.** City reserves the right to reject a certificate of insurance if User's insurance company is widely regarded in the insurance industry as financially unstable. This would include but is not limited to insurance companies with any less than AVIII rating in the A.M. Best insurance rating guide.

F. **SubUsers.** The insurance requirements set forth above apply to all subUsers. It is User's responsibility to ensure that its subUsers meet these insurance requirements. City has the right to review the Certificates of any and all subUsers used by the User.

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

H. **Additional Liability Insurance.** The User will provide proof of liability insurance to the City for at least \$500,000.00 (five hundred thousand dollars) per season and the City will be named as an additional insured party.

## 8. **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.** User 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 MOU. City shall release, indemnify and hold harmless the User (LSA), its officers, agents, employees, successors and assignees from any cause or action or claim or demand arising out of LSA's obligations under this MOU. City does not waive its sovereign or governmental immunity by entering into

this MOU 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 MOU.

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

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

**(i)** City's designated representative is Doug Meade, Recreation Center Supervisor, P.O. Box C Laramie, WY 82073: telephone number: (307) 721-5263 and facsimile: (307) 721-5284.

**(ii)** User's designated representative is Crystal Hamaker, President LSA, P.O. Box 1425, Laramie, WY 82073: telephone number: (307) 745-9300.

**(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.

**THIS SPACE INTENTIONALLY LEFT BLANK**

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

**CITY OF LARAMIE, WYOMING:**

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

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

**LARAMIE SOCCER ASSOCIATION:**

By: \_\_\_\_\_  
Crystal Hamaker, President

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

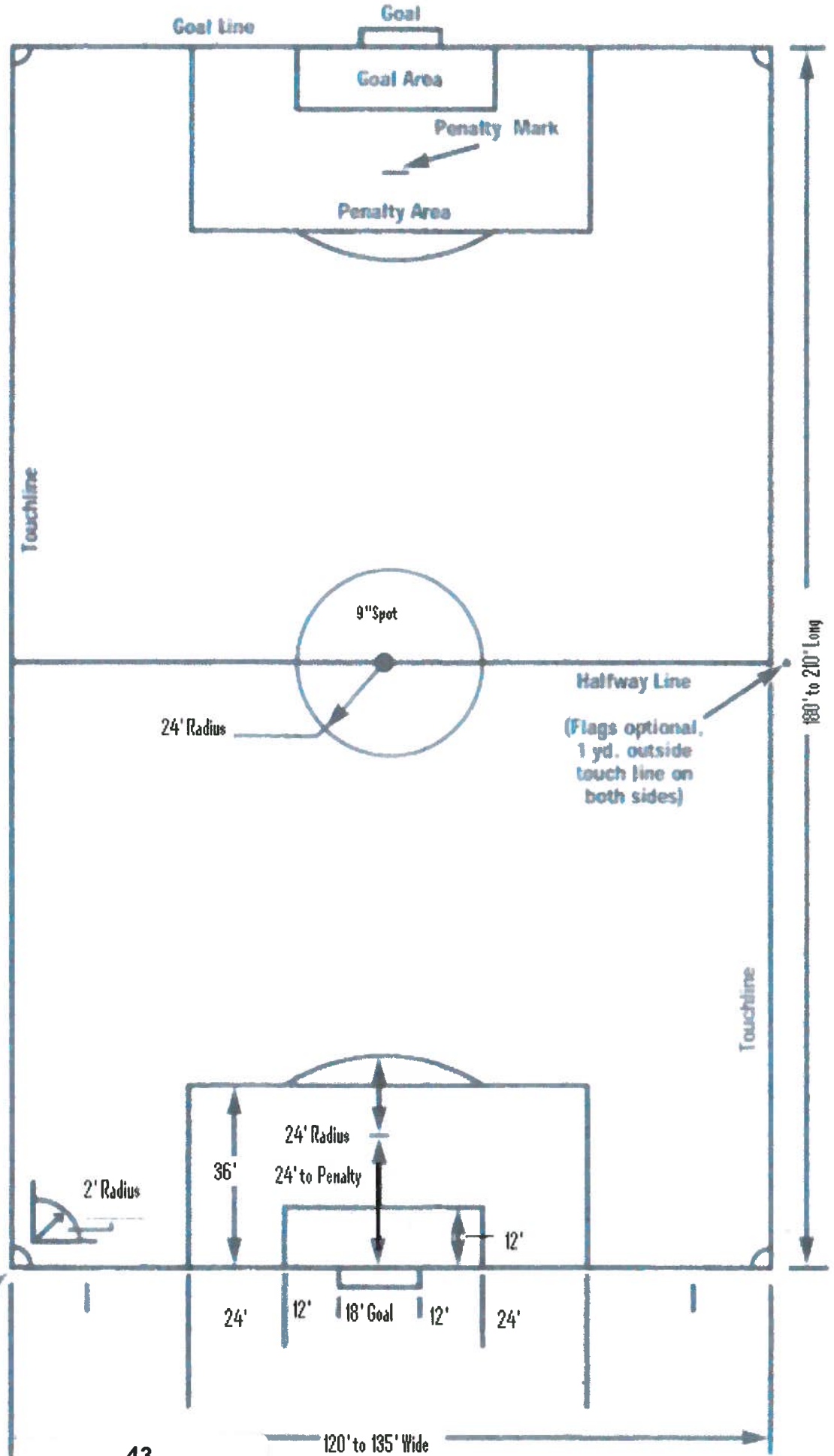
# ATTACHMENT A

**SLIDING FEE SCHEDULE EFFECTIVE JUNE 1, 2008**

Less than 100 players per season	\$17 per player
100-399 players per season	\$12 per player
Over 400 players per season	\$7 per player

# ATTACHMENT B

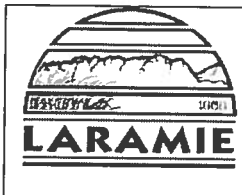
# SOCCER FIELD



5'

Pole: Minimum 1" diameter.  
Flag: 5' high.  
Install touching the outer edge of the lines at the corner

**PARKS, TREE, AND RECREATION ADVISORY BOARD  
REGULAR MEETING                      June 13, 2012**



**Agenda Item:** Resolution

**Title:** Consideration of a Resolution to sustain the set School Age Child Care (SACC) fees effective July 1, 2012.

**Recommended Board MOTION:**

That the Parks, Tree, and Recreation Advisory Board approve Resolution 2012-\_\_\_\_\_ to sustain the set School Age Child Care (SACC) fees for the 2012-2013 school year, effective July 1, 2012 and forward on to City Council for consideration.

**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.

**City Council Goal:** 2008 Citizens Survey; enhancing recreation facilities, parks and programs offered.

**Background:** Laramie SACC in its 19<sup>th</sup> year of operation this year as the after school program for Laramie Parks and Recreation. Originally the idea of a SACC program was explored by a community Latch Key taskforce. The taskforce found that afterschool programming was needed in Laramie, and the City of Laramie Parks and Recreation Department became the new home to the program. SACC was originally operated as a no-fee program. In response to concerns about the free program from local childcare providers, the SACC program began charging nominal fees, and then developed a sliding fee scale that is still in use today. Through a partnership with the Albany County School District #1, children from seven of the public schools are bused to the Recreation Center each day school is in session. SACC serves 70 kindergarten through 6<sup>th</sup> grade children each day, with approximately 120 children served throughout the school year. The popularity of the program grows each year, with the enrollment reaching capacity within hours of opening registration to the public.

Each year staff researches the rates charged by the three larger local for profit after school programs in order to set SACC rates for the upcoming fiscal year. The average rate charged per week based on attending five days per week, 2.5 hours per day is \$67.00. Income eligibility recommendations for the sliding fee scale are based upon the Wyoming Department of Family Services and are determined by household size and family income.

Staff is recommending leaving calendar 1, 2 and 3 rates unchanged, as they were increased by 8-12% in 2011. It has always been a goal of SACC to serve families that cannot afford after school programming at market rates (see attachment A).

**Current SACC (2011-2012) sliding fee scale:**

<b>Calendar</b>	<b>1</b>	<b>2</b>	<b>3</b>
Full-Time (5 days/week)	\$73	\$41	\$26
Full-Time (4 days/week)	\$59	\$33	\$20
Part-Time (3 days/week)	\$45	\$26	\$15
Part-Time (2 days/week)	\$31	\$18	\$10
Drop - in (1 day/week)	\$17	\$11	\$7

**Proposed SACC (2012-2013) sliding fee scale:**

<b>Calendar</b>	<b>1</b>	<b>2</b>	<b>3</b>
Full-Time (5 days/week)	\$73	\$41	\$26
Full-Time (4 days/week)	\$59	\$33	\$20
Part-Time (3 days/week)	\$45	\$26	\$15
Part-Time (2 days/week)	\$31	\$18	\$10
Drop - in (1 day/week)	\$17	\$11	\$7

1) Approve the Resolution 2012-\_\_\_\_\_ to sustain the set School Age Child Care (SACC) fees for the 2012-2013 school year, effective July 1, 2012 and authorize the Mayor and City Clerk to sign.

2) Amend and approve the Resolution 2012-\_\_\_\_\_ sustain the set School Age Child Care (SACC) fees for the 2012-2013 school year, effective July 1, 2012 and authorize the Mayor and City Clerk to sign..

3) Do not approve the Resolution 2012-\_\_\_\_\_ to sustain the set School Age Child Care (SACC) fees for the 2012-2013 school year, effective July 1, 2012 and authorize the Mayor and City Clerk to sign.

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

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**Responsible Staff:** Michael W. Peters, Recreation Manager or Paul Harrison, Parks and Recreation Director



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

Parks: (307) 721-5264  
Fax (307) 721-5256  
Recreation: (307) 721-5269  
Fax: (307) 721-5284  
TDD (307) 721-5295

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Date: May 21, 2012

To: Michael Peters, Recreation Manager; Paul Harrison Parks & Recreation Director

From: Doug Meade, Recreation Supervisor

Re: SACC Fees

In reviewing SACC fees for the 2012 - 2013 school years, staff recommends that the current sliding fee scale be maintained. This recommendation is based upon speaking directly with three other child care facilities in the community, who serve as many, or more, children than SACC, on a daily basis. The following organizations have expressed that they are not raising rates on any of their after-school programming:

- 1) Basic Beginnings
- 2) Developmental Preschool
- 3) Kids Connection.

Doug Meade  
Recreation Center Supervisor

**RESOLUTION No. 2012-\_\_\_\_\_**

**A RESOLUTION ADOPTING A FEE SCHEDULE FOR THE SCHOOL AGE CHILD CARE (SACC) PROGRAM FOR THE 2012/13 SCHOOL YEAR, EFFECTIVE JULY 1, 2012.**

**WHEREAS**, the Laramie Parks and Recreation School Age Child Care Program has been in operation since 1990;

**WHEREAS**, the Laramie Parks and Recreation School Age Child Care Program serves approximately seventy elementary school children every day;

**WHEREAS**, Laramie Parks and Recreation School Age Child Care fees are administered on a sliding scale based on guidelines from the Wyoming Department of Family Services, family income, family size and on the average fees charged by local for-profit school age care programs;

**WHEREAS**, the City Parks, Tree and Recreation Advisory Board has reviewed the Laramie Parks and Recreation School Age Child Care fees annually, adopting revisions as necessary;

**WHEREAS**, City Parks, Tree and Recreation Advisory Board on June\_\_\_, 2012 reviewed the fees and approved a recommendation to City Council to adopt revisions to the Laramie Parks and Recreation School Age Child Care fees for the 2012/13 school year with an effective date of July 1, 2012.

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

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

**SECTION 2:** That City Council adopts and approves the revisions to the Laramie Parks and Recreation School Age Child Care fees for the 2012/13 school year with an effective date of July 1, 2012, as:

<b>Calendar</b>	<b>1</b>	<b>2</b>	<b>3</b>
Full-Time (5 days/week)	\$73	\$41	\$26
Full-Time (4 days/week)	\$59	\$33	\$20
Part-Time (3 days/week)	\$45	\$26	\$15
Part-Time (2 days/week)	\$31	\$18	\$10
Drop - in (1 day/week)	\$17	\$11	\$7

**PASSED AND APPROVED** this \_\_\_\_ day of June, 2012.

---

Scott Mullner, Mayor and President of the  
Laramie City Council

ATTEST:

---

Sue Morris-Jones, MMC  
City Clerk

2012

Adopted ? - City Council - Reso ?

NOTES

Family size	DFS 200% FPL	SACC		Calculations	SACC Calender 2 \$41 per wk per child	SACC Calender \$73 per wk per 120% x FPL/Cal 3	Calculations
		\$26 per wk	150% x FPL				
2	\$2,208 to \$2,522	≤ \$3,783	\$2,522 x 1.5	\$3,783 x 1.2	\$3,784 to \$4,413	≥ \$4,540	\$3,783 x 1.2
3	\$2,785 to \$3,182	≤ \$4,773	\$3,182 x 1.5	\$4,773 x 1.2	\$4,774 to \$5,557	≥ \$5,728	\$4,773 x 1.2
4	\$3,363 to \$3,842	≤ \$5,763	\$3,842 x 1.5	\$5,763 x 1.2	\$5,764 to \$6,705	≥ \$6,916	\$5,763 x 1.2
5	\$3,940 to \$4,502	≤ \$6,753	\$4,502 x 1.5	\$6,753 x 1.2	\$6,754 to \$7,851	≥ \$8,104	\$6,753 x 1.2
6	\$4,518 to \$5,162	≤ \$7,743	\$5,162 x 1.5	\$7,743 x 1.2	\$7,744 to \$8,995	≥ \$9,292	\$7,743 x 1.2
7	\$5,095 to \$5,822	≤ \$8,733	\$5,822 x 1.5	\$8,733 x 1.2	\$8,734 to \$10,143	≥ \$10,480	\$8,733 x 1.2
8	\$5,673 to \$6,482	≤ \$9,723	\$6,482 x 1.5	\$9,723 x 1.2	\$9,724 to \$11,289	≥ \$11,668	\$9,723 x 1.2

## SACC Sliding Fee Scale

All based on family income of monthly salaries  
 FPL = Federal Poverty Level

### 2008

NOTES

Family size	DFS 200% FPL	SACC Calendar 3		SACC Calendar 2		SACC Calendar 1	
		\$25 per wk per child	Calculations	\$40 per wk per child	Calculations	\$60 per wk per child	Calculations
2	to \$2,334	≤ \$2,749	\$2,334 x 1.1778063	\$2,750 to \$3,299	\$2,749 x 1.200436522	≥ \$3,300	\$2,749 x 1.200436522
3	to \$2,934	≤ \$3,458	\$2,934 x 1.1785958	\$3,459 to \$4,149	\$3,458 x 1.200115674	≥ \$4,150	\$3,458 x 1.200115674
4	to \$3,534	≤ \$4,166	\$3,534 x 1.1788342	\$4,167 to \$4,999	\$4,166 x 1.200192031	≥ \$5,000	\$4,166 x 1.200192031
5	to \$4,134	≤ \$4,874	\$4,134 x 1.1790034	\$4,875 to \$5,849	\$4,874 x 1.200246204	≥ \$5,850	\$4,874 x 1.200246204
6	to \$4,734	≤ \$5,583	\$4,734 x 1.1793409	\$5,584 to \$6,699	\$5,583 x 1.200071646	≥ \$6,700	\$5,583 x 1.200071646
7	to \$5,334	≤ \$6,499	\$5,334 x 1.2184102	\$6,500 to \$7,799	\$6,499 x 1.200184644	≥ \$7,800	\$6,499 x 1.200184644
8	to \$5,934	≤ \$6,999	\$5,934 x 1.1794742	\$7,000 to \$8,399	\$6,999 x 1.200171453	≥ \$8,400	\$6,999 x 1.200171453

### 2009

NOTES

Family size	DFS 200% FPL	SACC Calendar 3		SACC Calendar 2		SACC Calendar 1	
		\$25 per wk per child	Calculations	\$40 per wk per child	Calculations	\$65 per wk per child	Calculations
2	\$2,247 to \$2,428	≤ \$2,925	\$2,428 x 1.2046952	2,926 to \$3,900	\$2,925 x 1.333675214	≥ \$3,901	\$2,925 x 1.333675214
3	\$2,814 to \$3,052	≤ \$3,677	\$3,052 x 1.2047837	3,678 to \$4,325	\$3,677 x 1.176502584	≥ \$4,326	\$3,677 x 1.176502584
4	\$3,400 to \$3,675	≤ \$4,427	\$3,675 x 1.2046259	4,428 to \$5,208	\$4,427 x 1.176643325	≥ \$5,209	\$4,427 x 1.176643325
5	\$3,977 to \$4,298	≤ \$5,178	\$4,298 x 1.2047464	5,179 to \$6,092	\$5,178 x 1.176709154	≥ \$6,093	\$5,178 x 1.176709154
6	\$4,554 to \$4,922	≤ \$5,930	\$4,922 x 1.2047948	5,931 to \$6,977	\$5,930 x 1.176728499	≥ \$6,978	\$5,930 x 1.176728499
7	\$5,130 to \$5,545	≤ \$6,931	\$5,545 x 1.2499549	6,932 to \$8,155	\$6,931 x 1.176742173	≥ \$8,156	\$6,931 x 1.176742173
8	\$5,707 to \$6,168	≤ \$7,521	\$6,168 x 1.2193358	7,522 to \$8,848	\$7,521 x 1.176572264	≥ \$8,849	\$7,521 x 1.176572264

**2010**

Adopted May 4, 2010 - City Council - Reso #2010-40

NOTES

Family size	DFS 200% FPL	SACC		Calculations	SACC Calender 2	SACC Calender 1	Calculations
		Calender 3 \$25 per wk per child	Calender 3 ~150% x FPL				
2	\$2,126 to \$2,428		≤ \$3,643	\$2,428 x 1.5004119	\$3,644 to \$4,389.0	≥ \$4,390	\$3,643 x 1.205050782
3	\$2,671 to \$3,052		≤ \$4,578	\$3,052 x 1.5	\$4,579 to \$5,515.0	≥ \$5,516	\$4,578 x 1.204892966
4	\$3,217 to \$3,675		≤ \$5,513	\$3,675 x 1.5001361	\$5,514 to \$6,642.0	≥ \$6,643	\$5,513 x 1.204970071
5	\$3,762 to \$4,298		≤ \$6,448	\$4,298 x 1.5002327	\$6,449 to \$7,768.0	≥ \$7,769	\$6,448 x 1.204869727
6	\$4,307 to \$4,922		≤ \$7,383	\$4,922 x 1.5	\$7,384 to \$8,895.0	≥ \$8,896	\$7,383 x 1.204930245
7	\$4,853 to \$5,545		≤ \$8,318	\$5,545 x 1.5000902	\$8,319 to \$10,021.0	≥ \$10,022	\$8,318 x 1.204856937
8	\$5,398 to \$6,168		≤ \$9,253	\$6,168 x 1.5001621	\$9,254 to \$10,314.0	≥ \$10,315	\$9,253 x 1.114773587

Should Cal 3 have been 1.2, not 1.5?

Cal 1 = Should have been 1.205 x 9253 = \$11,150

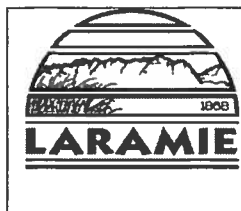
**2011**

Adopted May 3, 2011 - City Council - Reso #2011-

NOTES

Family size	DFS 200% FPL	SACC		Calculations	SACC Calender 2	SACC Calender 1	Calculations
		Calender 3 \$25 per wk per child	Calender 3 150% x FPL				
2	\$2,146 to \$2,452		≤ \$3,678	\$2,452 x 1.5	\$3,679 to \$4,413	≥ \$4,414	\$3,678 x 1.2
3	\$2,703 to \$3,088		≤ \$4,632	\$3,088 x 1.5	\$4,633 to \$5,557	≥ \$5,558	\$4,632 x 1.2
4	\$3,260 to \$3,725		≤ \$5,588	\$3,725 x 1.5	\$5,589 to \$6,705	≥ \$6,706	\$5,588 x 1.2
5	\$3,817 to \$4,362		≤ \$6,543	\$4,362 x 1.5	\$6,544 to \$7,851	≥ \$7,852	\$6,543 x 1.2
6	\$4,375 to \$4,998		≤ \$7,497	\$4,998 x 1.5	\$7,498 to \$8,995	≥ \$8,996	\$7,497 x 1.2
7	\$4,932 to \$5,635		≤ \$8,453	\$5,635 x 1.5	\$8,454 to \$10,143	≥ \$10,144	\$8,453 x 1.2
8	\$5,489 to \$6,272		≤ \$9,408	\$6,272 x 1.5	\$9,409 to \$11,289	≥ \$11,290	\$9,408 x 1.2

Should Cal 3 have been 1.2, not 1.5?



**Agenda Item:** Recreation Resolution

**Title:** Resolution to approve a Recreation Master Fee Schedule and forward to the City Council for their consideration.

**Recommended Board MOTION:**

I move that the Parks, Tree, and Recreation Advisory Board approve a Resolution to accept the 2012 Recreation Master Fee Schedule and forward to City Council for their consideration.

---

**Administrative or Policy Goal:**

- 1) The Board will review and provide recommendations on fees and policies for the Recreation Division.

---

**Background:**

Historically, the Parks and Recreation Department has levied fees for virtually all facilities and programs to recuperate the cost of operations which include staffing, materials utilized, equipment needed, and to some extent, facility maintenance. Philosophically, fees should cover 100% of direct costs for programs and some programs may actually raise “surplus” revenue to help offset subsidized programs and in-direct expenses. Direct costs associated with any given program include those costs that would only be incurred as a result of the program – instructors, materials, and program supplies. Indirect costs would be items such as facilities and parks maintenance personnel, utilities, equipment necessary to maintain facilities, full-time staff coordination and administration, etc.

In order to encapsulate all the existing fees that have been approved in the last several years, staff is providing an updated comprehensive Recreation Master Fee Schedule as a tool to review all fees at one time. This proposed Master Fee Schedule is meant to be all inclusive as a reference tool and as a means to address, primarily, all fees at one time on an annual basis. At this time, the only fees that are not being addressed within this particular schedule are SACC fees (School Age Child Care program) due to our annual researching for comparable organizations offering after school programming, so not to undercut private enterprise with grant supported municipal offerings.

As you review the attached spreadsheet/fee schedule, staff has attempted to assemble it in to various categories. The first section includes fees affiliated with the Community Recreation Center – daily fees, memberships, and facility rental fees. Next is a section on general program fees, further broken down in to: 1) Aquatics; 2) Youth Programs; 3) General Programs, and; 4) Adult Programs and Fitness. Lastly, the schedule breaks down all fees associated with the Ice and Events Center – again, daily fees memberships, facility rental fees, and programs.

As a brief summary of proposed modifications to fees, staff is recommending a fee set for groups of medium and large size, as we get this request often from traveling groups here in Laramie for tournaments, conferences, or other events, looking for recreation or entertainment. Staff has suggested no changes to fees/charges relevant to the memberships and daily fees at the Laramie Community Recreation Center. These fees were last modified July 1, 2010 after an analysis of the Operating Pro Forma for the Recreation Center and staff does not recommend any additional changes this soon.

Wherever possible, staff has attempted to identify and recommend elimination of certain fees that are no longer applicable or can be consolidated in a different manner/format. For example, fees that have previously been listed separately that require a secondary fee have been combined.

The vast majority of fee modifications lie within the Ice and Events Center. These modifications are mostly to the daily rental rates, skate rentals, daily and hourly ice time rentals. This will allow us to generate more revenue from our primary user groups in the winter season.

An electronic version of the master fee schedule will be distributed via email on Tuesday, June 12<sup>th</sup> and will be available at the meeting.

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

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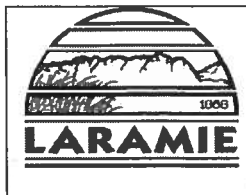
**BUDGET/FISCAL INFORMATION:**

Staff is not anticipating any major shifts in overall revenue due to approval of these fees.

**Responsible Staff:** Michael W. Peters, Recreation Manager at 721-5259, or Paul Harrison, Parks and Recreation Director at 721-5260.

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

**PARKS, TREE, AND RECREATION ADVISORY BOARD  
REGULAR MEETING                      June 13, 2012**



**Agenda Item:** Discussion Item

**Title:** Authorization to submit a grant for speed skating equipment to the Daniels Fund in the amount of \$9,000.00.

**Recommended Board MOTION:**

That the Parks, Tree, and Recreation Advisory Board approve authorization to submit a grant for speed skates in the amount of \$9,000.00 through the *Daniel's Fund* and forward on to City Council for consideration.

---

**Administrative or Policy Goal:**

The Parks, Tree, and Recreation Advisory Board will review and provide recommendations to City Council on fees and policies for the Recreation Center and Ice and Event Center based on the operating pro-forma.

---

**Background:** In 2005-06 volunteer speed skating instructor Rodney Wambeam wrote a grant to the Daniels Fund to purchase a set of 20 speed-skates, a sharpening jig kit and 20 protective neck guards. They are currently in use at the Community Ice and Event Center, where the program has grown and prospered.

Dr. Wambeam has again approached the City with an offer to write a grant that will purchase another, higher quality set of skates and sharpening equipment and a rack for storage. It is estimated that the total cost of this equipment will be approximately \$9,000 and if the grant is successful, the equipment will be available to the public for rent.

**Daniels Fund Grants Program**

Honoring the percentages for giving established by Bill Daniels, each year approximately 70% of charitable allocations are made through the Daniels Fund Grants Program in the funding areas he defined for the foundation: Aging, Alcoholism & Substance Abuse, Amateur Sports, Disabilities, Education, Homeless & Disadvantaged, and Youth Development.

**Recommendation:**

To approve authorization to submit a grant for speed skates in the amount of \$9,000.00 through the *Daniel's Fund* and forward on to City Council for consideration.

---

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

---

**Responsible Staff:** Michael W. Peters, Recreation Manager or Paul Harrison, Parks and Recreation Director

**RESOLUTION NO. 2012-**

**A RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE DANIELS FUND FOR SPEED SKATING EQUIPMENT.**

**WHEREAS**, ice skating began in Laramie in the late 1920s on a flooded sheet of ice in a local park where the community's first artificial arena was constructed in the 1930s; and

**WHEREAS**, upgrades were made to the arena between the 1930s and the 1990s including bleachers, a modern refrigeration system, and a public address system which increased the popularity of winter recreation activities to now include activities such as leisure ice skating, youth and adult hockey, broomball and speed skating; and

**WHEREAS**, the Roof the Rink Committee, a coalition of local hockey teams and ice rink users, formed in 1999 to rally the City to build a larger ice rink facility and recognizing this need, the City of Laramie contributed to the building of this ice arena with \$646,814, a donation of land, the purchase of a refrigeration system and the Laramie Community Ice Arena opened its doors in 2001; and

**WHEREAS**, in 2005 the City in partnership with volunteer speed skating coach Dr. Rodney Wambeam successfully pursued a grant from the Daniels Fund for \$3,200 that purchased the first set of speed skating equipment; and

**WHEREAS**, the speed skating program has grown from just a handful of youth to more than 20 youth and adults each session with ice races attracting as many as 30 participants, continuing to grow the program; and

**WHEREAS**, Dr. Wambeam in cooperation with Ice Center staff have again offered to pursue a grant to purchase another set of skates, sharpening jig kit with stones, 20 skate guards to protect the skates and a special rack to store and transport the skates safely; and

**WHEREAS**, the mission of the Laramie Community Ice and Event Center is *To promote and encourage participation in ice skating, and to pursue a skater development model which allows people of all ages, abilities and backgrounds to achieve their potential within ice skating, through the provision of quality infrastructure and support services*; and

**NOW, THEREFORE, BE IT RESOLVED** that the Laramie City Council authorizes the submission of a grant application in the amount of \$9,000 to the Daniels Fund to purchase 20 pairs of advanced ice speed skates, a sharpening jig kit with stones, 20 skate guards to protect the skates, and a special rack to store and transport the skates safely to be used free of charge by all participants in the speed skating program and ice races.

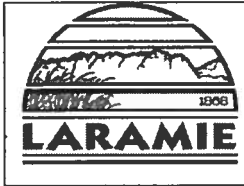
PASSED, APPROVED AND ADOPTED THIS 19<sup>th</sup> day of June, 2012.

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
MAYOR

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

**PARKS, TREES, AND RECREATION ADVISORY BOARD REGULAR MEETING June 13, 2012**



**Agenda Item: Discussion Item**

**Title:** Acknowledgement of Staff Reports for May 2012

**Recommended Council MOTION:**

That the Parks, Tree, and Recreation Advisory Board acknowledge receipt of Staff Reports for the month of May 2012 from the Laramie Parks and Recreation Department.

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**Administrative or Policy Goal:**

The Parks, Tree, and Recreation Advisory Board will review and provide recommendations to City Council on fees and policies for the Recreation Center and Ice and Event Center based on the operating pro-forma.

---

**Background:**

Staff produces monthly reports for the edification of the Board regarding actual registration numbers, related to the programs at the conclusion of each month. Attached, please find the reports for the Month of May 2012.

**Recommendation:**

Acknowledge receipt and review of the Staff reports

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

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**BUDGET/FISCAL INFORMATION:**

See attached.

**Responsible Staff:** Michael W. Peters, Recreation Manager at 721-5259, or Paul Harrison, Parks and Recreation Director at 721-5260.

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

## Adult & Youth Sports Participation - May

submitted: May 28, 2012

### Adult Sports

Softball- Men's, Rec, M/W	Spring/Summer 2011	May 9 - Jul	16 teams	16 years & up
Softball- Mens, Rec, T/Th	Spring/Summer 2011	May 10 - Jul	14 teams	16 years & up
Softball- Men's, Comp, T/Th	Spring/Summer 2011	May 10 - Jul	8 teams	16 years & up
Softball- Men's Novice	Spring/Summer 2011	May 10 - Jul	4 teams	16 years & up
Softball- Women's, T/Th	Spring/Summer 2011	May 10 - Jul	8 teams	16 years & up
Adult Volleyball, M-Th	Spring 2012	March 19-May 24	33 teams	16 years & up

### Youth Sports

Kids' Night Out	Spring 2012	Apr 27	46	K - 6 grade
Youth Volleyball	Spring 2012	March 19-April 25	6	Grades 3-6

#### May

Volleyball finished up season with tournaments for Women, Coed Comp, Coed Rec B, C and D  
 Registration for Little Slugger Baseball & Soccer started  
 Registration for Skyhawks camps started  
 Registration continues for Sand Volleyball  
 Softball started May 14

#### June

Sand Volleyball will start its first season  
 Softball continues to roll through its season  
 Start of summer Fitness classes  
 Begin Zumba and SF2 classes

## Fitness Class Participation - May

<b>FITNESS</b>	<b>Season</b>	<b>Dates</b>	<b># of Sessions</b>	<b>Ages</b>
Personal Trainer- Joyce Honour	Spring 2012	May 1-31	9	16 years & up
Personal Trainer - Erin Chamberlain	Spring 2012	May 1-31	19	16 years & up
Personal Trainer- Kevin Bretting	Spring 2012	May 1-31	23	16 years & up
<b>Total</b>			<b>51</b>	
<b>FITNESS</b>	<b>Season</b>	<b>Dates</b>	<b># of Participants</b>	<b>Ages</b>
Fitness Daily	Spring 2012	May 1-31	25	16 years & up
Fitness Monthly	Spring 2012	May 1-31	30	16 years & up
Spinning Daily	Spring 2012	May 1-31	11	16 years & up
Spinning Monthly	Spring 2012	May 1-31	19	16 years & up
Boot Camp	Spring 2012	May 1-31	15	16 years & up
Tai Chi	Spring 2012	May 1-31	10	16 years & up
Body Shock	Spring 2012	May 1-31	15	16 years & up
Complete Core	Spring 2012	May 1-31	3	16 years & up
Turbo Kick	Spring 2012	May 1-31	13	16 years & up
Chair Yoga	Spring 2012	May 1-31	1	16 years & up
Water Aerobics	Spring 2012	May 1-31	5	16 years & up
<b>Total</b>			<b>147</b>	

updated: 05/31/2012 DRM

\* Registration for these classes was prior to the Month

Fitness and Personal training was a bit down for the month. A slow trend from the previous month. Hopefully the new summer classes will get some of the activity back.

## Aquatic Attendance - May 2012

### Indoor Pool Attendance - May 2012

	Leisure		8 Lane	Daily Totals	
1	32		39	71	
2	85		48	133	
3	29		20	49	
4	62		19	81	
5	85		84	169	
6	35		43	78	
7	106		76	182	
8	69		48	117	
9	60		76	136	
10	40		31	71	
11	30		31	61	
12	82		12#	103	
13	63		13#	79	
14	95		14	145	
15	62		15	113	
16	97		16	166	
17	50		17	135	
18	102		18	197	
19	20		19	50	
20	17		20	57	
21	109		21	180	
22	80		22	143	
23	115		23	182	
24	64		24	83	
25	112		25	199	
26	66		26	167	
27	15		27	60	
28***			28***	0	
29	118		29	173	
30	176		30	195	
31	78		31	95	
<b>Total</b>	<b>2154</b>		<b>Total</b>	<b>1516</b>	<b>3670</b>

Number does not include swim lessons, Swim Americas, or Swim Clu

## Ice/ Event Center Attendance - May 2012

### May 2012

Events – May 2012	Upcoming Summer Events
Ice Arena:	Upcoming:
<b>May</b>	<b>June</b>
Continue to rent space for Roller Derby practices 3x week	Roller Derby practices
Other rentals included-	Elk Foundation Banquet
Jordan World Circus	Bike Safety classes
Special Olympics meals and victory dance	Begin Zumba and SF2 classes
Roller Derby bout	Begin Dodgeball league
Graduation Party for 8 LHS families	Roller Derby bout
*New ceiling finished in lobby	Zumba Fitness class venue
	SF2 fitness class venue
	MMA Bout

## SACC Attendance - May 2012

There are currently 79 children enrolled in the SACC program, with the following breakdown of registration, by day of week:

The following is actual attendance for May 2012:

	T	W	Th	F
	48	38	46	42
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
41	40	37	40	34
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	
38	38	45	48	37
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	
32	36	37	46	

Submitted by: Cindy R. Stoffers  
6.6.12

## SACC Celebrations:

SACC 2010-2012 ended on a high note with an old-fashioned field day at LaPrele Park, led by two of our new summer hires, Jake Chick and Jace Jensen. Jake has a degree in Physical Education and will be teaching at Slade Elementary School, beginning this Fall, but we have him for the summer! Jace is an Education & History Major, on scholarship with the UW Wrestling team, and also doing a super job with the kids!

We are getting great feedback from parents on our new and improved Birthday Party Packages, which are being hosted by another new hire, Jenifer Chapa. Jennifer has a degree in English and Minor in Chicano Studies and will be with us for a year before starting her Master's degree program at UW.

After a week of staff training, planning, and preparations, Summer Clubs are off to a good start with an average of 33 children enrolled each week.

**Facility use report: May 2012**



**SUMMARY Cumulative Counts for Major areas**

Time of Day	05A - 06A	06A - 07A	07A - 08A	08A - 09A	09A - 10A	10A - 11A	11A - 12P	12P - 01P
Cardio	209	87	92	11	36	120	117	92
Stretchng	21	6	14	3	6	23	24	10
Fitness	80	-	57	7	46	81	-	14
8-Lane	109	72	52	2	14	32	29	29
Circuit	69	78	92	4	22	63	58	40
Track	86	44	54	7	23	44	21	21
GYM	194	77	16	1	1	8	44	22
Leisure Pool	19	24	105	3	30	220	216	116
Lobby	5	3	3	2	24	39	32	14
Childcare	-	-	20	5	4	19	19	-
Conf Room	-	-	-	-	-	27	13	5
<b>TOTALS</b>	<b>792</b>	<b>391</b>	<b>505</b>	<b>45</b>	<b>206</b>	<b>676</b>	<b>573</b>	<b>363</b>

Time of Day	01P - 02P	02P - 03P	03P - 04P	04P - 05P	05P - 06P	06P - 07P	07P - 08P	08P - 09P	TOTALS
Cardio	83	107	94	124	225	152	76	52	1,677
Stretchng	24	21	19	29	39	25	14	10	288
Fitness	7	-	2	51	90	59	14	6	514
8-Lane	58	48	45	58	129	96	34	9	816
Circuit	41	68	73	87	121	91	59	38	1,004
Track	27	33	30	38	54	94	38	9	623
GYM	35	86	103	88	165	68	17	5	930
Leisure Pool	225	216	150	220	251	227	93	22	2,137
Lobby	14	26	40	25	34	56	27	18	362
Childcare	6	7	3	14	23	28	15	-	163
Conf Room	13	10	-	5	-	5	8	-	86
<b>TOTALS</b>	<b>533</b>	<b>622</b>	<b>559</b>	<b>739</b>	<b>1,131</b>	<b>901</b>	<b>395</b>	<b>169</b>	<b>8,600</b>

Submitted: Kat Vialpando  
 Date: 6/7/2012  
 Compiled By: Brittani Dvorak

April 19, 2012

Robert E. Vanderhoof, Ph.D.  
Vegetation Supervisor  
Rocky Mountain Power  
1438 W 2550 S  
Ogden, UT 84401

Re: Arbor Day Celebration Grant

Dear Mr. Vanderhoof,

It is our great pleasure to once again thank you for your generosity in naming the City of Laramie as a recipient of the Rocky Mountain Power Grant. Our citizens and those who visit our community appreciate the beauty that our trees bestow upon us all. We embrace the idea of growing as a city but allowing the natural beauty that our State is known for to continue to grow with us.

Two 15 gallon size trees will be planted using grant funds. One tree will be planted by the University Lab School students at LaBonte Park, and the other will be planted by 4<sup>th</sup>-6<sup>th</sup> grade SACC students at the Laramie Recreation Center.

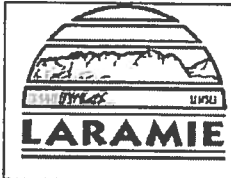
Our Mayor and President of the Laramie City Council, Scott Mullner, will be signing and presenting to the City Council, Resolution 2012, a resolution designating an annual community Arbor Day and tree sale celebration on May 15<sup>th</sup>, 2012. This Resolution specifically recognizes the generous gift from Rocky Mountain Power.

Again, with much appreciation from our entire community, thank you!

Sincerely,

Mike Zook  
Parks Manager, City of Laramie

**CITY OF LARAMIE COUNCIL REGULAR MEETING      June 5, 2012**



**Agenda Item: Minutes**

**Title: Minutes of the May 9, 2012 Parks, Trails and Recreation Ad Hoc Committee Meeting.**

**Recommended Council MOTION:** I move to acknowledge receipt of the minutes from the May 9, 2012 Parks, Trails and Recreation Ad Hoc Committee meeting and that the following items be approved as indicated:

1. To direct staff to further explore Garfield Street as the commuter bike lane location from 1<sup>st</sup> Street to 9<sup>th</sup> Street.

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**Administrative or Policy Goal:**

Comprehensive Plan: Chapter 4 Parks & Recreation

Laramie City Council: Recreation Master Plan, Greenbelt Trail System, Gateway Beautification Plan

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**Background:**

Minutes from the May 9, 2012 Parks, Trails and Recreation Ad Hoc Committee meeting.

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**Legal/Statutory Authority:**

N/A

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**BUDGET/FISCAL INFORMATION:**

**Responsible Staff:**

Paul Harrison, Parks & Recreation Director 721-5260

Derek Teini, Senior Planner 721-5245

Randy Hunt, Community Development Director 721-5288

**Attachments:**

Minutes from the May 9, 2012 Parks, Trails and Recreation Ad Hoc Committee meeting.

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

**CITY OF LARAMIE  
PARKS, TRAILS & RECREATION MASTER PLAN AD HOC ADVISORY COMMITTEE  
May 9, 2012  
Minutes of Meeting**

**MEMBERS PRESENT:** Amber Travsky, Amy Williamson, Dan McCoy, Dave Hammond, Evan O'Toole, Joe Lord, Mike Moeller,

**MEMBERS NOT PRESENT:** Bill Gribb, Peggy McCrackin, Scott Mullner

**GUESTS:** Mary Alice Snyder

**CITY OF LARAMIE STAFF PRESENT:** Paul Harrison, Parks & Recreation Director; Mike Zook, Parks Manager; Michael Peters, Recreation Manager; Mel Owen, Administrative Assistant; Derek Teini, Senior Planner

The regular meeting was called to order by chair Dave Hammond at 11:35 a.m.

**Consent Agenda:**

- 1) **To approve the minutes from the April 28, 2012 regular meeting of the Parks, Trails and Recreation Master Plan Ad Hoc Advisory Committee.**

Motion by Williamson, second by Moeller, that the consent agenda be approved. Motion carried 7-0.

**Regular Agenda:**

- 1) **Presentation on the Commuter Bike Lane Pilot Program on Ivinson Avenue.**

Harrison presented staff's work on a potential pilot program that would create a Commuter Bike Lane. Harrison noted this effort was prompted by a citizen request and the belief that the community would be well served by such an amenity. The Committee inquired if any traffic studies or data was available that could be utilized to examine the proposed bike lane. Staff informed the Committee a holistic Laramie traffic study is not scheduled to occur until fiscal year 2013. The Committee noted that further work on the Commuter Bike Lane should include attempts to reduce traffic along the route through a variety of devices such as: reconfiguring stop signs, reducing or eliminating the ability to make vehicular turns along the route, lowering the speed limit et cetera.

After discussion the Committee noted that Garfield Street appears to pose less potential traffic conflicts than the proposed Ivinson Avenue; particularly due to UW congestion and problematic intersections along Ivinson. The Committee also believed that Garfield Street would offer greater access to the downtown area to a greater number of citizens.

Motion by Travsky, second by Williamson, to request staff further explore designating a potential Commuter Bike Lane along Garfield Street from 1<sup>st</sup> Street to 9<sup>th</sup> Street and then 9<sup>th</sup> to 15<sup>th</sup> Street. Motion carried 7-0.

- 2) **Consideration of preliminary Laramie Census Data.**

Teini distributed the new map of park service areas complete with population breakdowns based on preliminary Census Data. Several maps were distributed showing population distributions throughout Laramie at large and then broken down by Park Service Areas. An accounting of current amenities and acreages by Park Service Areas was also distributed to the Committee. Teini stated that a further analysis showing park service area deficiencies would be forthcoming. The Committee was encouraged to review the maps and be prepared to discuss them further at a future meeting.

- 3) **Future meeting schedule.**

The Committee and staff discussed setting a future work session with the City Council in order to provide a status report on the Committee's work. All agreed that the attendance of the entire Committee would be ideal. The majority of members favored setting the work session for July 10, 2012.

**Other Business:**

None.

**New Business**

None

**Public Comments:**

None

Meeting adjourned at 1:05 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Mel Owen". The signature is written in a cursive style with a large, looped "M" and "O".

Mel Owen  
Administrative Assistant  
Parks and Recreation  
City of Laramie