



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

Parks Division: (307) 721-5264  
Fax (307) 721-5256  
Recreation Division: (307) 721-5269  
Fax: (307) 721-5284  
Facilities Mgmt Division: (307) 721-3585  
TDD (307) 721-5295

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

**December 14, 2016**

**6:30PM**

**Recreation Center, 920 Boulder Dr.**

### **Consent Agenda:**

1. To approve the minutes from the November 9, 2016 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)
2. To approve Adopt-A-Trail agreements with School of Energy Resources and UNIWYO Federal Credit Union. (Feezer, pages 4-7)
3. To approve Adopt-A-Park agreement with Kappa Sigma Fraternity. (Feezer, pages 8-9)
4. Consideration of waiving the room rental fee at the Recreation Center by request from Laramie Elks Club Lodge No. 582 for the Annual Elks Hoop Shoot, "national free throw shooting contest" for youngsters ages 8-13. (Guerin, pages 10x-11)
5. Consideration of 50% reduction in fees at the Ice & Event Center for Project Graduation. (Guerin, pages 12-14)
6. Consideration of 50% reduction in fees at the Ice & Event Center for Friends of Community Recreation Foundation Skate with Santa event. (Guerin, pages 15-17)

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

### **Regular Agenda:**

1. Presentation of the League of American Bicyclists - Bike Friendly Community Award and consideration of expanding the "Bike" committee's duties to attain higher recognition. (McCoy/Dywan, pages 18-22)
2. Acknowledging Receipt of the West Laramie/Snowy Range Road Bicycle/Pedestrian Feasibility Study. (Feezer, pages 23-24)

### **Staff Reports FYI**

1. Monthly Managers Report (pages 25-27) - Facilities Division Staff Report, Parks Division Staff Report, Recreation Division Staff Report, Administration Report

### **Advisory Board Open Item**

None at this time.

### **Upcoming Items:**

1. Albany County Recreation Board Grants –
  - a. Special Meeting of Advisory Board – January 17 (Presentations), January 18 (Discussion)

**Other business:** Public Comments

**Next Regular Meeting Date:** Wednesday, January 11, 2016 at 6:30 pm

**CITY OF LARAMIE  
PARKS, TREE & RECREATION ADVISORY BOARD  
November 9, 2016  
Minutes of Meeting**

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

MEMBERS NOT PRESENT:

COUNCIL LIASON: Paul Weaver

GUESTS: Warren Greaser, Rawstone Development; Cynthia Dywan, Laramie BikeNet

CITY STAFF PRESENT: Todd Feezer, Parks & Recreation Director; Jodi Guerin, Recreation Manager; Scott Stevenson, Facilities Manager; Inez Wildenborg, Administrative Coordinator

The regular meeting was called to order by Foianini at 6:31 pm.

**Consent Agenda:**

1. To approve the minutes from the October 12, 2016 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)

Motion by Favret, seconded by Coates, 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 8-0.

**Regular Agenda:**

1. To approve Resolution 2016-\_\_\_\_\_ accepting the Donation of Real Property from Gemstone Holdings, LLC in the Coughlin-Pole Mountain, 3<sup>rd</sup> Addition, 9<sup>th</sup> Filing to be used as a Park. (Feezer, pages 4-7)

Motion by Ropp, seconded by Carlson, that the Parks, Tree and Recreation Advisory Board to approve Resolution 2016-\_\_\_\_\_ accepting the Donation of Real Property from Gemstone Holdings, LLC in the Coughlin-Pole Mountain, 3<sup>rd</sup> Addition, 9<sup>th</sup> Filing to be used as a Park and forward to the Laramie City Council for approval. Motion carried 8-0.

2. Laramie Bike Net presentation. (McCoy/Dywan, pages 8-30)

Cynthia Dywan gave a presentation on the proposed bike park from Laramie BikeNet. Discussion was made. Motion by Williamson, seconded by Ropp that the Parks, Tree and Recreation Department form a sub-committee along with BikeNet, and direct a feasibility with PT&R board members Nick Carlson and Dave Hammond, to initialize proposed bike park. Motion carried 9-0.

3. To approve Resolution 2016-\_\_\_\_\_ supporting the submission of an application to the Wyoming Department of State Parks & Cultural Resources for a 2017 Recreational Trails Program Grant in an amount not to exceed \$50,000 to support the development of the Jacoby Ridge Rural Trail. (Feezer, pages 31-33)

Feezer gave a presentation for Wyoming Department of State Parks & Cultural Resources for a 2017 Recreational Trails Program Grant. Discussion was made.

Motion by Williamson, seconded by Hammond that the Parks, Tree and Recreation Advisory Board approve Resolution 2016-74 supporting the submission of an application to the Wyoming Department of State Parks & Cultural Resources for a 2017 Recreational Trails Program Grant in an amount not to exceed \$50,000 to support the development of the Jacoby Ridge Rural Trail and forward it to the Laramie City Council for approval. Motion carried 9-0.

4. To approve Resolution 2016-\_\_\_\_\_ updating the 2016 Parks and Recreation Master Fee Schedule as presented. (Guerin, 34-51)

Guerin gave a presentation for updated Master Fee Schedule. Discussion was made.

Motion by Williamson, seconded by Hammond that the Parks, Tree and Recreation Advisory Board approve Resolution AB 2016-\_\_\_ updating the 2016 Parks and Recreation Master Fee Schedule as presented. Motion carried 9-0.

5. West Laramie/Snowy Range Road Pedestrian/Bicycle Feasibility Study Presentation. (Feezer, pages 52-65)

Feezer gave a presentation and updates concerning the West Laramie/Snowy Range Road Pedestrian/Bicycle Feasibility Study and encouraged board members to write and submit comments. Discussion was made.

**Staff Reports FYI:**

1. Monthly Managers Report (pages 66-69) –

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

**Upcoming Items:**

ACRB Grants  
Expiring Terms on PT&R Board  
LWCF Resolution/ Application for Scout Park

**Other Business:**

1. City Council Items – City Council Passed along their gratitude for the efforts on the landscaping ordinance and the high quality work on the Administrative Naming Policy.

Williamson asked if staff would offer a moment of silence to honor Veterans on Veteran's Day at the Recreation Center.

**Advisory Board Open Items:**

No open items.

\*Next Regular Meeting Date: Wednesday, December 14, 2016 at 6:30pm

**Public Comments:**

Meeting adjourned at 9:00pm.

Respectfully Submitted,

*Inez Wildenborg*

Inez Wildenborg  
Administrative Coordinator  
City of Laramie, Parks and Recreation

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

This Agreement is made and entered into this 12th day of December, 2016 by and between the City of Laramie, Wyoming, a Municipal Corporation, (“City”) whose address is 406 Iverson Street, Laramie, Wyoming 82070 and Energy Resource Club (“Group”), whose address is School of Energy Resources, Dept. 3012, 1000 E. University Avenue, Laramie, WY 82071. In consideration of the promises herein mutually exchanged, and of the benefits to each party, the receipt and sufficiency of which are hereby acknowledged, the parties agree:

1. City agrees to allow Group to assist with maintenance of the trail along the Laramie River Greenbelt Park, located within City. Specifically, section 2.25 – 2.50 north.

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 section 2.25 – 2.50 north 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 1st day of January, 2019, 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: ENERGY RESOURCE CLUB

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

By:  \_\_\_\_\_  
President ERC 2016  
Authorized Signature

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

This Agreement is made and entered into this 12 day of December, 2016 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Iverson Street, Laramie, Wyoming 82070 and UNIWYO Federal Credit Union ("Group"), whose address is 1610 E. Reynolds, Laramie, Wyoming 82070. In consideration of the promises herein mutually exchanged, and of the benefits to each party, the receipt and sufficiency of which are hereby acknowledged, the parties agree:

1. City agrees to allow Group to assist with maintenance of the trail along the Laramie River Greenbelt Park, located within City. Specifically, section .25 - .5 south.
2. City agrees to recognize Group as sponsoring the trail along the Laramie River Greenbelt Park with sign trail markers and at the Kiosk at the Optimist Park trailhead.
3. Group commits to support maintenance of section .25 - .5 south along the Laramie River Greenbelt Park.
4. Group agrees to obey all laws and regulations pertaining to the park, and relating to safety, and to obey all terms, conditions, and requirements of City from time to time as expressed by City Manager or City Manager's designee.
5. This agreement does not create an employer-employee or principal-agent relationship between City and Group or any member of Group or participant of Group.
6. Group and its individual members or participants agree to indemnify and hold harmless City, its officers, employees, and agents, from all liability, judgments, 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.

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

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 31st day of December, 2018, subject to termination in Paragraph 8 herein.

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

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

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

CITY OF LARAMIE, WYOMING

GROUP:

UNIWYO Federal Credit Union

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

By:   
Authorized Signature

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

**AGREEMENT WITH THE CITY OF LARAMIE, WYOMING TO  
ADOPT WASHINGTON PARK AND A SECTION OF 15<sup>TH</sup> STREET**

This Agreement is made and entered into this \_\_\_\_\_ day of October, 2016 by and between the City of Laramie, Wyoming, a Municipal Corporation, (“City”) whose address is 406 Ivinson Street, Laramie, Wyoming 82070 and Kappa Sigma Fraternity (“Group”), whose address is 1409 Thaxton Court, 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 Washington Park located within City and to assist with maintenance of the west side of 15<sup>th</sup> Street between Willett Drive and Bradley Street.

2. City agrees to recognize Group as sponsoring Washington Park with a sign located in the Park and a sign posted somewhere along 15th Street between Willett Drive and Bradley Street recognizing their sponsorship of that area.

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 agrees to pay City the amount of \$75.00 dollars for maintenance sponsorship and signage, 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 in Washington Park a minimum of four (4) times per calendar year. Group will also be responsible to clean up all trash and debris and pull weeds on the west side of 15th Street between Willett Drive and Bradley Street two (2) times per calendar year. Group will also be responsible to pick up pine cones on the

inside of the cemetery fence on 15<sup>th</sup> street along Row AA at the end of April as directed by the Cemetery Crew Leader who can be contacted at 307-721-5268.

D. Group will not be held responsible for any extenuating situations or extra maintenance.

9. City has provided Group a copy of the general conditions 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 November 1, 2018, subject to termination in Paragraph 7 herein.

11. This Agreement is not exclusive as to the areas it affects. City may permit other groups to have projects within the same areas 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

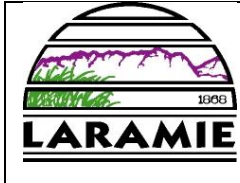
GROUP: KAPPA SIGMA FRATERNITY

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

  
Eric Conner

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

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING December 14, 2016**



**Agenda Item:** Recreation Policy Direction

**Title:** Consideration of waiving the fee for a room rental fee request from Laramie Elks Club Lodge No. 582 for the Annual Elks Hoop Shoot, “national free throw shooting contest” for youngsters ages 8-13.

**Recommended Board MOTION:**

I move that the Parks, Tree, and Recreation Advisory Board approve a waiver for the room rental fee request from Laramie Elks Club Lodge No. 582 for the Annual Elks Hoop Shoot, “national free throw shooting contest” for youngsters ages 8-13.

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**Administrative or Policy Goal:**

The Board will review 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 Laramie Elks Lodge No. 582 is a local non-profit corporation. Every year the Lodge offers several community service projects and the Elks Hoop Shoot is offered annually for youngsters ages 8-13. The past four years, the board has approved a waiver of the facility rental fees for this event.

The Elks have indicated that they wish to run this program again with the same request and program parameters. This is a free event for both the participants and spectators. The top two participants in each age division receive awards, Lodge members volunteer to officiate and score the competition. They do not require any of our staff time but would encourage any of staff who would like to watch to do so.

The date for the local event is scheduled to be on Saturday, January 9, 2016 from 10am-12pm. The competition requires use of one court for up to 2.5 hours with 30 minutes before event for set up and registration.

District winners will compete in the State competition. The names of the national winners will be inscribed on the Elks National “Hoops Shoot” plaque, on permanent display in the Naismith Memorial Basketball Hall of Fame in Springfield, Massachusetts.

Over three million youngsters from throughout the country enter the competition each year for boys and girls in the age categories 8-9, 10-11 and 12-13. Each contestant has 25 shots at the hoop. The boy and girl in each age group with the best scores advance through four tiers of competition to qualify for the national finals.

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**Legal/Statutory Authority:**

N/A

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**Budget/Fiscal Information**

**Revenue**

Source	Amount	Type
Fees/Charges for Service	-\$150.00	Rental fees for two days, 2.5 hours each day at \$30/hour
Total	-\$150.00	

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

**Attachments:** Letter from Elks

December 9, 2016

To City of Laramie Recreation Center Advisory Board  
RE: The Annual Laramie Elks Lodge Hoop Shoot Competition

Dear Advisory Board Members,

The Laramie Elks Lodge No. 582 is a local non-profit corporation. One of our annual community service projects is sponsoring local competition for the Annual Elks Hoop Shoot, "the national free throw shooting contest" for youngsters age 8 through 13.

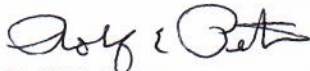
We are requesting that the City of Laramie Recreation Center Advisory Board grant a waiver for the lease fee for the competition. There is **no cost** to the participants to compete in the contest and first and second place for each division receive awards. The Lodge Members volunteer for the officiating and scoring for the competition. We will not require any staff time, although they are more than welcome to observe and assist if so desired.

We have coordinated event the date and time with Parks and Recreation staff Kason Walton and Todd Feezer. The event is scheduled to be held on Saturday January 7th and 10:00 A.M.

Local winners will compete against other contestants in the district competition to be held in Rawlins on February 4, 2017. District winners will compete in the State competition in Casper. The names of the national winners will be inscribed on the Elks National "Hoop Shoot" plaque, on permanent display in the Naismith Memorial Basketball Hall of Fame in Springfield, Massachusetts.

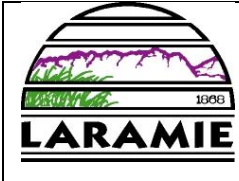
Over three million youngsters from throughout the country entered last year's competition for boys and girls in the age categories 8-9; 10-11; and 12-13. Each contestant has 25 shots at the hoop. The boy and girl in each age group with the best scores advance through four tiers of competition to qualify for the national finals.

Thank you for your consideration,



Rolf E. Peterson  
Local Hoop Shoot Director  
1674 Edward Drive  
Laramie, Wyoming 82072  
W: 755-1040  
Cell: 760-1922

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING December 14, 2016**



**Agenda Item:** Recreation

Discussion Item

**Title:** Consideration of 50% reduction in fees at the Ice & Event Center for Project Graduation.

**Recommended Board MOTION:**

I move to recommend that the City of Laramie sponsor the 2017 Project Graduation by authorizing a 50% reduction in fees at the Ice and Event Center from the regular rates.

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**Administrative or Policy Goal:**

The Board will review 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:**

Project Graduation is an annual event that provides activities for graduating Laramie seniors that are fun and alcohol and drug free. This event was created as a way to ensure that the students had an alternative to parties in private homes that might be unsupervised on graduation night, creating risk to the teenagers and those around them. This is a community event put on with the volunteer effort of the high school parents, who do all the planning, fundraising, and staffing of the event. Traditionally, the organizers also work with the Police Department and the Anti-drug and Alcohol Coalitions to provide additional materials and support.

The City of Laramie was recently contacted by the organizer of the 2017 Project Graduation to request a reduction in the rental rate for the Ice and Event Center to help ensure that funds raised can be put primarily into the activities at the event. They would like to rent the I&E beginning on Thursday May 25 at 8am and concluding at 9am on Saturday May 27<sup>th</sup>. This total billing for this event would be \$1,380.00. The billing for the 2016 Project Graduation was similar.

As a special event, similar to Special Olympics, the board has historically considered this activity worthy of consideration for reduced fees. If the board chooses to reduce the rental fees, we anticipate that the rental fee would be approximately \$690.00, based on the reservation requested at this time.

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**Legal/Statutory Authority:**

N/A

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**Budget/Fiscal Information:**

**Revenue**

Source	Amount	Type
Fees/Charges for Service	\$690.00	Half the cost of renting the I&E for Proj. Grad. 2017
Grant		
Loan		
Other		
Total	\$690.00	

**Expense**

Proposed Project Cost.

Project	Amount	Funds
Staffing Cost	\$700.00	Hourly staff cost
Total Amount	\$700.00	

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

**Attachments:** Letter from Project Graduation

November 1, 2016

Project Graduation 2017  
Shauna Bury, Co-Chair  
P.O. Box 1944  
Laramie, WY 82073

Jodi Guerin  
Parks, Tree and Recreation Advisory Board  
920 Boulder Drive  
Laramie, WY 82070

Dear Ms. Guerin:

I am writing on behalf of the Project Graduation Committee 2017. Project Graduation has been held in the Laramie Ice and Events Center for the past several years and has been a great success in that location. The 2017 committee would again like to hold Project Graduation 2017 in the Ice and Events Center. We have been approved by the Albany County Recreation Board for a grant to cover \$600 towards the rental fee for the arena. We would like to request from the Parks, Tree and Recreation Advisory Committee a discount on the rental fee for the arena as has been done in years past.

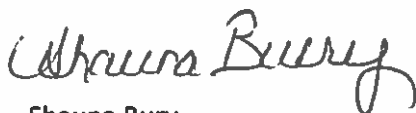
Graduation will be held next year on Friday, May 26<sup>th</sup>. As it is traditional to hold Project Graduation following graduation, we would like to request access to the Ice Arena beginning on Thursday, May 25<sup>th</sup> at 8:00 am for set-up and decorating. We expect to have cleanup completed by 9:00 am on Saturday, May 27<sup>th</sup>. This would be a 2-day use of the arena. The actual times of Project Graduation would be from 8:00 pm until 3:00 am on Friday, May 26<sup>th</sup>.

Project Graduation is a tax-exempt corporation and operates as a 501 (c) 3 organization. We have a board of directors for the corporation that has been in existence since 1984. The purpose and mission of Project Graduation is to provide an annual drug and alcohol free celebration for Albany County School District #1 graduates. This includes Laramie High School, Whiting High School, Rock River School, as well as home schooled students. It is the goal for the project to provide an environment that is fun and safe for graduating seniors to celebrate.

Project Graduation abides by the following rules: graduates attending Project Graduation must have graduated in the current academic year, and those attending must be admitted to the function prior to 10:00 pm. If any kind of impairment is suspected, attending graduates will be subject to a screening for alcohol and if the student has been admitted and leaves the premises, they are not allowed to return.

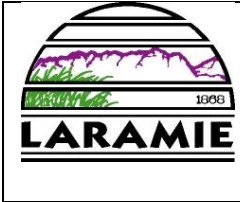
Thank you for your consideration of this request. Please let me know if I can provide any further information.

Sincerely,



Shauna Bury  
(307) 760-0528

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING December 14, 2016**



**Agenda Item:** Recreation

Discussion Item

**Title:** Consideration of 50% reduction in fees at the Ice & Event Center for Friends of Community Recreation Foundation Skate with Santa event.

**Recommended Board MOTION:**

I move to recommend that the City of Laramie sponsor the 2016 Friends of Community Recreation Skate with Santa event by authorizing a 50% reduction in fees at the Ice and Event Center from the regular rates.

**Administrative or Policy Goal:**

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

**Background:**

Skate with Santa is an event that has traditionally been hosted by the Ice & Event center using program staff to host the event. It has been a fun opportunity to provide additional public skate hours with Santa present to enhance the activities. The participation has been growing and Ice & Event Center staff have been trying to find ways to supplement the staff with volunteers to ensure a fun, safe event.

The Friends of Community Recreation board members have been working to find events that they can sponsor to raise the profile of their organization and enhance their fundraising activities. With both of these goals in mind, the FCR board and Recreation Staff believe that this could be a nice opportunity for a partnership. This request is to offer a half price rental to the Friends of Community Recreation so they can offer a free Skate with Santa day to our community. They believe that this will be a great way to enhance their fundraising efforts and give back to the community at the same time.

During this time, concessions will continue to be available, providing the Ice & Event Center an opportunity to cover some basic costs while supporting the efforts of the Friends of Community Recreation at the same time.

**Legal/Statutory Authority:**

N/A

**Budget/Fiscal Information:**

**Revenue**

Source	Amount	Type
Fees/Charges for Service	\$300.00	Half the cost of renting the I&E for 3 hours
Grant		
Loan		
Other		
Total	\$300.00	

**Expense**

Proposed Project Cost.

Project	Amount	Funds
Staffing Cost	\$90.00	Hourly staff cost
Facility Overhead	\$100.00	Facility Overhead Est.
Total Amount	\$190.00	

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

**Attachments:** Letter from FCR



To: Parks, Tree, and Recreation Advisory Board

From: Kason Walton

Date: December 7<sup>th</sup>, 2016

Subject: Skate with Santa Discounted Rate

To whom it may concern,

The City of Laramie has provided a Skate with Santa program for the community for several years. There has been a large turnout (200 – 300 individuals) each year that the program has been provided. In the past patrons would purchase entry to the Ice & Events Center and if needed they would pay for skate rental. The public skate would give families an opportunity to sit on Santa's lap and take pictures for an hour in the lobby, and spend an hour on the ice skating with Santa and his elves.

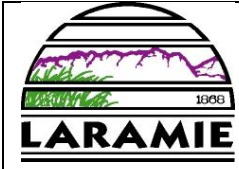
This year the Friends of Community Recreation will be presenting the Skate with Santa program on December 23<sup>rd</sup>. FCR has taken on this program to extend the program free of charge to all community members. While there will be donation boxes in the lobby to allow people to support the scholarship fund there will not be a charge for either entry or skate rental. Due to expected increase in numbers by making the event free we are extending the program to three hours; 5-6p and 7-8p Santa will be in the lobby, 6 – 7p he will be on the ice.

We formally request that the Advisory Board grant a half price discount for the three hour rental (\$300 from \$600) because we are facilitating the event as a community amenity free of charge.

Sincerely,

Kason Walton, FCR Board Member

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING December 14, 2016**



**Agenda Item:** Recreation

Presentation

**Title:** Presentation of the League of American Bicyclists - Bike Friendly Community Award and consideration of expanding the “Bike” committee’s duties to attain higher recognition.

**Recommended Board MOTION:**

N/A

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**Administrative or Policy Goal:**

N/A

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**Background:**

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

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



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

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**Legal/Statutory Authority:**

N/A

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**Responsible Staff:**

Dan McCoy, Laramie Bike Net

Cynthia Dywan, Laramie Bike Net

Todd Feezer, Director, Parks and Recreation Department, 721-5260 or [tfeezer@cityoflaramie.org](mailto:tfeezer@cityoflaramie.org)

**Attachments:**

Report\_Card\_Bronze\_Fall2016\_Laramie

BFC\_Awards\_and\_HMs\_Fall\_2016



# LARAMIE, WY

TOTAL POPULATION

30816

POPULATION DENSITY

1735.1

TOTAL AREA (sq. miles)

17.8

# OF LOCAL BICYCLE FRIENDLY BUSINESSES

0

# OF LOCAL BICYCLE FRIENDLY UNIVERSITIES

1

## 10 BUILDING BLOCKS OF A BICYCLE FRIENDLY COMMUNITY

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

## CATEGORY SCORES

<b>ENGINEERING</b> <i>Bicycle network and connectivity</i>	4 / 10
<b>EDUCATION</b> <i>Motorist awareness and bicycling skills</i>	2 / 10
<b>ENCOURAGEMENT</b> <i>Mainstreaming bicycling culture</i>	3 / 10
<b>ENFORCEMENT</b> <i>Promoting safety and protecting bicyclists' rights</i>	2 / 10
<b>EVALUATION &amp; PLANNING</b> <i>Setting targets and having a plan</i>	2 / 10

## KEY OUTCOMES

	Average Silver	Laramie
<b>RIDERSHIP</b> <i>Percentage of daily bicyclists</i>	3.5%	6.9%
<b>SAFETY MEASURES CRASHES</b> <i>Crashes per 10k daily bicyclists</i>	180	95
<b>SAFETY MEASURES FATALITIES</b> <i>Fatalities per 10k daily bicyclists</i>	1.4	0



## KEY STEPS TO SILVER



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

» Bicycle-safety education should be a routine part of education, for students of all ages, and schools and the surrounding neighborhoods should be particularly safe and convenient for biking and walking. Work with your local bicycle groups or

interested parents to expand and improve the Safe Routes to School program to all schools.

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

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

## Bicycle Friendly Community Winners

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

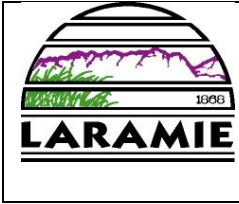
Charlotte	NC	Bronze	827,097	
Cincinnati	OH	Bronze	298,165	
Cleveland	OH	Bronze	396,815	
Columbus	GA	Bronze	200,579	
Columbus	IN	Bronze	46,124	
Coralville	IA	Bronze	18,907	New
DeKalb	IL	Bronze	44,030	New
Dublin	OH	Bronze	44,456	
East Lansing	MI	Bronze	48,579	New
El Paso	TX	Bronze	681,124	New
Falmouth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

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

### **New Honorable Mentions**

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

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING December 14, 2016**



**Agenda Item:** Administration

Discussion Item

**Title:** Acknowledging Receipt of the West Laramie/Snowy Range Road Bicycle/Pedestrian Feasibly Study.

**Recommended Board MOTION:**

I move that the Board acknowledge receipt of the West Laramie/Snowy Range Road Bicycle/Pedestrian Feasibly Study and forward to Council for the same.

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**Administrative or Policy Goal:**

*Council Goals:* Adopt revitalization plan for west Laramie. Preserve park land, open space and public trails for future generations. Support public transportation options, including paratransit.

*Department Vision:* Community Enhancement...to develop infrastructure to enhance existing new parks and recreational facilities for residents and visitors to the City.

*Department Goal:* Complete the following projects currently in the queue and/or grant funded: West Laramie/Snowy Range Corridor Bicycle/Pedestrian Feasibility Study.

*Parks & Recreation Master Plan:* Chapter 5, Service Area 3 – Pg. 111, Develop shared use paths/Develop beautification corridors/Improve access across barriers.

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**Background:**

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

The attached West Laramie/Snowy Range Road Pedestrian/Bicycle Feasibility Study is the final document culminating from 2 public meetings, presentations at the Planning Commission, Traffic Commission, Parks, Tree & Recreation Advisory Board, and City Council Work Session. The "DRAFT" report was posted on the P&R website on December 12, 2016 with the ability to provide comments from the general public. No public comments were provided. Staff, including WYDOT staff, reviewed the documents with minimal comments that have either been changed or recorded as comment.

The study breaks down the process and provides some planning aids for future development along this valuable corridor.

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**Legal/Statutory Authority:**

N/A

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**Budget/Fiscal Information**

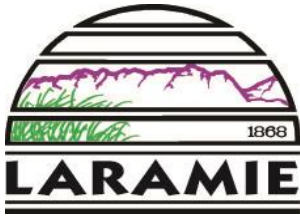
N/A

**Responsible Staff:**

Todd Feezer, Director, Parks and Recreation Department, 721-5260 or [tfeezer@cityoflaramie.org](mailto:tfeezer@cityoflaramie.org)

**Attachments:**

CCWLSR Feasibility Study\_Final, CCWLSR Feacility Study APPENDIX\_Final



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

Parks Division: (307) 721-5264  
Fax (307) 721-5256  
Recreation Division: (307) 721-5269  
Fax: (307) 721-5284  
Facilities Mgmt Division: (307) 721-3585  
TDD (307) 721-5295

**To:** City Manager; City Council Members  
**Fr:** Todd Feezer, Director, Parks & Recreation Department  
**Date:** December 5, 2016  
**Re:** November/December 2016 Monthly Manager's Report

***Parks & Recreation Administration:***

- The application to State Parks & Cultural Resources for a Recreation Trails Program grant was not successfully recommended for further action in 2017. Efforts will continue to increase our ranking for future grant applications to this source.
- A 2017 Land & Water Conservation Fund Grant will be submitted by December 31, 2016. The resolution supporting this application will be at City Council on December 6, 2016.
- The West Laramie/Snowy Range Road Feasibility Study is nearing completion. This has been a fun and robust process with the FYI report being submitted to City Council on December 20, 2016.
- Staff is working to provide for ACRB Grant improvements at the UW Little League Complex. Improvements include repairs and new netting on the poles behind the backstop, replacing chain link fence fabric and conceptual design and cost estimates for replacing/repairing the existing dugouts.
- Landscaping on East Grand Avenue has been awarded to Tough Guys Lawn Care and Sprinklers. We hope to have the imported soil, seeding and mulching completed by December 31, 2016. Weather Permitting.

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

- Cemetery Staff has finished pruning of perennials.
- The Willett and maintenance gates will be closed to help keep deer from entering the cemetery. The Cemetery Crew Leader is working with Game and Fish to remove deer in a timely manner with undue stress to the animals.
- The Cemetery staff is working with Montgomery Striker Monuments to install a mausoleum on North Row K.
- The Cemetery Account Clerk is currently updating the Cemetery Manual. Most of this work is related to adding information about mausoleums and deleting the old Omni Form payments and receipts.

***Parks & Cemetery – Parks Report***

- Soccer goals have been removed and stored at Little League for the winter.
- The portable restrooms at Undine and Kiwanis have been removed now that soccer has ended.
- All irrigation, drip lines and restrooms have been winterized.
- The lights around the Labonte skate park have been replaced with LED lights and the timers have been adjusted to reflect the fall time changes.
- The new asphalt path has been installed in Labonte to access the natural planter from the existing sidewalk leading to the Labonte dock. This project was completed and funded by the Laramie Rivers Conservation District.
- The water meter under the Feed Laramie building was broken and has been replaced.
- Holiday lights have been installed at the Annex, City Hall and downtown.
- The electrical switch that energizes the Plaza outlets had to be replaced to light the plaza holiday lights. The fire pit has been tested and is working properly.
- Staff will begin bringing in some of the trash receptacles from various parks to clean them out. After they have been cleaned, they will be repainted and stored until spring.
- Swing seats have been replaced at Kiwanis, Optimist and Depot playgrounds. Shackles still need replaced on the chains at Optimist Park.

- Crowd control barricades have been ordered and delivered. These will be used at the Optimist Dog Park to direct users around weak turf areas. These barricades are adjustable and will be adjusted as turf wears. Installation is expected to be complete by mid-December.
- During an inspection of the Washington Park main playground it was discovered 1 of the main decks is beginning to crack at the seam and will need to be replaced. Parts and Hardware for the replacement will be \$2600.00. The Washington Park playground is 25 years old and parts are no longer under warranty.
- Staff is researching replacement mats for Kiowa Park playground entry. The pad is missing parts due to vandalism.
- Contractors are getting ready to install new keyless entries on Cowboy and Aragon fields. These were part of the ACRB grant process.

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

- Installation of the memorial plaques and the remaining grasses and shrubs on the Boulder Drive median have been completed.
- Late season tree watering, to preserve spruce and pine species, was completed during the early November drought.
- Provided site plan review for several projects under development for Planning Department.
- Processed several Shawver Tree Fund payments and corresponded with citizens on outstanding accounts.
- Assessed beaver damage and provided mitigation along Spring Creek in La Prele Park area and on Greenbelt.
- Pruned young trees in Boulder Drive medians, La Prele Park, and Recreation Center for structure and hazards.
- Completed fall clean-up and pruning on Grand Avenue medians.
- December activities will include seasonal pruning as trees go dormant and inspection of large trees for hazard and structural pruning by contractors and annual reporting.

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

- Staff attended the Wyoming Weed and Pest Winter Training in Cody. 3 day training for 12 CEU's.
- Utilized mosquito control equipment and Street department water tanker to provide needed moisture to spruce and pine trees after irrigation systems were winterized. Approximately 30,000 gallons of water has been applied.
- Application of Transfilm anti-desiccant horticultural wax was completed in wind prone areas and on new plantings.
- Assisted with fall mowing and leaf clean up as needed.
- Applied pre-emergent and bare ground herbicides in the Grand Avenue Median.
- Prepared Bid documents for replacement ATV for Mosquito Control.
- Fall projects include: bid preparation, SDS updates, and cross training with parks staff.

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

- Staff completed the surveillance and application data for final reporting on the Emergency Insect Management Grant for 2016. Financial component is completed. Report is due December 31, 2016.
- Continued planning and preparation for hosting the West Central Mosquito and Vector Control Association annual meeting in Laramie on February 21, 22 & 23 2017.
- Planning for beautification and improvements for Bill Nye avenue medians and boulevards.
- Assisted with Parks and Cemetery planning and projects.
- Snow Routes updated and locations adjusted for the 2016-17 snow season.
- Completed end of season shop cleaning, organizing and inventory.
- December plans include: Grant reporting narrative completion for 2016 EIMG; End of year reports for Parks and Recreation Advisory Board and Albany County Weed and Pest Board, finalizing the Parks fertilizer quotes.

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

- Restoration work for damage caused by water infiltration at the Police Department building will be completed this month.
- The wall, at the City Hall Annex, where damage from building shifting has occurred, will be repaired over the slow business period of the holiday season, and an expansion joint will be installed to prevent any further damage.

- Requests for Qualifications for the Laramie City Hall Annex Roof and Cornice Design Services were due on October 14th and staff received three submittals. The staff has selected a design firm, and a professional services agreement is ready for Council consideration on December 6.
- Requests for Qualifications for the Facilities Equipment Preventive Maintenance and Service were due on November 4th and staff received four submittals. A committee of three City staff members have considered the submittals, and have determined that three of the four submitting firms should be interviewed, in order to determine which one best fits the needs of the City of Laramie. The facilities staff anticipates having a professional services agreement for Council consideration in January or February 2017.
- Requests for Qualifications for Fire Suppression System Maintenance and Service, and Fire Alarm System Maintenance and Service were due on December 2nd and staff received two submittals. The staff anticipates having a professional services agreement for Council consideration in February 2017.
- This month the Facilities Staff will be completing the installation of a new ceiling mounted projector in the large conference room at the Recreation Center.

***Recreation Division:***

- Programming for 2016 is winding down with the completion of Volleyball and group swim lessons at the end of November.
- The Recreation Center and Ice & Event Center will be closed on December 25 and January 1 for the holidays and will have reduced schedules for the adjacent days. Schedules for classes and activities can be found on the City of Laramie Website.
- Pickleball has been a big hit this fall, with drop in activities from 10am-noon on Tues/Thursdays. This activity will continue through the holidays and into the New Year.
- The new Master Fee Schedule will be presented to the City Council on December 6 with recommendations to raise membership fees, include new activities as membership benefits (such as core fitness classes, Gym Jam and Pickleball) and provide new membership options.
- Membership renewals so far in November have been strong with the Fitness promotion pass that has been offered to new and renewing members during November and December. Details are now available at the Front Desk of the Recreation Center and will be advertised in the Boomerang.
- Signage is up at the front desk in the Recreation Center and we are working on membership renewals and paperwork to make it easier for individuals to sign up for a membership. Check out the website to see new registration options and updated information.
- SACC concludes for the semester on December 16th and will resume January 2nd.
- The final session of swim lessons was very robust with almost 60 individuals registered. This is almost twice as many as November 2015. Registration will begin on December 1 for spring lessons.
- Registration is open for the Junior Cowboys & Cowgirls Basketball program with practices beginning January 9th.
- The 27th Annual Youth Basketball tournament has been scheduled for March 31-April 2 and early registration cut off is on February 22nd for a \$25 discount.
- The Thanksgiving holiday was very busy at the Ice & Event Center. Total public skate numbers totaled almost 400 individuals over three days, with approximately 70 skaters per session.
- Spring aquatics programming will include a new Specialty Fitness Class for Stand-Up Paddleboarding and we will offer two sessions for the very popular Paddleboard Yoga.
- With swim meets for Junior High & High School aged children moving to the new high school pool, the pools are more available to the general public for recreational swim. This has provided better access to our members and guests, which has proved very positive. Day visits continue to be very strong at the Recreation Center.