



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

Parks Division: (307) 721-5264
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Recreation Division: (307) 721-5269
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TDD (307) 721-5295

PARKS, TREE & RECREATION ADVISORY BOARD AGENDA

May 10, 2017

6:30PM

Recreation Center, 920 Boulder Dr.

Consent Agenda:

1. To approve the minutes from the April 12, 2017 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)
2. To approve the renewal of an Adopt-A-Trail Agreement with Soroptimist of Laramie. (Feezer, pages 4-7)

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 & consideration of an Eagle Scout Project conducted by Jonah Herrick, Eagle Scout Candidate at Kiwanis Park. (Herrick/Hunter, pages 8-18)
2. Supporting Resolution 2017-____ updating the Parks & Recreation Master Fee Schedule by incorporating Park Use Fees. (Guerin, pages 19-21)
3. Department Presentation – Mosquito Control Program. (Wardlaw, pages 22)

Staff Reports FYI:

1. Monthly Managers Report (pages 23-26) - Facilities Division Staff Report, Parks Division Staff Report, Recreation Division Staff Report, Administration Report

Advisory Board Open Items:

1. None at this time.

Upcoming Items:

1. None at this time.

Other business:

1. Public Comment.

Next Regular Meeting Date: Wednesday, June 14, 2017 at 6:30 pm

CITY OF LARAMIE
PARKS, TREE & RECREATION ADVISORY BOARD
April 12, 2017
Minutes of Meeting

MEMBERS PRESENT: Amy Williamson, Dave Hammond, Chris Dixon, Richard Miller, Larry Foianini, Marius Favret

MEMBERS NOT PRESENT: Dylan Esquivel, Nick Carlson, Stephen Ropp

COUNCIL LIASON: Pat Gabriel

GUESTS: Alexis Lester

CITY STAFF PRESENT: Todd Feezer, Parks & Recreation Director; Scott Stevenson, Facilities Manager; Keith Wardlaw, Mosquito Control; Devin Stalder, Ice and Fitness Program Coordinator; Inez Wildenborg, Administrative Coordinator

The regular meeting was called to order by Foianini at 6:34 pm.

Consent Agenda:

1. To approve the minutes from the March 8, 2017 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-4)
2. To approve sponsorship of the Downtown Laramie Farmer's Market by waiving reservation fees for the 1st Street Plaza from July 7 through September 29, 2017. (Feezer, pages 5-6)
3. To approve sponsorship of the Laramie Jubilee Days by waiving reservation fees for the 1st Street Plaza from July 13 through July 15, 2017. (Feezer, pages 7-8)

Motion by Williamson, seconded by Hammond, 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 6-0.

Regular Agenda:

1. Consideration of request to perform a scientific study in City Parks. "Are Local Pollinators and Plant Seed Set Affected by Laramie's Mosquito Control Program?" (Lester, pages 9-38)

Presentation by Alexis Lester. Discussion was made. Request by Favret that the results be presented to the Parks, Tree and Recreation Advisory Board. Motion by Williamson, seconded by Hammond, to approve the consideration of the request to perform a scientific study in City Parks. "Are Local Pollinators and Plant Seed Set Affected by Laramie's Mosquito Control Program?" and authorize staff to move forward with an agreement related to this request. Motion carried 6-0. Motion by Williamson, seconded by Hammond, to amend the aforementioned motion for consideration of the request to perform a scientific study in City Parks. "Are Local Pollinators and Plant Seed Set Affected by Laramie's Mosquito Control Program?" and authorize staff to move forward with an agreement related to this request, to include, City Parks and other suitable locations. Motion carried 6-0.

2. Original Ordinance No. 1966, amending the Laramie Municipal Code, section 12.48.050 Facility Use Park Permit. (Guerin, pages 39-44)

Motion by Hammond, seconded by Williamson, that the Parks, Tree and Recreation Advisory Board approve the proposed amendments to Original Ordinance No. 1966, of the Laramie Municipal Code, section 12.48 ORGANIZED ACTIVITY PERMITS and authorize staff to forward to City Council for approval. Motion carried 6-0.

3. Supporting Resolution 2017-27 authorizing the submission of an application for a Wyoming Cultural Trust Fund Grant to implement Phase I of the Sans Facon art project. (Guerin, pages 45-47)

Motion by Williamson, seconded by Hammond, that the Parks, Tree and Recreation Advisory Board approve Resolution 2017-27 supporting the submission of an application for a Wyoming Cultural Trust Fund

Grant to implement Phase I of the Sans Facon art project in an amount not to exceed \$15,000.00 and authorize staff to forward to City Council for approval. Motion carried 6-0.

4. Department Presentation - Laramie Ice & Event Center 2016-2017 Season Recap. (Stalder, pages 48-57)

Presentation of Ice & Events Center Re-cap by Ice & Fitness Coordinator, Devin Stalder.

Monthly Managers Report

Stevenson presented Facilities Division Staff Report

Wardlaw presented Parks Division Staff Report

Feezer presented Recreation Division Staff Report

Upcoming Items:

None at this time.

Other Business:

None at this time.

Advisory Board Open Items:

*Next Regular Meeting Date: Wednesday, May 10, 2017 at 6:30pm

Public Comments:

Meeting adjourned at 8:08pm.

Respectfully Submitted,

Inez Wildenborg

Inez Wildenborg
Administrative Coordinator
City of Laramie, Parks and Recreation

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING May 10, 2017



Agenda Item: Parks

Agreement

Title: Renewal of an Adopt a Trail Along the Greenbelt Park Agreement with Soroptimist of Laramie.

Recommended Board MOTION:

I move that the Parks, Tree, and Recreation Advisory Board renew the Adopt a Trail Along the Greenbelt Park Agreement with Soroptimist of Laramie 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 Soroptimist of Laramie is a renewal agreement for the Optimist Park north .75 – 1.0 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 Soroptimist of Laramie for trail signage. Soroptimist of Laramie 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 Soroptimist of Laramie's contributions to maintaining a one-quarter mile section of the trail. This agreement may be terminated for cause if at any time Soroptimist of Laramie fails to perform in accordance with the terms of this agreement.

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION:

REVENUE

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

Enc: Agreement, Exhibit A.

Responsible Staff: Todd Feezer, Parks & Recreation Director, 721-5260, tfeezer@cityoflaramie.org

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

This Agreement is made and entered into this 18th day of April, 2017 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Iverson Street, Laramie, Wyoming 82070 and Soroptimist of Laramie ("Group"), whose address is P.O. Box 1372, Laramie, WY 82073. In consideration of the promises herein mutually exchanged, and of the benefits to each party, the receipt and sufficiency of which are hereby acknowledged, the parties agree:

1. City agrees to allow Group to assist with maintenance of the trail along the Laramie River Greenbelt Park, located within City. Specifically, section .75 – 1.0 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 .75 – 1.0 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 18th day of April, 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:

SOROPTOMIST OF LARAMIE

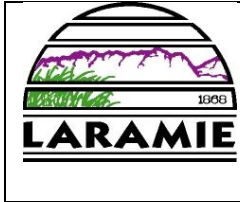
By: _____
Janine Jordan, City Manager

By: 
Authorized Signature

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

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

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



Agenda Item: Parks

Presentation

Title: Presentation & consideration of an Eagle Scout Project conducted by Jonah Herrick, Eagle Scout Candidate at Kiwanis Park.

Recommended Board MOTION:

I move that the Parks, Tree & Recreation Advisory Board approve the Eagle Scout Project proposed by Jonah Herrick, Eagle Scout Candidate at Kiwanis Park.

Administrative or Policy Goal:

LMC 2.28.070 - The Board shall evaluate, advise and make recommendations to the Parks & Recreation Director concerning existing parks and recreation polices, programs and activities.

Background:

Presentation of Eagle Scout Project by Jonah Herrick, Eagle Scout Candidate & consideration of approval of proposed project.

Legal/Statutory Authority:

N/A

BUDGET/FISCAL INFORMATION:

NA

Responsible Staff: Scott Hunter, Parks & Cemetery Supervisor, 721-5257, shunter@cityoflaramie.org
Choose an item.

Attachments: Presentation - Eagle Scout Project by Jonah Herrick

Eagle Scout Project

By Jonah Herrick

My purpose

I am meeting with the Parks Tree Advisory Board to discuss my anticipated Eagle Scout Project.

I have selected my project to allow me to plan, outline and manage a project that will benefit my community.

Description of Project

Refinish the Kiwanis
Shelter

Located in the
Kiwanis Park –
Laramie WY



Scope of Project

Pressure Wash, Clean
and Reseal wood
surfaces in the shelter



Scope of Project

Tools Needed:

- Pressure Washer
- Brushes
- Tarps
- Light Pressure Sprayer
- Thompson Wood Sealer/Stain – City of Laramie to select color



Cost of Project

Large Equipment:

- Pressure Washer - \$210.00 per day
- Ladders/Stools/Benches – donated

Product and Expendables:

- Brushes - \$30.00
- Tarps/Drop Cloth/Plastic - \$15.00
- Tape - \$15.00
- Low pressure Spray Bottle - \$50.00
- Water Sealer/Wood Protector – 5 Gallon Bucket - \$80.00/bucket

Cost of Project

Labor:

- Troop 138 will provide manpower – to include adult leaders and 8 – 13 scouts to perform the work – Donated time

Total Estimated cost: \$400.00

Payment for the Project

Financial Contribution:

- Double H Real Estate - \$200.00
- I-80 Towing - \$200.00

Product Contribution: Tarps, Brushes, Tape

- Walmart, Sherwin Williams, Ace Hardware

Time Line for Project

Project to be done in a two day process:

- Day 1 – Pressure wash shelter, clean and prepare the area – Equipment to be used by older scouts under supervision of adult scout leaders
- Day 2 – Tarp, tape off, apply wood sealer, clean area and allow to dry

Thank you



Agenda Item: Recreation

Resolution

Title: Master Fee Schedule Amendment

Recommended Board MOTION:

I move that the Parks, Tree & Recreation Advisory Board review and recommend that the Laramie City Council approve Resolution 2017-___ incorporating Park Facilities permit fees into the Master Fee Schedule.

Administrative or Policy Goal:

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

Background:

In May the board approved Original Ordinance No. 1963, amending Title 12, Chapter 12.48 of the Laramie Municipal Code for purposes of removing language declaring park use fees as non-refundable, setting the park use fees and damage deposit fees and incorporating said items into the Parks & Recreation Master Fee Schedule set annually by Resolution. Park Permit.

This Resolution should be approved by City Council in conjunction with the 3rd and Final Reading of the amended Ordinance.

Legal/Statutory Authority:

N/A

BUDGET/FISCAL INFORMATION:

NA

Responsible Staff: Jodi Guerin, Recreation Manager, 721-5259, jguerin@cityoflaramie.org

Attachments: Resolution 2017-___, Attachment A to the 2017 Parks & Recreation Master Fee Schedule

RESOLUTION NO. 2017- ____

A RESOLUTION AMENDING THE MASTER FEE SCHEDULE FOR THE PARKS AND RECREATION DEPARTMENT, WITH AN EFFECTIVE DATE OF MAY 30, 2017 AS INDICATED IN ATTACHMENT A.

WHEREAS, various fees and charges have existed for recreation facilities and programs within the Parks and Recreation Department for many years, and these fees and charges have been modified at various times to address costs associated with providing these services, and;

WHEREAS, on Dec. 6, 2016, the City Council approved a Resolution adopting a revised Master Fee Schedule for the Parks and Recreation Department with an effective date of May 30, 2017, and;

WHEREAS, on April 12, 2017 the City Parks, Tree and Recreation Advisory Board reviewed and considered the revisions in Attachment A;

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 the City Council hereby adopts and approves the amendment to the Parks and Recreation Master Fee Schedule marked as Attachment A, which is attached hereto and incorporated herein, and which shall become effective on May 30, 2017 as indicated in the attachment.

PASSED AND APPROVED this 16th day of May, 2017.

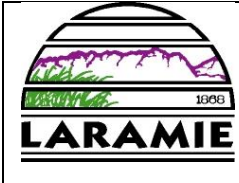
Andi Summerville, Mayor and President
City of Laramie, City Council

Attest:

Angie Johnson, City Clerk

Attachment A--2017 CITY OF LARAMIE PARK FEES

Attachment A--2017 CITY OF LARAMIE PARK FEES			
Shelters/Plaza/Picnic Area	Fee	Damage Deposit	Special Details
Shelter/Plaza/Picnic Area	\$25/hr first 2 hours,\$5/hr thereafter	\$50 up to 25, \$100 26-50, \$150 over 50 people	
1st St. Fire Pit	\$10/hour	\$150.00	
Splash Pad & Athletic Fields			
Field/Splashpad	\$40 first 2 hrs,\$10/hr thereafter	\$50 up to 25, \$100 26-50, \$150 over 50 people	Splashpad only available outside normal hours
Lights	\$5/hour	NA	
Misc. Permits/Deposits			
Open Container	\$25/event	NA	Requires insurance naming the City as an additional insured
Noise Permit	No Charge/2 hours	NA	
Annual Vending Permit (May 1-Oct. 1)	\$50	\$50	
Temporary Vending Permit (72 hours)	\$25	\$50	
Non-Profit Vending Permit	No Charge	\$50	
Large events	varies depending on facilities	\$300	Deposit for multiple facilities or over 200 ppl



Agenda Item: Recreation

Presentation

Title: Department Presentation – Mosquito Control Program presentation.

Recommended Board MOTION:

N/A - Presentation

Administrative or Policy Goal:

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

Background:

N/A

Legal/Statutory Authority:

N/A

Budget/Fiscal Information:

N/A

Responsible Staff:

Choose an item.

Keith Wardlaw, Mosquito, IPM & Urban Forestry Supervisor, 721-5056 or kwardlaw@cityoflaramie.org

Attachment(s): N/A



CITY OF LARAMIE
PARKS & RECREATION DEPARTMENT
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To: City Manager; City Council Members
Fr: Todd Feezer, Director, Parks & Recreation
Date: May 1, 2017
Re: April/May 2017 Monthly Manager's Report

Parks & Recreation Administration:

- Simon Contractors was awarded the Cirrus Sky Tech Park Trail bid. We hope this project breaks ground the week of May 1, 2017.
- Jacoby Ridge Rural Trail construction is underway. The entire trail has been roughed in and the next three to four weeks will be dedicated to trail surfacing. We are working with UW on the development of a parking lot for access off Crow Drive and improving an upper parking lot at the Jacoby Golf Course.
- UW Little League Chain Link Repair & Replacement Project was awarded to 5C Fencing and Custom Buildings, LLC. We expect this project to last 1 week and to be completed before June 1, 2017.
- 1st Street Parking lot improvements are coming forward. A point of consensus by all parties involved has been reached that will be the basis of an MOU detailing the improvements, maintenance and upkeep of the parking lot.

Parks & Cemetery – Cemetery Report

- Spring cleanup is ongoing, presently, about 1/5 of the cemetery has been swept and cleaned for Memorial Day.
- Winter graves have been prepped for spring sod. Sod has been ordered and is scheduled to arrive the week of May 8, 2017.
- Deer continue to be a problem in the cemetery. Deer cause damage to both the turf and young trees. The Wyoming Game & Fish Department has been contacted and they will assist with problem solving and removing the deer.
- Community gardens are being cleaned up for plantings. Water will be turned on the first week of May.
- Staff have begun mowing and trimming operations.

Parks & Cemetery – Parks Report

- Staff continues spring clean-up in the parks. Leaves, branches and cones are being picked up in all locations.
- Cowboy field and the Optimist Dog park are being aerated and will be over-seeded the first week of May.
- Central Irrigation satellites are being inspected in preparation of irrigation fire up. Irrigation will be charged the first week of May, with drip line systems starting first followed by large irrigation systems.
- Drip line tubes will be staked and covered in areas where the wind has uncovered them.
- The Little League backstop repair & installation project has been completed.

- The skylight in the men's restroom at the Otto Dahl Shelter in Washington Park has been damaged. Staff intends to complete the repair with a flat Lexan replacement cover.
- Baseball and softball fields are open for use weather pending. Soccer practice has begun and Little League opens May 1, 2017. UW club teams are practicing on Cowboy and girls fast pitch are practicing on all field locations at Aragon and LaBonte Park.
- Park inspections are currently under way and items are being identified for repair and replacement.
- The local skate park group received grant money to begin construction of the next phase of the skate park. Staff will meet with the group this month to set a schedule and a work plan.
- The contractors have begun working on the Jacoby Ridge Trail system, the UW and City representatives have walked through the intended path site and made some revisions. Work inspections will be on a weekly basis.
- Provisional staff have been hired for the Parks and Cemetery crews. Many of the employees will start around May 15, 2017.
- Restrooms are open in all locations; utility rooms will be heated until night time temperatures stay above 30 degrees.
- Staff will begin spot mowing and trimming park areas that show growth.

Mosquito & Urban Forestry – Forestry Report

- Selected and ordered plant material for the Annual Arbor Day Celebration & Tree Sale to be held on June 10, 2017 at the Ice & Events Center. Planning & preparation for the ceremonial planting and tree sale is ongoing.
- Provided site plan review for multiple projects under development for the Planning Department.
- Completed contractual pruning of 16 large trees at Washington Park. Staff provided the clean-up as a cost saving measure.
- Submitted a landscape proposal and planting list to WYDOT for the 2017 Community Service Day on Hwy 130 west of Laramie. Awaiting the approval from WYDOT for the proposed project.
- Marked additional trees in the City's system for hazard pruning. Prepared quote for a second phase of contractual pruning.
- Set up and staffed an educational booth for the Albany County Conservation Expo.
- Presentation at the Laramie Local Foods Gathering on April 29, 2017.
- May projects will include: contractual pruning phase 2, stump removal, insecticidal treatments of infested trees for scale and gall insects, continued planning for 2017 Arbor Day Celebration and planning for 2017 Community Service Day.

Mosquito & Urban Forestry – IPM Report

- Held monthly Safety Team meeting and developed the monthly safety tidbits.
- Assisted with snow removal operations during the heavy spring snow storms.
- Assisted with mosquito control pesticide bid process.
- Assisted with interviews and hiring process for summer provisional staff.
- Spring projects include: preparation of IPM equipment and calibration of sprayers and broadleaf weed applications at the Greenhill Cemetery in preparation for Memorial Day.

Mosquito & Urban Forestry – Mosquito Report

- Bids for Mosquito Control Pesticides were received. The award was split between Adapco and Univar as neither vendor could supply the full list of needed products.
- Training was conducted with OMI (Baxter tie Plant) for first responders to access the Greenbelt sites.

- Submitted a grant proposal to the 2017 Emergency Insect Management Grant Program. Attended EIMG board meeting on April 19, 2107 to presented our proposal. The result of this grant was secured funding of \$48,525 for 2017.
- Conducted interviews and hiring of provisional employees for the 2017 season. Most provisional positions are filled, with 3 positions remaining open.
- Presented information on mosquitoes and the Mosquito Control Program info for the Annual Ag Expo on April 18-19, 2017. This expo reached all 3rd grade classes in Albany County.
- May activities include: orientation and training of summer staff, spring larval control, and a 2-day statewide Mosquito Control training with University of Wyoming on May 16 & 17, 2017.

Facilities Management Division:

- The City Hall Annex Roof and Cornice project is out for bid. Bids are due on May 16, 2017, and construction on this project should begin in June.
- The recent high winds have caused damage to the Recreation Center Leisure Pool roof. Staff has made temporary repairs. Gem City Roofing, Inc., of Laramie, is under contract for replacing the damaged metal roofing.
- With the Ice season ending for the year, the Facilities staff has completed the removal of the ice sheet, and will complete a deep cleaning of the building in preparation for summer season rentals and programming.
- Facilities Maintenance staff has begun de-winterizing the Laramie Community Recreation Center outdoor pool. The process of getting this pool ready for the season more than a month to complete. The outdoor pool is scheduled to open on June 3, 2017. The de-winterizing of the Undine Park splash pad and the Washington Park wading pool will start in May.
- The Facility Work Order System has been well received and is being used heavily by all City staff. In April, we received thirty-five (35) work orders, nine (9) of those work orders are still open and in progress. Twenty-six (26) work orders were completed and closed out.

Recreation Division:

- On-line registration is active and available on the senior Olympics website. We utilized past participant lists to email the registration link and sent promotional materials to approximately 300 regional senior centers, YMCA's, recreation departments, sporting goods stores, golf courses and related organizations. Planning for the 2017 event continues to move forward.
- The 27th Annual Youth Basketball Tournament had very favorable results this year. Revenues topped \$37,000 for this event and was well received by participants and staff alike. A full analysis will be completed shortly.
- Run, Jump and Throw started in late April and will conclude with a track meet at the original Deti stadium on May 6th for you grades 3-6. This is an event that is open to the public and registration is available on-line at www.cityoflaramie.org/runjumpthrow.
- Registration for Summer Camps will begin with an evening registration on May 1 from 5-7pm at the Laramie Community Recreation Center.
- The summer program guide will be mailed the first week of May and registration opens on May 1 for summer activities. Youth athletics and swim lessons will conduct an in-person registration on May 22 & 23 from 5-7pm at the Recreation Center. Staff will be on hand to conduct swim assessments and answer program questions.
- On May 30, 2017, the new Membership Rates will go into effect along with the inclusion of core fitness classes as a member benefit. This is a highly-anticipated change and we are anxious to see the impact on attendance in fitness classes and memberships.

- The ice season concluded on March 26, 2017 and the facility has several bookings throughout the summer. In May, the Laramie Home Show and the Jordan World Circus will be renting the facility and we will continue to host roller skating, birthday parties and Laramie Fun Factory events.
- The inaugural Laramie GM Touch-A-Truck event will take place on May 20, 2017 from 10am-2pm at the Laramie Ice & Event Center and Laramie Recreation Center parking lots. This will be an opportunity for young and young-at-heart to see some big equipment up close, ask questions of their operators and receive some fun gifts. We will have free books, t-shirts and trading cards available for the first 100 kids. This event is a benefit for the Parks & Recreation Scholarship Fund.
- Three staff members attended the Midwest Regional Parks and Recreation Association conference in Lawrence Kansas. The City of Laramie will host this conference in 2019 and looks forward to professional development and the impact this event will have on the local community.
- The Outdoor pools are currently preparing to open on June 3, weather pending. Swim lessons will begin in mid-June and we have several pool events scheduled for families and young people alike.