

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

MEETING DATE: August 12, 2015 TIME: 6:30 PM
LOCATION: Recreation Center large conference room – 920 Boulder Drive

Consent Agenda:

1. To approve the minutes from the July 7, 2015 regular meeting of the Parks, Tree and Recreation Advisory Board. (Harrison, pages 1-4)
2. To acknowledge receipt of the July 2015 Recreation Center membership reports. (color inserts)
3. To acknowledge receipt of the letter from Kristy Isaak and the Laramie Girls Softball Program requesting additional softball fields. (Harrison, page 5-6)
4. To acknowledge receipt of the Spring 2015 Recreation Division revenue/expense report. (Guerin, pages 7-18)
5. To approve the Memorandum of Understanding between the City of Laramie and Laramie Youth Football for the use of the Little League Complex outfields for the 2015/16 football season. (Guerin, pages 19-26)
6. To approve Amendment number one to the Memorandum of Understanding between the City of Laramie and Rolland Cycling to extend the term of the Original Agreement for an additional two years. (Schott, pages 27-37)
7. To accept the donation of twenty one (21) trees to be planted on the north and south side of the detention pond located at 30th and Reynolds Street. (Schott, pages 38-42)
8. To approve the Adopt A Trail Along the Greenbelt Park Agreement between the City of Laramie and the Williams Family for general cleanup of one-quarter mile section along the Laramie River Greenbelt. (Schott, pages 43-46)

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. Consideration of Resolution 2015-AB13 for the conceptual plan and construction cost estimates or the Undine Park Gazebo Project. (Schott, pages 47-49)
2. Consideration of Resolution 2015-AB14 recommended the approval and adoption of the Parks and Recreation Master Plan. (Harrison, pages 50-56)

Staff Reports FYI

Parks Division staff report (page 57)
Recreation Division staff report (pages 58-65)
Facilities Division staff report (page 66)
FY2015/16 Capital Project list (page 67)
Fall 2015 Parks and Recreation Program Guide

New business: Public Comments

Next Regular Meeting Date: Wednesday, September 9, 2015 at 6:30pm



Agenda Item: Minutes

Title: Minutes of the July 8, 2015 Parks, Tree and Recreation Advisory Board Meeting

Recommended Council MOTION:

I move to acknowledge receipt of the minutes from the July 8, 2015 Parks, Tree and Recreation Advisory Board meeting and that the following items be approved as indicated:

1. To approve the Facilities Use Agreement between the City of Laramie and the Laramie Blizzard Soccer Club for the 2015 spring, summer and fall soccer seasons.
2. To approve the Facilities Use Agreement between the City of Laramie and the Adult Non-check Co-Ed Hockey Club for the 2015 ice season.
3. To approve the Facilities Use Agreement between the City of Laramie and the University of Wyoming Athletics Department for the Junior Cowboys youth football program.
4. To approve the Facilities Use Agreement between the City of Laramie and the Laramie Soccer Association for the 2015 spring, summer and fall soccer seasons.
5. To approve the Facilities Use Agreement between the City of Laramie and the University of Wyoming Men's and Women's club hockey for usage of the Ice and Event Center during the 2015/16 hockey season.
6. To approve the Security Services Agreement between the City of Laramie and the University of Wyoming Men's and Women's club hockey for the 2015/16 hockey season.
7. To approve the revised Recreation Center Admission and Membership Policy.
8. To approve the revised Recreation Center Group Exercise, Cardio and Circuit Weight Area Policy.
9. To approve the revised Recreation Center Pool Closure Policy.
10. To approve the new Recreation Center and Ice & Event Center membership promotions to incentivize memberships and patron participation through May 2016.

Administrative or Policy Goal:

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

Comprehensive Plan: Chapter 4 Parks & Recreation

Department Objective: Provide quality parks and recreation opportunities for residents and visitors to the City; Develop infrastructure to enhance existing parks and recreation facilities and amenities for residents and visitors to the City.

Background:

Minutes from the July 8, 2015 Parks, Tree and Recreation Advisory Board meeting.

Legal/Statutory Authority:

N/A

BUDGET/FISCAL INFORMATION:

N/A

Responsible Staff:

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

Attachments:

Minutes from the July 8, 2015 Parks, Tree and Recreation Advisory Board meeting.

_____ City Manager _____ City Attorney _____ **Parks & Recreation**

**CITY OF LARAMIE
PARKS, TREE & RECREATION ADVISORY BOARD
July 8, 2015
Minutes of Meeting**

MEMBERS PRESENT: Chris Dixon, Marius Favret, Larry Foianini, Dave Hammond, Jamie Le Jambre, Jacque Stonum, Amy Williamson (arrived late)

MEMBERS NOT PRESENT: Phyllis Herdendorf, Steve Ropp

COUNCIL LIASON: not present

GUESTS: none

CITY OF LARAMIE STAFF PRESENT: Paul Harrison, Parks & Recreation Director; Jodi Guerin, Recreation Manager; David Schott, Parks Manager; Meghan Critchley, Temporary Administrative Assistant

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

Consent Agenda:

1. To approve the minutes from the June 10, 2015 regular meeting of the Parks, Tree, and Recreation Advisory Board.
2. To acknowledge receipt of the June 2015 Recreation Center membership reports.
3. To acknowledge receipt of the Laramie Greenbelt counts for June 2015.
4. To approve the Facilities Use Agreement between the City of Laramie and the Laramie Blizzard Soccer Club for the 2015 spring, summer and fall soccer seasons.
5. To approve the Facilities Use Agreement between the City of Laramie and the Adult Non-check Co-Ed Hockey Club for the 2015 ice season.
6. To approve the Facilities Use Agreement between the City of Laramie and the University of Wyoming Athletics Department for the Junior Cowboys youth football program.
7. To approve the Facilities Use Agreement between the City of Laramie and the Laramie Soccer Association for the 2015 spring, summer and fall soccer seasons.
8. To approve the Facilities Use Agreement between the City of Laramie and the University of Wyoming Men's and Women's club hockey for usage of the Ice and Event Center during the 2015/16 hockey season.
9. To approve the Security Services Agreement between the City of Laramie and the University of Wyoming Men's and Women's club hockey for the 2015/16 hockey season.

Motion by Favret, second by Dixon, to approve the amended Consent Agenda with the additional item. Motion carried 6-0.

Regular Agenda:

1. **Consideration of Resolution 2015-AB11 recommended to the approval and adoption of the Inaugural Laramie Public Art Plan.**
Guerin presented the Inaugural Laramie Public Art Plan and recommended that the plan be carried forward to City Council for approval and adoption.

Motion by Le Jambre, second by Dixon, to approve Resolution #2015-AB11 and recommend that the Laramie City Council support the adoption and implementation of the Community-Wide Art Plan. Motion carried 7-0.

2. **Consideration of the request from the Laramie Downtown Business Association and the Laramie Main Street Alliance to co-sponsor the Laramie Downtown Farmers Markets and the Laramie Jubilee Days Celebration.**
Schott presented the request between the Laramie Main Street Alliance (LMSA) and the Downtown Laramie Business Association (DLBA) to co-sponsor live music in the First Street

Plaza. Schott informed the Board that the Laramie City Council had approved this request during their last regular meeting.

Motion by Williamson, second by Favret, to recommend approval for the request between the Laramie Main Street Alliance and the Downtown Laramie Business Association to co-sponsor live music in the First Street Plaza. Motion carried 7-0.

3. Consideration of the revised policies and procedures for use of the Recreation Center and the Ice & Event Center.

Guerin proposed revisions to the Admission and Membership Policy; the Group ex, Cardio and Circuit Weight Area Policy; the Steam Room and Sauna Policy; and the Pool Closure Policy. The Board noted that #2 and #10 of the Group ex, Cardio and Circuit Weight Area Policy needed to be changed back to 16 years or older and #8 and #9 were contradictory.

Motion by Williamson, second by Favret, to recommend approval of the Admission and Membership Policy and to forward on to City Council for their consideration. Motion carried 7-0.

Motion by Williamson, second by Dixon, to recommend approval of the Group Exercise, Cardio and Circuit Weight Area Policy and to forward on to City Council for their consideration. Motion carried 7-0.

Motion by Williamson, second by Favret, to recommend approval of the Steam Room and Sauna Room Policy and to forward on to City Council for their consideration. Motion carried 7-0.

Motion by Williamson, second by Hammond, to recommend approval of the Pool Closure Policy and to forward on to City Council for their consideration. Motion carried 7-0.

4. Consideration of promotional offers for the Recreation Center and the Ice & Event Center for the 2015/16 school year.

Guerin presented the promotional offers planned for the Recreation Center and the Ice & Event Center for the 2015/16 school year. Harrison proposed an amendment to the Veteran's day promotion, adding two free fitness class passes for Veterans along with free admission on Veteran's Day.

Motion by Williamson, second by Le Jambre, to approve the membership promotions and authorize staff to utilize them to incentivize member memberships and patron participation through May 2016 with the amended Veteran's Day promotion to include two free fitness class passes.

Staff Reports FYI:

- Schott and Guerin presented Division updates to the Board.

New Business:

- None.

Public Comments:

- None.

Meeting adjourned at 8:26 pm.

Respectfully Submitted,

Meghan Critchley
Temporary Administrative Assistant
Parks and Recreation, City of Laramie



Laramie Girls Softball

laramiegirlssoftball@gmail.com

July 23, 2015

Mr. Paul Harrison
City of Laramie, Parks, Trees & Recreation Advisory Board
PO Box C
Laramie, WY 82073

Dear City of Laramie, Parks, Trees & Recreation Advisory Board,

As the Laramie Girls Softball (LGS) Board we appreciate you hearing our concerns regarding available field space for girl softball players in Laramie. The number of young softball players in Laramie has increased immensely since 2011, when the Laramie Girls Softball Board established the program. In 2011, we had 15 young female players in the 12U age division travel to Wheatland to play games. In 2012 and 2013, the 8U, 10U, and 12U teams traveled to Cheyenne several times a week to play in the City of Cheyenne recreation league. For the summer of 2014, LGS made a major push to get at least three teams per age level to play in a Laramie league, eliminating the need to travel to Cheyenne. We succeeded and were able to have a local league for the 8U and 10U age divisions (two 12U teams played in the City of Cheyenne rec. league). This summer, with 132 girls signing up for LGS, we accomplished having three age levels playing in Laramie, which were 11 of the 12 LGS teams (the 14U team still played in the Cheyenne rec. league). With the word getting out about LGS and the ability to guarantee parents the opportunity to stay in Laramie and play softball, we only hope to increase participation in our program by another four teams and have traveling "All Star Teams" in 2016. Our goal is to provide every young lady from ages 8-18 an opportunity to play softball in a successful program similar in size to Laramie Youth Baseball.

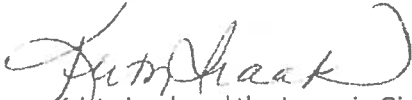
With two successful LGS years of increasing participation in Laramie, we anticipate field space being more of an issue in the coming years given our growth. We appreciate that we have been provided priority for use of Blue Field as our primary field for practices and games. However, with 12 teams this summer, the availability of Blue Field wasn't enough. Some of the challenges we encountered were: conflict for practices/games with other sports, safety concerns for players with two teams practicing on one field, and scheduling make up games due to the lack of available field space. From April, until the end of June we had three different practice/game schedules to communicate with players, parents, coaches, umpires and the City to insure LGS had a successful season. We heard many grumblings from parents about inconsistent times and locations for games and practices. We feel this made our program appear unprepared and disorganized, no matter our efforts. Labonte Field was also provided to us as an alternate field. However, our lower age divisions could not play games at Labonte since the bases and pitching plates were at incorrect distances.

If a coach wanted to have an additional 'pitching' or 'hitting' practice they were left to find a location to host the practice on their own due to the unavailability of fields. We heard complaints from coaches who practiced at Undine or Kiwanis Park that soccer goals were in the middle of the grass practice fields, and about the unfair advantage of having to practice on grass rather than skinned fields that were available to other teams.

Laramie Girls Softball has had a great working relationship with Laramie Youth Baseball and we hope to continue that in the future. So as a solution, we hope not to take any of their six fields for their 300+ players. We have been brainstorming for other solutions including building new fields or adjusting some of the current fields to accommodate increased use. Options may be renovating Gold Field for softball, skinning Undine Park's field at the backstop, or building two adjacent fields next to Aragon. ✓

We feel this matter is both significant and urgent, as construction is limited with the Laramie weather and our program is continually increasing in numbers. We hope to work together with you and other users to determine a solution or a plan before the summer of 2016. If you have any questions or concerns regarding this letter or need additional information, we would be happy to respond. Feel free to contact myself, Kristy Isaak (kisaak@uwyo.edu, 307-760-3401) anytime.

Thank you for your time,



Kristy Isaak and the Laramie Girls Softball Board Members

Kerry Casper
Josh Decker
Tom Doser
Marty McKinney
Mark Wade
Nicole Wade
Stephanie Wodahl

Personal Trainers

	Participants	Revenue	Instructor Cost	Net Revenue
January	9	\$ 660.00	\$ 180.00	\$ 480.00
February	2		\$ 200.00	\$ (200.00)
March	5	\$ 660.00	\$ 180.00	\$ 480.00
April	2		\$ 60.00	\$ (60.00)
May	2		\$ 85.00	\$ (85.00)
June	2	\$ 240.00	\$ 40.00	\$ 200.00
	22	\$ 1,560.00	\$ 745.00	\$ 815.00

Revenue & Expense Report For Athletics Programs January - June 2015

Sport	Registration Individual	Registration Team	Sponsors	Other	Total Income	Employees	Officials	Capital Equip.	Equipment	Remain	Total Expenditures	Net
Adult Spring Volleyball	\$4,320.00	\$0.00	\$0.00	\$0.00	\$4,320.00	\$415.21	\$127.43	\$217.00	\$759.64		\$759.64	\$3,560.36
Adult Softball	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	\$7,833.83	\$9,060.00	\$0.00	\$1,223.56	-	\$13,117.39	\$2,882.61
Adult Basketball	\$0.00	\$11,500.00	\$0.00	\$0.00	\$11,500.00	\$9,871.30	-	\$306.46	\$193.00	-	\$10,370.76	\$1,129.24
	\$0.00	\$31,820.00	\$0.00	\$0.00	\$31,820.00	\$13,120.34	\$9,060.00	\$433.89	\$1,693.56	\$0.00	\$24,247.79	\$7,572.21
Jr. Cowboys Youth Basketball	\$5,310.00	\$0.00	\$0.00	\$0.00	\$5,310.00	\$2,457.00		\$675.23	\$2,883.78		\$6,016.00	-\$706.00
Little Kickers Indoor Soccer	\$2,160.00	\$0.00	\$0.00	\$0.00	\$2,160.00	\$388.42		\$97.01	\$384.10		\$869.53	\$1,290.47
	\$7,470.00	\$0.00	\$0.00	\$0.00	\$7,470.00	\$2,845.42	\$0.00	\$772.23	\$3,267.88	\$0.00	\$6,885.53	\$584.47

Revenue & Expense Report Assessments 3/15 - 6/15

Adult Volleyball Spring 2015
 The spring session of Adult Volleyball was productive and enjoyable. We had a slight increase in the number of teams that participated this year, having two more teams than last fall or last spring. The feedback that I received from teams was positive, with several captains giving specific compliments. There were very few negative interactions throughout the season, with only one volatile situation that was quickly resolved. Our staffing ratios were tight where we needed them, and I plan on continuing to staff them the same. The only plan for improvement is to identify and teach a few of the rules more clearly during the next captains meeting, as a few rules like "carrying" and "in the net" are not always called by teams. We will also establish a petition or review process to add checks and balances to a sport where they self regulate without an official.

Adult Softball
 This season of Adult Softball had its fair share of difficulties. Teams were not pleased with the 32 team cap that we applied to the leagues, necessitated by the increased cost of athletic officials negotiated in the MOU with our City Umpires Association. This will be resolved for the future thanks to the approved budget amendment that covered the increased cost of umpires. Our league had fewer teams than in the past, although that was initiated by us and enforced with the cap, and the head supervisor being more friendly and helpful. There were two teams that provided positive feedback about the new softballs that we are using, providing a new ball for every game, and the head supervisor being more friendly and helpful. There were two teams that provided constructive feedback about the league, stemming from an incident where a staff person did not show up to Labonte Field for their scheduled and accepted shift. These were difficulties associated with transitioning to the scheduling software on RecTrack, mainly accommodating special requests. The other main difficulty was that emails sent out through the RecTrack system resulted in replies to the email that did not go directly to the coordinator. The final issue was that the "WebTrack" aspect that we use to post the scheduler online was a confusing process for some teams to find their schedules. In the past I have emailed out excel spreadsheets with the game schedules to teams, and while utilizing the scheduler I have sent them to the online version. This is a process that takes an extra step, but it allows all players to access the schedule at any time. The new program also allows schedules to be updated daily online and not have to be sent out individually to the captains with the hope that they receive and distribute them to teams. While change is not always well received, the teams are now accustomed to the process and it is flowing more smoothly. For the future this process will become smoother with the experience that I have with RecTrack and the captains experience with the process.

Adult Basketball
 Our Adult Basketball program increased slightly in the number of teams participating, and overall was a success. There were less technical fouls handed out this year than last, although there were a few volatile situations resulting in disciplinary action for two individuals and one team. I believe that making the boundaries clear and holding those boundaries will be critical for success in the future. The main conflict that was identified this basketball season was that with games every night and Jr. Cowboys practices in the afternoon there is limited opportunity for patron access to the basketball courts in the Recreation Center. For next year's season I have already begun discussions about using the Jr. High School in the evenings after their practices for games with our Adult League. This would provide a compromise that still allows all interested teams to play, and does not prohibit patrons from use of the courts.

Jr. Cowboys and Jr. Cowgirl's Basketball
 The youth basketball program has varied interest within different age groups, and overlaps with similar leagues offered within the city. The Shock and Rage leagues have larger numbers than we do, largely because teams play in that league as a "warm up" then go to Greedy to play in the Power to Play league against higher level competition. The teams pick through and select the top players, and leave behind kids that have not had the development and mentorship of others. The plan for this next year is to change the scope of the program and focus on more individual skill development and less on the competition. We tried this with our 1st - 3rd grade girls this year, and it was a success. There were not enough participants to divide into teams, so we practiced the girls all together as one team during the week, then divided into different teams each weekend to give them all the opportunity to play with different teammates and fulfill different roles. My plan is to hire a few knowledgeable individuals and develop a training plan. With the help of parents we will divide into groups of similar age and gender, and provide training and mentorship to the participants. We will continue to divide into teams for scrimmages on Saturdays to simulate the competitive aspects of the game.

Little Kickers Indoor Soccer
 Our Little Kickers Soccer program was a fun activity focused on teaching basic skills and having fun. We had more volunteer help for this program than we typically have, and that parental involvement allowed us to divide into smaller groups and provide more attention to the individuals than is typically given in youth sports. This is a fun program to run because we have groups as young as three year olds, and it is really their first introduction to organized sports and teams. The attention spans are small, however when a new player learns a skill it is one of the most fulfilling moments.

Participant Totals:

12 Month Pass Visits	6 Month Pass Visits	Member Drop-In Visits	Non-Member Drop-in Visits	Total Visits
116	71	378	225	790

April Drop - In Revenue

Drop - In Members	Drop - In Non Members	Total Drop-In Revenue
\$ 1,134.00	\$ 1,350.00	\$ 2,484.00

April Passs Revenue

12 Month Pass	6 Month Pass
\$ 237.00	\$ 284.00

April Expenses

Instructor Expense	Purchase Expense
\$ 2,264.58	\$ -

Revenue	Expenses	Net Revenue
\$ 3,005.00	\$ 2,264.58	\$ 740.42

Month of May

Participant Totals:

12 Month Pass Visits	6 Month Pass Visits	Member Drop-In Visits	Non-Member Drop-in Visits	Total Visits
92	53	323	172	640

May Drop - In Revenue

Drop - In Members	Drop - In Non Members	Total Drop-in Revenue
\$ 969.00	\$ 1,032.00	\$ 2,001.00

May Passs Revenue

12 Month Pass	6 Month Pass
\$ 19.75	\$ 176.00

May Expenses

Instructor Expense	Purchase Expense
\$ 2,043.85	\$ 382.23

Revenue	Expenses	Net Revenue
\$ 2,196.75	\$ 2,426.08	\$ (229.33)

Specialty Classes:

Specialty Class	Participants	Revenue	Instructor Cost	Net Revenue
Senior Water Aerobics (Session 1)	5	\$ 285.00	\$ -	\$ 285.00
Senior Water Aerobics (Session 2)	4	\$ 225.00	\$ -	\$ 225.00
Deep Water Aerobics	2	\$ 60.00	\$ -	\$ 60.00
Hydro Core	5	\$ 112.50	\$ 75.00	\$ 37.50
	16	\$ 682.50	\$ 75.00	\$ 607.50

Specialty Classes:

Specialty Class	Participants	Revenue	Instructor Cost	Net Revenue
Yoga Under the Stars	10	\$ 255.00	\$ 70.00	\$ 185.00
Yoga Strength & Balance	5	\$ 117.00	\$ 70.00	\$ 47.00
Hardcore TBT	4	\$ 195.00	\$ 150.00	\$ 45.00
	19	\$ 567.00	\$ 290.00	\$ 277.00

Personal Trainers

	Participants	Revenue	Instructor Cost	Net Revenue
January	9	\$ 660.00	\$ 180.00	\$ 480.00
February	2		\$ 200.00	\$ (200.00)
March	5	\$ 660.00	\$ 180.00	\$ 480.00
April	2		\$ 60.00	\$ (60.00)
May	2		\$ 85.00	\$ (85.00)
June	2	\$ 240.00	\$ 40.00	\$ 200.00
		\$ 1,560.00	\$ 745.00	\$ 815.00

January - May 2015 Revenue / Expense Report

Participant Totals:

12 Month Pass Visits	6 Month Pass Visits	Member Drop-In Visits	Non-Member Drop-in Visits	Total Visits
563	528	1710	1098	3915

Total Revenue
\$ 17,264.75

Total Expenses
\$ 13,141.10

Net Revenue
\$ 4,123.65

Month of January

Participant Totals:

12 Month Pass Visits	6 Month Pass Visits	Member Drop-In Visits	Non-Member Drop-in Visits	Total Visits
61	77	330	246	714

January Drop - In Revenue

Drop - In Members	Drop - In Non Members	Total Drop-In Revenue
\$ 990.00	\$ 1,476.00	\$ 2,466.00

January Passs Revenue

12 Month Pass	6 Month Pass
\$ 316.00	\$ 285.00

January Expenses

Instructor Expense	Purchase Expense
\$ 2,235.82	\$ 45.58

Revenue	Expenses	Net Revenue
\$ 3,068.00	\$ 2,281.40	\$ 786.60

Month of February

Participant Totals:

12 Month Pass Visits	6 Month Pass Visits	Member Drop-In Visits	Non-Member Drop-in Visits	Total Visits
117	152	329	238	836

February Drop - In Revenue

Drop - In Members	Drop - In Non Members	Total Drop-In Revenue
\$ 987.00	\$ 1,428.00	\$ 2,415.00

February Passs Revenue

12 Month Pass	6 Month Pass
\$ 296.25	\$ 132.00

February Expenses

Instructor Expense	Purchase Expense
\$ 2,205.64	\$ 25.05

Revenue	Expenses	Net Revenue
\$ 2,843.25	\$ 2,230.69	\$ 612.56

Month of March

Participant Totals:

12 Month Pass Visits	6 Month Pass Visits	Member Drop-In Visits	Non-Member Drop-in Visits	Total Visits
177	175	350	217	919

March Drop - In Revenue

Drop - In Members	Drop - In Non Members	Total Drop-In Revenue
\$ 1,050.00	\$ 1,302.00	\$ 2,352.00

March Passs Revenue

12 Month Pass	6 Month Pass
\$ 770.25	\$ 220.00

March Expenses

Instructor Expense	Purchase Expense
\$ 2,828.35	\$ -

Revenue	Expenses	Net Revenue
\$ 3,342.25	\$ 2,828.35	\$ 513.90

Month of April

City of Laramie Recreation				Revenue/Expense Report				Winter/Spring 2015				
Activity/Program	#s	Income	Personnel	Officials	Supplies	ASA Dues	Facilities	Purchased Services	Certifications	Net Income	DFS	Net Income
SACC												
January	60	\$7,138.68	\$1,790.00		\$1,255.00			\$700.00		\$3,393.68		\$3,393.68
February	63	\$7,743.18	\$2,999.00		\$2,740.00			\$350.00		\$2,554.18		\$2,554.18
March	62	\$6,600.80	\$1,669.00		\$2,720.00			\$926.67		\$1,285.13		\$4,931.80
April	62	\$8,267.90	\$3,034.00		\$4,717.00			\$350.00		\$166.90		\$5,233.90
May	65	\$6,726.50	\$2,586.00		\$2,285.00			\$0.00		\$1,855.50		\$4,140.50
Total:	312	\$36,477.06	\$11,178.00		\$13,717.00	\$0.00	\$0.00	\$2,326.67		\$0.00		\$9,256.39
KIDS NIGHT OUT												
February 27	37	\$370.00	\$94.19		\$90.50					\$185.31		\$275.81
April 24	26	\$260.00	\$71.76		\$76.50					\$111.74		\$188.24
Total:	63	\$630.00	\$165.95		\$167.00	\$0.00	\$0.00	\$0.00	\$0.00	\$297.05		\$464.05
TEEN NIGHT												
January 30	71	\$355.00	\$80.00		\$93.44					\$0.00		\$275.00
Total:	71	\$355.00	\$165.95		\$93.44	\$0.00	\$0.00	\$0.00		\$0.00		\$189.05
SEASON TOTALS:	446	\$37,462.06	\$11,608.90		\$13,977.44	\$0.00	\$0.00	\$2,326.67	\$0.00	\$9,648.05	\$0.00	\$25,952.16

Revenues	Count	Income	
Public Skate Admissions	2957	\$ 11,828.00	
3-5 Admissions	172	\$ 344.00	
1/2 Price Admissions	134	\$ 268.00	
Drop-In Curling	27	\$ 135.00	
Figure Skate	39	\$ 273.00	
Skate Rental Adult	2135	\$ 4,803.75	
Skate Rental Child	148	\$ 148.00	
Stick & Puck	272	\$ 1,904.00	
Misc Activities		\$ 1,055.00	
Concessions		\$ 8,073.49	
Skate Sharpening		\$ 696.58	
Facility Rental		\$ 33,160.75	
Facility Rental Fee		\$ 44.50	
Zamboni Use		\$ 2,325.00	
Birthday Parties		\$ 1,749.00	
	TTL	<u>\$ 66,808.07</u>	
	5884	<u>\$ 66,808.07</u>	
Expenses			
Staff Wages		\$ 14,552.37	
CPR Training		\$ 168.75	
Skate Instructors-Basic		\$ 2,845.00	
Private Lessons		\$ 4,330.00	
Broomball Shoes		\$ 899.99	
Helmets		\$ 764.56	
Replacement Rental Skates		<u>\$ 1,124.24</u>	
	TTL	<u>\$ 24,684.91</u>	
	NET		<u><u>\$ 91,492.98</u></u>

The Laramie Ice & Event Center had some major changes in the months of January thru April. I had not yet been brought on as the coordinator, however these number were very useful to me. I have been working on ways to improve our revenues to ensure a successful season. There were a few factors that seemed the most important to improve our turnouts. The first change we made was with the User schedule for the coming season. With the cooperation of our users, we have found a median that all of our groups have accepted. I believe the unity and compadability of our new schedule will usher in a new wave of potential users. We have also made sure to open up more times for the general publics use. This will increase Ice exposure and increase our user counts. We believe that it is possible to improve our concessions and those changes are currently in the works. More information will be available in the future. We did allot funds to the replacement of old skates. We hope to replace a handful of skates at the end of each season to protect us from a bulk order in the future. The same goes for our safety equipment and broomball league equipment. We hope to become the best Ice Arena in the state in the coming years and to accomplish that goal we must work together. We have taken more consideration towards our smaller groups including curling and speed skate. These changes should open up many more avenues of public recreation at the arena. I am very excited and confident in our decisions.

Certification Totals:

	Revenue	Expense	Net Revenue
17	\$ 1,920.00	\$ 894.00	\$ 1,026.00

Aquatic Easter Egg Hunt

Revenue	Expense	Net Revenue
\$ 175.00	\$ 400.80	\$ (225.80)

Cost Recovery	0.436526747
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Total Participants	105
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Additional Expenses

Description	Expense Total
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Internal Staff Certification	\$ 27.00
Water Dumbbells	\$ 364.79
Backstroke Flags	\$ 462.25
Resistance Gloves	\$ 165.50
Internal Staff Certification	\$ 105.00
Touchpad	\$ 775.00
Office Supplies	\$ 22.46
Internal Staff Certification	\$ 27.00
Certification	\$ 105.00
Movie Night	\$ 1,006.10
Swim Lesson Equipment	\$ 61.20
Certification	\$ 105.00
Certification	\$ 324.00
Totals	\$ 3,550.30

Private 1	0	\$ -	\$ -	\$ -
Private 4	2	\$ 144.00	\$ 60.00	\$ 84.00
Private 8	0	\$ -	\$ -	\$ -

March Totals	Total Revenue	Total Expense	Net Revenue
	\$ 144.00	\$ 60.00	\$ 84.00

April Swimming Lessons

Aqua Tot 1	7	\$ 336.00	\$ 104.00	\$ 232.00
Aqua Tot 2	3	\$ 122.00	\$ -	\$ 122.00
Preschool 1	21	\$ 953.00	\$ 624.00	\$ 329.00
Preschool 2	8	\$ 362.00	\$ 234.00	\$ 128.00
Level 1	8	\$ 351.00	\$ 312.00	\$ 39.00
Level 2	19	\$ 813.00	\$ 546.00	\$ 267.00
Level 3	11	\$ 473.00	\$ 312.00	\$ 161.00
Level 4	3	\$ 133.00	\$ 78.00	\$ 55.00
Level 5	0	\$ -	\$ -	\$ -
Level 6	1	\$ -	\$ 78.00	\$ (78.00)

TOTALS:	81	\$ 3,543.00	\$ 2,288.00	\$ 1,255.00
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Private 1	0	\$ -	\$ -	\$ -
Private 4	2	\$ 194.00	\$ 60.00	\$ 134.00
Private 8	0	\$ -	\$ -	\$ -

April Totals	Total Revenue	Total Expense	Net Revenue
	\$ 3,737.00	\$ 2,348.00	\$ 1,389.00

April Saturday Swimming Lessons

Level	Participants	Revenue	Instructor Cost	Net Revenue
Aqua Tot 1	12	\$ 266.00	\$ 65.00	\$ 201.00
Aqua Tot 2	2	\$ 42.50	\$ -	\$ 42.50
Preschool 1	6	\$ 133.00	\$ 78.00	\$ 55.00
Preschool 2	0	\$ -	\$ -	\$ -
Level 1	4	\$ 90.50	\$ 78.00	\$ 12.50
Level 2/3	4	\$ 85.00	\$ 78.00	\$ 7.00
Level 4	0	\$ -	\$ -	\$ -
Level 5	0	\$ -	\$ -	\$ -
Level 6	0	\$ -	\$ -	\$ -

TOTALS:	28	\$ 617.00	\$ 299.00	\$ 318.00
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Private 1		\$ -
Private 4		\$ -
Private 8		\$ -

April Totals	Total Revenue	Total Expense	Net Revenue
	\$ 617.00	\$ 299.00	\$ 318.00

May Swimming Lessons

	Participants	Revenue	Expense	Net Revenue
Private 1		\$ -	\$ -	\$ -
Private 4	4	\$ 264.00	\$ 120.00	\$ 144.00
Private 8		\$ -	\$ -	\$ -

April Totals	Total Revenue	Total Expense	Net Revenue
	\$ 264.00	\$ 120.00	\$ 144.00

Lifeguard Training

April 5th - April 10th

Participants	Revenue	Expense	Other Expense	Net Revenue
3	\$ 650.00	\$ 210.00	\$ 105.00	\$ 335.00

First Aid - CPR - AED

February 7th

Participants	Revenue	Expense	Other Expense	Net Revenue
12	\$ 845.00	\$ 150.00	\$ 324.00	\$ 371.00

Lifeguard Training

June 8th - 11th

Participants	Revenue	Expense	Other Expense	Net Revenue
2	\$ 425.00	\$ 105.00	\$ -	\$ 320.00

Water Safety Instructor

April 13th - 24th

Participants	Revenue	Expense	Other Expense	Net Revenue
0	\$ -	\$ -	\$ -	\$ -

Winter & Spring Aquatic Revenue and Expense Report 2015

Swimming Lessons January -May		
Total Participants	Revenue	Expense
348	\$ 10,503.00	\$ 7,073.00
User Groups		
User Groups	Revenue	Expenses
LSC, UW, UW Lab, Open	\$ 5,195.57	\$ 1,410.00
Certification Classes		
Total Classes	Revenue	Expense
3	\$ 1,920.00	\$ 894.00
Special Events		
Participants	Revenue	Expense
105	\$ 175.00	\$ 400.80
Additional Expenses		
Total Expenses	\$ 3,550.30	
Winter & Spring Aquatic Totals		
Total Revenue	Total Expenses	Net Revenue
\$ 17,793.57	\$ 13,328.10	\$ 4,465.47

January Swimming Lessons				
Level	Participants	Revenue	Instructor Cost	Net Revenue
Aqua Tot 1	6	\$ 255.00	\$ -	\$ 255.00
Aqua Tot 2	2	\$ 85.00	\$ 104.00	\$ [19.00]
Preschool 1	8	\$ 351.00	\$ 312.00	\$ 39.00
Preschool 2	4	\$ 181.00	\$ 156.00	\$ 25.00
Level 1	8	\$ 351.00	\$ 390.00	\$ (39.00)
Level 2	3	\$ 133.00	\$ 156.00	\$ (23.00)
Level 3	4	\$ 181.00	\$ 156.00	\$ 25.00
Level 4	1	\$ 37.00	\$ 78.00	\$ (41.00)
Level 5	0	\$ -	\$ -	\$ -
Level 6	0	\$ -	\$ -	\$ -
TOTALS	36	\$ 1,574.00	\$ 1,352.00	\$ 222.00

January Private Lessons:

Private 1				\$ -
Private 4	2	\$ 120.00	\$ 60.00	\$ 60.00
Private 8	2	\$ 200.00	\$ 120.00	\$ 80.00

January Totals	Total Revenue	Total Expense	Net Revenue
	\$ 1,894.00	\$ 1,532.00	\$ 362.00

February Swimming Lessons				
Level	Participants	Revenue	Instructor Cost	Net Revenue
Aqua Tot 1	6	\$ 266.00	\$ 104.00	\$ 162.00
Aqua Tot 2	3	\$ 133.00		\$ 133.00
Preschool 1	23	\$ 957.00	\$ 780.00	\$ 177.00
Preschool 2	6	\$ 266.00	\$ 312.00	\$ (46.00)
Level 1	13	\$ 510.00	\$ 390.00	\$ 120.00
Level 2	13	\$ 580.00	\$ 390.00	\$ 190.00
Level 3	9	\$ 377.00	\$ 234.00	\$ 143.00
Level 4	4	\$ 159.00	\$ 78.00	\$ 81.00
Level 5	1	\$ 37.00	\$ 78.00	\$ (41.00)
Level 6	2	\$ 74.00	\$ 78.00	\$ (4.00)
TOTALS:	80	\$ 3,359.00	\$ 2,444.00	\$ 915.00

Private 1	0	\$ -		\$ -
Private 4	5	\$ 264.00	\$ 150.00	\$ 114.00
Private 8	2	\$ 224.00	\$ 120.00	\$ 104.00

February Totals	Total Revenue	Total Expense	Net Revenue
	\$ 3,847.00	\$ 2,714.00	\$ 1,133.00

March Swimming Lessons

CONCESSIONS 2015

	Front Desk		Outdoor Pool		Merchandise		Ice Arena	
	Count	Sales	Count	Sales	Count	Sales	Count	Sales
January	1078	\$1,373.19			110	\$689.36	2454	\$4,093.71
February	947	\$1,229.30			163	\$899.79	1228	\$2,008.65
March	1563	\$2,088.07			219	\$839.51	608	\$800.03
April	1201	\$1,677.79			228	\$928.15	225	\$345.24
May	743	\$984.47			122	\$317.59	220	\$967.02
TOTALS	5,522	\$7,252.82	-	\$0.00	842	\$3,474.40	4,535	\$8,214.65

	Count	Sales	Expense	payroll est. 20% of FD and Ice Desk	Net Total
Grand totals	10,999	\$18,941.87	\$8,240.34	\$ 5,629.02	\$5,072.51

City of Laramie Recreation
CHILD CARE

January -May 2015

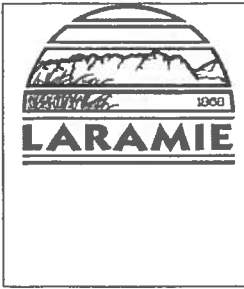
Activity/Program	#s	Income	Hours	Personnel	Materials	Net Income
Child Care - January 2015	98	\$367.00	60.50	\$540.00		-\$173.00
Child Care - February 2015	62	\$233.00	59.00	\$525.00		-\$292.00
Child Care - March 2015	66	\$257.50	50.00	\$437.50		-\$180.00
Child Care - April 2015	67	\$281.50	54.50	\$476.87		-\$195.37
Child Care - May 2015	55	\$205.50	36.00	\$322.92		-\$117.42
TOTAL:	432	\$1,669.00	319.25	\$2,829.65		-\$1,160.65

City of Laramie Recreation Spring 2015

Revenue/Expense Report

	#s	Income	Personnel	Officials	Materials	Dues	Facilities	Partners	Certs.	Net Income
Aquatics Lessons	348	\$ 10,503.00	\$ 7,073.00	\$ -	\$ 490.20	\$ -	\$ -	\$ -	\$ -	\$ 2,939.80
Aquatics Certification Classes	17	\$ 1,920.00	\$ 894.00	\$ -	\$ 132.00	\$ -	\$ -	\$ -	\$ -	\$ 894.00
Aquatics Special Events	105	\$ 175.00	\$ 400.80	\$ -	\$ 1,006.10	\$ -	\$ -	\$ -	\$ -	\$ (1,231.90)
Child Care	432	\$ 1,669.00	\$ 2,829.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,160.65)
Concessions	10999	\$ 18,941.87	\$ 5,629.02	\$ -	\$ 8,240.34	\$ -	\$ -	\$ -	\$ -	\$ 5,072.51
Adult Athletics*		\$ 31,820.00	\$ 13,120.34	\$ 9,060.00	\$ 2,067.45	\$ -	\$ -	\$ -	\$ -	\$ 7,572.21
Youth Athletics		\$ 7,470.00	\$ 2,845.42	\$ -	\$ 4,040.11	\$ -	\$ -	\$ -	\$ -	\$ 584.47
Youth (SACC)	312	\$ 36,477.06	\$ 11,178.00	\$ -	\$ 13,717.00	\$ -	\$ -	\$ 2,326.67	\$ -	\$ 9,255.39
Youth Activities	134	\$ 985.00	\$ 331.90	\$ -	\$ 260.44	\$ -	\$ -	\$ -	\$ -	\$ 392.66
Fitness	3950	\$ 18,514.25	\$ 13,141.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,373.15
Ice and Events Center	5884	\$ 66,808.07	\$ 21,896.12	\$ -	\$ 2,788.79	\$ -	\$ -	\$ -	\$ -	\$ 42,123.16
Personal Trainers	22	\$ 1,560.00	\$ 745.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 815.00
SEASON TOTALS	22203	\$ 196,843.25	\$ 80,084.35	\$ 9,060.00	\$ 32,742.43	\$ -	\$ -	\$ 2,326.67	\$ -	\$ 72,929.80

*Adult Sports Register as Teams



Agenda Item: Recreation

Memorandum of Understanding

Title: Memorandum of Understanding between Laramie Youth Football and the City of Laramie for the 2015/16 seasons.

Recommended Board MOTION:

I move that the Parks, Tree and Recreation Advisory Board approve the Memorandum of Understanding between Laramie Youth Football and the City for use of the Little League Complex outfields for the 2015/16 football season.

Administrative or Policy Goal:

The Parks, Tree, and Recreation Advisory Board will review and provide recommendations on fees and policies

Background:

Laramie Youth Football is a local organization, responsible for managing football programs for grade-school children. Recently they contacted the Recreation Division to request that the outfields be reserved for their use during the Fall.

Historically, they have not had an MOU specifying the details of this relationship, which can make billing and contact with the organization somewhat hit or miss.

To correct this, staff recommend that those groups using City athletic facilities enter into an MOU to identify and outline the needs of all parties involved. This MOU details the contacts, their requirements for field maintenance, costs and billing procedures and is very similar to agreements the City has with other athletic organizations and uses the same fee schedule.

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION:

REVENUE

Source	Amount	Type
Fees/Charges for Service	\$680.00	\$17 per player x 40 players
Grant		
Loan		
Other		
Total	\$680.00	

EXPENSE

Proposed Project Cost.

Project	Amount	Funds
Project Cost	\$600.00	1 field, 10 hours maintenance, 6 weeks, \$10 per hour
Total Amount	\$600.00	

Responsible Staff:

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

Attachments:

MOU

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF LARAMIE, WYOMING
AND
LARAMIE YOUTH FOOTBALL**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “Agreement”) is made and entered into this ___ day of August, 2015 by and between the City of Laramie, Wyoming, a municipal corporation (hereinafter referred to as “City”) whose address is 406 Iverson St., Laramie, Wyoming 82070 and Laramie LYF (hereinafter referred to as “LYF”) whose address is 2021 Fox Ct., Laramie, Wyoming 82072 (hereinafter collectively referred to as “Parties”).

2. **Purpose.** The purpose of this Memorandum is to define the financial process for fees and the responsibilities of parties associated with the facility use, maintenance, and notifications between the LYF and the City on Laramie Little League outfields during the LYF football season.

3. **Term of Agreement and Required Approvals.** This Agreement is effective when all parties have executed it and all required approvals have been granted. The term of the Agreement is from the date of execution through December 31, 2016 unless otherwise terminated or extended as outlined herein.

4. **Consideration.** The LYF shall make a single payment to the City at the conclusion of each scheduled football season for each league per the sliding fee schedule (attachment A) contingent upon fulfilling the terms of this Agreement.

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

A. Provide adequate field maintenance of the above mentioned fields and to line the fields and set goals as required.

B. To provide port-a-potty facilities and trash removal at the Little League fields.

C. Ensure final billing, as set in attachment A is mailed out within two weeks of notification of the season end.

6. **Responsibilities of LYF.** LYF are responsible for the following:

A. Provide the City a written roster of league participants for each season.

B. Provide the City with final schedules in writing, for any LYF games or practices played on City fields at least thirty days in advance of the season for each league.

C. Inform the City of Laramie within 24 hours of noticing any hazards, damage, or other safety concerns at the above mentioned facilities that could compromise the

integrity of the structures or overall safety of the facility for public use.

D. Maintain the original state of the fields and accompanying facilities as the City has prepared them, unless previously arranged with the City.

E. Remit payment to the City of Laramie for facility use fees associated with LYF within 30 days upon receiving an invoice.

F. Provide proof of current general Liability Insurance.

7. **Special Provisions.**

A. **Termination.** Either party to this agreement may terminate such by giving notice of not less than thirty (30) days in writing of official action that has been taken by the governing body of the party which terminates the Memorandum of Understanding.

B. **Amendments.** Any changes, modifications, revisions or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed and signed by all parties to this Agreement.

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

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

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

(i) City's designated representative is Kason Walton, Recreation Center Supervisor, Address; P.O. Box C Laramie, WY 82073; telephone number: (307) 721-5261 and facsimile: (307) 721-5284, email; kw Walton@cityoflaramie.org.

(ii) LYF designated representative is Jason Tangeman, Address; 2021 Fox Ct., Laramie, Wyoming 82072, Phone; (307) 742-7140, email; JTangeman@wyolegal.com.

(iii) All notices and invoices required in this Agreement shall be in writing, properly addressed to the liaison above, and mailed first-class, postage prepaid or emailed. All notices sent via U.S. Postal Services are deemed effective on the date of postmark. Notices and invoices mailed through another carrier (e.g., UPS or FedEx) are effective upon receipt.

F. **Entirety of Contract.** This Contract, consisting of seven (7) pages

including Attachment A and represents the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

ii. **Ethics.** LYF shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat §9-13-101, et seq.), and any and all ethical standards governing LYF activities.

ii. **Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in availability of the City's facilities to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

G. **Debts and Liabilities.** LYF shall assume sole responsibility for any debts or liabilities that may be incurred by LYF in fulfilling the terms of this Contract, and shall be solely responsible for the payment of all federal, state and local taxes, which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing LYF or its agents and/or employees to act as an agent or representative for or on behalf of the City, or to incur any obligation of any kind on the behalf of the City. LYF agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to City employees will inure to the benefit of LYF or the LYF agents and/or employees as a result of this Contract.

H. **Insurance.** LYF shall maintain the following insurance:

(i). **Workers' Compensation and Employers Liability Insurance:** LYF shall provide City proof of workers' compensation coverage for all of its employees who are to work on the project described in this Contract. LYF's coverage shall be under the Wyoming Workers' Safety and Compensation program, if statutorily required, or such workers' compensation insurance, as appropriate. LYF's insurance shall include Employer's Liability "Stop Gap" coverage, in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per employee for each accident or disease.

(ii). **Commercial General Liability Insurance.** LYF shall provide coverage, during the entire term of the Contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, in an amount not less than five hundred thousand dollars (\$500,000.00) per occurrence and one million dollars (\$1,000,000.00) general aggregate.

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

(iv). **Additional Insured.** All insurance policies required by this Contract, except workers' compensation, shall name City as an additional insured. LYF shall provide, upon request a copy of an endorsement providing this coverage.

I. **Sovereign Immunity.** The City does not waive sovereign immunity by entering into this Contract, and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-101 (2011), et seq., and all other state law.

J. **Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed under the terms of this Contract, until this Contract has been reduced to writing, approved by the City.

K. **Termination of Contract.**

(i). City reserves and has the right and privilege of canceling, suspending, or abandoning the execution of all or any services in connection with this Contract at any time upon one (1) month written notice to LYF. LYF may terminate this Contract upon written notice to City should City substantially fail to perform in accordance with Paragraph 5 of this Contract.

(ii). In the event of termination, LYF shall pay to City, as full payment for all services performed and all expenses incurred under this Contract, which shall have become payable because of the progress in the services. In ascertaining the services actually rendered hereunder up to the date of termination of this Contract, consideration shall be given to both completed services and services in progress.

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

M. **Extension.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract shall be requested by LYF and following approval by City shall be effective only after it is reduced to writing and executed by all parties to the Contract. Any agreement to extend this Contract shall include, but not necessarily be limited to: an unambiguous identification of the Contract being extended; the term of the extension; the amount of any payment to be made during the extension, or a statement that no payment will be made during the extension; a statement that all terms and conditions of the original Contract shall, unless explicitly delineated in the exception, remain as they were in the original Contract;

and, if the duties of either party will be different during the extension than they were under the original Contract, a detailed description of those duties.

N. **Severability**. Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of this Contract shall continue in full force and effect and either party may attempt to renegotiate the terms affected by the severance.

O. **Titles Not Controlling**. Titles of paragraphs are for reference only, and shall not be used to construe the language in this Contract.

P. **Waiver**. The waiver or any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach.

Q. **Time is of the Essence**. Time is of the essence in all provisions of the Contract.

R. **Energy Efficiency**. The City of Laramie seeks to integrate energy efficiency practices into all aspects of day-to-day operations, from capital construction specifications to staff behaviors, to ensure economic and environmental sustainability. The City encourages that user groups, 1) enhance the efficiency of projects and ongoing operations that are performed in conjunction with the City and/or 2) consider all energy types, including traditional and renewable sources.

S. **Wyoming Preference Act**. In accordance with State Statutes and as applicable, preference is hereby given to materials, supplies, equipment, machinery and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by competitors outside the State, as provided in W. S. §§ 16-6-101 through 16-6-119.

THIS SPACE INTENTIONALLY LEFT BLANK

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

CITY OF LARAMIE, WYOMING:

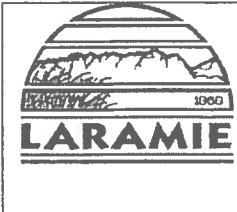
By: _____
Janine Jordan, City Manager

Attest: _____

LARAMIE LYF FOOTBALL:

By: _____
Jason Tangeman, Laramie Youth Football

Attest: _____



Agenda Item: Parks

Memorandum of Understanding

Title: Amendment to the Memorandum of Understanding between Rolland Cycling and the City of Laramie.

Recommended Board MOTION:

I move the Parks, Tree, and Recreation Advisory Board approve the Amendment to the Memorandum of Understanding between the City of Laramie and Rolland Cycling to extend the term of the Original Agreement from the date of execution through July 31, 2017 and forward on to the City Manager for consideration.

Administrative or Policy Goal:

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

Background: Cyclo-cross is a form of bicycle racing. Races typically take place in the autumn and winter, and consist of many laps of a short (2.5–3.5 km or 1.5–2 mile) course featuring pavement, wooded trails, grass, steep hills and obstacles requiring the rider to quickly dismount, carry the bike while navigating the obstruction and remount.

Compared with other forms of cycle racing, tactics are fairly straightforward, and the emphasis is on the rider's aerobic endurance and bike-handling skills. Drafting, where cyclists form a line with the lead cyclist pedaling harder while reducing the wind resistance for other riders, is of much less importance than in road racing where average speeds are much higher than in cyclo-cross.

There are many stories about the origins of cyclo-cross. One is that European road racers in the early 1900s would race each other to the next town over from them and that they were allowed to cut through farmer's fields, over fences or take any other shortcuts in order to make it to the next town first. This was sometimes called steeple chase, as the only visible landmark in the next town was often the steeple. This was a way for them to stay in shape during the winter months and put a twist on road racing. In addition, riding off road in more difficult conditions than smooth pavement increased the intensity at which the cyclists were riding and improved their on-the-road bike handling abilities. Forced running sections, or portage, were incorporated to help deliver warm blood to the feet and toes, as well as exercise other groups of muscles.

Based on the impacts to turf areas and feedback from the public in 2013, staff worked with Rolland Cycling to enter into a MOU that defined the roles and responsibilities of each party for consideration of the Parks, Tree and Recreation Advisory Board in September of 2014. The Parks, Tree and Recreation Advisory Board subsequently approved the MOU. The roles and responsibilities included the following:

Responsibilities of City.

- Parties shall agree to course layout, dates and times.
- The City shall inspect cyclocross areas for damage by the Director of Parks and Recreation or designee.
- Parties shall determine weather and expected weather twenty four (24) hours prior to events to determine if race shall proceed in turf areas.
- City shall provide in writing any withheld damage deposit.

Responsibilities of Rolland Cycling.

- Provide the City with dates and times, course map and alternate map in the event of weather.
- Rolland shall display event signs with a map of the course with date, times and locations of the event. In addition, Rolland shall provide alternate maps of the course in the event of weather.
- Rolland shall provide a buffer around park amenities a minimum of fifteen (15) feet.
- Rolland shall make every effort to ensure other users on the park are impacted minimally.
- Provide proof of current general Liability Insurance.
- In addition, Rolland Cycling will provide the City with a damage deposit in the amount of two hundred fifty dollars and zero cents (\$250.00) to be held in the safe at the Laramie Community Recreation Center until the season is over and the final inspection has been completed.

The original MOU was a pilot program with an expiration date of July 31, 2015. With no issues report in the 2014 season, staff has recommended a two (2) year extension to the MOU through an Amendment to extend the Original Agreement from the date of execution through July 31, 2017.

Rolland Cycling would like to host once-weekly cyclocross practices at LaPrele Park on Wednesdays in the last couple weeks of August through the fall as weather permits. It is yet to be determined if races will be scheduled.

Staff recommends the extension to the MOU that has a term through July 31, 2017.

Legal/Statutory Authority: N/A

**BUDGET/FISCAL INFORMATION:
REVENUE**

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

EXPENSE

Proposed Project Cost.

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

Responsible Staff:

David Schott, Parks Manager, 721-5264, dschott@cityoflaramie.org

Attachments: Amendment Number One to the MOU between City of Laramie and Rolland Cycling
Original MOU

**AMENDMENT NUMBER ONE
TO THE MEMORANDIUM OF UNDERSTANDING BETWEEN
CITY OF LARAMIE, WYOMING AND
ROLLAND CYCLING**

1. **Parties.** This Amendment is made and entered into this ____ day of August, 2015 by and between the City of Laramie, Wyoming, a municipal corporation (hereinafter referred to as “City”) whose address is 406 Iverson St., Laramie, Wyoming 82070 and Rolland Cycling (hereinafter referred to as “Rolland”) whose address is 1810 Arnold, Laramie, WY 82070 (hereinafter collectively referred to as “Parties”).

2. **Purpose of Amendment.** This Amendment shall constitute the First Amendment to the Memorandum of Understanding between the City and Rolland (hereinafter referred to as the “Original Agreement”) which was duly executed on the 10th day of September, 2014 for an extension of the term of the Original Agreement from the date of execution through July 31, 2018.

3. **Additional Terms of Agreement.** It is mutually agreed by and between the parties to amend the Original Agreement to amend the following paragraphs to read as follows.

3. **Term of Agreement and Required Approvals.** This Agreement is effective when all parties have executed it and all required approvals have been granted. The term of the Agreement is from the date of execution through July 31, 2018 unless otherwise terminated or extended as outlined herein.

4. **Same Terms and Conditions.** With the exception explicitly delineated in this Amendment. All terms and conditions of the Original Agreement between the City and the Contractor shall remain unchanged and in full force and effect.

5. **Entirety of Amendment.** This Amendment, consisting of two (2) pages represents the entire and integrated Amendment between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral concerning the subject hereof.

INTENTIONALLY LEFT BLANK

AMENDMENT NUMBER ONE
TO THE CONTRACT BETWEEN
THE CITY OF LARAMIE, WYOMING
AND ROLLAND CYCLING

Page 1 of 2

IN WITNESS WHEREOF, the Laramie City Council has caused this Agreement to be signed and executed in its behalf by its Mayor or City Manager, and duly attested by its City Clerk, and Contractor has signed and executed this Agreement, the day and year first written above.

CITY OF LARAMIE, WYOMING:

By: _____
Janine Jordan, City Manager

Witness

CONTRACTOR: ROLLAND CYCLING

By: _____

Witness

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF LARAMIE, WYOMING
AND
ROLLAND CYCLING**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “Agreement”) is made and entered into this ____ day of September, 2014 by and between the City of Laramie, Wyoming, a municipal corporation (hereinafter referred to as “City”) whose address is 406 Ivinson St., Laramie, Wyoming 82070 and Rolland Cycling (hereinafter referred to as “Rolland”) whose address is 1810 Arnold, Laramie, WY 82070 (hereinafter collectively referred to as “Parties”).

2. **Purpose.** The purpose of this Memorandum is to define roles and responsibilities of Parties regarding the use the turf area in LaPrele Park for cyclocross.

3. **Term of Agreement and Required Approvals.** This Agreement is effective when all parties have executed it and all required approvals have been granted. The term of the Agreement is from the date of execution through July 31, 2015 unless otherwise terminated or extended as outlined herein.

4. **Consideration.** Rolland shall make a damage deposit in the amount of two hundred fifty dollars and zero cents (\$250.00) for the City to hold until the completion of the cyclocross season and final inspection of the City. The deposit shall be returned within fifteen (15) days after the final inspection is completed.

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

- A. Parties shall agree to course layout, dates and times.
- B. The City shall inspect cyclocross areas for damage by the Director of Parks and Recreation or designee.
- C. Parties shall determine weather and expected weather twenty four (24) hours prior to events to determine if race shall proceed in turf areas.
- D. City shall provide in writing any withheld damage deposit.

6. **Responsibilities of Rolland.** Rolland is responsible for the following:

- A. Provide the City with dates and times, course map and alternate map in the event of weather as determined in Paragraph 5C.
- B. Rolland shall display event signs with a map of the course with date, times and locations of the event. In addition, Rolland shall provide alternate maps of the course in the event of weather as defined in paragraph 5C.

C. Rolland shall provide a buffer around park amenities a minimum of fifteen (15) feet.

D. Rolland shall make every effort to ensure other users on the park are impacted minimally.

E. Provide proof of current general Liability Insurance

7. **Special Provisions.**

A. **Termination.** Either party to this agreement may terminate such by giving notice of not less than thirty (30) days in writing of official action that has been taken by the governing body of the party which terminates the Memorandum of Understanding.

B. **Amendments.** Any changes, modifications, revisions or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed and signed by all parties to this Agreement.

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

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

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

(i) City's designated representative is David Schott, Parks Manager, P.O. Box C Laramie, WY 82073: telephone number: (307) 721-5264 and email: dschott@cityoflaramie.org.

(ii) Rolland's designated representative is Eric Wright, Rolland Cycling, 1810 Arnold, Laramie, Wyoming 82070: velowright84@gmail.com.

(iii) All notices and invoices required in this Agreement shall be in writing, properly addressed to the liaison above, and mailed first-class, postage prepaid. All notices sent via U.S. Postal Services are deemed effective on the date of postmark. Notices and invoices mailed through another carrier (e.g., UPS or FedEx) are effective upon receipt.

F. **Entirety of Contract.** This Contract, consisting of six (6) pages including Attachment A entitled Rolland Cycling proposal consisting of one (1) page represents the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

G. **Ethics.** Rolland shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat §9-13-101, et seq.), and any and all ethical standards governing LSA's activities.

H. **Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in availability of the City's facilities to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

I. **Indemnification.** Rolland shall indemnify, defend and hold harmless the City, and their officers, agents, employees, successors and assignees from any and all claims, lawsuits, losses and liability arising out of Rolland's failure to perform any of Rolland's duties and obligations under this contract or in connection with the negligent performance of Rolland's duties or obligations, including but not limited to any claims, lawsuits, losses or liability arising out of Rolland's performance under this Contract.

J. **Debts and Liabilities.** Rolland shall assume sole responsibility for any debts or liabilities that may be incurred by Rolland in fulfilling the terms of this Contract, and shall be solely responsible for the payment of all federal, state and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing Rolland or its agents and/or employees to act as an agent or representative for or on behalf of the City, or to incur any obligation of any kind on the behalf of the City. Rolland agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to City employees will inure to the benefit of Rolland or the Rolland's agents and/or employees as a result of this Contract.

K. **Insurance.** Rolland shall maintain the following insurance:

(i). **Workers' Compensation and Employers Liability Insurance:** Rolland shall provide City proof of workers' compensation coverage for all of it's employees who are to work on the project described in this Contract. Rolland's coverage shall be under the Wyoming Workers' Safety and Compensation program, if statutorily required, or such workers' compensation insurance, as appropriate. Rolland's insurance shall include Employer's Liability "Stop Gap" coverage, in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per employee for each accident or disease.

(ii). **Commercial General Liability Insurance.** Rolland shall provide coverage, during the entire term of the Contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, in an amount not less than five hundred thousand dollars (\$500,000.00) per occurrence and one million dollars (\$1,000,000.00) general aggregate.

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

(iv). **Additional Insured.** All insurance policies required by this Contract, except workers' compensation, shall name City as an additional insured. Rolland shall provide, upon request a copy of an endorsement providing this coverage.

L. **Sovereign Immunity.** The City does not waive sovereign immunity by entering into this Contract, and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-101 (2011), et seq., and all other state law.

M. **Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed under the terms of this Contract, until this Contract has been reduced to writing, approved by the City.

N. **Termination of Contract.**

(i). City reserves and has the right and privilege of canceling, suspending, or abandoning the execution of all or any services in connection with this Contract at any time upon one (1) month written notice to Rolland. Rolland may terminate this Contract upon written notice to City should City substantially fail to perform in accordance with Paragraph 6 of this Contract.

(ii). In the event of termination, Rolland shall pay to City, as full payment for all services performed and all expenses incurred under this Contract, which shall have become payable because of the progress in the services. In ascertaining the services actually rendered hereunder up to the date of termination of this Contract, consideration shall be given to both completed services and services in progress.

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

the breach of this Contract.

P. **Extension**. Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract shall be requested by Rolland and following approval by City shall be effective only after it is reduced to writing and executed by all parties to the Contract. Any agreement to extend this Contract shall include, but not necessarily be limited to: an unambiguous identification of the Contract being extended; the term of the extension; the amount of any payment to be made during the extension, or a statement that no payment will be made during the extension; a statement that all terms and conditions of the original Contract shall, unless explicitly delineated in the exception, remain as they were in the original Contract; and, if the duties of either party will be different during the extension than they were under the original Contract, a detailed description of those duties.

Q. **Severability**. Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of this Contract shall continue in full force and effect and either party may attempt to renegotiate the terms affected by the severance.

R. **Titles Not Controlling**. Titles of paragraphs are for reference only, and shall not be used to construe the language in this Contract.

S. **Waiver**. The waiver or any breach of any term or condition in this Contract shall be deemed a waiver of any prior or subsequent breach.

T. **Time is of the Essence**. Time is of the essence in all provisions of the Contract.

U. **Energy Efficiency**. The City of Laramie seeks to integrate energy efficiency practices into all aspects of day-to-day operations, from capital construction specifications to staff behaviors, to ensure economic and environmental sustainability. The City encourages that user groups, 1) enhance the efficiency of projects and ongoing operations that are performed in conjunction with the City and/or 2) consider all energy types, including traditional and renewable sources.

V. **Wyoming Preference Act**. In accordance with State Statutes and as applicable, preference is hereby given to materials, supplies, equipment, machinery and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by competitors outside the State, as provided in W. S. §§ 16-6-101 through 16-6-119.

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

CITY OF LARAMIE, WYOMING:

By: _____
Janine Jordan, City Manager

Witness: _____

ROLLAND CYCLING:

By: _____
Eric Wright, Rolland Cycling

Witness: _____

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING August 12, 2015



Agenda Item: Parks

Discussion Item

Title: Donation of twenty one (21) trees to be planted on the north side and south side of the detention pond in the northeast corner of East Reynolds Street and North 30th Street.

Recommended Board MOTION:

I move that the Parks, Tree, and Recreation Advisory Board approve the donation of \$2,685 for the planting of twenty one (21) trees by the Patel family in the northeast corner of East Reynolds Street and North 30th Street and forward to City Council for their consideration.

Administrative or Policy Goal:

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

The Board will support continuing the Tree City USA designation.

Background: The Patel's and Aadland's have donated funding and labor in the past to plant and maintain twenty-five (25) pine and spruce trees north of this detention pond. The Patel's have hired TigerTree, Inc. in the past to spray the trees to protect them from bark beetle attack. They have also hired TigerTree, Inc. to deep root water/fertilize the trees. The Aadlands have mowed and string trimmed around the trees for weed control.

These trees will be planted among the existing twenty-five (25) pine and spruce trees and on the south side of the detention pond. Existing irrigation lines are in place. Irrigation branch lines will be installed for the trees.

Sound and visual screening from the increased vehicle traffic, including construction trucks, using the Reynolds and 30th Street intersection is the primary concern of the two families whose properties abut the detention pond area.

Christina Kuzmych, owner of 3131 Reynolds Street, whose property abuts the detention pond on the southeast corner has requested that trees are not planted in locations that will obscure her view of the mountains to the west. We will work with her to assure that her view is not obstructed.

Staff recommends accepting the donation of the funds for the trees to be maintained in perpetuity by the City of Laramie. The trees if approved will be planted this fall.

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION:

REVENUE

Source	Amount	Type
Fees/Charges for Service		
Grant		
Loan		
Donation	\$2,685.00	Donation from the Patel family
Total	\$2,685.00	

EXPENSE

Proposed Project Cost.

Project	Amount	Funds
Project Cost	\$2,685.00	Tree cost (city nursery)
Irrigation Cost	\$200.00	Irrigation supply cost
Labor: Plant & install Irrigation	\$960.00	In-kind labor contribution
City's Amount	\$3,845.00	
Contingency		
Total Amount	\$3,845.00	

Attachment: Donation letter from the Patel family

Exhibit: Map of the area

Responsible Staff:

David Schott, Parks Manager, 721-5264, dschott@cityoflaramie.org

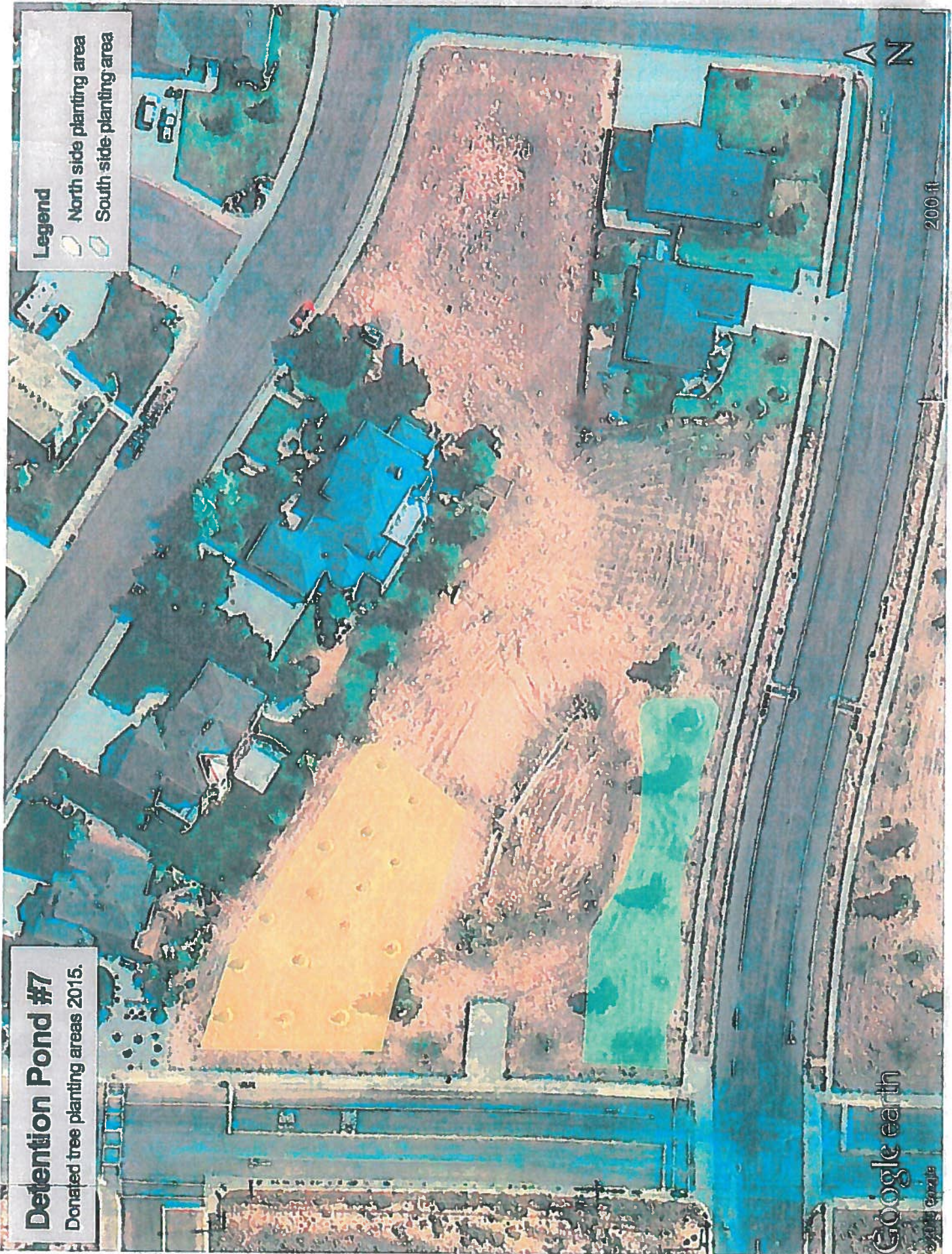
Randy Overstreet, City Arborist, 721-5338, roverstreet@cityoflaramie.org

Detention Pond #7

Donated tree planting areas 2015.

Legend

-  North side planting area
-  South side planting area



200 ft

Google earth

© 2015 Google

David Schott

From: Manmohan Patel <patelwy@gmail.com>
Sent: Thursday, August 06, 2015 10:17 AM
To: Randy Overstreet
Cc: David Schott
Subject: Re: Cost for trees to be planted at detention pond on NE corner Reynolds & 30th

Hi Randy,

I have responded this email yesterday and CC to David Schott also. Again we will donate entire amount \$2,685/00 towards to all 21 trees.

Thank you,

Manmohan Patel

On Wed, Aug 5, 2015 at 3:36 PM, Randy Overstreet <roverstreet@cityoflaramie.org> wrote:

Good Afternoon Mr. Patel,

We have 21 trees available as shown below to plant in the City Detention pond area behind your house. The cost for each tree is shown below as well as the total cost if all 21 trees are to be planted.

4 – Blue spruce at \$190.00 each	Total \$760.00
6 – Austrian pine at \$150.00 each.	Total \$900.00
7 – Narrowleaf cottonwoods \$100.00 each.	Total \$700.00
1 – Green ash	Total \$100.00
1 – Tatarian ‘Hotwings’ Maple	Total \$125.00
2 – Ohio buckeye \$50.00 each	<u>Total \$100.00</u>
	Total \$2685.00

Please send an e-mail to David Schott, City of Laramie Parks Manager at dschott@cityoflaramie.org stating the number of each tree species you would like and the total dollar donation of trees you would like to donate.

We need to have this information back to us by 5:00 PM today, August 5, 2015, to get on the agenda for the Parks/Tree and Recreation Advisory board meeting on August 12, 2015. The will review and determine acceptance. If accepted the information will go to City council Meeting on August 18, 2015 for their review and approval.

Please call David Schott at 721-5264, if you have any questions.

Thanks You

Randy Overstreet
City Arborist

City of Laramie, Parks and Recreation

PO Box C, Laramie, Wyoming 82073

OFFICE: [307.721.5338](tel:307.721.5338) FAX: [307.721.5327](tel:307.721.5327)

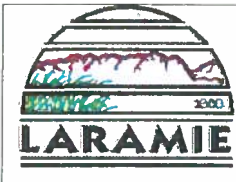
E-mail: roverstreet@cityoflaramie.org

City website: www.cityoflaramie.org

ALL CITY OF LARAMIE ELECTRONIC CORRESPONDENCE AND ATTACHMENTS MAY BE TREATED AS PUBLIC RECORDS AND SUBJECT TO PUBLIC DISCLOSURE

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Manmohan Patel
Krishna Management, Inc.
Office 307-745-6700
cell 307-399-5345
fax 307-745-6702

ALL CITY OF LARAMIE ELECTRONIC CORRESPONDENCE AND ATTACHMENTS MAY BE TREATED AS PUBLIC RECORDS AND SUBJECT TO PUBLIC DISCLOSURE



Agenda Item: Parks

Agreement

Title: Renewal of an Adopt A Trail Along the Greenbelt Park Agreement with The Williams Family.

Recommended Board MOTION:

I move that the Parks, Tree, and Recreation Advisory Board renew the Adopt A Trail Along the Greenbelt Park Agreement with The Williams Family 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 The Williams Family is a renewal agreement for the Optimist Park north 2.25 – 2.50 section of the Laramie River Greenbelt Trail Park.

The agreement is for two years with a fee of \$75.00/year will be charged to The Williams Family for trail signage. The Williams Family 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 The Williams Family’s contributions to maintaining a one-quarter mile section of the trail. This agreement may be terminated for cause if at any time The Williams Family fails to perform in accordance with the terms of this agreement.

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION:

REVENUE

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

Enc: Agreement, Exhibit A.

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

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

This Agreement is made and entered into this 15th day of July, 2015 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Ivinson Street, Laramie, Wyoming 82070 and The Williams Family ("Group"), whose address is 1454 Indian Hills Drive, Laramie, WY 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 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.

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 15th day of August, 2017, 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:

THE WILLIAMS FAMILY

By: _____
Janine Jordan, City Manager

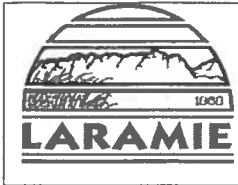
By:  _____
Authorized Signature

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

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

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

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



Agenda Item: Parks

Resolution

Title: Presentation of the Undine Park Pavilion Gazebo Conceptual Plan

Recommended Board MOTION:

I move that the Parks, Tree, and Recreation Advisory Board consider and approve one of the three (3) options of the conceptual plan for the Undine Park Pavilion Gazebo Project as designed by Russell + Mills Studios of Fort Collins, Colorado and forward onto Council for their consideration.

Administrative or Policy Goal:

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

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

Background: This project was an initiative of the Friends of Undine Park to replicate the historic gazebo in Undine Park as seen in the circa 1920s photos, which depict concerts and public events in Laramie's oldest and first park. With Friends of Undine Park disbanding, the City of Laramie has taken the lead on the project with funding from fundraising turned over to the City of Laramie.

On January 8, 2015, the City of Laramie issued a request for qualifications for conceptual design work for the Undine Park Pavilion Gazebo Project. A professional services agreement was executed on March 2, 2015 with Russell + Mills Studios. A focus group meeting with members of the remaining Friends of Undine Park, the City and Russell + Mills Studios was conducted on March 19, 2015 for a base of the intent to the fundraising efforts.

The critical question to the public was the question of preserving the historic character of the gazebo, create a new pavilion gazebo that the community can call its own, or a combination of the two. To this end, a public meeting, attended by eleven (11) community members, was held on April 6th to introduce the location, general design intent and gather community input. Based on what was heard at the first public meeting a second public meeting, attended by two (2) community members, was held on May 4th to discuss the basic form of the structure and details, discuss materials, and again gather community input.

Based on what was heard at the public meetings and construction cost estimates, three alternatives were developed for consideration by the Parks, Tree and Recreation Advisory Board along with estimates of probable construction costs. Total budget for the project is \$158,250. The budget for construction of the project, slated in FY17 or July 1, 2016, is \$131,250.

Option A, Community Design: This conceptual design is the result of what was heard by the public over the course of two public meetings and the focus group work session. The estimate of probable construction costs for the project is \$186,373.

Option B, Off the Shelf: This option is for a pre-fabricated pavilion gazebo. The manufacture does not provide decking, ramps, or metal railings. The estimate of probable construction costs for the project is \$166,285.

Option C, Reduced Size: This option reduces the footprint of the gazebo to thirty (30) feet from the forty (40) foot in Option A. Moreover, the option does reduce the roof line to a single layer and utilizes stock metal railings in contrast to the custom metal railings in Option A.

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION:

REVENUE

Source	Amount	Type
Fees/Charges for Service		
Grant		
Loan		
Other	\$11,712.00	Friends of Undine Park Contributions
Total	\$11,712.00	

EXPENSE

Proposed Project Cost.

Project	Amount	Funds
Project Cost	\$158,250.00	FY15/16 Major Capital Construction Fund
Loans on Project		
Grants for Project		
Other/Outside Projects		
City's Amount	\$158,250.00	
Contingency		
Total Amount	\$158,250.00	

Responsible Staff:

David Schott, Parks Manager, 721-5264, dschott@cityoflaramie.org

Attachments: Undine Park Pavilion Gazebo Conceptual Plan
 Resolution 2015-_____
 Historic Pictures of the Undine Park Gazebo

RESOLUTION 2015-__

**A RESOLUTION IN SUPPORT OF OPTION _____ FOR THE UNDINE PARK
PAVILION GAZEBO PROJECT.**

WHEREAS, an initiative by the Friends of Undine Park to replicate the historic gazebo at Undine Park raised \$11,712 for the project; and

WHEREAS, a focus group meeting with members of the remaining Friends of Undine Park, the City and Russell + Mills Studios was conducted on March 19, 2015 for a base of the intent to the fundraising efforts; and

WHEREAS, a public meeting, attended by eleven (11) community members, was held on April 6, 2015 to introduce the location, general design intent and gather community input; and

WHEREAS, a second public meeting, attended by two (2) community members, was held on May 4, 2015 to discuss the basic form of the structure and details, discuss materials, and again gather community input; and

WHEREAS, the Parks, Tree and Recreation Advisory Board considered and recommended Option _____ for the Undine Park Pavilion Gazebo Project.

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

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

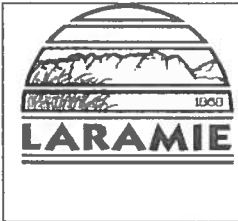
SECTION 2: That the City Council does hereby support Option _____ for the Undine Park Pavilion Gazebo Project.

PASSED AND APPROVED on this 1st day of September, 2015.

BY: _____
David A. Paulekas, Mayor and President of the
Laramie City Council

ATTEST: _____
Sue Morris-Jones, MMC, City Clerk

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING August 12, 2015



Agenda Item: Administration Resolution

TITLE: Resolution 2015-AB14 recommending the adoption of the 2015 Parks and Recreation Master Plan

Recommended Advisory Board MOTION:

I move that the Parks, Tree and Recreation Advisory Board approve Resolution 2015-AB14 for the adoption of the 2015 Parks and Recreation master Plan and forward the recommendation to the City's Planning Commission and the City Council.

Administrative or Policy Goal:

Advisory Board Goal:

- 1) The Board will make recommendations and assist with the completion and adoption of the Parks and Recreation Master Plan.

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

Background:

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

The Parks and Recreation Master Plan:

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

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

8. Secure permanent access east of the City to ensure preservation of the natural areas, and at a minimum access to the National Forest.

The Parks and Recreation Master Plan is 463 pages beginning with the Executive Summary and six chapters that detail the major elements within the Plan that include Parks and Recreation Service Areas; Parks and Recreation Needs Assessment; and Parks and Facilities Analysis. Chapters one, two and three are the essential background information for the Plan, and include the benefits of the Plan, the relationships to other Plans and Codes, the population and demographics of Laramie, and the history of Parks and Recreation in Laramie. Chapter four details the Parks, Trails, Recreation and Natural Area classifications, standards and service levels. Chapter five details the revision of park service areas and needs assessment by both current population and future population projections along with spatial analysis. Chapter six details the current state of parks and recreation facilities analysis and future needs.

The Approval/Adoption Process:

The Ad Hoc Committee noted at their April 8, 2015 meeting their belief that the Plan as developed, is a good planning document for the Laramie community and that the Albany County Comprehensive Plan supports the need for long range Parks and Recreation planning. On April 21, the City staff received a letter from the Board of County Commissioners requesting a written timeline outlining the remaining process for approval, including the proposed date the City staff will request concurrence from the County of the proposed Plan. The County also specifically requests that County concurrence be sought prior to the presentation of the final draft Plan to the Council.

The City staff have met to discuss options and the timeline for the City’s approval process and the request for concurrence by the County. The City staff generally agree that as there remains parks service areas and future extraterritorial needs outside of the City limits, that it is in the City’s and County’s best interest to request concurrence by the County, assuming the Council elects to approve and adopt the Plan.

The City staff are of the opinion that as the Plan is primarily the work effort of the City’s Ad Hoc Advisory Committee over the previous four years, that the City should initiate the approval process, and, assuming the Plan is approved by the Council, the County be requested to appoint up to two County representatives to an Ad Hoc Conference Committee to work with up to two of the City’s Ad Hoc Committee members, and a fifth member chosen by mutual consensus of the other four appointees to specifically address the future Parks and Recreation planning elements outside City limits.

If the Advisory Board, City Planning Commission, and the City Council approve and adopt the Draft Parks and Recreation Master Plan, the city staff will forward the adopted Parks and Recreation Master Plan to the County Planning and Zoning Commission and Board of County Commissioners for beginning the concurrence process, while the Conference Committee addresses the Parks and Recreation planning elements referenced outside of the City limits. At the conclusion of the Conference Committee’s recommendation, both the Council and the Board of County Commissioners would adopt the Master Plan amendments as recommended by the City’s Planning Commission and the County Planning and Zoning Commission.

Legal/Statutory Authority:

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

Attachments: Draft Parks and Recreation Master Plan, Community Editorial Board Article titled – “Recreation Plan: Let’s Move Forward” published June 28, 2015.

Responsible Staff:

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

PARKS, TREE AND RECREATION ADVISORY BOARD RESOLUTION NO: AB 2015-14

RESOLUTION OF THE PARKS, TREE AND RECREATION ADVISORY BOARD FOR THE CITY OF LARAMIE, WYOMING ADOPTING THE 2015 PARKS AND RECREATION MASTER PLAN IN ITS ENTIRETY AND REPLACING THE 1982 COMPREHENSIVE PLAN FOR PARKS, RECREATION AND OPEN SPACE: A PARKS AND RECREATION MASTER PLAN.

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, during the week of April 16 through 14, 2013 individual stakeholder group meetings were held to gather input from involved groups,

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

WHEREAS, the Laramie Traffic Commission met on May 9, 2013 and July 10, 2014 and received a presentation on the Draft Parks and Recreation Master Plan,

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

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

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

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

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

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

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

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

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

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

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

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

Section 1. That foregoing all recitals are incorporated in and made part of this resolution by this reference.

Section 2. That the Parks, Tree and Recreation Advisory Board hereby recommends the adoption the 2015 Parks and Recreation Master Plan.

Section 3. That the 2015 Parks and Recreation Master Plan replaces the 1982 Comprehensive Plan for Parks, Recreation and Open Space.

PASSED, APPROVED AND ADOPTED the ___ day of August, 2015.

Jacque Stonum

Chairman of the Parks, Tree and Recreation Advisory Board

ATTEST:

Meghan Critchley, Temporary Administrative Assistant

Parks, Tree and Recreation Advisory Board Secretary and Clerk

RECREATION PLAN: LET'S MOVE FORWARD

It doesn't take much for any plan to become a political hot potato in today's world.

That certainly became the case with the city of Laramie Parks and Recreation Master Plan that is the result of many hours of work by volunteers and city personnel. The Parks, Trails and Recreation Ad Hoc Committee members probably did not realize what they were getting themselves in for when they accepted their positions.

During the last 28 months, they participated in 80 meetings averaging about two hours each. And they have spent countless hours researching, reading and studying in preparation for those meetings. Their charge was to produce a master plan that could be used to shape the development of recreation resources in Laramie for years to come.

Their work was always intended to be conceptual in nature. This was not intended or designed to be a plan that specified the exact locations or aspects of future additions. In many ways, the plan is a more targeted form of the city's Comprehensive Plan.

It's intended to serve as a general guide for future action, but has no force of law behind it.

But it is extremely useful as a document to help future councils and city staff when making decisions about individual projects or additions.

The committee went to great lengths to find out what Laramie residents and those living in Albany County within one mile of the city wanted and needed.

For example, their survey results

Community editorial board

Newspaper representatives:
Peter Baumann
Mark Heinz
Jeff Robertson

Community representatives:
Don Black
Margaret Brown
John Hursh

showed parents in today's world were reluctant to allow their young children to go to a park several blocks away. As a result, the plan calls for more neighborhood "pocket parks" that can serve those families.

That focus on the needs and desires of residents is obvious throughout the plan and that makes it an extremely valuable resource. But the committee was probably not prepared for some of the negative reaction to their early drafts. Some property owners and constituents from outside of the city, but within the one mile jurisdictional area, were highly critical of any indications of where a park or trail might exist in the future. They saw the plan as a conspiracy to take their property for future use. And they accused the committee members of exceeding their authority.

In our view, the committee would have been derelict if they had not looked at that peripheral area and included those future needs in their

planning. As Laramie grows, much of that area will gain population and those folks will need recreation resources. As we mentioned earlier, this plan is conceptual in nature and would have no authority to establish a park or trail. But as development happens in that area, it could be annexed into the city. That means it is important to plan for that future likelihood.

Now the Parks and Recreation Master Plan is ready to be submitted to the Laramie City Council, but the Albany County Commissioners want the city to wait for concurrence by the county for the items included outside the city limits. The problem is we anticipate the whole plan could end up being stalled for a substantial period of time.

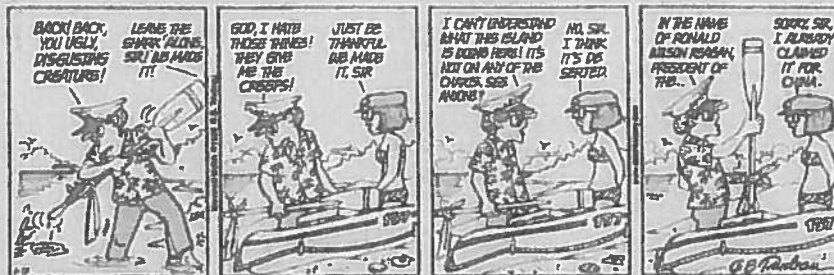
We think the city should move forward to approve the plan first and then invite Albany County to join in a concurrence process that would revise or otherwise address the elements outside of the city limits.

That would allow the plan to be in place for city purposes during however much time it takes for the city and county to agree on those joint elements. After all these months of work, it's time to put this valuable resource to work for all of us.

We also think the city owes the members of the ad hoc committee this sign of respect for their work. Originally, the idea had been to hire consultants to prepare this plan and that cost could have run to several hundred thousand dollars.

Instead, these public-spirited citizens did all this work and research. They deserve the backing of the city council.

DOONESBURY BY GARRY TRUDEAU



PRICKLY CITY BY SCOTT STANTIS

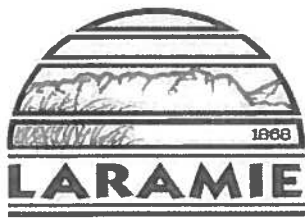


LARAMIE
BOOMERANG

ESTABLISHED 1881
BY HUMORIST BILL NYE

Jeff Robertson
Peter Baumann
Mark Heinz

Publisher
Managing Editor
Special Projects Editor



CITY OF LARAMIE
PARKS & RECREATION DEPARTMENT
P.O. Box C
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Fax: (307) 721-5284
Facilities Mgmt Division: (307) 721-3585
TDD (307) 721-5295
Administration: (307) 721-3572

Memorandum

To: Parks, Tree, and Recreation Advisory Board
From: David Schott, Parks Manager
Date: August 12, 2015
Re: Parks Division Staff Report

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

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

- The staff has submitted a Wyoming Cultural Trust Fund grant application for lighting upgrades to the Edgar. J Lewis Bandshell at Washington Park prior to repairing and painting. In March, Council considered and approved Resolution 2015-26 in support of the grant application for \$23,000. The award was approved in the reduced amount of \$10,000. Staff has reduced the scope of the project for the ambient lighting and will begin the project this fall. Painting and repairs is schedule for the spring of 2016.
- The Parks, Tree and Recreation Advisory Board and the Laramie Beautification Committee considered and approved Snowy Range Road as the entrance beautification site for the 2015 Community Service Day Project. The project site is located on Snowy Range Road from I-80 to Garfield Street. The date has been set for October 10th to align with the "Big Event" of volunteer efforts.
- The LaPrele Park Huck Finn Pond fishing pier replacement has been ordered and expected to arrive in early August with installation in late August.
- Staff has closed a portion of the Optimist Park Dog Friendly off Leash Area for the installation of a dog drinking fountain, installation of fencing to protect existing trees, re-seeding, and a concrete pad for the installation of a bench. The closure began on August 3rd and will continue through August 21st.
- Parks staff will be closing the skate park at LaBonte Park for annual maintenance beginning on August 17th and continuing through August 21st.
- The Laramie Greenbelt Trail has been opened in its entirety.
- Design of phase 1 of the Imperial Heights Park Development Project has begun with the survey being conducted on July 24th. The project should be let to bid in December/January for a spring construction date.
- The ADA pad of concrete for the Coburn memorial bench has been completed along with the installation of the bench.
- The pad for the Little Free Library on Plains and Bath has been completed with the installation of the Little Free Library to follow.
- The Snow Train Lighting Project at Depot Park is complete.

"A Place for All"

Recreation Division Staff Reports

For the Month of : July 2015

Presented by: Jodi Guerin

July Fitness User Counts

Drop -in Vists

Member	271
Non-Member	122

Totals	393
---------------	------------

Fitness Pass Visits

6 Month Pass	35
12 Month Pass	75

Totals	110
---------------	------------

May User Counts	503
-----------------	-----

July Fitness Notes:

Summer always creates a slow time for group fitness classes. With the excellent weather it is understandable why our members and guests aren't in class.

With the exception of Step aerobics and Yoga, all other fitness classes have been slow. In particular morning Revolutions.

Water fitness continues to be strong averaging 5 participants each class.

Deep Water Aerobics class will continue into August.

Shallow Water Aerobics will still run in the Outdoor pool during Down Week.

Monthly User Count Information July 2015

Adult Softball

The Men's & Women's softball leagues concluded the second to last week of July. The 32 teams participated in one of four tournaments based on their abilities and record. The tournament games were fun and competitive, with what appeared to be parity within the tiers. We began the Coed Softball league on July 27th, and the first week of Coed went well.

Little Kickers Outdoor Soccer

The Little Kickers Soccer program wrapped up in July. The 81 participants received a participation medal to wrap up the season.

Sand Volleyball

The Adult Sand Volleyball League was running throughout July, and it has been a great program when the weather cooperates. There were twice as many teams that registered for the league than last year, and the teams have been able to compete and maintain a high level of sportsmanship.

Jr. Cowboys Flag Football

The Jr. Cowboys Flag Football Program recently kicked off. Our overall numbers remained about the same as last year when we ran the program, however it is skewed strongly in the registrations with over three times as many participants in the 2nd – 3rd grade division than are in the K – 1st division. We have two employees that have been significantly involved in UW Football in the past that are helping run the program, and it has resulted in a lot of excitement with the kids.

Little Sluggers T-Ball

The Little Sluggers T-Ball program also began near the end of July. Similar to Flag Football the numbers are significantly smaller in the younger division than in the older. Many of the participants in the youngest division of both sports have older siblings participating, leading me to want to examine the current forms of advertisement for these activities.

Huck Finn Fishing Derby

KOWB partnered with the City Parks & Recreation Department once again to provide a neat event called the Huck Finn Fishing Derby. There were three trucks of fish brought in during the final days, allowing the majority of the over 200 participants to catch at least one fish. The event was a fun outing for many kids, however it was a little warm from 11am – 2pm, so there were not as many fish harvested as was expected.

Ice & Event Center

JUNE

Public Skate Admissions-- 152
Total Rental Hours-- 74 Hours
Total Party Package #3-- 2 Parties

We continued to find success with our private rentals. Our public skate admissions went up, however they did not meet our expectations. The decision was made at the end of June to cut our public skate offerings to twice a week. This change was active as of July 20th. We did not see a large number of birthdays, but this may be attributed to the limited availability of times from previously booked facility rentals.

JULY

Public Skate Admissions-- 92
Total Rental Hours-- 67 Hours
Total Party Package #3-- 0 Parties

The end of July was the start of our limited Public Skate times. The change was proven appropriate with low turnout through the month of July. We will look to improve our Public Skate marketing in the summer of 2016 with more concerted and advanced announcements. . The effect of not having a coordinator from April to June was felt in our numbers. This will be an area of improvement for the next off season.

Pool Attendance - July, 2015

	Leisure		8 Lane	ODL	Daily Totals
1	186		62	99	347
2	225		88	119	432
3	267		80	151	498
4	0		0	0	0
5	151		27	11	189
6	215		47	0	262
7	222		61	0	283
8	236		91	153	480
9	237		55	0	292
10	225		73	146	444
11	164		74	29	267
12	153		27	12	192
13	131		40	80	251
14	219		77	55	351
15	229		104	86	419
16	183		77	59	319
17	211		88	117	416
18	151		54	54	259
19	208		53	121	382
20	61		41	10	112
21	163		97	186	446
22	254		109	229	592
23	255		61	238	554
24	271		117	196	584
25	257		66	203	526
26	191		85	179	455
27	234		68	107	409
28	237		93	143	473
29	165		84	151	400
30	169		91	165	425
31	158		45	122	325
Total	6028		2135	3221	11384

Aquatics Notes

1. Closed on the 4th of July and the other ODL closures were because of bad weather.

2. Swim lessons for the Summer session will end Thursday July 30th.

3. H.S. Swim meets will begin with the girls season starting the end of August.

**City of Laramie Recreation
CHILD CARE**

January - December 2014/15

Activity/Program	#s	Income	Hours	Personnel	Materials	Net Income
<i>Child Care - January 2015</i>	98	\$367.00	60.50	\$540.00		-\$173.00
<i>Child Care - January 2014</i>	121	\$429.00	69.25	\$630.59		-\$201.59
<i>Child Care - February 2015</i>	62	\$233.00	59.00	\$525.00		-\$292.00
<i>Child Care - February 2014</i>	152	\$461.50	57.52	\$508.65		-\$104.67
<i>Child Care - March 2015</i>	66	\$257.50	50.00	\$437.50		-\$180.00
<i>Child Care - March 2014</i>	110	\$405.00	57.70	\$502.70		-\$97.70
<i>Child Care - April 2015</i>	67	\$281.50	54.50	\$476.87		-\$195.37
<i>Child Care - April 2014</i>	107	\$392.00	48.50	\$370.24		21.76
<i>Child Care - May 2015</i>	55	\$205.50	36.00	\$322.92		-\$117.42
<i>Child Care - May 2014</i>	130	\$495.00	49.25	\$214.50		\$280.50
<i>Child Care - June 2015</i>	47	\$179.50	36.00	\$322.93		-\$143.43
<i>Child Care - June 2014</i>	89	\$371.00	30.00	\$269.10		\$101.90
<i>Child Care - July 2015</i>	37	\$145.00	23.25	\$204.43		-\$59.43
<i>Child Care - July 2014</i>	87	\$304.50	28.00	\$251.16		\$53.34
<i>Child Care - August 2014</i>	74	\$259.00	30.00	\$269.10		-\$10.10
<i>Child Care - September 2014</i>	86	\$304.00	43.00	\$390.69		-\$86.69
<i>Child Care - October 2014</i>	104	\$430.00	46.75	\$419.37		\$10.63
<i>Child Care - November 2014</i>	98	\$361.00	45.00	\$403.66		-\$42.66
<i>Child Care - December 2014</i>	60	\$229.50	34.25	\$307.22		-\$77.72
TOTAL 2015:	432	\$1,669.00	\$319.25	\$2,829.65	\$0.00	-\$1,160.65
TOTAL 2014:	1218	\$4,441.50	539.22	\$4,536.98		-\$95.48

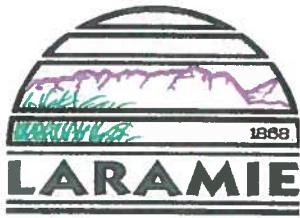
CONCESSIONS 2014/15

	Front Desk		Outdoor Pool		Merchandise		Ice Arena	
	Count	Sales	Count	Sales	Count	Sales	Count	Sales
January, 2015	1078	\$1,373.19			110	\$689.36	2454	\$4,093.71
January, 2014	1926	\$2,016.92	1	\$0.47	211	\$1,019.68	2685	\$3,679.54
February, 2015	947	\$1,229.30			163	\$699.79	1228	\$2,008.65
February, 2014	1372	\$1,433.28	89	\$63.92	202	\$1,023.83	2128	\$2,811.27
March, 2015	1553	\$2,088.07			219	\$839.51	508	\$800.03
March, 2014	1624	\$1,696.35	1	\$2.35	185	\$699.14	1061	\$1,482.03
April, 2015	1201	\$1,577.79			228	\$928.15	225	\$345.24
April, 2014	1551	\$1,710.35	0	0	155	\$649.32	142	\$195.92
May, 2015	743	\$984.47			122	\$317.59	220	\$967.02
May, 2014	994	\$1,057.67	0	\$0.00	138	\$548.27	393	\$1,510.81
June, 2015	818	\$1,062.11	1912	\$3,025.70	225	\$954.38	55	\$72.88
June, 2014	1080	\$1,076.96	676	\$768.12	168	\$986.17	702	\$852.61
July, 2015	684	\$922.12	1356	\$2,156.01	209	\$1,016.88	123	\$149.33
July, 2014	875	\$984.09	1930	\$2,420.35	206	\$1,204.21	80	\$111.78
August, 2015	489	\$514.97	841	\$1,113.58	93	\$399.76	56	\$67.39
August, 2014								
September, 2015								
September, 2014	680	\$661.96	36	52.84	98	\$568.05	1	\$1.65
October, 2015								
October, 2014	959	\$1,220.54			93	\$497.41	1835	\$3,175.80
November, 2015								
November, 2014	911	\$1,164.98			106	\$635.81	2012	\$3,339.26
December, 2015								
December, 2014	710	\$873.68			83	\$418.17	1815	\$3,043.90
2015 TOTALS	7024	\$9,237.05	3268	\$5,181.71	1276	\$5,445.66	4813	\$8,436.86
2014 TOTALS	13171	\$14,411.75	3574	\$4,421.63	1738	\$7,715.60	12910	\$20,271.96

Summer Clubs

Summer Camp registration has been extremely strong this season. Sessions are essentially at capacity, with just a few half days available at this point. Each week has an individual theme and camps run for eight weeks during June and July. Activities include swimming and field trips each week and children have the option of attending for a full or half day. Themes this year include;

CSI Spy Academy
Earth Day Every Day
That was Then, This is Now
Week at the Museum
4th of July Science Lab
To the Moon and Beyond
Food Chemistry
Summer Camp Survivor



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

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

August 7, 2015

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

- A new, height adjustable, ADA compliant, podium has been purchased and will be installed in Council chambers in August.
- The Ice and Event Center chiller compressor A replacement project will be advertised for bid in August.
- The Recreation Center's annual maintenance down is scheduled for August 3rd through the 9th. During this week the gym and studio one floors are being scratch sanded and recoated, the steam/sauna hallway floor is receiving an epoxy finish, the ductwork in the 8-lane pool will be repaired and work will begin on the multipurpose room toilet room addition. Deep cleaning of all areas and draining and maintenance of the pools is also scheduled.
- Requests For Qualifications are being solicited for a structural engineering evaluation of the City Hall annex building in August due to a significant crack in an exterior wall.
- The rough mowing of the Recreation Campus and the Gateway Park area is underway and will continue through August.

Respectfully Submitted,

Scott Stevenson,
Facilities Maintenance Manager

Parks and Recreation Capital Projects FY16

Project	Project Code	Project Manager	GL Acct.	Budget Amount	Total Project Expenditures	Balance	% of Total Budget Expended	Status	Comments
Cirrus Sky Tech Park Trail	CCCS1TR		300-3325-410.79-00	\$ 1,053,139					
Jacoby Golf Course Rural Trail Development	PRDLJTD		310-3110-410.45-25	\$ 100,000					
Non-potable irrigation	CCNPIR		300-3325-410.79-55	\$ 28,633					
Uindie Pavilion-Gazebo (Design)	CCUPGZ		300-3325-410.79-00	\$ 27,000					
Scout Park Development	CCSPDV		300-3325-410.79-00	\$ 275,000					
Police Dept Roof Replacement	PRFPDR		100-4020-419.72-00	\$ 100,000					
Annex roof replacement	PRFAXR		100-4020-419.72-00	\$ 52,500					
Annex Cornice Repair & Painting	PRFAGR		100-4020-419.72-00	\$ -					
Ice & Events Center Compressor Repl.	PRICCR		100-5045-451.76-10	\$ 48,375					
Imperial Heights Park Playground	PRIHPP		100-5015-452.76-10	\$ 154,441					
Community Service Day Beautification	PRPCSD		100-5015-452.79-00	\$ 51,949					
UW/Athletics & Alpha Tennis Association	PRDATe		310-3110-410.45-25	\$ 75,000					
Bandshell Painting & Repair	PRPSSP		100-5015-452.79-00	\$ 40,000					
Little League Complex Fence Replacement	PRDLIC		310-3110-410.79-00	\$ 54,937					
Cemetery House & Shop Upgrades	PRCHSU		100-5020-452.72-00	\$ 6,858					
Phase 7 Irrigation system	PRQIRR		100-5020-452.79-00	\$ 2,500					
West Gateway Beautification	CCWLSR		300-3315-410.73-20	\$ 60,000					
Park Shelter Upgrades	PRPS07		100-5015-452.72-00	\$ 1,808					
Avignon Central Irrigation Controllers	PRSA01		100-5015-452.73-00	\$ 21,000					
Land and Open Space Donation	CCLOSD		300-3325-410.30-05	\$ 40,114					
\$			Total Expenditures:	\$	\$	% of Budget Expended:	0%		

- Tier 1
- Tier 2
- Tier 3
- Tier 4

