

PARKS, TREE & RECREATION ADVISORY BOARD

May 10, 2023 at 6:30 p.m. - Hybrid

Attendees may be present at the Recreation Center front Conference Room, 920 Boulder Drive, Laramie, Wyoming 82070 or by Zoom at:

[https://cityoflaramie.zoom.us/j/82121422710?](https://cityoflaramie.zoom.us/j/82121422710?pwd=SkZYcFRmbjQ4N1VzWmwzUUwwNFR2Zz09)

[pwd=SkZYcFRmbjQ4N1VzWmwzUUwwNFR2Zz09](https://cityoflaramie.zoom.us/j/82121422710?pwd=SkZYcFRmbjQ4N1VzWmwzUUwwNFR2Zz09). Meeting ID: 821 2142 2710. Passcode: 954970. One tap mobile: +12532050468,,82121422710# US, +12532158782,,82121422710# US (Tacoma). Dial by your location: +1 253 205 0468 US, +1 253 215 8782 US (Tacoma), +1 346 248 7799 US (Houston), +1 669 444 9171 US, +1 669 900 6833 US (San Jose), +1 719 359 4580 US, +1 312 626 6799 US (Chicago), +1 360 209 5623 US, +1 386 347 5053 US, +1 507 473 4847 US, +1 564 217 2000 US, +1 646 931 3860 US, +1 689 278 1000 US, +1 929 205 6099 US (New York), +1 301 715 8592 US (Washington DC), +1 305 224 1968 US, +1 309 205 3325 US.

1. Call to Order

2. Approval of Agenda

A. MOTION BY ____, seconded by ____, that the following changes to the Agenda be approved;

B. MOTION BY ____, seconded by ____, that the Agenda be set as submitted or changed.

3. Citizen Comments

Non-agenda related topics. No action can be taken. Please limit time to 5 minutes.

4. Advisory Board or Staff Comments

Non-agenda related topics. No action can be taken. Please limit time to 5 minutes.

5. Disclosures

6. Consent Agenda

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.)

6.A. MINUTES: Minutes from the April 12, 2022 Regular Meeting of the Parks, Tree & Recreation Advisory Board.

that the Parks, Tree & Recreation Advisory Board approve the minutes from the April 12, 2023 Regular Meeting and forward them to City Council for placement on file and public inspection.

Documents:

[PTR Advisory Board Minutes april 23.pdf](#)

7. Regular Agenda

7.A. Presentation on Summer Recreation Programming [Guerin, Recreation]

Documents:

[Summer Recreation Outlook Cover Sheet.pdf](#)

8. Advisory Board Open Items

9. Staff Reports/Financial Information

Facilities Staff Report

Parks Staff Report

Recreation Staff Report

Documents:

[Fac Monthly Report 04-26-23.pdf](#)

[Parks Manager Report 4.26.2023.pdf](#)

[Rec monthly Report May 2023.pdf](#)

10. Next Meeting Date

The Parks, Tree & Recreation Advisory Board has for the past few years suspended meetings in June, July and August to allow staff to focus on the provision of summer activities. Staff would again request this consideration making the next Parks, Tree & Recreation Board Meeting to be held on September 13, 2023.

11. Adjournment

CITY OF LARAMIE PARKS, TREE & RECREATION ADVISORY BOARD
April 12, 2023 - Minutes of Meeting

MEMBERS PRESENT: Larry Foianini, Ryan Smith, Sarah Brown Mathews, Wendy King, Steve Gale, Brett Kahler, Chris Dixon, Amy Williamson, Dave Hammond

MEMBERS NOT PRESENT: None.

COUNCIL LIASON: Pat Gabriel - present

GUESTS: Jim Wangberg, Ken, Rich, John

CITY STAFF PRESENT: Todd Feezer, Assistant City Manager; Scott Hunter, Parks Manager; Jodi Guerin, Recreation Manager, Kevin McIntyre, Facilities Maintenance Manager, Richelle Keinath Administrative Coordinator

1. Call to Order

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

2. Approval of Agenda:

Action:

Motion by Sarah Brown Mathews, seconded by Ryan Smith, that the agenda be set as submitted. Motion carried by voice 8-0.

3. Citizen Comments

None.

4. Advisory Board or Staff Comments

None.

5. Disclosures

None.

6. Consent Agenda

Motion: by Sarah Brown Mathews seconded by Ryan Smith, 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 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.) Motion carries 8-0.

6.A. MINUTES: Minutes from the March 8, 2023, Regular Meeting of the Parks, Tree & Recreation Advisory Board.

Action:

that the Parks, Tree & Recreation Advisory Board approve the minutes from the March 8, 2023, Regular Meeting and forward them to City Council for placement on file and public inspection.

7. Regular Agenda

7.A Presentation and Consideration Presentation and consideration of the Laramie Bike Park Illustrative Design and preliminary cost assessment. [Guerin, Recreation]

Action: That the Parks, Tree, and Recreation Advisory Board approve the of the Laramie Bike Park Illustrative Design. Motion Caries 9-0.

7.B Presentation on the LCRC Aquatic Operations.

Action: No motion presentation only.

8. Advisory Board Open Items

None.

9. Staff Reports/Financial Information:

Facilities, Parks, and Recreation staff reports were given.

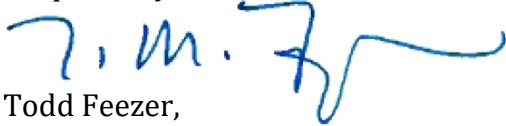
10. Next Meeting Date

The next Regular Meeting of the Parks, Tree & Recreation Board Meeting will be held on May 10, 2023.

11. Adjournment

The regular meeting was adjourned by Chair Foianini at 8:35 pm.

Respectfully Submitted,



Todd Feezer,
Assistant City Manager, City of Laramie



PARKS, TREE & RECREATION ADVISORY BOARD

AGENDA COVER SHEET

Meeting Date:	May 10, 2023	Division:	Recreation Division	Item:	Presentation
Title:	Outlook on Summer Recreation Programs.				

Recommended Board Motion:

No motion – Presentation only.

Administrative or Policy Goal: Board education surrounding recreational offerings.

Background Information:

A presentation on the recreational program offerings through the Laramie Recreation Center.

Legal/Code/Statutory Authority: N/A

Fiscal Information:

N/A

Staff Contact:

Jodi Guerin, Recreation Manager, jguering@cityoflaramie.org, 307.721.5259

Attachments:

N/A

To: City Manager/City Council Members
Fr: Kevin McIntyre, Facilities Maintenance Manager
Date: April 26, 2023
Re: April/May 2023 Staff Report

Facilities Management Division – The Facilities Division has been preparing for the springtime weather. We are looking forward to charging up our irrigation and sprinkler lines for the summer. The crew was able to spend some time outside working and completing the bench for the family locker room. Repairs have been made on the dry sauna’s benches. New stainless-steel screws have been added to the drains in the lazy river of the indoor leisure pool. Facilities goal is to replace all the previous drain fasteners with the new stainless-steel screws. The high limit switch for the dry sauna continues to trip. We believe it is tripping due to patrons pouring oils and water on the rocks and coils. Facilities will continue to monitor this issue as we move forward. Our preventative maintenance contractor continues to check on our HVAC equipment making recommendations as they find issues. The Chiller was turned off at the Ice & Event Center and the ice was removed from the rink. Preventative maintenance was preformed, and an oil sample was taken from the chiller. Facilities as well as the staff at the Ice & Event center cleaned and prepared the rink for the Home and Garden show. We have continued to have problems with the furnace at Ice & Event Center. The contractor believes there might be an issue with the gas valve/regulator going into the furnace. He will be coming in to test the pressure at that valve/regulator. Facilities sent in our pool license renewal payment for our four pools here at the Recreation Center as well as our splashpad at Undine Park and wading pool at Washington park. Facilities received approval to move forward with converting our door access and controls to Wi-Fi this month. We were also approved to have a contractor preform an energy efficient lighting upgrade at the Fire Station 3 apparatus bay and surrounding rooms. Facilities had two staff members attend training for their Certified Pool Operator (CPO) certification. One of those staff members will be taking on the task of testing the pools within the City of Laramie through Environmental Health and will be starting that training next week. Work is continuing out at the MOC on the punch list of things that have come up since our employees have moved into and started working out of the buildings. Knox boxes have been installed on the four main buildings at the MOC for Fire Department emergency access. The Facilities Work Order system received Fifty-four (54) new work orders in the month of April, with sixteen (16) currently open. A total of thirty-eight (38) were completed in April.

To: City Manager/City Council Members
Fr: Scott Hunter, Parks Manager
Date: April 26, 2023
Re: April/May 2023 Staff Report

Parks/Cemetery/Forestry/Mosquito/IPM Report – Soccer fields have been painted and goals set out at LaRamie Soccer Complex and Kiwanis Park. Softball and baseball fields are checked daily for use, weather has canceled numerous scheduled games and practices during the month of April. Staff has been fighting ice around the Cowboy and Blue field dugouts. Playground inspections are on-going and returning summer provisional are slowly coming in. Summer provisional applications are still slim, staff expects to be at 65% capacity in all locations this season. Staff continued to deal with snow in early April. Warm weather moments have caused vandalism to increase during mid-April. Staff cleaned up paint at the LaBonte warming hut, along the Garfield walking bridge and had to reset tree grates around downtown. Restrooms are being fired up for the season, staff monitors the nighttime temperatures to stay ahead of any potential freezing. Heaters have been purchased and placed in the middle rooms that have been fired up. Irrigation will start to come on-line as the weather warms up a bit more. Equipment procurement is on-going for the spring. The east side of the Optimist Dog Park is scheduled to be closed for annual maintenance during May. This will include fence/tree maintenance and overseeding of the week or damaged turf from the winter use. A contractor will be repairing some washouts along the new sidewalk/path at Scout Park from last years flooding rain. The cemetery conducted seven (7) funerals for the month of April with an uptick of full-size burials. Staff has been busy getting the cemetery grounds ready for Memorial Day, this entails leaf cleanup, headstone maintenance, road maintenance, mowing and trimming as the grass greens up. Winter graves are being prepped for spring sod and some spaces need to be raised before Memorial Day. Mosquito Control has been going through equipment and repairing items as needed. Three (3) ATV vehicles are in the process of being replaced prior to the summer season, staff is waiting on hand warmers and snowplows before they take possession of the new equipment. This years EIMG grant paperwork has been submitted, staff is expecting most State funds to go toward grasshopper and cricket control. Foggers are scheduled to be calibrated at the end of April; foggers are taken to Cheyenne for regional training on calibration. Staff continues to set up a Mosquito Control training session for the region with the help of UW and Albany County Weed & Pest. Staff has been out looking for early season larvae and applying Bti as they find them. Landowner and “No-Spray” letters have been sent out and staff is beginning to see those return. IPM staff is gearing up for early season weed control along athletic fields and cemetery grounds. The City Arborist decided to retire in early April, Randy Overstreet has worked within the Parks Department for ten (10) years and will be missed. The Parks Manager has taken on the Arborist duties until the position is filled. Rooted in Laramie is gearing up for the Annual Arbor Day Tree Sale and Planting. Staff has done three (3) tree inspections for homeowners and reviewed site plans for construction activities. Let’r Buck Landscaping is in the process of planting trees at the new MOC site and staff has removed nine (9) trees that were declining. Staff is working with a few citizens to plant Memorial Trees within the parks this spring and getting budget numbers put together for replacement trees in various locations. Staff is reviewing the Arborist Job Description and is planning on opening up applications in June.



P.O. Box C • Laramie • Wyoming • 82073

P&R Administration: (307) 721-5260

Parks Division: (307) 721-5264

Recreation Division: (307) 721-5269

Facilities Mgmt Division: (307) 721-3585

To: City Manager/City Council Members
Fr: Jodi Guerin, Recreation Manager
Date: April 26, 2023
Re: May Staff Report

Recreation Division – Things are still going strong at the Recreation Center as activities and facility use continue to increase. We opened registration for Summer Camp on April 26 at 8am and are full with waitlists being established for each week. We are assessing how much additional demand might exist and whether we have the capacity to meet it. Our Youth Track program hit a record registration this year at 90 children. The program has transitioned to a partnership with the Laramie Valley Jackalopes providing volunteers to manage the activities. We will also be embarking on a program at the request of the “Mothers of Preschool Aged Children” or MOPS to offer times and equipment for toddler gym time. Initially it will be scheduled open gym time, however, may transition to a more formalized volunteer childcare offering if there is interest. We are looking forward to summer swim season and are planning to have additional daytime hours in the 8-lane pool and Sunday hours as well. Pools are scheduled to open June 5th pending good weather. Touch a Truck is scheduled for June 17 and is currently accepting sponsors for the event. Sign up is available online at www.cityoflaramie.org/truck and registration is also open for Freedom has a Birthday! At www.cityoflaramie.org/freedom. Adult Volleyball is wrapping up with the season ending tournament just in time for the beginning of softball season. Registration is open now through May 15th for softball. Women’s Mountain Bike Clinics also begin in May with registration open now until two days before the event. Check out the upcoming activities at www.parksandrec.cityoflaramie.org