



**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  
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Facilities Mgmt Division: (307) 721-3585  
TDD (307) 721-5295

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

**March 8, 2017**

**6:30PM**

**Recreation Center, 920 Boulder Dr.**

**Consent Agenda:**

1. To approve the minutes from the February 8, 2017 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)
2. To approve Adopt-A-Trail agreements with Albany County Court Supervised Treatment Program. (Feezer, pages 4-5)
3. To approve sponsorship of the Thursday Local Market by waiving reservation fees for the 2017 season. (Feezer, pages 6-7)

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

**Regular Agenda:**

1. Presentation - Open Meetings Act and Public Records Act (Feezer, pages 8-19)
2. Election of Chair & Vice-Chair of the Parks, Tree & Recreation Advisory Board. (Feezer, pages 20-21)
3. Department Presentation - TBD. (Unknown, page 22)

**Staff Reports FYI:**

1. Monthly Managers Report (pages 23-25) - Facilities Division Staff Report, Parks Division Staff Report, Recreation Division Staff Report, Administration Report

**Advisory Board Open Items:**

1. None at this time.

**Upcoming Items:**

1. None at this time.

**Other business:** Consideration of request for reconsideration and tabling of the proposed policy update for the Group Exercise, Cardio and Circuit Weight Areas. Public Comments

**Next Regular Meeting Date:** Wednesday, April 12, 2017 at 6:30 pm

**CITY OF LARAMIE  
PARKS, TREE & RECREATION ADVISORY BOARD  
February 8, 2017  
Minutes of Meeting**

MEMBERS PRESENT: Helen Coates, Chris Dixon, Nick Carlson, Marius Favret, Larry Foianini

MEMBERS NOT PRESENT: Dylan Esquivel Amy Williamson, Stephen Ropp, Dave Hammond

COUNCIL LIASON: Pat Gabriel (not present)

GUESTS: Chrissy Mathews- President of Kiwanis Club

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

The regular meeting was called to order by Foianini at 6:32 pm.

**Consent Agenda:**

1. To approve the minutes from the December 14, 2016 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)
2. To approve the minutes from the January 17 & 18, 2017 special meetings of the Parks, Tree & Recreation Advisory Board. (Feezer, pages 4-5)
3. To approve Adopt-A-Trail agreements with Greater Wyoming Big Brothers Big Sisters, CH2M Hill, Gary L. Honeyman & Family, UPRR Environmental Management, West Side League of Neighbors. (Feezer, pages 6-15)

Motion by Favret, seconded by Coates, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated within the staff reports. Motion carried 6-0.

**Regular Agenda:**

1. Consideration of request from Kiwanis Club of Laramie for ability to pursue the construction of a storage building in Kiwanis Park for Kiwanis Club of Laramie use. (Mathews, pages 16-18)

Chrissy Mathews- President of Kiwanis Club, gave a presentation on the possibility of securing a storage structure to be used solely for the Kiwanis Club. Discussion was made.

2. Update on the modification of the Group Ex, Cardio and Circuit Weight Area Policy as it relates to allowed ages and supervision. (Guerin, pages 19-24)

Guerin gave a brief overview of the current Group Ex, Cardio and Circuit Weight Area Policy as it relates to allowed ages and supervision.

Motion by Esquivel, seconded by Carlson, that the modification of Group Ex, Cardio and Circuit Weight Area Policy be amended to allow ages 12 and under to use the equipment while being supervised, ages 12-15 years to use the equipment after training course has been taken, and ages 16+ to use the equipment without supervision. Motion lost 3-3.

3. Consideration of ground lease agreement between the City of Laramie and Air Resources Inc. for the temporary placement of an air quality monitoring station near E. Reynolds St. & S. 9<sup>th</sup> St on behalf of the Wyoming DEQ. (Feezer, pages 25-37)

Motion by Coates, seconded by Carlson, that the Parks, Tree, and Recreation Advisory Board recommend approval of Ground Lease Agreement between the City of Laramie and Air Resource Specialists and forward to City Council for approval. Motion carried 6-0.

4. Presentation of trail use reports, annual maintenance and projected future needs for the trail systems in Laramie, Wyoming. (Hunter, pages 38-40)

Hunter gave a presentation on the Laramie Trail system and the manpower it takes to care for the whole system of trails.

**Monthly Managers Report**

Stevenson presented Facilities Division Staff Report

Hunter presented Parks Division Staff Report

Guerin presented Recreation Division Staff Report

**Upcoming Items:**

1. Open Meetings/Boards & Commissions Training (Feezer) in March.

**Other Business:**

None at this time.

**Advisory Board Open Items:**

Feezer announced new and re-elected Advisory Board members.

\*Next Regular Meeting Date: Wednesday, March 8, 2017 at 6:30pm

**Public Comments:**

Meeting adjourned at 8:00pm.

Respectfully Submitted,

*Inez Wildenborg*

Inez Wildenborg  
Administrative Coordinator  
City of Laramie, Parks and Recreation

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

This Agreement is made and entered into this 20 day of January, 2017 by and between the City of Laramie, Wyoming, a Municipal Corporation, ("City") whose address is 406 Iverson Street, Laramie, Wyoming 82070 and Albany County Court Supervised Treatment Program ("Group"), whose address is 501 E. Iverson St., Laramie, WY 82070. In consideration of the promises herein mutually exchanged, and of the benefits to each party, the receipt and sufficiency of which are hereby acknowledged, the parties agree:

1. City agrees to allow Group to assist with maintenance of the trail along the Laramie River Greenbelt Park, located within City. Specifically, section 2.0 – 2.25 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 2.0 – 2.25 North along the Laramie River Greenbelt Park.
4. Group agrees to obey all laws and regulations pertaining to the park, and relating to safety, and to obey all terms, conditions, and requirements of City from time to time as expressed by City Manager or City Manager's designee.
5. This agreement does not create an employer-employee or principal-agent relationship between City and Group or any member of Group or participant of Group.
6. Group and its individual members or participants agree to indemnify and hold harmless City, its officers, employees, and agents, from all liability, judgements, costs, expenses, and claims arising from any and all incidents occurring in connections with Group's activities while participating under this agreement whether for personal injury or property damage or both.
7. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or conditions of this Agreement, or to bring an action for the breach of this Agreement.
8. This Agreement may be terminated, without cause, by City upon thirty (30) days written notice. This Agreement may be terminated immediately for cause if Group fails to perform in accordance with the terms of this Agreement.
9. Group agrees to the following conditions:
  - A. Group agrees to pay City the amount of \$75.00 dollars per quarter mile of maintenance sponsorship, each year, for a two (2) year period.
  - B. Group, as a sponsor of maintenance, is not directly contracted for maintenance services, nor will Group be directly involved in decisions related to maintenance of the trail.
  - C. Group will be responsible to clean up all trash and debris and sweep and maintain the trail surface a minimum of two (2) times per calendar year.
  - D. Groups' contributions will sponsor normal wear and tear maintenance. Group will not be held responsible for any extenuating situations or extra maintenance.

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

Page 1 of 2

10. City has provided Group a copy of the general conditions for adopt a park/greenbelt agreements, which is marked Exhibit A and attached hereto and incorporated as part of this Agreement.

11. The term of this Agreement is from the date hereof until the 31st day of January, 2019, subject to termination in Paragraph 8 herein.

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

13. The County and City do 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.

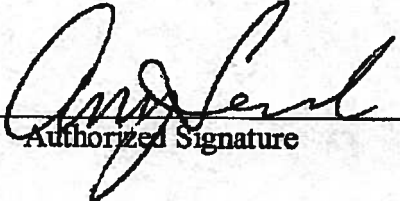
In witness whereof, the parties have read and understood it, and that they agree to be bound by the terms of the Agreement, that they have the authority to sign it. The effective date of this Agreement is the date and year first written above.

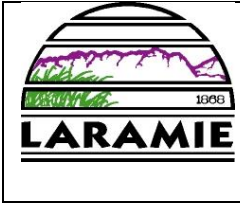
CITY OF LARAMIE, WYOMING

GROUP:

ALBANY COUNTY COURT  
SUPERVISED TREATMENT PROGRAM

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

By:   
Authorized Signature



**Agenda Item:** Parks Discussion Item

**Title:** Consideration of the request from the Thursday Local Market Association sponsor the Thursday Local Market at Undine Park.

**Recommended Board MOTION:** I move the Parks, Tree and Recreation Advisory Board approve the request the Thursday Local Market Association to sponsor the Thursday Local Market at Undine Park by waiving the reservation fees and forward to City Council for their 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:** The Thursday Local Market will run each Thursday from 2 – 7 pm, beginning June 15, 2017 and ending September 28, 2017. It is designed to draw the community and passing tourists further into Laramie by providing a free, family friendly venue for shopping and gathering. Musicians and performers are scheduled to appear at each event, as well as bringing local non-profit organizations to promote participation. Without our support, the Thursday Local Market would not be able to promote the non-profit organizations without charging them a fee, nor would they be able to reimburse their musicians and performers.

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

**BUDGET/FISCAL INFORMATION:**

**REVENUE**

Source	Amount	Type
Fee, First Street Rental	\$1,120.00	Rental fee, \$70 @ 16 evenings, revenue to City (Waived)
Total	\$1,120.00	

**Responsible Staff:** Choose an item.

Todd Feezer, Director, Parks & Recreation Department, [tfeezer@cityoflaramie.org](mailto:tfeezer@cityoflaramie.org), (307) 721-5260

**Attachments:**

Thursday Local Market Fee Waiver Request

Thursday Local Market  
ATTN: Peggy McCrackin  
P.O. Box 655  
Laramie, WY 82073



Parks and Recreation Advisory Board  
C/O Todd Feezer

The Thursday Local Market Association is requesting that Parks and Recreation help sponsor the community event provided by the *Thursday Local Market* by *waiving the rental fees for the space in Undine park*. Our event will run each Thursday from 2 – 7 pm, beginning June 15, 2017 and running through September 28, 2017.

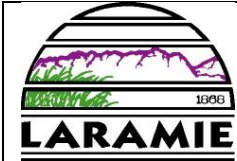
Our event is designed to draw the community and passing tourists further into Laramie by providing a free, family friendly venue for shopping and gathering. We have scheduled musicians and performers at each event, as well as bringing in BBBS and other local non-profit organizations to promote participation.

Without your support, we will be unable to promote as many nonprofit organizations without charging them a fee, nor would we be able to reimburse our musicians and performers, which is done on an as-needed basis.

Please contact me if you have any questions or concerns,

Shawnn Lively  
President  
Thursday Local Market Association

Cc: Thursday Local Market, Peggy McCrackin, Bruce Embury



**Agenda Item:** Administration

Presentation

**Title:** Presentation of Open Meetings Act and Public Records Act Training.

**Recommended Board MOTION:** N/A

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**Administrative or Policy Goal:** *Parks, Tree, and Recreation Advisory Board Goals:* Annual Open Meetings Act and Public Records Act training. Typically presented to City of Laramie Boards and Commissions upon annual appointment of new members.

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**Background:**

Presentation

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**Responsible Staff:**

Todd Feezer, Director, Parks & Recreation Department, tfeezer@cityoflaramie.org, (30&) 721-5260

**Attachments:**

Presentation Handouts

BOARDS & COMMISSIONS – CITY OF LARAMIE, WYOMING

**Wyoming Public Records  
and the Open Meetings Acts of Wyoming**

*revised and presented by*  
Paula J. Wilson-Cazier  
Executive Assistant to the City of Laramie Manager  
and Manager of Boards and Commissions

*Prepared 2012 by*  
David C. Clark, former City of Laramie Attorney

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**Board Member's Power**

- In your voluntary yet uncompensated capacity, all boards and commissions members serve the City as part of an important decision-making structure, and have official contact with the public
- Display professionalism, appropriate demeanor, and exercise sound judgment

DC\_PJWC/CM0/2016

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**Board Speaks As One**

- However, individual board members cannot speak for the Board or Commission - except in specific, limited, *and* predetermined cases.
- Do not speak board business on an individual basis.
- Do not offer individual opinions.

DC\_PJWC/CM0/2016

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### Open Meetings Act

- § requires all meetings be open to public. *(serve in an advisory capacity; final results enacted by a Resolution of Council – to conduct public business)*
- “Open” – notice of place, location, and set agenda
- Public in attendance isn’t required to state name or sign in, as they do in City Council meetings
- However, it is recommended chair of board require speaker to state name and affiliation
- Must keep minutes of proceedings

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### Open Meetings Act *(continued)*

- “Meeting” definition by §
  - an assembly of at least a quorum of the Board
  - which has been called by proper authority of the Board
  - for the purpose(s) of
    - discussion
    - deliberation
    - presentation of information, or
    - taking action regarding public business;

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### Open Meetings Act *(continued)*

- “Action” definition by §
  - Any transaction of official business of the board or commission, including:
    - a collective decision of the Board,
    - a collective commitment or promise by the Board
    - making a *(positive or negative)* decision, or
    - an actual vote by the Board upon a motion, proposal, resolution, regulation, rule, order or ordinance;

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**Open Meetings Act:** *(continued)*

- AG ruling: A series of emails falls under definition of “sequential communications” *(a series of individual communications)*
- *Not Recommended* – to prevent the possible circumvention of the intent of the open meetings statute.
- *Includes:* social events, emails, texting, or social media and the like.

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**Violations**

- knowingly and intentionally violates the § section
- Any member of a Board who attends or remains at a meeting where an action is taken, knowing that the action is in violation, can be found liable.
  - *EXCEPTION: unless minutes were taken during the meeting and the member's objections are recorded and made public, or at the next regular public meeting the member objects to the meeting where the violation occurred.*
- Civil Penalty - punishable upon conviction by a fine of not more than seven hundred fifty dollars (\$750.00).

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**Conflicts of Interest**

> The following are questions you may want to pose to yourself whenever you perceive you may have a potential conflict.

If you respond “yes” to *any* of these questions, it may be advisable to abstain from voting on the matter.

1. Is your interest direct and immediate, as opposed to speculative and remote?
2. Does your interest provide you a greater benefit or a lesser detriment, than it does for a large or substantial group or class of persons who are similarly situated?

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**Conflicts of Interest** *(continued)*

3. Does your interest give any potential appearance of impropriety?

*Although it may not be necessary to consider the appearance of impropriety in determining an actual conflict of interest, the WY AG suggests this be considered to maintain the public's confidence in the integrity of lawmakers.*

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**Immunity from Legal Liability**

- Qualified Immunity – actions while acting within scope of duties  
*Provides for defense if acting within scope of duties*
- Erode Immunity – unethical actions or wrongful purpose could lead to exposure to liability *(intentionally violating due-process rights, equal protection, or acting contrary to legal advice)*

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**Public Records Act**

- Record – § definition: any physical or electronic form of information or communication
- Open to public for inspection by holder of record – generally staff
- Fee to provide duplication/recordings, etc. is set by City Council
- Civil Penalty – punishable by a penalty of not more than seven hundred fifty dollars *(\$750.00)*

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**Parliamentary Procedure**

- All Boards and Commissions meetings are conducted according to Robert's Rules of Order

[www.robertsrules.org](http://www.robertsrules.org)

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**The Open Meetings Act (§16.4.401-408) and Public Records Act (§16.4.201-205) exist to**

**PROVIDE TRANSPARENCY**

- ❖ Transparency = Integrity
- ❖ Transparency = Accountability
- ❖ Transparency = Credibility
- ❖ Transparency = Confidence

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# TELEPHONE OR ELECTRONIC ASSEMBLIES & THE WYOMING OPEN MEETINGS LAW

**D**uring the 2012 Session of the Wyoming Legislature, amendments to the Wyoming Open Meetings Act were adopted. Specifically, Wyo. Stat. § 16-4-402 was amended to reflect changes to the definitions of a “meeting” and added the definition of an “assembly”.

Under the Act, as amended and effective July 1, 2012, a “meeting” is now defined as an “assembly of at least a quorum of a governing body of the agency which has been called by proper authority of the agency for the expressed purpose of discussion, deliberation, presentation of information or taking action regarding public business.”

Also, a definition of the term “assembly” was added which specifically provides that an “assembly” means “communicating in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously.”

Further, the Legislature adopted amendments to Wyo. Stat. § 16-4-403 that requires that when a meeting is conducted by electronic means, the form of communication must permit the public to hear, read or otherwise discern the meeting discussion contemporaneously with the body – in our case city or town councils.

Since adoption of the amendments, questions have been asked of WAM’s staff regarding telephone or electronic communications and the Open Meetings Law.

## ***Can a council conduct a meeting by some or all members appearing telephonically or electronically?***

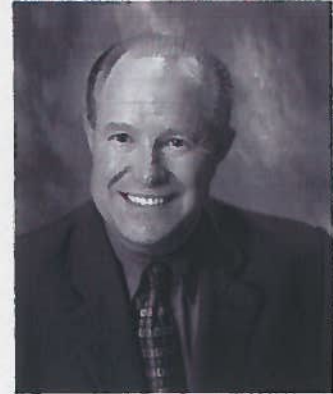
The answer is yes. The changes to the law specifically define an “assembly” as communicating in person or by means of telephone or electronic communication.

## ***What is included in the terms “electronic communication” as a form of meeting?***

The statute does not define specific types of electronic communication that would be considered valid. However, it would be permissible under the statute to conduct a meeting of a council by video conference using an internet or other video medium or to conduct a meeting by using other internet electronic communication devices such as Go To Meetings, Facebook, Skype or other forms of internet communication, if certain provisions are met.

## ***Are there conditions on the use of telephone or electronic communications that serve as a meeting?***

Yes. First, it is essential that all participating members of the governing body be able communicate with each other and to do so contemporaneously (at the same time). Second, any individual in attendance at the meeting, including members of the public and staff, must be able to hear, read or otherwise discern the meeting discussion at the same time as the participants. Thus, if a meeting was conducted by some of the council members appearing telephonically or by other electronic means, the members of the council physically present, those present telephonically or electronically, the staff and



*Mark Harris, WAM  
General Counsel*

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the public must all be able to hear, read or otherwise discern the discussion of all participants at the time it occurs. In the case of a telephonic appearance or meeting, this would entail at a minimum a speaker phone so that the attendees on the telephone can hear the other members of the council, staff and the public at any point in the meeting and the individuals physically present can hear the telephone attendee at the same time. For electronic meeting such as Go To Meetings or Skype, it would be essential that the individual physically present at a location be able to see and hear the individual attending via electronic medium and the individual attending via electronic medium to be able to see the individual making the presentation or speaking at any one particular time and hear the discussion at all times. In other words, only one person may appear on screen at a time, but everyone attending needs to be able to hear and discern all the discussion.

***Does the law require that a meeting be entirely electronic or telephonic or can some members attend telephonically and others attend in person?***

The law does not require that a meeting be held exclusively via telephone, electronic means or in person. Thus, some or all of the members would be permitted to attend via telephone or other electronic means provided the above conditions are complied with.

***Who determines how a meeting will be conducted and whether a member may appear telephonically or electronically?***

In the absence of any rule or resolution adopted concerning alternate forms for attendance at meetings, the mayor would have the authority to determine the ability of a member to appear telephonically or electronically if that member were not able to physically be present at a meeting. It is certainly within the power of the policy making entity (the council) to adopt regulations pertaining to the use of telephone or electronic appearances by members or staff at meetings. The council could set forth regulations on how appearances are to be requested and conducted provided the same complied with the specific language of the statute and do not conflict with that language.

***Should members of the council be permitted to attend a meeting telephonically or electronically?***

The decision is a policy decision committed to the council. As with all policy considerations, the benefit and detriment of requiring individuals to physically attend a meeting to discuss and vote must be weighed against the public's right to representation and action that is taken to the fullest extent possible by the entire governing body. There are pros and cons to both sides of the issue and one which is left up to each council as to the direction they want their community to take.

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# Robert's Rules of Order

[www.robertsrules.org](http://www.robertsrules.org)

Roberts Rules, [full text](#) (1915 version)

[Introduction to Robert's Rules](#)

[Quick Chart of Motions](#)

[Chart of Motions in Arabic](#)

## Robert's Rules of Order - Summary Version

### For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!  
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!  
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

## The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

# Robert's Rules of Order Motions Chart

RobertsRules.org

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

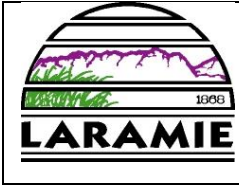
§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3

§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

**Part 3, Motions That Bring a Question Again Before the Assembly.**  
 No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

**PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING March 8, 2017**



**Agenda Item:** Administration

Discussion Item

**Title:** Election of Chair and Vice Chair of the Parks, Tree & Recreation Advisory Board for 2017.

**Recommended Board MOTION:** I nominate.....to be chairperson of the Parks, Tree & Recreation Advisory Board with a term expiring upon the annual appointment of new board members. I nominate.....to be vice-chairperson of the Parks, Tree & Recreation Advisory Board with a term expiring upon the annual appointment of new board members.

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**Administrative or Policy Goal:** 2.28.030 - Election of chairman and vice-chairman. Within thirty days after the initial and each annual appointment, the parks/tree and recreation advisory board shall elect a chairman and a vice-chairman.

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**Background:**

With the appointment of Larry Foianini, Dylan Esquivel and Richard Miller to the PTR Advisory Board, the board the board is required by Municipal Code 2.23.030 to elect a chairperson and vice-chairperson.

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**Responsible Staff:** Choose an item.

Todd Feezer, Director, Parks & Recreation Department, [tfeezer@cityoflaramie.org](mailto:tfeezer@cityoflaramie.org), (307) 721-5260

**Attachments:**

2017 Advisory Board Roster

# Parks, Tree and Recreation Advisory Board Roster

## March 2017

### **Chris Dixon**

1931 N. Garfield St.  
Laramie, WY 82070  
520-820-4517  
[grnknight13@gmail.com](mailto:grnknight13@gmail.com)  
Term Expires: 2017

### **Marius Favret**

1759 Inca Drive  
Laramie, WY 82072  
307-343-3959  
[suemar729@gmail.com](mailto:suemar729@gmail.com)  
Term Expires: 2017

### **Larry Foianini**

2336 Skyview Ln.  
Laramie, WY 82070  
742-8880  
[larryfoi@bresnan.net](mailto:larryfoi@bresnan.net)  
Term Expires: 2019

### **Dave Hammond**

510 E. Kearney  
Laramie, WY 82070  
742-2772  
[dhamms@wyoming.com](mailto:dhamms@wyoming.com)  
Term Expires: 2017

### **Richard Miller**

1802 Beaufort  
Laramie, WY 82072  
307-460-1755  
[acriod@gmail.com](mailto:acriod@gmail.com)  
Term Expires: 2016

### **Dylan Esquivel**

1166 N. 10<sup>th</sup> Street  
Laramie, WY 82072  
307-660-0532  
[dylanesquivel09@gmail.com](mailto:dylanesquivel09@gmail.com)  
Term Expires: 2019

### **Stephen Ropp**

530 Beaufort, Unit 123  
Laramie, WY 82072  
745-4066  
[sropp@uwyo.edu](mailto:sropp@uwyo.edu)  
Term Expires: 2018

### **Nick Carlson**

4419 E. Comanche Drive  
Laramie, WY 82072  
847-636-8884  
[carlson56@gmail.com](mailto:carlson56@gmail.com)  
Term Expires: 2018

### **Amy Williamson**

1306 Ivinson  
Laramie, WY 82070  
745-4586  
[akwwy@hotmail.com](mailto:akwwy@hotmail.com)  
Term Expires: 2018

### **City Council Liaison**

Paul Weaver

\*All terms expire in December of the year noted.

### **2017 Meeting Schedule**

#### **Meetings begin at 6:30pm**

January 17<sup>th</sup> & 18<sup>th</sup>

February 8<sup>th</sup>

March 8<sup>th</sup>

April 12<sup>th</sup>

May 10<sup>th</sup>

June 14<sup>th</sup>

July 12<sup>th</sup>

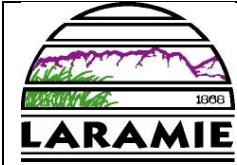
August 9<sup>th</sup>

September 13<sup>th</sup>

October 11<sup>th</sup>

November 8<sup>th</sup>

December 13<sup>th</sup>



**Agenda Item:** Parks

Presentation

**Title:** Presentation of Missouri Gravel Bed project to be implemented in 2017 at the Greenhill Cemetery by City Arborist, Randy Overstreet.

**Recommended Board MOTION:**

N/A

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**Administrative or Policy Goal:**

*Parks, Tree, and Recreation Advisory Board Goals:* The board will support continuing the Tree City USA designation. The Board will review annually the condition and status of all City parks and support the enhancement of existing park amenities.

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**Background:**

Presentation

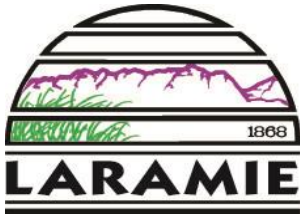
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**Responsible Staff:**

Randy Overstreet, City Arborist, Parks & Recreation Department, [roverstreet@cityoflaramie.org](mailto:roverstreet@cityoflaramie.org), (307) 721-5260

**Attachments:**

N/A



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

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

**To:** City Manager; City Council Members  
**Fr:** Todd Feezer, Parks & Recreation  
**Date:** March 1, 2017  
**Re:** February/March 2017 Monthly Manager's Report

***Parks & Recreation Administration:***

- Quotes have been solicited and received for backstop pole repair at the University of Wyoming – Little League Complex. Elk Ridge Builders was low quote. Work is expected to be completed by April 1. This project is being funded by ACRB.
- Bids for chain link replacement at the University of Wyoming – Little League will be out mid-March with all work required to be completed by June 1. This project is being funded by ACRB.
- A selection committee interviewed teams for the Jacoby Ridge Rural Trail project. The intent is to have a contract before City Council on March 21, 2017 for consideration. This project is funded in combination of general funds and ACRB.
- The E. Grand Avenue project has been completed. Sidewalk, grading and seeding have all been placed with good timing and moisture for the seed. We are working with WYDOT on the acquisition of boulders to be placed in the area to further enhance the beauty of this area.
- Cirrus Sky Trail bids have been received and are being reviewed by Engineering and the Parks & Recreation Department. We are excited about the opportunities that are associated with this project.

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

- Cemetery staff has completed the painting and cleaning of the Cemetery Shop restrooms.
- The new tamper has been purchased and delivered.
- Spring trash cleanup has begun in preparation for Memorial Day.
- Staff has reviewed the budgets and have requested amendments for appropriate line items.
- Equipment preparations and winter maintenance will be complete in March.
- Staff will be identifying areas that need raised and a spring sod order will be planned for March. Delivery expected in May.
- Headstone maintenance is underway to repair movement caused by the freeze/thaw cycles.

***Parks & Cemetery – Parks Report***

- Staff has been monitoring trees and shelters with the recent high winds. Numerous small branches have been picked up and no visible damage has been noticed on shelters.
- Staff continues to repair all small equipment to be ready for the spring season.
- The Washington Playground second tier decking was successfully replaced with the help of Parks and Mosquito staff. It took about 4 hours to complete.
- The Optimist Dog Park was closed for a week in February to help keep weak turf from being damaged due to wet conditions and over use.
- All irrigation pump vaults have been inspected and checked for standing water with the recent snow melt. Some vaults needed to be pumped out to keep water from causing damage.
- Irrigation pump vaults with man hole covers were painted red to show confined space entry ppe is required prior to entry.
- The new athletics painter has been delivered. The new John Deere Gator will go out to bid in March.
- New Optimist Dog Park signs have been put up in various locations to let patrons know if it is closed or open.

- The south-east post and railing on the Garfield Street Foot Bridge has been displaced due to either extremely cold temperatures and warm days or impact. The railing is meant to expand and contract on the post support. The railing displaced enough to fall past the support and then expanded into the post. Staff has contacted the engineer that was involved in the restoration project concerning repairs this spring.
- Staff attended the University of Wyoming job fair to start accepting application for summer temporary help.
- The Warming Hut storage area located at Labonte park has been cleaned and organized.
- Staff is reviewing the submittals for the Jacoby Ridge Trail System and interviews will happen in early March.
- Staff is cleaning up the Little League and Cowboy fields in preparation of spring sports. The fields are still closed due to poor infield conditions and standing ice in shaded areas.

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

- Assisted with funeral procedures, snow removal and various Parks & Recreation projects.
- Attended Informational meeting on Emerald Ash Borer infestation and the potential for spread to Wyoming.
- Attended 28th Annual Winter Tree Care Workshop in Greeley, CO.
- Provided site plan review for multiple projects under development for the Planning Division.
- Completed inventory of hazard trees identified in 2015 to determine correction of hazards. Results showed 62 trees pruned and 18 removed in 2016. Since 2015, 100 trees have been removed or pruned to reduce hazards.
- Provided cost analysis for Boulder Drive and Bill Nye median beautification and for Downtown “Bulb Out” beautification.
- March projects will include seasonal structural pruning of small trees and contractual pruning of large trees for hazard and structure, planning for the 2017 Arbor Day Celebration, and for the 2017 Community Service Day.

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

- Assisted with snow removal, hazard tree inventory, winter pruning for structure and clearance and miscellaneous Parks & Recreation Department projects.
- Received quotes for Integrated Pest Management chemicals for 2017. Van Diest Supply was the low quote.
- Received quotes for Parks and Cemetery turf fertilizer. Jirdon AgriChem was the low quote.
- Prepared specifications for the purchase of a 100-gallon spray tank unit.
- Attended West Central Mosquito and Vector Control Association meeting. Provided AV operations for conference.
- Winter projects include: cross training with parks staff and winter pruning.

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

- Staff solicited for and received three (3) Aerial Services proposals. Staff has met and selected the most qualified contactor. Price negotiation and a contract should be completed soon and forwarded to Council for consideration on March 21, 2017.
- Staff is researching options for planned equipment purchases of light traps, spray tank and ULV fogger.
- Joint meeting of the Wyoming Mosquito Management Association and the West Central Mosquito and Vector Control Association was held in Laramie on February 21st-23rd. 90 members of the two associations from 8 states attended despite the weather. Some speakers were detained by closed roads, but could provide their presentations through phone connections. Mayor Summerville provided the opening address for the conference.
- Mosquito Control took possession of replacement ATV Unit 795. Staff has prepared it for snow removal operations. It will be further modified for mosquito spray service in March.
- Completed Annual Wyoming Pollutant Discharge Elimination System (WYPDES) and forwarded to Wyoming DEQ Water Quality Division. Report quantifies aerial application of mosquito control products to over 20,000 acres.
- March activities include bid documents to procure Mosquito Control Pesticides for 2017, recruitment and hiring of summer staff and selection of an aerial contractor for 2017-18.

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

- The design work for the City Hall Annex Roof and Cornice is on schedule, and the project is scheduled to go out for bid in March. Construction on this project should start in the spring of 2017.
- The recent high winds have caused damage to the Recreation Center - Leisure Pool roof. Staff has made temporary repairs, and quotes for replacing the damaged metal roofing have been solicited.

- Damage to the surface of the diving board at the Recreation Center was recently noticed, the board has been closed for safety concerns and shipped to the manufacturer for inspection and resurfacing.
- Only one submittal was received for the request for qualifications for Standby Power Equipment Preventive Maintenance and Service. TW Enterprises of Billings, Montana, our current contractor, was the submitting firm. A professional services agreement with TW Enterprises for Standby Power Equipment Preventive Maintenance and Service is scheduled to be considered by Council on March 7th.
- Requests for Qualifications for Elevator Preventive Maintenance and Service have been sent to three regional elevator service providers and submittals are due on March 3rd. Staff hopes to have a professional services agreement for elevator preventive maintenance and service to Council for consideration in March.
- The City of Laramie Fire Marshal has been performing inspections of City facilities and the Facilities Management staff has been making the necessary corrections to deficiencies identified by these inspections.

***Recreation Division:***

- The schedule for the Summer 2017 Senior Games has been finalized and will be posted for registration this month. Brochures and posters will be mailed out to senior centers and recreation departments around Wyoming and the region. We have scheduled an evening social on Wednesday, August 2nd, with competition beginning on Thursday, August 3rd.
- Fundraising for the Wyoming Senior Olympics has reached the minimum amount that will be required for the first year and we hope more sponsors will join the activities as we continue our planning.
- Fundraising for the scholarship fund is also going well. To date we have raised just under \$5,000 from our appeal letter, \$10,000, from our lead donor and another \$10,000 is pending from the ACRB. Additionally, we plan to begin reaching out to the donors who contributed to our initial facility construction.
- President's Day was again a very busy day with a total of 944 visitors on that day to both the Recreation Center and Ice & Event Center.
- Gym Jam has begun to grow as word gets out about this activity. Typically, we are hosting 10-20 toddlers and their parents for this Monday/Wednesday morning activity.
- Registration for February swim lessons concluded with over 90 registrants, a significant increase over January lessons at 45 participants. We are very pleased that the new scheduling plan is enabling more time to be available to the public in the leisure pool and still not diminish our swim lesson registrations.
- The second edition of First Friday Fun Night went well with a doubling of the participant numbers. Karaoke proved to be very popular and drew in many of the children who participate in our other programs. This month we have plans to again offer Xa-Beat in the gymnasium and we will have Super Soaker water guns in the pools along with the inflatables.
- The adult basketball league is in the final weeks of tournament play and adult volleyball is scheduled to begin towards the end of March. The Little Kickers indoor soccer program begins at the end of March and the new Run, Jump Throw youth program will begin in April.
- Fitness is beginning to see significantly larger class sizes as patrons use the fitness passes they received with their new and renewed memberships from November and December. This increased usage is helping us determine which classes will become part of the Core Fitness class series when fitness becomes a member benefit this summer.
- The ice season will conclude this month on March 25th. This will conclude our first year of expanded ice operations, which appear to have provided enough additional usage that we are planning to schedule similarly next season. We believe that the increased revenue from rentals and public skate can easily support this extra offering and will help build usage over the longer term.
- Planning for SACC summer clubs is under way with plans to open additional slots in the program. We will continue to offer eight weeks of programming but will expand the number of available slots by 10 each week. This will provide additional revenue to support staffing and will also address the expanding number of children requiring care in this age category. Registration is planned to open May 15.