

**CITY OF LARAMIE  
PARKS, TREE & RECREATION ADVISORY BOARD  
December 9, 2015  
Minutes of Meeting**

**MEMBERS PRESENT:** Chris Dixon, Marius Favret, Dave Hammond, Jacque Stonum, Jamie Le Jambre (via tele-conference)

**MEMBERS NOT PRESENT:** Steve Ropp, Larry Foianini, Amy Williamson, Phyllis, Herdendorf

**COUNCIL LIASON:** Paul Weaver (not present)

**City Youth Council:** Rachel Huang and Caitlin Huang (not present)

**GUESTS:** Donna Dregos, Rafael Delgadillo, Blaise Grant, Janelle Krueger

**CITY STAFF PRESENT:** Paul Harrison, Parks & Recreation Director; Jodi Guerin, Recreation Manager; David Schott, Parks Manager; Inez Wildenborg, Administrative Assistant

The regular meeting was called to order by Madam Chair Stonum at 6:53 pm.

**Consent Agenda:**

1. To approve the minutes from the November 11, 2015 regular meeting of the Parks, Tree and Recreation Advisory Board. (Harrison, pages 3-5)
2. To acknowledge receipt of the November 2015 Recreation Center membership reports. (color inserts, pages 118-123)
3. To acknowledge receipt of the memorandum on raising the leisure pool water temperature. (Guerin, pages 6-11)
4. To approve the request from Laramie Special Olympics to practice in the 8-lane pool prior to the Wyoming Special Olympics State Swim meet, and to approve a 50% fee reduction for the use of the Recreation Center and Ice & Event Center for the 2016 summer games. (Guerin pages, 12-13)
5. To approve the Memorandum of Understanding between the City and Laramie Youth Baseball for the 2016 baseball season. (Guerin, pages 14-23)
6. To approve the Memorandum of Understanding between the City and Laramie Girls Softball Association for the 2016 softball season. (Guerin, pages 24-33)
7. To approve the Facility Use Agreement between the City and the Naughty Pines Derby Dames for the 2016 roller skating season. (Guerin, pages 34-43)
8. To accept the donation of \$500 from the Friends of Community Recreation and the Laura Jane Musser Fund for replacement equipment in the child care room at the City's Recreation Center. (Guerin, pages 44-45)
9. To acknowledge receipt of the Park Shelter Reservation and Open Container Permit report for 2015. (Schott, pages 46-52)
10. To approve the Adopt A Park Agreement between the City and WyoTech for general cleanup and assistance with landscaping of the three (3) center medians along Adams Street. (Schott, pages 53-56)
11. To approve the Tree City USA and Growth Award applications for 2015. (Schott, pages 57-61)
12. To approve the request for a room rental fee waiver from the Laramie Elks Club Lodge No. 582 for the Annual Elks Hoop Shoot, national free throw shooting contest for youth ages 8-13. (Guerin, pages 62-64)

Motion by Hammond, second by Favret, that the Consent Agenda be approved as indicated within the staff reports. Motion carried 5-0

**Regular Agenda:**

1. **Presentation of the revised Scout Park Master Plan Conceptual Design along with the Consideration of Resolution AB21 to approve and adopt the revised Scout Park Master Plan Conceptual Design. (Schott, pages 65-88)**

Schott presented a brief background on the conceptual plan for the Scout Park Development Project for discussion. The master plan for the park was originally approved by the Parks, Tree and Recreation

Advisory Board and City Council in 1997. Schott introduced consultant John Beggs from Russell + Mills Studios, who made a presentation on the revised Scout Park master plan and the preferred concept plan based upon the comments received from the two neighborhood meetings.

Motion by Favret, second by Hammond, that the Parks, Tree and Recreation Advisory Board approve Resolution AB21 recommending the adoption and approval of the revised Scout Park master plan conceptual design and forward to the City Council for their consideration. Hammond amended the motion to recommend that the property boundaries and all utility easements be identified within the master plan to assure there are no conflicts with the planned improvements, seconded by Favret. Amendment carried 5-0. Main motion as amended carried 5-0.

**2. Consideration of Resolution AB22 to authorize the submittal of an application to the Wyoming Department of State Parks and Cultural Resources for a 2016 Land and Water Conservation Fund grant for the further development of Scout Park.**

Schott presented a brief background on the development of Scout Park and stated that the City is continuing to phase the development of Scout Park. Phase 3 will include an in-park eight (8) foot wide path and playgrounds for the 2-5 year old age group and the 5-12 year old age group.

Motion by Dixon, second by Favret, that the Parks, Tree and Recreation Advisory Board approve Resolution AB22 authorizing the submittal of an application to the Wyoming Department of State Parks and Cultural Resources for a 2016 Land and Water Conservation Fund grant in an amount of \$125,000 for phase 3 improvements for the Scout Park Development Project and forward onto City Council for their consideration. Motion carried 5-0.

**3. Consideration of Resolution AB23 to amend the Shawver Tree Fund Use Policy to include residential rental properties.**

Schott presented a brief background on the Memorandum of Understanding (MOU) for the Shawver Tree Fund between the City and the Laramie Rotary Clubs. Scott stated that the MOU formalized an agreement between the City and Rotary to establish and manage the Shawver Tree Fund for the replacement of the older generation of cottonwoods on public property; help provide additional trees within public use areas such as community entrance corridors or along city travel-ways where more trees are needed to fill in or extend shade tree plans, pocket parks, and new parks; and offer trees through a cost-share program to private property owners where public benefit criteria can be met. The Shawver Tree Fund Use Policy approved by City Council on October 21, 2014 established the rules for the Fund use. Schott stated that within this policy, it defines, that in order to qualify for the cost share program, the property must be owner occupied. Shawver Tree Fund volunteer coordinator, Jerry Schmidt, has requested the original policy be revised to include rental properties to encourage expanded use of the Shawver Tree Fund.

Motion by Favret, second by Hammond, that the Parks, Tree, and Recreation Advisory Board approve Resolution AB23 to amend the Shawver Tree Fund Use Policy to include residential rental properties and forward onto City Council for their consideration. Motion carried 5-0.

**Staff Reports FYI:**

- Schott presented Parks Division staff updates to the Board.
- Guerin presented the Recreation Division staff report to the Board.

**New Business:**

- Harrison announced to the Board that Mr. Todd Feezer, Assistant Director of Parks and Recreation for the City of Cheyenne has accepted the position as the new Parks and Recreation Director for the City of Laramie.
- Harrison noted that he would be working with Todd for two months to make the transition a smooth one. Harrison also noted that his retirement date is scheduled for March 4, 2016.

- Harrison announced to the Board that Phyllis Herdendorf submitted her Letter of Resignation and that there will be four vacancies on the PT&R Board. Interviews TBD.
- Harrison stated that the staff is updating the Parks and Recreation Master Plan as requested by the Parks, Trails, and Recreation Ad Hoc Advisory Committee and will be available for review sometime after the first of the year.
- Harrison noted that the ACRB Grants are set to be discussed and prioritized with the PT&R Board on Wednesday, January 20, 2016. Time TBA.

Meetings:

- \*Next Regular Meeting Date: Wednesday, January 13, 2016 at 6:30pm
- \*Special Meeting Date: ACRB Grants Wednesday, January 20, 2016

**Public Comments:**

None

Meeting adjourned at 8:03 pm.

Respectfully Submitted,

Inez Wildenborg  
Administrative Assistant  
Parks and Recreation, City of Laramie