

**CITY OF LARAMIE
PARKS, TREE & RECREATION ADVISORY BOARD
February 10, 2016
Minutes of Meeting**

MEMBERS PRESENT: Marius Favret, Jacque Stonum, Larry Foianini, Amy Williamson, Helen Coates, Chris Dixon

MEMBERS NOT PRESENT: Jamie Le Jambre, Dave Hammond, Steve Ropp

COUNCIL LIASON: Paul Weaver

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

GUESTS: Vicki Henry, Brian Waitkus, Blaise Grant

CITY STAFF PRESENT: Paul Harrison, Parks & Recreation Director; Todd Feezer, Parks & Recreation Director; Jodi Guerin, Recreation Manager; Scott Stevenson, Facilities Manager; Scott Hunter, Parks/Cemetery Crew Supervisor; Randy Overstreet, City Arborist; Derek Teini, Principal Planner; Inez Wildenborg, Administrative Coordinator

The regular meeting was called to order by Madam Chair Stonum at 6:32 pm.

Consent Agenda:

1. To approve the minutes from the January 13, 2016 regular meeting of the Parks, Tree and Recreation Advisory Board, and the January 20, 2016 Special Meeting. (Harrison, pages 3-9)
2. To acknowledge receipt of the January 2016 Recreation Center membership reports. (Color inserts, pages 102-108)
3. To approve the Adopt A Trail Along Greenbelt Park Agreement between the City and HabiTech or general cleanup of one-quarter mile section along the Laramie River Greenbelt Park. (Schott, pages 10-13)
4. To approve the Adopt A Trail Along Greenbelt Park Agreement between the City and Handel Information Technologies for general cleanup of one-quarter mile section along the Laramie River Greenbelt Park. (Schott, pages 14-17)
5. To acknowledge receipt of the Resolution approved by the City Council concerning the feasibility study for a Youth Sports Complex in Laramie. (Harrison, pages 18-20)
6. To approve the request for a fee reduction for the After Prom party at the Recreation Center from the Coalition to Prevent Substance Abuse. (Guerin, pages 21-22)
7. To approve the Memorandum of Understanding between the City and Laramie Legion Baseball Club, Inc. for use of Cowboy Field for the 2016 baseball season. (Guerin, pages 23-30)
8. To acknowledge receipt of the revenue/expense reports for the 2015 fall recreation program season. (Guerin, pages 31-39)

Motion by Williamson, second by Coates, that the Consent Agenda be approved as indicated within the staff reports. Motion carried 6-0.

Regular Agenda:

1. Introduction of appointed Board members and new Board member. (Harrison, pages 40-46)

Director Harrison introduced the re-appointment of three of The Parks, Tree, And Recreation Advisory Board Members, Jacque Stonum, Stephen Ropp, and Amy Williamson, along with the new, 1 year appointment of The Parks, Tree, And Recreation Advisory Board Member, Helen Coates.

2. Election of Board Chair and Vice-Chair for 2016. (Harrison, page 47)

Motion by Favret, second by Williamson, to re-elect Madam Chair Jacque Stonum as the Board Chair for 2016. Motion carried 6-0.

Motion by Williamson, second by Favret, to elect Larry Foianini as Vice-Chair for 2016. Motion carried 6-0.

3. Wyoming Open Meetings Act and Public Records Act training and orientation. (Paula Wilson Cazier)

Agenda Item #3 postponed until next month, due to Ms. Wilson-Cazier being unavailable.

7. Consideration of Resolution AB2016-05 to permit the placement of American Kestrel nesting boxes in undeveloped LaPrele Park and the southern loop of the Laramie River Greenbelt Trail. (Harrison, pages 59-71)

Vicki Henry gave a brief background detailing Resolution AB2016-05 in support of the Laramie Audubon Society's mission to "promote the conservation and appreciation of birds and other wildlife through education, outreach, and habitat stewardship."

Henry described that the Laramie Audubon Society is concerned about the recent decline in population of the American Kestrel, a small raptor that hunts insects, small rodents and small birds.

Laramie Audubon Society (LAS) has received six (6) American Kestrel nest boxes produced by Bradley Wahlgren's Eagle Scout project. LAS is requesting permission to install at least four kestrel nest boxes in two (2) of City of Laramie parks, undeveloped LaPrele Park and the southern loop of the Laramie Greenbelt Trail. These areas were chosen because of the suitable open areas for hunting by kestrels, there are suitable perching sites, and kestrels have been seen in these areas.

The Laramie Audubon Society has formed a committee for the installation, maintenance and, if necessary, the removal of the nesting boxes.

With the consideration of public comment, motion by Williamson, second by Foianini, that the Parks, Tree and Recreation Advisory Board approve Resolution 2016-AB-05 in support of the proposal submitted by the Laramie Audubon Society to place American Kestrel nesting boxes in undeveloped LaPrele Park and the southern loop of the Laramie Greenbelt Trail and forward onto Council for their consideration. Motion carried 6-0.

4. Consideration of Parks, Tree and Recreation Advisory Board Goals for 2016. (Harrison, page 48)

**Parks, Tree and Recreation Advisory Board
Goals for 2015**

- 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.
- 3) The Board will encourage the planning for optimal recreational use of appropriate portions of the Monolith Ranch including the formation of a citizen Ad Hoc Advisory Committee to develop a Monolith Ranch Recreation Master Plan.
- 4) The Board will review annually and provide recommendations on fees and policies for the Recreation Center and Ice and Event Center based on the operating pro-forma.
- 5) The Board will encourage and support continuing grants for Parks and Recreation programs and operations.
- 6) The Board will encourage and support the conservation of the City's renewable water resources with emphasis on promoting water-wise native xeric plants for Laramie.

7) The Board will support continuing the Tree City USA designation.

8) The Board will make recommendations and assist with the development of a Community Forest Stewardship Plan. The Community Forest Stewardship Plan shall include revising the list of desirable trees for planting as street trees with suggested spacing and planting distances from curbs, sidewalks, and foundations, along with a list of trees not suitable for planting as street trees.

9) The Board will review and make recommendations regarding fundraisers for, and donations to the Recreation Center, Ice and Event Center, and the Recreation Center Endowment for any amount over \$500.

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

11) The Board will work with citizen groups towards the goals of increasing open space in the northeast section of Laramie, in the Kiowa Park/Indian Ridge neighborhood.

Coates requested that the board consider adding a goal for specific dog park areas and maintenance standards.

Williamson stated the need to encourage groups to bring forward fundraising ideas and encourage other civic groups to support programs.

Favret emphasized that the Board encourage planning for optimal recreational use of appropriate portions of the Monolith Ranch, including the formation of a citizen Ad Hoc Advisory Committee to develop a Monolith Ranch Recreation Master Plan.

Williamson asked that Goal #8 be removed as it is already completed.

Favret recommended that new trees be planted in new developments.

Harrison noted that staff will incorporate these ideas and suggestions into 2016 Goals for consideration by the Board at the March meeting, with a resolution.

5. Consideration of Resolution AB2016-03 to approve and recommend approval of the draft Parks and Recreation Master Plan. (Harrison, pages 49-54)

Harrison noted that Resolution AB2016-03 of the Parks, Tree and Recreation Advisory Board for the City of Laramie, Wyoming states adopting the 2016 Parks and Recreation Master Plan in its entirety and replaces the 1982 Comprehensive plan for Parks, Recreation and Open Space: A Parks and Recreation Master Plan.

Motion by Foianini, second by Williamson, that the Parks, Tree and Recreation Advisory Board approve Resolution AB2016-03 for the adoption of the 2016 Revised Parks and Recreation Master Plan and forward the recommendation to the City's Planning Commission and the City Council. Motion carried 6-0.

6. Consideration of Resolution AB2016-04 to recommend the use of the Recreation Center gymnasium at no cost for Albany County for the 2016 primary and general elections. (Stevenson, pages 55-58)

Motion by Williamson, second by Coates, that the Board approve Resolution 2014-AB-04 authorizing a waiver of the facility reservation fees for the 2016 primary and general elections for Albany County and forward onto City Council for their consideration. Motion Carried 6-0.

8. Status report on the 2015 Public Right-of-Way Tree Assessment, from the 2007-08 Tree Assessment prepared by the Wyoming Division of State Forestry. (Overstreet, pages 72-87)

Randy Overstreet, City Arborist gave a presentation for the 2015 Laramie Right-Of-Way Tree Assessment.

Staff Reports FYI:

- Hunter presented the Parks Division staff report to the Board.
- Guerin presented the Recreation Division staff report to the Board.
- Stevenson presented the Facilities Division staff report to the Board.

New Business:

- Madam Chair, Jacque Stonum, represented the PT&R Board and presented Director Harrison with a retirement plaque and congratulated him on his pending retirement.

Meetings:

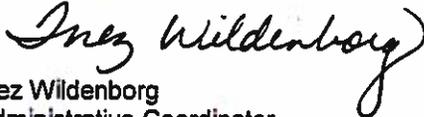
- *Next Regular Meeting Date: Wednesday, March 9, 2016 at 6:30pm

Public Comments:

None

Meeting adjourned at 8:06 pm.

Respectfully Submitted,



Inez Wildenborg
Administrative Coordinator
Parks and Recreation, City of Laramie