

PARKS, TREE, AND RECREATION ADVISORY BOARD

**RECREATION CENTER, 920 BOULDER DRIVE,
LARAMIE, WY 82070**

APRIL 8, 2026 AT 6:30 P.M.

1. Call to Order

2. Roll Call

3. 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.

4. Disclosures - Ex-parte communications; potential conflicts of interest

5. 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.)

5.A. Monthly Staff Report - February 2026

**[Bork, Parks, Recreation, and Public Services Director]
[Clubb, Recreation Manager]
[McIntyre, Facilities Manager]
[Hunter, Parks Manager]**

Documents:

[PRPS Monthly Report 2.2026.pdf](#)

**5.B. Draft Minutes for the March 11, 2026 Regular Meeting of the PTR
Advisory Board**

[Michael Bork, Parks, Recreation, and Public Services Director]

Documents:

[DRAFT Minutes 3.11.26.pdf](#)

6. Regular Agenda

6.A. Capital Projects Update

[Michael Bork, Parks, Recreation, and Public Services Director]

Documents:

[PTR Summary - Capital Project Update.pdf](#)

6.B. May/August Meetings

[Michael Bork, Parks, Recreation, and Public Services Director]

Documents:

[PTR Summary - May-Aug Meetings.pdf](#)

7. Citizen Comments

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

8. Advisory Board or Staff Comments

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

9. Adjournment

Next Regular Meeting Date:

Wednesday, May 13, 2019 @ Time TBD

*This is scheduled to be a Park Tour, Meeting location TBD



City of Laramie
Parks, Recreation, & Public Services
P.O. Box C
Laramie, Wyoming 82073

Parks - 721-5257
Cemetery - 721-5268
Mosquito - 721-5274
Recreation - 721-5269
Facilities - 721-3585

MONTHLY REPORT | FEBRUARY 2026 | PARKS, RECREATION, & PUBLIC SERVICES

To: City Manager, Honorable Mayor, and Councilors
From: Michael Bork, Parks, Recreation, & Public Services Director
Date: March 2, 2026

Recreation Division
(Wendy Clubb, Recreation Manager)

Looking Ahead:

- Luau in Laradise is Friday, March 6th 5:30-7:30pm at the Rec Center. Admission is free with your membership or the purchase of a day pass.
- Summer Registration is open for Youth Track and Field and Youth Soccer.
- Summer Registration for Adventure Kids will open on March 26th with the lottery spin occurring on March 30th.

Current/Completed Work:

We have diligently been working on our Rec Center memberships to streamline the renewal processes every month and reduce the number of errors we received each month. February was our first successful month with the new monthly membership in our software after converting over 1700 monthly membership from the broken structure to the new structure. We are encouraged that March and future months will be easier on our billing and renewal team!

We are currently developing a set of programmatic benchmarks and evaluation tools to strengthen planning, implementation, and assessment across all department offerings. These tools include a standardized Program Proposal Form, a Program Evaluation Form, and updated Program Participant Surveys. Together, they will provide a consistent framework to guide program development, measure outcomes, and ensure alignment with departmental goals while responding to the evolving needs of our community.

Implementation of these tools is anticipated prior to Summer 2026. In preparation, we are reviewing past and current program offerings and enrollment trends. This review indicates an overall decline in participation, while the total number of program offerings has remained relatively steady or, in some cases, also declined. These findings underscore the importance of establishing clearer benchmarks and evaluation practices to better understand participation patterns and strategically plan future offerings.



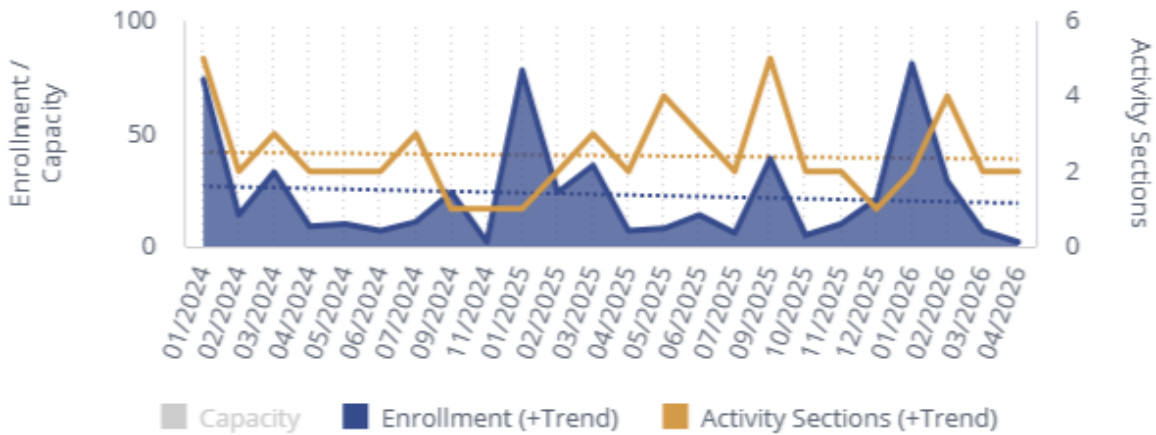
City of Laramie
 Parks, Recreation, & Public Services
 P.O. Box C
 Laramie, Wyoming 82073

Parks - 721-5257
 Cemetery - 721-5268
 Mosquito - 721-5274
 Recreation - 721-5269
 Facilities - 721-3585

Recreation Center:

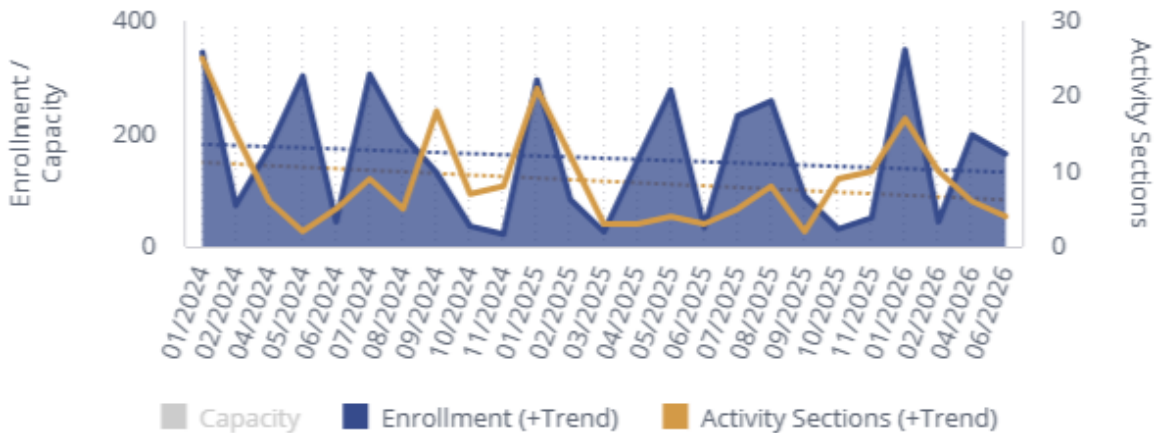
The adult programming at the Recreation Center has held steady, offering almost exactly same amount of programming each year, however we are trending with a very small decline in our enrollment numbers.

Enrollment Capacity Trend



Youth Programming at the Rec Center has shown a slight decline in our program offering, but our enrollment remains steady.

Enrollment Capacity Trend



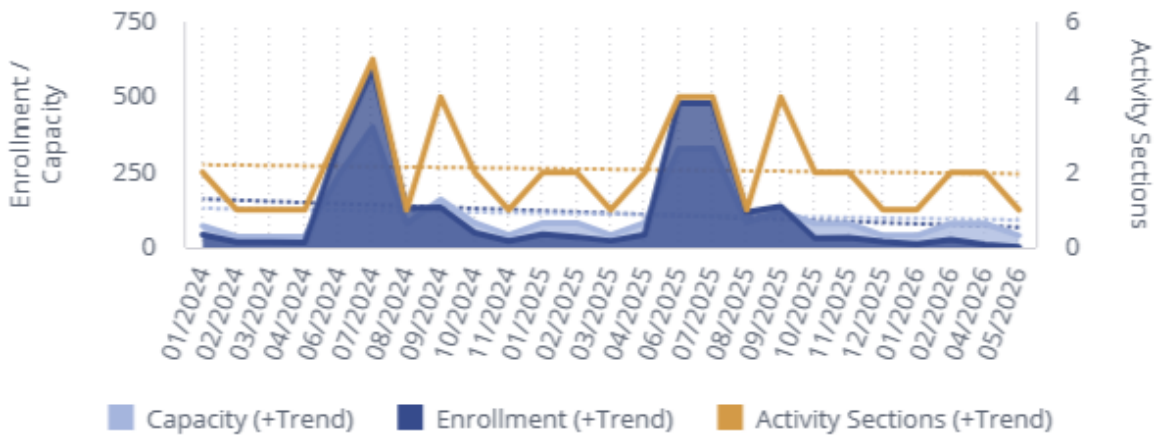


City of Laramie
Parks, Recreation, & Public Services
P.O. Box C
Laramie, Wyoming 82073

Parks - 721-5257
Cemetery - 721-5268
Mosquito - 721-5274
Recreation - 721-5269
Facilities - 721-3585

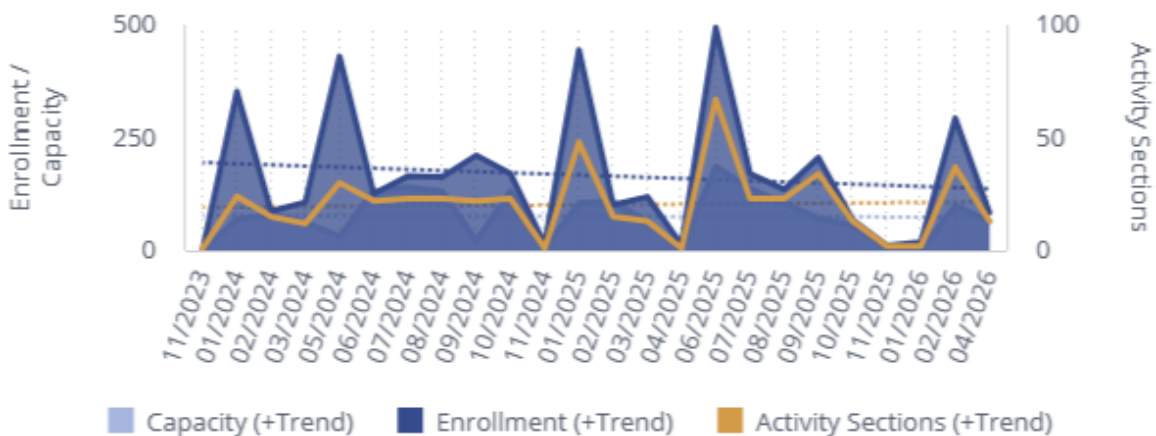
Adventure Kids offering has held steady. We are often at or near capacity, especially in the summer with our enrollment.

Enrollment Capacity Trend



Swim Lessons has also held steady with how much we offer. Our enrollment is often above capacity. We try to get as many children as possible in lessons and still remain safe, we are able to do this by bringing in additional instructors and instructor aides.

Enrollment Capacity Trend





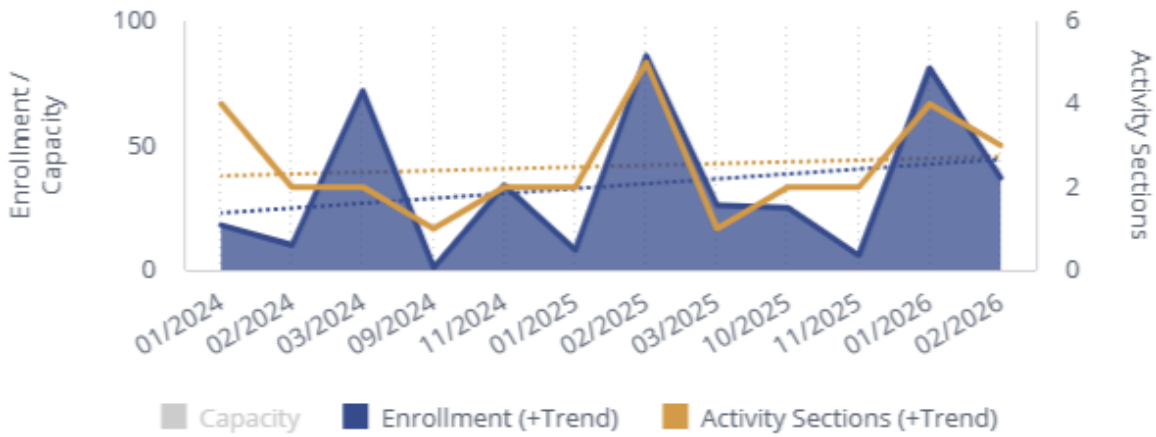
City of Laramie
 Parks, Recreation, & Public Services
 P.O. Box C
 Laramie, Wyoming 82073

Parks - 721-5257
 Cemetery - 721-5268
 Mosquito - 721-5274
 Recreation - 721-5269
 Facilities - 721-3585

Ice and Event Center:

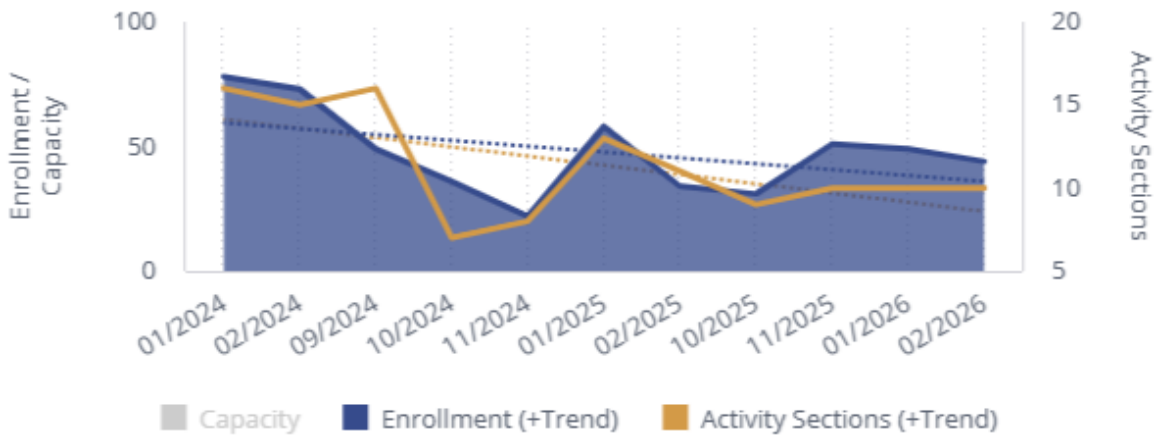
In the past three “ice” seasons (including the current season), we have seen an increase in adult programming and adult enrollment is trending upward as well. Offering adult learn to skate, adult league hockey and broomball have all become popular activities.

Enrollment Capacity Trend



There has been a slight decline in our offer of youth programming, resulting in less enrollment of our youth on the ice.

Enrollment Capacity Trend





City of Laramie
Parks, Recreation, & Public Services
P.O. Box C
Laramie, Wyoming 82073

Parks - 721-5257
Cemetery - 721-5268
Mosquito - 721-5274
Recreation - 721-5269
Facilities - 721-3585

Facilities Management Division
(Kevin McIntyre, Facilities Maintenance Manager)



City of Laramie
Parks, Recreation, & Public Services
P.O. Box C
Laramie, Wyoming 82073

Parks - 721-5257
Cemetery - 721-5268
Mosquito - 721-5274
Recreation - 721-5269
Facilities - 721-3585

Facilities on call for the month of February 2026: Called back 2 times.

- Called into the Recreation Center 2 times to deal with chemical balancing of the Hot tub. Chemical controller and flow cell have been replaced and are working as designed now.

The Laramie Recreation Center sustained more damage due to the high winds in January. A fan shroud blew off of roof top unit #8 above the lap pool. Facilities has been granted approval through WARM and a replacement fan shroud has been ordered.

The damage repair to the siding sustained in December was approved through WARM. The materials to repair/replace the siding have been ordered. The replacement will be scheduled when materials arrive.



City of Laramie
Parks, Recreation, & Public Services
P.O. Box C
Laramie, Wyoming 82073

Parks - 721-5257
Cemetery - 721-5268
Mosquito - 721-5274
Recreation - 721-5269
Facilities - 721-3585

Parks/Cemetery/Forestry/Mosquito/IPM Report
(Scott Hunter, Parks Manager)

Greenhill Cemetery:

- The cemetery conducted three (3) burials in February, 1 full size burial and 2 cremation burials.
 - Three (3) overtime funerals were scheduled through February 2026.
- Staff continue to update central control with the DXi hardware updates.
- Cemetery staff have removed the community gardens fence for repairs.
- Shrubs and trees are being identified for spring removals.
- Winter cleanup is on-going with the mild weather.
 - Staff have contacted Wreaths Across America for a removal date.

Parks:

- Staff have finished the new park signs under our initial budget. With the remaining budget, Otto Dahl, Bandshell, and Burns Court signs will be replaced.





City of Laramie
Parks, Recreation, & Public Services
P.O. Box C
Laramie, Wyoming 82073

Parks - 721-5257
Cemetery - 721-5268
Mosquito - 721-5274
Recreation - 721-5269
Facilities - 721-3585

- High winds continue to drop branches, only a few trees and shrubs were damaged.
- Athletic lights are scheduled for repair at the end of February and into March.
- Bike racks are being installed after the 3rd Street reconstruction.
- Contractors are finishing up with the new sidewalk along 14th street along the east side of Harbon Park.
- Staff continue watering new trees as the temperatures have remained mild.
- Medians are being checked and cleaned up ahead of spring.
- The Curmudgeon volunteer group has begun working on various projects for the Parks and Recreation Department, including new Laradise Lane seating and lounge chairs for the outdoor pool.
- Quotes have been received regarding the parking lot repairs and seal coat at the Recreation Center and Ice Arena.
- The Optimist Park Playground 50% submittal is just about complete.
- The Coughlin Pole Mountain Bid paperwork is complete and will be released early March.

Mosquito Control/IPM:

- The Mosquito Control Supervisor position applications have been reviewed, and interviews are on-going.
- The 2026 EIMG Grant submission deadline is late March, staff are completing the new EIMG paperwork.
- IPM is getting equipment in order for spring.

PARKS, TREE, AND RECREATION ADVISORY BOARD

**RECREATION CENTER, 920 BOULDER DRIVE,
LARAMIE, WY 82070**

**MARCH 11, 2026 AT 6:30 P.M.
DRAFT MINUTES**

1. Call to Order – 6:35p.m.

2. Roll Call

Absent: B. Burrows, M. Arnett, W. King, S.B. Mathews

Staff: W. Clubb, B. Turner, K. McIntyre, City Clerk N. Bartholomew

3. Approval of Agenda

A. MOTION BY D. Hammond, seconded by J. Smith, that the Agenda be set as submitted or changed. - PASSED

4. Disclosures - Ex-parte communications; potential conflicts of interest - NONE

5. Consent Agenda

Motion: by D. Hammond, seconded by J. Smith, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated within the staff reports. - PASSED

5.A. Draft Minutes of the Special and Regular Meetings held February 11, 2026 [Michael Bork, Parks, Recreation, and Public Services Director]

5.B. Staff Reports - Monthly Report for January 2026

6. Regular Agenda

6.A. Annual Board Member Open Meeting/Public Records

Training [Nancy Bartholomew, City Clerk]

City Clerk provided Open Meeting/Public Records training to

PTR members

6.B. Acknowledgment of receipt of 2025 Annual Report from Action Resources International/Feeding Laramie Valley

[Michael Bork, Parks, Recreation, and Public Services Director]

ARI/FLV Director Gayle Woodson presented an Annual Report of activities to PTR Board Members

6.C. Acknowledgment of receipt of 2025 Annual Report from the Laramie Rifle Range.

[Michael Bork, Parks, Recreation, and Public Services Director]

7. Citizen Comments - NONE

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

8. Advisory Board or Staff Comments – NONE

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

9. Adjournment – 8:02p.m.



PARKS, TREE, & RECREATION ADVISORY BOARD

AGENDA COVER SHEET

Meeting Date:	April 8, 2026	Division:	Administration	Item:	Other
Title:	Capital Projects Update				

Recommended Board Motion:

NO MOTION REQUIRED – INFORMATION ONLY

Administrative or Policy Goal:

LMC – 2.28.070 – Duties – Generally.

J. The board shall evaluate, advise and make recommendations to the parks and recreation director concerning existing parks and recreation policies, programs and activities.

Background Information:

Before heading into the Summer break, I wanted to give an update on the status of several large capital projects, and what to look forward to in the coming months. Along with any other specific questions the Advisory Board may have, I will cover:

- Laramie Bike Park
- Spring Creek Phase 2 Trail
- West Side/West Laramie Connector Trail
- Coughlin Pole Mountain Park
- Optimist Inclusive Playground

Legal/Code/Statutory Authority:

Fiscal Information:

N/A

Staff Contact:

Michael Bork, Director of Parks, Recreation, and Public Services, mbork@cityoflaramie.org, 307-721-5260

Attachments:

Bike Park Site Map



PARKS, TREE, & RECREATION ADVISORY BOARD

AGENDA COVER SHEET

Meeting Date:	April 8, 2026	Division:	Administration	Item:	Discussion Item
Title:	May and August 2026 Meeting Format and Location				

Recommended Board Motion:

I move that the Parks, Tree, and Recreation Advisory Board decide the manner and location of the May and August 2026 meeting.

Administrative or Policy Goal:

Background Information:

In our calendar of meetings, the months of May, June, and July (and occasionally August) are cancelled, to allow for some "breathing room" during the nice weather, as well as to encourage people to get out and recreate.

Previous discussions had been planned for the May and the August meetings to be set aside for possible park tours. If the Advisory Board would like to have tours, the tour location(s) need to be set, and I would recommend moving the meetings up to 6:00p.m.

If the board is amenable, staff recommend that the May tour take place at the LaBonte Park Pathway and Fitness Station project. Staff can give an on-site re-cap of the overall project, how it went, challenges, successes, and answer any questions.

For August, there are several great options to consider. We could try a multi-site tour, or just focus on one of the following projects:

- Laramie Bike Park (should either be complete, or nearly done)
- Spring Creek Phase 2 Trail (will not be complete, but will be well under way)
- West Side/West Laramie Connector Trail (will not be complete, but should be under way)

Legal/Code/Statutory Authority:

Fiscal Information:

N/A

Staff Contact:

Michael Bork, Director of Parks, Recreation, and Public Services, mbork@cityoflaramie.org, 307-721-5260

Attachments: NONE