

PINEDALE PARK AND TREE BOARD

MEETING AGENDA

October 9, 2024

5:00 PM

AT: Pinedale Town Hall, Pinedale, Wyoming

Emily Lucas (Chair)* Peggy Weber (Vice Chair)*

Jessup Wyman (Secretary)* Jackie Anderson* Dean Loftus*

**Designates Voting Member*

Agenda Items:

1. Organizational Matters
 - a. Review, finalize, and approve September minutes.
2. Public Comments
3. New Business
 - a. New Projects
4. Old Business
 - a. Project Updates
 - i. LWCF Inspection Reports
 - ii. Forestry Grant
5. Park Manager's Report
6. Chairman's Comments
7. Board Member Comments
8. Set date and time for the next Park and Tree meeting
9. Adjourn meeting.

**PINEDALE PARK AND TREE BOARD
MEETING MINUTES
September 11, 2024
5:00 PM**

AT: Pinedale Town Hall, Pinedale, Wyoming

Emily Lucas (Chair)* Peggy Weber (Vice Chair)*
 Jessup Wyman (Secretary)* Jackie Anderson* Dean Loftus*

**Designates Voting Member*

Agenda Items:

1. Organizational Matters

Meeting called to order at 5:02 pm. Attendance of meeting- Peggy Weber, Jessup Wyman, Emily Lucas, Jackie Anderson, and Emily Leniger (TOP).

a. Review, finalize, and approve August minutes.

Motion to approve August minutes made by Jessup Wyman, seconded by Peggy Weber. Passes 4/0/1 abstention- Jackie Anderson

2. Public Comments

No public present.

3. New Business

a. New Projects

4. Old Business

a. Project Updates

5. Park Manager's Report

6. Chairman's Comments

Emily Lucas reviewed minutes from the August meeting.

Skate Park memorial bench- Emily Leniger explained where the bench's location is going to be, and she would follow up with Abram Pearce about the status of the bench. She explained that a pad for the bench would be poured, and the Town would plant a tree next to the bench.

LWCF site visit follow up- Emily Leniger explained that she hadn't heard anything from the LWCF representatives. If the Town staff hears anything, Emily Leniger will report back with any updates.

The Board also discussed how the LWCF grant information should be accessible and indicate where the grant was utilized with each park. She brought up how it could be added to the

master plan. Emily Leniger explained that the LWCF representatives are planning to create a QGIS to show where the grant money has been used around the state. Emily Lucas discussed an appropriate place to put information about the grant since it requires the designated area be used by the public for perpetuity. Park history in the master plan, could explain the grant and where it was used and what it was used for.

7. Board Member Comments

The Finis Mitchell sign was brought up. Emily Leniger will be following up with Peter Paulin to have a meeting. She would like to have the sign done and ready for installation by next Spring/ Summer. Peggy Weber brought up how Finis was also a poet. Some of his poetry could be incorporated on the sign.

Peggy Weber brought up planting trees for women that served in the Pinedale community. The Board decided to table this discussion until next Spring.

Peggy Weber and Jessup Wyman brought up the trees at Boyd Skinner and how people have been carving their names into them. The Board discussed ideas to resolve the issue.

8. Set date and time for the next Park and Tree meeting
October 9, 2024, at 5:00 pm.

9. Adjourn meeting.

Peggy Weber made a motion to adjourn at 6:15, Jackie Anderson seconded.

Jessup Wyman
Park and Tree, Secretary

Emily Lucas
Park and Tree, Chair

From: Kristina Richter <kristina.richter@wyo.gov>
Sent: Monday, September 16, 2024 4:02 PM
To: Abram Pearce <abrampearce@townofpinedale.us>
Subject: Re: Upcoming LWCF Site Visits

Hi Abram,

Good afternoon, and I hope you had a good weekend. I have attached a few of the completed inspection reports below. Overall, both sites are in great condition and well-maintained by the city. My main comment is ways to improve ADA accessibility for the parks. I am still working on the ballfield report, and will share that once it is complete. I also attached a copy of the updated LWCF handbook for your reference.

Since our meeting, I have spoken with my team and supervisor about the ballfield conversion site. It is ultimately the National Park Service's decision on what is acceptable, so I will keep you informed as I learn more. In the meantime, would you be able to determine if and where Pinedale owns land that has not been deemed for outdoor recreation purposes? This will give us an idea of what potential avenues may be.

Please let me know if you have any questions or if there is something I may help you with in the meantime.

Thank you,

Kristina Richter, GIS Specialist

Wyoming State Parks & Cultural Resources

Outdoor Recreation Office & Division of State Parks & Trails

2301 Central Avenue, Barrett Bldg, 4th Fl. - Cheyenne, WY 82002

WYOMING DEPARTMENT OF STATE PARKS & CULTURAL RESOURCES
COMPLIANCE REPORT - LWCF PROJECTS CHECK LIST

Sponsor:	City of Pinedale		
Contact:	Abram Pearce, Public Works Director abrampearce@townofpinedale.us		
Street Address and/or Directions:	S Lake Ave, Pinedale, WY 82941		
Park/Property Name:	Boyd Skinner Park	Acres:	16.5

Number	Project	Fed \$	Scope
56-00138	Pinedale Municipal Park	\$4,031.55	Planning and engineering, restroom facility, road construction, 1000' buck fence, picnic facilities
56-00368	Pinedale Municipal Park #2	\$1,915.12	Site improvement, landscaping, playground equipment, picnic area, planning and engineering

INSPECTION ITEMS

		YES	NO
1.	Is the property being used for the purposes intended?	X	
2.	Is the property attractive, properly maintained, and inviting to the public?	X	
3.	Does staffing and servicing of facilities appear adequate?	X	
4.	Is the property readily accessible and open to the public during reasonable hours?	X	
5.	Are power lines buried, or if existing, not located over high use area?	X	
6.	Have Uniform Federal Accessibility Standards* (ADA) been complied with?		X
	New ideas implemented/notes: Consider replacing wood chips with compliant material and adding pathways to tables/ benches		
7.	Is there a Land and Water Conservation Fund sign visible?		X
	Where?		
8.	If school site, is it adequately signed? Does the public have reasonable access? N/A	NA	
9.	Is there indication of poor workmanship or materials?		X
10.	Are property, landscaping, fences, facilities, walkways, parking, furnishings, etc, in good repair and free of neglect?	X	
11.	Does vandalism require action of the sponsor?		X
12.	Are there any safety hazards?		X
12.	Is there use conflict with adjacent areas?		X

13.	Is there evidence of discrimination?		X
14.	Have there been any unauthorized changes from the as-built plans?		X
15.	Has there been any conversion of use? (non-recreational use)		X
16.	Have previously noted problems been corrected? indicate N/A.) N/A	NA	
	If problems not corrected, please list under Follow Up Action Required.		

Overall Project Rating: __ Excellent X Good __ Fair __ Poor
Problem Project List: __ Yes __ No

COMMENTS: Park is in good condition, a beautiful park and well-maintained by the city. The site offers a range of activities for any age, and amenities are actively used by the public at time of inspection. Bathroom is ADA accessible. Some ADA upgrades are needed to ensure most amenities are ADA compliant. Consider adding pathways to some picnic tables and replacing wood chips as grass and wood chips are not compliant materials.

FOLLOW UP ACTION REQUIRED: Send LWCF sign.

Follow up action recommended:

Pictures:

√ Property √ Developments √ Sign showing property/park name √ LWCF sign

√ Items that require discussion with Sponsor or follow-up.

Inspected by: Kristina Richter

Inspection Date: 08/06/2024

*Uniform Accessibility Standards may be found here:

<https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas>

In general, please check these at a minimum:

- Parking: One spot per 25 or less with accessibility, ramps, etc.)
- Walkways and trails: 4' width, low grade, free of barriers and in good repair, firm and stable
- Doors and Gates: At least 32" wide, easy to open, no barriers
- Restrooms, Fountains, Benches/Tables, and other Facilities

LWCF STAFF

*Post-completion site inspections must be conducted within five years after the final project reimbursement and every five years thereafter. Post-completion reports should be retained in the state file. Inspections that discover post completion compliance problems such as park closures and non-recreation or private uses occurring within the Section 6(f) boundary shall be forwarded to NPS. The State shall report to the NPS the project numbers of all sites inspected soon after the inspection is conducted and forward to NPS only the inspection reports for LWCF sites with problems as described above. All properties that have received **acquisition** funding must be reported to NPS.*

Reported to Sponsor: 09/16/2024

Next Inspection Due: 08, 2029

If problems, inspection report provided to NPS: XX/XX/20XX

Reported to NPS: XX/XX/20XX

WYOMING DEPARTMENT OF STATE PARKS & CULTURAL RESOURCES
COMPLIANCE REPORT - LWCF PROJECTS CHECK LIST

Sponsor:	Town of Pinedale		
Contact:	Abram Pearce, Public Works Director abrampearce@townofpinedale.us		
Street Address and/or Directions:	West Pine St, Pinedale, WY		
Park/Property Name:	American Legion Park	Acres:	10.95

Number	Project	Fed \$	Scope
56-00810	American Legion Park Trail	\$14,955	Trail development

INSPECTION ITEMS

		YES	NO
1.	Is the property being used for the purposes intended?	X	
2.	Is the property attractive, properly maintained, and inviting to the public?	X	
3.	Does staffing and servicing of facilities appear adequate?	X	
4.	Is the property readily accessible and open to the public during reasonable hours?	X	
5.	Are power lines buried, or if existing, not located over high use area?	X	
6.	Have Uniform Federal Accessibility Standards* (ADA) been complied with?	X	
	New ideas implemented/notes: Replace concrete pad by ADA parking space and sidewalk		
7.	Is there a Land and Water Conservation Fund sign visible?		X
	Where?		
8.	If school site, is it adequately signed? Does the public have reasonable access? N/A	NA	
9.	Is there indication of poor workmanship or materials?		X
10.	Are property, landscaping, fences, facilities, walkways, parking, furnishings, etc, in good repair and free of neglect?	X	
11.	Does vandalism require action of the sponsor?		X
12.	Are there any safety hazards?		X
12.	Is there use conflict with adjacent areas?		X
13.	Is there evidence of discrimination?		X
14.	Have there been any unauthorized changes from the as-built plans?		X

15.	Has there been any conversion of use? (non-recreational use)		X
16.	Have previously noted problems been corrected? indicate N/A.) N/A	NA	
	If problems not corrected, please list under Follow Up Action Required.		

Overall Project Rating: Excellent Good Fair Poor
Problem Project List: Yes No

COMMENTS: Beautiful park with multiple recreation uses available. Grass is green and manicured; nature walks by river and through forest. Part of the path is cracking, but the town has plans to potentially replace it with a TAP grant. Town could add additional sidewalks to picnic shelters to improve ADA accessibility, but other areas of the park are accessible.

FOLLOW UP ACTION REQUIRED: Send LWCF sign.

Follow up action recommended:

Pictures:

- √ Property √ Developments √ Sign showing property/park name √ LWCF sign
√ Items that require discussion with Sponsor or follow-up.

Inspected by: Kristina Richter

Inspection Date: 08/06/2024

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In general, please check these at a minimum:

- Parking: One spot per 25 or less with accessibility, ramps, etc.)
- Walkways and trails: 4' width, low grade, free of barriers and in good repair, firm and stable
- Doors and Gates: At least 32" wide, easy to open, no barriers
- Restrooms, Fountains, Benches/Tables, and other Facilities

LWCF STAFF

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Reported to Sponsor: 09/16/2024

Next Inspection Due: 08, 2029

If problems, inspection report provided to NPS: XX/XX/20XX

Reported to NPS: XX/XX/20XX

From: [Jacob Mares](#)
To: [Emily Leniger](#)
Subject: Re: Town of Pinedale 2024 Tree Planting Report
Date: Friday, September 20, 2024 8:29:44 AM

Hello Emily,
Thank you for taking part in our pass through grant program, and providing wonderful reporting. I am happy to see the project went well and the town of Pinedale has 30 new trees! It looks like it was a great planting day. I will get this RFP off to accounting today. You should receive payment in the next few weeks. Let me know if you have any questions!
Cheers,
Jacob

On Thu, Sep 19, 2024 at 3:24 PM Emily Leniger <emilyleniger@townofpinedale.us> wrote:

Hi Jacob,

Please find the following attached to this email:

2024 Leaves of Diversity Tree Planting Project

- Request for Payment
- Final Report (including pictures)

Should you have any questions or concerns, please do not hesitate to contact me. Thank you for the opportunity. The Town greatly values the partnership. Also, if you don't mind, please confirm you have received this email.

Sincerely,

Emily Leniger

Park Manager

Town of Pinedale

307-749-7779



TOWN OF PINEDALE WYOMING

October 9, 2024

Park Manager Report – September 2024

September Highlights:

- Aerated parks.
- Planted trees.
- Turned most of the irrigation off for the year.
- Mowed parks as needed.
- Checked dog pots regularly.

Respectfully,

Emily Leniger

Emily Leniger
Park Manager, Town of Pinedale

