



MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

November 18, 2015

CALL TO ORDER: The meeting of the Parks and Recreation Commission was held on November 18, 2015 at the Miller Activity Complex, Castle Rock, CO. Aaron Nagel called the meeting to order at approximately 5:00 p.m.

COMMISSION MEMBERS:

Aaron Nagel (Chair)
Tim Miller (Vice Chair)
Michael Langenkamp

Michael Brumbaugh (absent)
Kevin Cochran
Brian Glotzbach (late)

COUNCIL LIAISONS:

Mark Heath (late)

Jennifer Green

STAFF MEMBERS:

Jeff Brauer
Jeff Smullen
Jennifer Martin

Eileen Matheson
Curt Williams
Dave Corliss

I. ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA

Snowsports 365 memo was not included in the packet.

II. PUBLIC COMMENT

None.

III. MINUTES OF THE REGULAR MEETING (REVIEW / APPROVAL)

ACTION: Approve the minutes from the October 21, 2015 Parks and Recreation Commission meeting as transcribed.

MOTION: Kevin Cochran

SECOND: Tim Miller

Motion passes 4-0; Brian Glotzbach late





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IV. SNOWSPORTS 365 UPDATE

Presented By Jeff Brauer, Director of Parks and Recreation

ACTION: Endorse Snowsports 365 Project as presented.
MOTION: Tim Miller
SECOND: Kevin Cochran

Motion passes 5-0

V. RUETER – HESS RESERVOIR UPDATE

Presented By Jeff Brauer, Director of Parks and Recreation

Jeff Brauer presented the PowerPoint completed by Parker Water and Sanitation District that is currently being presented to civic organizations as updates from the Rueter Hess Recreation Authority. This same PowerPoint and an interactive survey will be posted on the Town's website under Park Project updates. A copy of the survey will also be emailed to Parks and Recreation Commission Members.

VI. MW GOLDEN CONSTRUCTORS CHANGE ORDER – PHILIP S. MILLER PARK

Presented By Jeff Smullen, Manager of Park Planning and Construction

ACTION: Endorse the approval of a Resolution Approving Change Order#6 to the Phase 2 Philip S. Miller Park Construction Contract with MW Golden Constructors.
MOTION: Brian Glotzbach
SECOND: Michael Langenkamp

Motion passes 5-0

VII. DOUGLAS COUNTY SCHOOL DISTRICT INTERGOVERNMENTAL AGREEMENT (IGA)

Presented By Eileen Matheson, Recreation Manager

ACTION: Endorse the approval of a Resolution Approving an Intergovernmental Agreement between the Town of Castle Rock and the Douglas County School District RE-1 Concerning share use of Town/School District Facilities.
MOTION: Tim Miller
SECOND: Kevin Cochran

Motion passes 5-0





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VIII. DOWNTOWN HOLIDAY LIGHTING UPDATE

Presented By Curt Williams, Manager of Park Operations

Curt Williams provided an update on the 50,000 light bulbs that are being placed by all Parks Maintenance staff on Town trees on Wilcox Street as part of the Starlighting celebration and the holiday lighting plan. Staff has been working on the project for the last month in partnership with the Chamber of Commerce.

IX. COMMENTS FROM THE DIRECTOR

Presented By Jeff Brauer, Director of Parks and Recreation

The resolution for approving The Town Of Castle Rock Services Agreement with Design Workshop, Inc. for the Festival Park Pre-Construction Services and Construction Observation Services was approved at the November 17 Town Council meeting. The project is funded with tax incremental funding (TIF).

On November 12, the Public Art Commission celebrated the unveiling / dedication of the art piece "Beginnings" by Robert Allison in the core plaza at Philip S. Miller Park. It is a bronze sculpture depicting the Miller's as youth and is centrally located in the entry way to the core plaza.

The December 16, 2015 Parks and Recreation Commission meeting will be held at Red Hawk Ridge Golf Course. It will be a brief meeting followed by a holiday dinner where our Food and Beverage staff can showcase their culinary skills.

Events or organized activities for 75 or more people that involve street closures or include event components requiring the coordination of a number of Town departments or other agencies such as the use of alcohol, on-site cooking, food sales, or large-scale temporary structures will be reviewed through the Town wide Special Event Permit Process. Examples include festivals, parades, runs/walks, farmer's markets and other planned group activities.

We are currently accepting applications for 2016 events. The application deadline for events held in the 2016 calendar year is January 15, 2016. The office of Special Events will be issuing permits the first week of February. Please make sure your application is complete and that all requested documentation is included with your application. Incomplete applications will not be accepted. If you are planning on renting the millhouse for a meeting, reception, rehearsal, graduation, please only complete the required sections and select special occasion. We will then send you a separate application for those types of events. 2017 Applications will be accepted beginning Tuesday, September 6, 2016.





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The [Special Event Division](#) is formalizing a [preferred vendor and sponsor list](#), policies and procedures and fee structure that will be available in February 2016, if not sooner. Please visit crgov.com/events periodically for updates or contact 720-724-2007 for additional details.

Special event fees for all Town facilities are currently under review and will be available to the public around January 4, 2016.

Three tentative tours of Philip S. Miller Park have been scheduled for Parks and Recreation Commission, Parks and Trails Foundation and Town Council for the week of November 30. A morning, afternoon and Saturday have been tentatively chosen and staff will email on November 30 whether the tours will still occur due to construction conditions and weather.

X. COMMISSION COMMENTS

Congratulations were provided to Jeff Brauer on his recent appointment to Parks and Recreation Director. He was asked when he would be filling the vacant positions. He said he would be moving forward with his organizational structure and some job postings will occur in the next few weeks. Dave Corliss, Town Manager, gave credit to the Parks and Recreation Department on all of the great things that have been occurring in the last few months as well as the accomplishments/recognition that the Town has received.

Aaron Nagel asked about updates from the Teen Advisory Group (TAG) and Eileen advised that they have approximately eight fulltime members. The members are interested in being a part of the Commission; however, the dates and times of our meetings conflict with their after-school activity schedules. We will have an update in the near future on a possible TAG representative for Commission.

The Group will be doing their annual giving tree at the Recreation Center and the MAC as well as their annual fundraiser with the Daddy Daughter Ball held February 12, 2016 at Douglas County Events Center.

XI. ADJOURNMENT

MOTION: Brian Glotzbach
SECOND: Tim Miller
Motion passes 5-0

