



MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

October 19, 2016

CALL TO ORDER: The meeting of the Parks and Recreation Commission was held on October 19, 2016 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)	Michael Fronczak
Tim Miller (Vice Chair) (late)	Michael Waggoner
Brian Glotzbach	Josie Mekelburg (absent)

COUNCIL LIAISONS:

Jennifer Green	Mark Heath
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STAFF MEMBERS:

Jeff Brauer	Bob Maloney
Jeff Smullen	Brian Peterson
Jennifer Martin	Maia Aman
Mike Kilman	

GUESTS:

Ron Claussen

I. ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA

No TAG Representative. Item 7 will be eliminated from Agenda.

II. PUBLIC COMMENT

None.

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

ACTION: Approve the minutes from the October 19, 2016 Parks and Recreation Commission meeting as transcribed.

MOTION: Brian Glotzbach

SECOND: Michael Fronczak
Motion passes 4-0



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IV. VERIZON WIRELESS CELL TOWER APPLICATIONS AT BUTTERFIELD AND PHILIP S. MILLER PARKS

Presented By Jeff Smullen, Assistant Director of Parks and Recreation

Verizon has applied to install cell towers at Butterfield and Philip S. Miller Parks. At Butterfield Park, the small pole like tower, along with a transporter, would be installed in the preexisting landscaping west of the pool. At Philip S. Miller Park, three small towers would be installed throughout the park, one near parking lot of the Miller Activity Complex, one near the Epic Sky Trek and the last near the Amphitheater. All would blend in with surrounding scenery. Although the official terms of the contracts have yet to be determined, the Town would receive land lease fees without incurring additional costs. Staff is recommending Parks and Recreation moves forward to approve both applications.

Michael Waggoner asked if the towers would just serve Verizon customers and Jeff Smullen responded saying Verizon customers would be the only people to benefit but that other providers could be considered on a case by case basis. Jeff Smullen also noted that having more but smaller towers would provide effective coverage while serving patrons and staff in both parks.

Brian Glotzbach inquired about where the money received from the land lease agreements would go, and Jeff Smullen explained it would go to the Town's General Reserve Fund.

Michael Waggoner asked about the plan to standardize the aesthetic of the poles and ancillary equipment. Jeff Smullen reiterated that the cellular towers would be roughly the size of light poles, would blend in and noted that only Butterfield Park would have ancillary equipment. At Butterfield Park, the transporter would be the size of a small box.

Jennifer Green commented that Council is seeing more and more cellular tower applications given the fact that Castle Rock is a growing community.

- ACTION:** Approve Verizon Wireless cell tower applications at Butterfield and Philip S. Miller Parks.
- MOTION:** Michael Waggoner
- SECOND:** Michael Fronczak
- Motion passes 5-0



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V. **ROCK PARK ROCK SCALING PROJECT UPDATE**

Presented By Bob Maloney, Park Superintendent

Given the nature of Rock Park's conglomerate geologic composition, rock scaling will need to take place based on a geotechnical engineering evaluation performed in May 2016. Scaling will be minimal and will not affect the overall visual of the Town's important feature, but will mitigate risk due to falling rock. The scaling project is scheduled to take place from December 5 through 7, and Parks and Recreation staff will need to close the trail. Staff will also implement a press release to notify the public.

VI. **PHILIP S. MILLER PARK SIGNAGE UPDATE**

Presented By Brian Peterson, Park Planning and Construction Manager

Since the opening of Philip S. Miller Park, there has been interest for directional signage along both the southbound and northbound lanes of I-25. Staff have also identified the need for increased visibility within the park in the form of an LED sign to inform patrons of upcoming events and updates such as trail closures. There is currently \$100,000 allocated within the budget for Philip S. Miller Park signage. The total cost for both projects is estimated at \$82,562, and the remaining allocated amount will be used for permits, surveying, electrical and landscape repair.

Michael Fronczak questioned if an LED sign would be a positive addition to the natural scenery of Philip S. Miller Park, especially if the LED sign at the Outlets may provide a better return on investment in regards to advertising. Michael Fronczak suggested using something that would more naturally blend in, such as panels.

Tim Miller and Aaron Nagel asked for clarification regarding the directionality and placement of the sign. Brian Peterson explained the tentative plan is to place the LED sign on the grass patch by the Plaza. Brian Peterson also explained that the sign is designed for the scale of walkers and that given its size, it would not have a significant impact on the feel of the park.

Tim Miller suggested that the sign may be better placed near the road to increase visibility and to not detract from the park.

Brian Glotzbach also suggested that park users may already be more inclined to know about the happenings of the park, so agreed that the road may be a better location.



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Aaron Nagel inquired what the Town was doing outside of signage to promote Parks and Recreation events, youth athletics and to advertise. Jeff Smullen responded by explaining that Parks and Recreation uses Community Relations to implement press releases and post on social media. Aaron Nagel and Brian Glotzbach both expressed further concern regarding the Department's limited ability to use Facebook and encouraged staff to do more to promote events internally, especially since some events like the liveBIG run, have experienced a decline in participation from year to year. Given increasingly saturated markets and the growing needs of the Castle Rock community, an increased focus on advertising within the Parks and Recreation Department will be important going forward.

Mark Heath explained that Town Hall put up an LED sign similar in size and it was received positively by the public.

Jennifer Green highlighted the need to over-communicate information in today's modern world. Banners may also present an added cost, especially since they aren't reusable.

VII. UPDATES FROM TEEN ADVISORY GROUP

None. Removed from Agenda.

VIII. PARKS AND RECREATION DIRECTOR COMMENTS

Presented By Jeff Brauer, Director of Parks and Recreation

The Town received a Great Outdoors Colorado Grant in the amount of \$1 million to fund the southern extension of the East Plum Creek trail. Staff put in excellent work in submitting the grant, and went to Carbondale to officially receive the award.

The Rueter-Hess Recreation Authority is reevaluating its governance and budgetary procedures. The Town will continue to be a part of planning and will have the opportunity to run programming at the reservoir over the course of the year.

The staff's presentation to Civic Academy was very well received by participants. While many of the attendees had visited the Miller Activity Complex, the presentation offered a good opportunity to showcase the Millhouse and the food from the Clubhouse at Redhawk.



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To cover the additional funding needed for Festival Park, the Downtown Development Authority has developed a funding plan through tax increment financing. The Town will be contributing the additional amount needed from the General Fund Reserve. Overall, the DDA will pay for nearly 60% of the project. Staff will be taking the construction contract and a budget amendment to Council for final approval on November 1.

Wendy Hernandez officially stepped down from the Parks and Recreation Commission. As a result, there is a vacancy that will be posted.

Bob Maloney and the Maintenance Division have started tree lighting along Perry Street, Wilcox Street and the Millhouse in preparation for the holiday season and special events downtown.

IX. ADJOURNMENT

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

