



# MINUTES OF THE REGULAR MEETING

*Castle Rock Parks And Recreation Commission*

*February 15, 2017*

**CALL TO ORDER:** The meeting of the Parks and Recreation Commission was held on February 15, 2017 at the Millhouse at Philip S. Miller Park, Castle Rock, CO. Aaron Nagel called the meeting to order at approximately 5:00 p.m.

## **COMMISSION MEMBERS:**

Aaron Nagel (Chair)  
Brian Glotzbach  
Josie Mekelburg (absent)

Michael Fronczak  
Michael Waggoner

## **COUNCIL LIAISONS:**

Mayor Jennifer Green

## **STAFF MEMBERS:**

Jeff Brauer  
Jeff Smullen  
Mike Kilman

Bob Maloney  
Brian Peterson  
Maia Aman

## **GUESTS:**

Brian Buck

## **I. ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA**

TAG Representative was not present to provide the update as described in the agenda.

## **II. PUBLIC COMMENT**

None.

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

**ACTION:** Approve the minutes from the December 21, 2016 Parks and Recreation Commission meeting as transcribed.

**MOTION:** Michael Fronczak

**SECOND:** Michael Waggoner  
Motion passes 4-0

## **IV. ELECTION OF PARKS AND RECREATION COMMISSION VICE-CHAIR FOR 2017 TERM**



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- ACTION:** Elect Brian Glotzbach as Vice-Chair for the Parks and Recreation Commission for the remainder of the 2017 term.
- MOTION:** Michael Waggoner
- SECOND:** Michael Fronczak
- Motion passes 4-0

## V. FAMILY TRAIL GUIDE

*Presented By Brian Buck, Board Member of the Castle Rock Parks and Trails Foundation*

The Family Trail Guide was put together by the Castle Rock Parks and Trails Foundation to encourage the community to get outdoors and engage with Town-owned parks and trails. With "nature deficit disorder" on the rise, the Foundation hopes the guide will provide a catalyst for youth to engage with local trails, while instilling best first aid practices and promoting environmental education. The guide's design was contracted through Versatility Group.

The Family Trail Guide tells a story of a kid named Charlie who just moved to Castle Rock. For his birthday, Charlie receives a present which is then stolen by a mischievous Magpie. Charlie must then chase the bird through the parks and trails in Castle Rock to find hints on clue poles, which will be installed at designated points at each site.

As kids visit the poles, they will record the clues in their guide. Once each child's booklet is complete, i.e. they've visited each park/open space, they can then get a reward from the front desk staff at the Miller Activity Complex. This year's reward will be a backpack filled with goodies.

The target launch for the Family Trail Guide is tentatively set for June 3 in conjunction with the Department's National Trails Day. The final logistical hurdle will be installing the clue poles at the parks featured in the guide. Barbara Spagnuolo will be working with the Foundation to create, install and develop the posts.

Jennifer Green asked if this will be shared with schools and suggested the school district as a great place for promotion. Brian Buck responded explaining he has connections at World Compass Academy and at the Philip S. Miller Library.

Brian Glotzbach mentioned that his kids have done similar things and thinks it's a wonderful resource to provide the local community of Castle Rock without driving to National or State Parks. Brian Glotzbach also inquired where



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the guide would be available to pick up, and Brian Buck responded it will be at various municipal buildings throughout town.

Michael Fronczak suggested developing a mobile app to complement the guide.

Aaron Nagel commended Brian Buck's efforts as Buck brought the idea to the Foundation nearly one year ago. Aaron Nagel further commented that having anything that engages the town is beneficial.

## VI. OPERATIONS AND MAINTENANCE FACILITY UPDATE

*Presented By Jeff Smullen, Assistant Director of Parks and Recreation*

Due to a significant expansion of Castle Rock's workforce over the last several years, the Town has recognized the need to build a new facility to house both the Parks Maintenance Division and the Facilities Department by spring 2018. Staff have identified a site and performed a Request for Proposals (RFP).

The location selected for this new facility is the old wastewater treatment facility located at 1400 Caprice Drive. Its central location makes it convenient for staff to manage Town-owned properties spread throughout Castle Rock. The building could also function as a catalyst for future development. The project is expected to cost roughly \$3.5 million.

The planning team for the project has distributed a Request for Proposals to provide design services for the new facility. Staff interviewed four architectural firms in February, and hope to submit a recommendation of award to Town Council in March. Staff will update Commission on its progress.

Aaron Nagel asked staff when the next Recreation Center would be constructed. Jeff Smullen responded by explaining the next facility is projected to be built in 2030 given current population projections. Some type of community center could be constructed adjacent to the new facility on the property, but a larger planning discussion would need to take place. Michael Fronczak highlighted that there is a great demand for an ice hockey rink in Castle Rock.

## VII. CIVIC SEND NEWSLETTER UPDATE

*Presented By Maia Aman, Administrative Supervisor*

In response to the need identified by the Parks and Recreation Commission to improve the Department's communication with residents, staff worked with the Community Relations Division at Town Hall to create an email



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newsletter. Through a mass email marketing tool called Civic Send, staff will be able to write and send emails to residents who have previously participated in Recreation programming. Civic Send is part of the Town's website platform, Civic Plus.

Parks and Recreation staff created a schedule and will send out seven different newsletter types pertaining to various interests, including Athletics, Adaptive Recreation, Cultural Arts, Fitness and Wellness, Youth and our volunteer program, POST Partners. Residents can also opt into the various email newsletters through the Town's website.

## VIII. PHILIP S. MILLER PARK LED SIGN UPDATE

*Presented By Brian Peterson, Park Planning and Construction Manager*

Since opening, staff has recognized the potential at Philip S. Miller Park to communicate with residents given its high visitation. Staff believe that the ideal location for the sign would be east of the restrooms at the Core Plaza. The sign will be composed of a single, 10mm panel. The LED panel will be 2'6" tall by 8'9" wide; and the entire sign, including the metal frame, will be 6' tall by 8'9" wide.

Parks and Recreation staff constructed a mockup to create a sense of scale and requested public input. Overall, the public was receptive of the sign and no oppositional comments were received. Public input included having it be powered by solar, placing it near the road at the park entrance, not placing it near the park entrance because it would distract drivers and adding the outdoor temperature. Based on feedback received from the public and from the Parks and Recreation Commission, staff has decided to limit sign hours and adjust the sign's overall brightness. While putting a sign near Plum Creek Parkway would inform non-park users of events, it would add a prohibitive cost to the project because a sufficient power line is not presently available.

Mayor Green suggested the intersection near the front of the park as an alternative location. Jeff Brauer responded explaining the Core Plaza receives more views due to walkers, Challenge Hill users, turf-field users and splash-pad users.

Aaron Nagel asked about the type of information that will be presented on the sign and how staff would quantify its effectiveness. Jeff Smullen responded explaining the sign would highlight events, races, concerts, trail closures and general park and Town events. Mike Kilman responded explaining we could track overall attendance at events and through participation surveys.



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Aaron Nagel sympathized with the intent of the sign, but expressed hesitation about placing an LED sign in such a beautiful park.

Michael Waggoner asked who would manage the content and how often it would get posted. Jeff Smullen responded saying it would be centrally managed and could be posted on as often as needed.

## IX. DIRECTORS COMMENTS

*Presented By Jeff Brauer, Director of Parks and Recreation*

Jeff Brauer explained that a portion of the Sellars Gulch Trail was under a 25 year easement which has now expired. The Town Attorney reached out to the property owner and is working to resolve an acquisition deal with the land owner.

Property appraisals have been completed for land acquisition for the East Plum Creek Trail's southern extension. Both property owners have received offer letters and the negotiation process is underway.

Hoopla, the Athletic Division's annual basketball tournament, took place the beginning of February. There were over 800 total participants and over 100 3v3 teams.

The Daddy Daughter Ball also experienced record breaking attendance with over 1,500 participants, generating \$10,500 in revenue.

Recreation staff are working with Parker Parks and Recreation to plan programming at the Rueter-Hess Reservoir in 2017. Staff will present to the Authority the beginning of March.

A groundbreaking ceremony will be held at Festival Park on Friday, Feb. 24 at 3 pm. All Commission members are invited to attend.

## X. COMMISSION COMMENTS

None.

## XI. ADJOURNMENT

**MOTION:** Brian Glotzbach  
**SECOND:** Michael Waggoner



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Motion passes 4-0

