



# MINUTES OF THE REGULAR MEETING

*Castle Rock Parks And Recreation Commission*

*May 17, 2017*

**CALL TO ORDER:** The meeting of the Parks and Recreation Commission was held on May 17, 2017 at the Miller Activity Complex 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)	Michael Fronczak
Brian Glotzbach (Vice Chair)	Michael Waggoner
Josie Mekelburg (absent)	

## **COUNCIL LIAISONS:**

Mayor Jennifer Green	Town Manager, Dave Corliss
----------------------	----------------------------

## **STAFF MEMBERS:**

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

## **GUESTS:**

Ron Claussen

## **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)**

<b>ACTION:</b>	Approve the minutes from the February 15, 2017 Parks and Recreation Commission meeting as transcribed.
<b>MOTION:</b>	Michael Waggoner
<b>SECOND:</b>	Brian Glotzbach
	Motion passes 4-0

## **IV. PROPOSED 2017 COMMISSION CALENDAR - JOINT MEETING WITH DOUGLAS COUNTY PARKS ADVISORY BOARD ON JULY 19**



# MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

May 17, 2017



**ACTION:** Approve the change in the 2017 Commission calendar to host a joint meeting with Douglas County Parks Advisory Board on July 19 at 5 p.m. at Highlands Heritage Regional Park to replace the originally scheduled Parks and Recreation Commission meeting.

**MOTION:** Brian Glotzbach

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

## V. SPECIAL EVENTS UPDATE

*Presented By Mike Kilman, Recreation Manager*

Mike Kilman introduced the new Special Events Specialist, Jennifer Reinhardt, to the Parks and Recreation Commission. Jennifer Reinhardt was brought to the Department to improve the coordination of events hosted through the Town of Castle Rock. This year's events will include the Summer Concert Series, Downtown After 5, Western Heritage Welcome Week and the Harvest Festival.

A significant accomplishment for the division was switching the ticket sale provider from Ticket Spice to Altitude Tickets. Altitude Tickets is more mobile friendly, has an improved reporting system and has 900,000 people who subscribe to receive emails notifications for area concerts. Sales opened on May 1 and the division sold over \$33,000 worth of tickets within two weeks. This marks a significant improvement over 2016 where the Town sold a total of \$80,000 worth of tickets throughout the entire concert season.

## VI. AGILE REGISTRATION SOFTWARE AND WEBSITE IMPROVEMENTS

*Presented By Mike Kilman, Recreation Manager*

Mike Kilman provided the Commission an update on Agile Registration Software and various website improvements. Agile is a registration and point-of-sale system utilized by Recreation staff to register participants for various programs and sell punch cards and passes for the Recreation Center and Miller Activity Complex. Over the course of several months, staff worked with the software engineer to update the look and feel of the software to improve its overall usability for residents. The update has greatly improved the system's use on mobile devices, and since its implementation, online registration rates have increased from 65% to 79%.



# MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

May 17, 2017



Staff are now in the process of improving the layout and content on the Town's website, CRgov.com/ParksandRecreation. The current Athletics' site provides an example of how staff are utilizing tabs and larger pictures to better captivate patrons and improve the clarity of information.

Aaron Nagel asked if the price for the software changed. Mike Kilman responded explaining the cost will remain the same. Agile is a local company who is easy to work with. Mayor Jennifer Green asked which software Parker uses, and Mike Kilman explained they use Active which is a significantly more expensive option than Agile.

Aaron Nagel inquired why the online registration rate was not higher than 79%. Mike Kilman responded explaining that since April 15, nearly 3,000 total people have registered and that a subset of the Castle Rock population just prefers to register on the phone or in person through front-desk staff.

Commission members also asked about the ability to search for programs and pull reporting data. Mike Kilman explained that the search capabilities are currently limited but staff are working with the software developer to expand, but did acknowledge extensive reporting, analyzing and sorting abilities.

## **VII. NATIONAL TRAILS DAY AT RUETER-HESS RESERVOIR UPDATE**

*Presented By Maia Aman, Administrative Supervisor*

Administrative Supervisor, Maia Aman, provided the Commission a planning update on the Town's inaugural event at the Rueter-Hess Reservoir, National Trails Day. National Trails Day is an American Hiking Society sponsored trail awareness program that's held annually on the first Saturday of June. The Town of Castle Rock has offered a local event every year for nearly a decade.

The Town's 2017 event will be held at the Rueter-Hess Reservoir. Staff will offer guided hikes from 9 a.m.-noon. Due to high registration rates, the event will also allow for self-directed hikes so interested residents can view the reservoir. The reservoir is currently only open to the public during programmed registration. Staff and residents alike are excited to see the sites and "blaze the trail."

Michael Waggoner inquired why the Town of Castle Rock and the Town of Parker are the only two entities within the Rueter-Hess Recreation Authority who offering programming at the site. Jeff Brauer responded by explaining those are the only entities who currently offer existing recreation programming to residents in their districts, so it was a natural fit to have them extend



# MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

May 17, 2017



programming to the site. Douglas County, for example, does not have a recreation division or agency that offers current programs.

Aaron Nagel inquired about the current status of recreational development cited in the Rueter-Hess Reservoir Recreation Master Plan. Jeff Brauer explained that the Authority is in the process of obtaining capital and still focusing on the initial planning that is required prior to the start of development.

## **VIII. MEADOWS NEIGHBORHOOD COMPANY PROPERTY TRANSFER REQUEST**

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

The Meadows Neighborhood Company (MNC) has submitted a request to the Town of Castle Rock asking the Town to convey a portion of two parcels of land to the MNC. These parcels are in Town ownership; however, they contain Developer installed playgrounds, irrigated turf grass and trees that have been maintained by the MNC for almost 10 years. These pocket parks were included within the original site development plans.

The MNC would like to continue the maintenance of these pocket parks that were installed to primarily serve the surrounding neighborhood; however, no formal agreements are in place that allows the use of Town property other than the approved Site Development Plans and Construction Documents. Typically, the Town would have a maintenance and access agreement in place that would establish responsibility and address liability concerns.

The MNC is asking the Town to support a request to convey both parcels to the MNC so that they will be maintaining property in their ownership. If Parks and Recreation Commission and Town Council support the transfer, then staff will create a legal description and ordinance for future consideration. If the transfer is not supported, then the MNC has indicated that they would like the Town to assume maintenance and replacement responsibility for the improvements.

Staff recommend the transference of property but would like Commission's input and direction.

Michael Fronczak inquired as they why the MNC is just now asking for the conveyance, despite years of lacking ownership. Jeff Smullen explained that they want to continue to maintain the park space, but simply want a formal clean-up of ownership. The MNC is essentially managing improvements and paying for irrigation on someone else's property.





## MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

May 17, 2017

Aaron Nagel asked for clarification in regards to specific designation of park space that would be conveyed. Jeff Smullen clarified that it's just the park land with existing improvements and not the adjacent open space areas.

- ACTION:** Support the request from the Meadows Neighborhood Company to transfer property from the Town of Castle Rock to the MNC for ownership, maintenance and installed improvements.
- MOTION:** Brian Glotzbach
- SECOND:** Michael Waggoner
- Motion passes 4-0

### IX. **FORMAL THANK YOU TO MICHAEL FRONCZAK**

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

Jeff Brauer thanked Michael Fronczak for his years of dedication and service to the Town of Castle Rock. Michael Fronczak has generously served the community through volunteering on both the Town's Planning Commission and the Parks and Recreation Commission. Through his commitment, he has greatly improved the community, and the Town and Parks and Recreation staff are sincerely appreciative of the time and energy he devoted throughout his service.

### X. **DIRECTORS COMMENTS**

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

The annual Climb4Change race at the Challenge Hill took place on Saturday, May 13. 140 participants attended and the event raised nearly \$8,000 to support the Town's Adaptive Recreation program.

Throughout April, trail work was completed by Tony Boone Trails on the Blue Loop near the Challenge Hill. The work reduced the grade of a steep section in the trail, making it safer for users.

Highway signs for Philip S. Miller Park were installed along I-25. North-bound and south-bound signs now exist to point existing and future park users in the correct direction upon exiting the interstate.

Construction at Festival Park is full-steam-ahead and on schedule. The contractor completed nearly all of the river work and will soon focus on



# MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

May 17, 2017



installing concrete walls, mounting the footing for the overlook structure and constructing a wall for seating. Excavation will start in June and staff have initiated the process of selecting landscape features such as rocks and trees.

## XI. COMMISSION COMMENTS

Aaron Nagel expressed concern that Tri the Rock, the Town's annual youth triathlon, may be overpriced for younger participants. His son participated in the event the prior year, and completed the race in under ten minutes. He suggested that staff should evaluate the pricing structure to encourage more participants and engage a larger audience within the community.

Brian Glotzbach inquired into the price of renting the Millhouse. Staff responded that rental rates fluctuate based on both the day and time of year, but that it's typically rented for \$2,500 to \$5,000 for a full day of use.

Aaron Nagel also inquired who manages the soccer fields at the Douglas County Fairgrounds. Staff explained that they are not owned or managed by the Town.

## XII. ADJOURNMENT

**MOTION:** Michael Fronczak  
**SECOND:** Brian Glotzbach  
Motion passes 4-0

