



# MINUTES OF THE REGULAR MEETING

*Castle Rock Parks And Recreation Commission*

*December 20, 2017*

**CALL TO ORDER:** The meeting of the Parks and Recreation Commission was held on December 20, 2017 at the Millhouse at Philip S. Miller Park, 1381 W. Plum Creek Parkway. Brian Glotzbach called the meeting to order at approximately 5:30 p.m.

**COMMISSION MEMBERS:**

Aaron Nagel (Chair) (late)	Joe Thielen
Brian Glotzbach (Vice Chair)	Sarah Grider
Michael Waggoner	

**COUNCIL LIAISONS:**

Mayor Jennifer Green

**STAFF MEMBERS:**

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

**GUESTS:**

None

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

No modifications.

**II. PUBLIC COMMENT**

No public comment.

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

**ACTION:** Approve the minutes from the October 18, 2017 Parks and Recreation Commission meeting as transcribed.

**MOTION:** Joe Thielen

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



# MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

December 20, 2017



## IV. PUBLIC NOTIFICATION POLICY DRAFT REVIEW

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

Jeff Brauer gave the Commission an overview of a draft for Public Notification procedures. This policy will establish an internal process and create improved guidelines for communicating transparently and eliciting feedback from residents when the Department is considering the implementation of changes to amenities at existing parks and facilities, or when the Department is considering constructing a new park, trail, open space or facility.

Sarah Grider expressed concern that posting a public meeting to the Town's web-calendar at least seven days in advance may not be long enough. She suggested extending the minimum time-period, but commended the use of social media and Facebook for getting messages out to the community. Sarah also suggested applying a risk-based approach to the communication model, i.e. to more specifically quantify the risks associated with potential changes and correlate communication with the level of the change involved.

Brian Glotzbach expressed interest in the idea of disseminating information or meeting notices through local Home Owners Associations as they are consistent at sending information to residents and may expand the audience reach. Brian also suggested using as many communication channels as possible.

Michael Waggoner suggested benchmarking, if possible, to compare the procedural methods outlined to what similar communities utilize.

Jeff Brauer thanked the Commission for their input and comments. The next step will be to take this procedure to Department Heads for further assessment. Jeff will provide Commission future updates as available.

## V. 2018-2020 STRATEGIC PLAN DRAFT OVERVIEW

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

Jeff Smullen provided a high-level overview of the 2018-2020 Strategic Plan. Some strategic themes that the Department will focus on over the next three years include connectivity and walkability, accreditation, assessing fees to match increasing operational costs and energizing Festival Park and Downtown Castle Rock with increased attendance through events. Under these strategic initiatives, each Division has their own tailored goals. This agenda item's purpose is to simply introduce Commission to the initial objectives. The Department will provide a more detailed draft for input in the future.



# MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

December 20, 2017



## VI. PARKS AND RECREATION DIRECTOR COMMENTS

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

Jeff Brauer thanked the Commission for the time and dedication they devote to representing the voices of residents each and every month.

Commission member Suzanne Klein resigned because she took a position to teach special needs swim lessons in the Department's Learn to Swim program. New candidates are being interviewed to fill the vacancy.

The free and festive event, Reindeer Games, was held on Friday, Dec. 15 and experienced great success with over 2,000 attendees.

The Winter/Spring Recreation Guide will soon be mailed to residents. After nearly a decade of issuing guides with a similar design, staff hope the new guide will offer a fresh look for residents.

A Request for Proposal was issued and Norris Design was selected for the design component for the Meadows F18 Lot 2 future park site. Staff received 11 total bids and interviewed four final candidates. Staff have preliminary demographics for the surrounding neighborhood and will soon be planning the public meetings to receive resident input. Norris Design will present various design options that fit within the allotted budget at these meetings.

## VII. PARKS AND RECREATION COMMISSION COMMENTS

Jennifer Green thanked the Commission for their guidance and service.

## VIII. ADJOURNMENT

**MOTION:** Michael Waggoner  
**SECOND:** Joe Thielen  
Motion passes 5-0

