



MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

February 21, 2018

CALL TO ORDER: The meeting of the Parks and Recreation Commission was held on February 21, 2018 at the Millhouse at Philip S. Miller Park, 1381 W. Plum Creek Parkway. Aaron Nagel called the meeting to order at approximately 5 p.m.

COMMISSION MEMBERS:

Aaron Nagel (Chair)

Brian Glotzbach (Vice Chair)

Michael Waggoner

Joe Thielen

Sarah Grider (Absent)

Inger Hiller (Absent)

COUNCIL LIAISONS:

Mayor Jennifer Green (Absent)

STAFF MEMBERS:

Jeff Brauer

Jennifer Martin

Mike Kilman

Jeff Smullen

Brian Peterson

Maia Aman

GUESTS:

None

I. ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA

No modifications.

II. PUBLIC COMMENT

None.

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

ACTION: Approve the minutes from the January 17, 2018 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

February 21, 2018



IV. **DISCUSS POTENTIAL DATE CHANGE BASED ON AVAILABILITY FOR THE MARCH 2018 PARKS AND RECREATION COMMISSION MEETING**

Presented By Maia Aman, Administrative Supervisor

Several agenda items in March will require a quorum for Commission approval. Due to spring break, staff would like to confirm Commission member availability for the Wednesday, March 21, 2018 meeting date. All of the members present confirmed they would more than likely be available, so the March meeting will remain on the 21 as originally scheduled. No motion required.

V. **PUBLIC NOTIFICATION PROCEDURE APPROVAL**

Presented By Jeff Brauer, Director of Parks and Recreation

Staff requested the approval of the Parks and Recreation Department's Public Notification Procedure. Its purpose is to set consistent guidelines and clear strategies for notifying residents of new developments or changes to existing developments at parks, facilities, trails or open spaces managed by the Department.

Based on previous Commission feedback, the Department extended the posting time on the Town's meeting calendar to at least seven days in advance, but ideally two weeks or more when possible. Staff also noted that the magnitude of communication and public process should correlate with the magnitude of the proposed change.

Aaron Nagel asked how staff plan to evaluate the procedure's overall effectiveness. Jeff Brauer explained we'll have to gauge the response of the public and implement community surveys. Aaron also commented that the procedure is very broad and could potentially be too far-reaching. Brauer noted the Department kept it intentionally broad to cover the entire department, and to embrace the new Town-driven effort to improve communication and increase resident involvement in public process. Joe Thielen appreciates the procedure's scope, and noted it leaves room for the Department to make more specific adjustments if necessary in the future.

- ACTION:** Approve the Parks and Recreation Public Notification Procedure.
- MOTION:** Brian Glotzbach
- SECOND:** Joe Thielen
- Motion passes 4-0



MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

February 21, 2018



VI. COLORADO STATE UNIVERSITY SUMMER CAMP PARTNERSHIP UPDATE

Presented By Mike Kilman, Recreation Manager

One of the goals of the Youth Division is to assist the children in our community with discovering healthy lifestyles. With this in mind we will be partnering with Colorado State University (CSU) during the summer to offer four camps: FunLIFE (health and nutrition), Multi-Sport (a brief taste of various sports), Music and Movement (dance, martial arts, aerobics and gymnastics) and Outdoor Adventure (zip lines, sky trekking and the adventure tower). These week-long programs will be available for 10 weeks starting in June through the first week of August. Before and after care will also be available.

Historically, CSU has run very successful on-campus camps. CSU staff approached the Department with the opportunity to see if their camp methodology can expand beyond the Ft. Collins area. The partnership is also a result of a planned collaboration campus between CSU and Arapahoe Community College in Castle Rock. Working with Douglas County, these educators will synthesize higher education, business and community.

The camps will be run by CSU students. The Town will market and process registrations. Revenue generated from the camps will be split between the Town and CSU.

Michael Waggoner asked how residents can register, and also noted a follow-up assessment of the camps' success would be interesting. Mike Kilman responded that residents can sign up online through our registration platform at CRgov.com/Registration.

Joe Thielen commented that this presents a really positive opportunity and partnership for the Department and the community.

Aaron Nagel asked how many youth the Department anticipates participating. Mike explained that there are registration caps or thresholds for each camp. The Outdoor Adventure camps will be able to accommodate 25 youth; the remaining camps will accommodate up to 40 total participants. Having registration caps will ensure the programming remains high quality and that CSU has appropriate staffing.



MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

February 21, 2018



VII. MEADOWS FILING 18 NEIGHBORHOOD PARK PUBLIC PROCESS UPDATE

Presented By Jeff Smullen, Assistant Director of Parks and Recreation

A neighborhood open house was held Monday, Feb. 5, 2018 to discuss the development of the Meadows Filing 18 neighborhood park. Roughly 75 residents attended. The meeting format included the presentation of three potential design concepts – *Colorado Front Range*, *Space Exploration*, and *Kaleidoscope*. Consultants from architectural firm, Norris Design, were present to discuss ideas and obtain feedback.

For those unable to attend the open house, the park design and an online survey were posted to the Town's website. Staff received 250 responses.

55 percent open house attendees voted for *Kaleidoscope*; 48 percent of online survey respondents voted for *Colorado – The Front Range*. For those in attendance, popular amenities included Flex Court, a native wildflower garden, a picnic area, pathway lighting and restroom enclosures. Survey respondents favored connectivity, playgrounds, shade and water features. Overall, unpopular amenities included soccer fields, sand volleyball, a 10-foot wide super slide and glow-in-the-dark swings.

The next step is merge public feedback in to a final design concept for public review. Over the next few weeks, Parks and Recreation Staff members will work with Norris Design to develop a plan that will meet the project budget and then present that plan to residents, the Parks and Recreation Commission and Town Council for review and approval.

Aaron Nagel asked how Norris Design will combine all of the feedback into one final direction. Jeff Smullen explained that Norris Design will focus on what people indicated they were excited about. Flex courts, picnic areas, gardens and a playground were popular choices among residents. Aaron also asked if the park will be ADA accessible. Jeff responded that all parks are ADA compliant, however, more accessible amenities could potentially be used within the final design. Lastly, Aaron noted that the existing field at Aspen View Academy is underutilized; a better use of space may be to provide an open grassy area for families to enjoy activities like frisbee or a picnic, much like the open areas in Washington Park in Denver.



MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

February 21, 2018



Michael Waggoner asked if the Department has projected the usage the park will experience. Jeff said we don't have an exact projection, but the park will serve a densely populated neighborhood. Roughly 1,000 residents live within a half-mile radius. Michael also asked if the communication process falls within the new Communication Procedure, and Jeff confirmed that it does.

VIII. 2018-2020 STRATEGIC PLAN DRAFT UPDATE

Presented By Jeff Smullen, Assistant Director of Parks and Recreation

The 2018-2020 Strategic Plan draft was completed and is ready for public review and comment. The draft was developed to support the direction provided by the Parks and Recreation Master Plan adopted by Town Council in 2015. The plan also builds upon the successes of the 2015-2017 Strategic Plan and presents twelve major strategic themes and plan goals, identifies issues and challenges for providing parks and recreation services and offers measurable objectives and actions and strategies to achieve the goals.

Hard copies of the plan were presented to Commission members to review prior to the March Commission meeting. Next steps include posting the draft to the website to gain public feedback through an online survey. Once the Department incorporates feedback, they will seek approval from Commission and Council.

IX. PARKS AND RECREATION DEPARTMENT COMMENTS

Presented By Parks and Recreation Department Staff

The Department's Outdoor Division offered our first-ever ice fishing program.

The Daddy Daughter Ball experienced record-breaking attendance on Friday, Feb. 9. Nearly 2,000 participants enjoyed, "A Night in Paris."

The Colorado Bluebird Project's Open House is scheduled for next Wednesday, Feb. 28. Throughout the spring and summer, program volunteers track predation and nesting data. The data is submitted to the Cornell Lab of Ornithology for long-term population tracking.

Staff issued a request for bids for the new Central Service Center that will host the Department's Park Maintenance Division, along with the Town's Facilities Maintenance Division. More than 20 contractors attended the mandatory pre-bid walk through, and staff anticipate receiving five to eight total bids. The Town will then interview the three lowest bidders prior to finalizing a contract. Construction will commence this spring.



MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

February 21, 2018



X. COMMISSION COMMENTS

None.

XI. ADJOURN

The meeting adjourned at roughly 6:21 p.m.

MOTION: Brian Glotzbach
SECOND: Joe Thielen
Motion passes 4-0

