



MINUTES OF THE REGULAR MEETING

Castle Rock Parks And Recreation Commission

March 21, 2018

CALL TO ORDER: The meeting of the Parks and Recreation Commission was held on March 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 (Absent)

Sarah Grider (Late)

Inger Hiller

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 February 21, 2018 Parks and Recreation Commission meeting as transcribed.

MOTION: Brian Glotzbach

SECOND: Inger Hiller
Motion passes 4-0



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IV. MEADOWS FILING 18 NEIGHBORHOOD PARK MASTER PLAN UPDATE

Presented By Jeff Smullen, Assistant Director of Parks and Recreation

Landscape architect, Norris Design, merged the feedback provided at the neighborhood park open house and from an online survey into a consolidated park master plan. The new park will be constructed in The Meadows neighborhood, adjacent to Aspen View Academy Charter School.

The park master plan features walking paths, neighborhood connections, pickleball courts, yard games, wildflower gardens, accessible play features, open grass areas, picnic areas, shade structures and a hang-out zone for slacklines and hammocks. To address neighbor and school concerns, the plan contains buffer areas to provide separation.

Based on projections performed by Norris Design, the presented design does realistically fit into the allotted \$2 million budget.

Department staff will host an additional open house on Wednesday, March 28 to present the park master plan to the public. Staff recommend moving the April 18 Commission meeting to Wednesday, April 4 so the Parks and Recreation Commission can endorse an approval of the plan prior to seeking Town Council approval on April 17. This action will ensure the project stays on schedule. Pending Council approval of the plan, staff will then bid the project to initiate a construction contract.

Aaron Nagel commented that he appreciates the all-encompassing and family-centric nature of the design. The park will add quality character to the neighborhood.

Inger Hiller commented that she likes the neighborhood connections and stated they may reduce the demand for parking. Inger also asked if the Town partners with external groups such as the Castle Rock Parks and Trails Foundation to fund park projects. Jeff Smullen explained that the Town does consider partnership options; the Department has received supplemental funding from homeowners associations for past projects.

Michael Waggoner asked if the Town has an intergovernmental agreement (IGA) with Aspen View Academy Charter School. Jeff Smullen stated that the Department has yet to initiate the process, but will work towards developing a partnership. Charter schools fall outside of the existing IGA the Town maintains with Douglas County School District.



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- ACTION:** Approve moving the April 18, 2018 Parks and Recreation Commission meeting to Wednesday, April 4, 2018.
- MOTION:** Michael Waggoner
- SECOND:** Brian Glotzbach
Motion passes 5-0

V. **ENDORISING THE APPROVAL OF THE CASTLE ROCK PARKS & RECREATION 2018-2020 STRATEGIC PLAN**

Presented By Jeff Brauer, Director of Parks and Recreation

In the late 1990's, Castle Rock was a dynamic community of 18,000 residents. Since then, the population has grown to over 60,000. This fast growth presents a challenge for municipalities to adapt to change while maintaining a world-class community with small-town character. Accordingly, the Town of Castle Rock prioritizes strong planning. The Parks & Recreation 2018-2020 Strategic Plan is preceded by Vision 2020, the 2030 Comprehensive Master Plan and the 2015 Parks and Recreation Master Plan.

The Parks & Recreation 2018-2020 Strategic Plan focuses on items that need improvement, attention and change in the near term. It's responsive to resident feedback received during the biennial community survey. Staff input and program surveys also guide the planning process. Each Division - Golf, Administration, Recreation and Parks Maintenance and Operations - identifies mission and vision statements, and presents unique challenges, goals and objectives.

The objectives outlined in the 2018-2020 Strategic Plan are achievable based on existing funding. We do, however, acknowledge an eventual decline in the ability to continue to maintain the existing level of service due to limited funding. The current impact fee rate and percentage received from sales and use tax will be insufficient to generate the amount of funding required to maintain the existing level of service for future parks and facility construction. The Department has been creative in using supplemental funding solutions such as grants, county funds, lottery funds, etc. in the past, but these options may not be present in the future. The Department and the Town of Castle Rock may need to be more creative going forward in leveraging funding for parks and recreation projects, if desired by Town Council and residents.

Twelve Strategic Themes evolved from the planning process:



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1. Create a financing plan to develop parks and recreation facilities that will meet the needs and demands of a growing community.
2. Implement a plan to develop unique and regionally significant parks and recreation facilities, to include water-based recreation and aquatics, gymnasium, ice and fitness facilities.
3. Set fees and charges adequately to address Community Center Fund cost recovery goals.
4. Ensure new development provides adequate parks, open space and trails to serve the needs of a growing population and promote conservation.
5. Provide for the safe and efficient operation and maintenance of parks and recreation facilities.
6. Effectively manage the replacement and repair of existing capital assets.
7. Continue to locate parks within a safe walking distance of residents.
8. Maintain a robust and high quality golf operation that meets the needs of residents without tax support.
9. Improve connectivity/walkability through right of ways, trails and accessible open space.
10. Strengthen existing recreation programs and expand new creative offerings to meet the changing needs and demands of residents.
11. Evaluate and implement business practices, the use of new technology, training and professional development to improve organizational effectiveness.
12. Increase outreach and communication efforts to engage residents, promote transparency and gather public input.

Aaron Nagel asked about the feedback the Department received regarding the plan. Jeff Brauer responded that it was overall very positive.

Sarah Grider complemented the Department on the plan and appreciates its broadness and specificity. Sarah also drew attention to two competing objectives within the Parks Maintenance and Operation Division – to conserve water and plant additional trees. Jeff Brauer explained that the Town plants trees listed as acceptable by Castle Rock Water, most of which are xeric in nature. New trees are also watered efficiently on a drip system, and once established, the maintenance is very minimal.

Michael Waggoner appreciates the plan's focus on volunteer action, and thinks the POST Partners program provides important value to the community.

ACTION: Endorse the approval of the Parks & Recreation 2018-2020 Strategic Plan.

MOTION: Michael Waggoner



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SECOND: Inger Hiller
Motion passes 5-0

VI. **ENDORISING THE APPROVAL OF THE CONSTRUCTION CONTRACT BETWEEN THE TOWN OF CASTLE ROCK AND TAYLOR KOHRS FOR THE CENTRAL SERVICE CENTER PROJECT**

Presented By Brian Peterson, Manager of Park Planning and Construction

Park Planning and Construction Manager, Brian Peterson, provided Commission an overview of the Central Service Center Project. The project will consist in the construction of a 14,000-square-foot maintenance building located at 1400 Caprice Drive near the East Plum Creek, and will host the Town's Park Maintenance and Operations and Facilities divisions.

On April 4, 2017, Town Council approved a Service Agreement with HB&A, LLC to develop construction plans. HB&A worked with staff to plan the design. On Jan. 31, 2018, staff issued a request for bids and received six pre-qualified bids for construction. Taylor Kohrs provided the low responsive bid, in the amount of \$3,673,340. This bid price, in addition to the selected alternates, as well as permit/system development fees, materials testing, contingency, and other costs that are not part of a construction contract, result in a total project cost of \$4,928,442.

Jeff Brauer clarified that the project is the result of a space planning study. The study identified that Town staff needed additional space, and because the project is being built on Town-owned property, it will save money. The Parks Maintenance and Public Works departments currently share a space in the existing service center. Public Works will expand to take over that space once Parks Maintenance and Operations can move to the new Central Service Center.

Michael Waggoner asked what the building will consist of. Brian Peterson explained that the building will include five bays, office space, a training center and capacity for seasonal employees.

ACTION: Endorse the approval of the construction contract between the Town of Castle Rock and Taylor Kohrs for the Central Service Center Project.

MOTION: Sarah Grider

SECOND: Brian Glotzbach
Motion passes 5-0



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VII. PARKS AND RECREATION DEPARTMENT COMMENTS

Presented By Parks and Recreation Staff

Department staff installed a boardwalk connecting Festival Park to the Town Hall parking lot. This action resulted in savings of roughly \$20,000 in construction costs. Minor additional work is still required, but the future connection will improve parking and park accessibility for residents during special events hosted at Festival Park.

The Department has almost completed its application for the National Recreation and Park Association's Gold Medal Award. The application requires the submission of demographical and statistical data, in addition to a written narrative. In 2008, the Department was a finalist. In 2012, the Department won the prestigious award. 2018 marks the first year the Department has been eligible to reapply since it won.

District 4 Councilmember Jason Bower is hosting an open house from 5:30-7:30 p.m. Thursday, April 19 at Festival Park. Councilmember Bower will address topics of concern including downtown parking, the 2018 election, roundabouts and downtown development.

A maintenance garage was recently constructed at Philip S. Miller Park for maintenance and special event storage.

The Department is looking forward to hosting the 2018 National Trail Day at Rueter-Hess Reservoir. At this year's event, residents will have the ability to kayak, canoe and potentially paddle board. Event details are still being finalized; updates will be provided as they become available.

VIII. COMMISSION COMMENTS

None.

IX. ADJOURN

The meeting adjourned at roughly 6:30 p.m.

MOTION: Sarah Grider
SECOND: Brian Glotzbach
Motion passes 5-0

