



MINUTES OF THE REGULAR MEETING
JUNE 20, 2012
CASTLE ROCK PARKS AND RECREATION COMMISSION

CALL TO ORDER: The regular meeting of the Parks and Recreation Commission was held on June 20, 2012 at the Castle Rock Recreation Center, Castle Rock, CO. Carla Collinge called the meeting to order at approximately 5:00 p.m.

COMMISSION MEMBERS PRESENT:

Carla Collinge	Chandi Brown
Caryn Johnson	Rebecca Erickson (absent)
Christi Hilgenkamp (1 st meeting)	Tim Miller (1 st meeting)
Jeremy Cleveland (1 st meeting)	

COMMISSION LIAISONS PRESENT:

Mark Heath	Jennifer Green
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STAFF MEMBERS PRESENT:

Rob Hanna	Jennifer Martin
Jeff Brauer (absent)	Eileen Matheson
Kristen Trbovich	Curt Williams
Jeff Smullen	

I. ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA

The update on 3-year financial plan will be heard after the Philip S. Miller Park update.

II. PUBLIC COMMENT

None.

III. INTRODUCTION OF NEW COMMISSION MEMBERS

Carla Collinge welcomed new members, Tim Miller, Jeremy Cleveland and Christi Hilgenkamp and asked each of them to introduce themselves and say a little bit about themselves.

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

ACTION: Approve the March 21, 2012 meeting minutes as transcribed.

MOTION: Caryn Johnson

SECOND: Christi Hilgenkamp

Motion passes 6-0



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V. VOTE FOR COMMISSION CHAIR AND VICE CHAIR

ACTION: Endorse Caryn Johnson as Commission Chair and Tim Miller as Vice Chair for a one year term.

MOTION: Carla Collinge

SECOND: Christi Hilgenkamp
Motion passes 6-0

VI. PHILIP S. MILLER PARK PROJECT UPDATE – JEFF SMULLEN, SUPERINTENDENT OF PARKS PLANNING AND CONSTRUCTION

Jeff Smullen provided Commission members with an overview of the history and status of Philip S. Miller Park. He also invited them to attend the Philip S. Miller Park Open House on Thursday, June 21 from 5-7 p.m. He also advised them that an update will be provided to Town Council on July 10, 2012 and Phase 1 recommendations would be due on August 31, 2012.

Christi is very excited about the project and loves the idea of having Snowflex in the park. Her children utilized this system while living in England.

VII. 3-YEAR FINANCIAL PLAN UPDATE – ROB HANNA, DIRECTOR

Rob informed Commission members that this year instead of budgeting for a 5-year capital improvement projects (CIP) that staff has been asked to look into a three year major projects and major financial issues that are all encompassing of things that each department Town wide would like to accomplish. The process began approximately a month ago and staff has been assembling an inventory of major financial issues, levels of service issues and potential major projects between 2013-2015. Rob went through the list of items related to Parks and Recreation and advised that this is just a list of issues and has not been approved by Council. Council will hear a presentation on these issues in July and will start determining which projects will move forward based on financial resources and community needs.

Tim Miller asked several financial questions that Rob answered. He also wanted to know what our volunteer base is like and if volunteers can help alleviate some of the costs associated with these projects. Rob advised them of the POST Partners Program and Parks and Recreation Foundation Group that will be doing fundraising and volunteerism. Their first project will be fundraising for the Philip S. Miller Park project.

Christi believes that most residents are unaware of all of the amenities that Castle Rock has to offer. Rob also advised of the Parks and Recreation Department's annual report that



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we started producing in 2007 to help educate the public of the Department's accomplishments and amenities.

Jeremy believes that staffing is a top priority so that more events can be brought to the community, therefore, generating more community involvement and revenue.

Rob also advised that students from Webster University's Master Program will be completing a template beginning with Art Fest in September on the return on investment for special events throughout town. This study will also help prioritize amenities that should be included in the development of Philip S. Miller Park.

Carla thinks that the Philip S. Miller Park should be the top priority. Tim likes the Philip S. Miller Park foremost and he hopes that park (and amenities) will generate more revenue.

Christi asked for an update on the Festival Park project. Rob advised that there was \$200,000 budgeted in 2012 for the splash pad portion of the project. However, it is not enough money needed as outlined in the \$3 million design proposal for the entire park that was presented to Town Council on May 15, 2012. Staff will be reviewing and providing an additional update in the future.

They endorsed the plan as presented but had some discussion with regards to special events staffing. They felt that it was unreasonable to not expect some growth in this area over the next 3 years and if we are organizationally unable to accommodate any additional events that we might want to look at that area some more.

VIII. UPDATE FROM TAG REPRESENTATIVE - CHANDI BROWN

The Teen Advisory Group (TAG) doesn't meet as frequently during the summer months as students are on school break. The Group is trying to determine a date to clean-up Matney Park as part of their adoption through the POST Partners Program as they did not make their scheduled date in May.

TAG will be assisting with the Community Work Day at the Community Gardens project at Glovers Park on Saturday, June 23 from 9 a.m. – 4 p.m. All are invited to attend. Rob advised the Commission members that the phasing of the community garden has been scaled back this year as the number of garden plots is not what we originally expected.

IX. COMMENTS FROM THE DIRECTOR, ROB HANNA, DIRECTOR

The first phase of Hangman's Gulch Trail is complete from the Recreation Center to I-25. Staff is working with property owners for an easement for a small portion of the project from I-25 to East Plum Creek Trail that is missing. Rob will continue to negotiate with property owners on this matter.



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X. COMMISSION COMMENTS

Carla appreciates the work being done by staff. She complimented Lisa Sorbo, POST Partners Volunteer Coordinator, with the amount of work she coordinates with volunteers and endorses the need for volunteer tracking software.

XI. ADJOURNMENT

MOTION: Caryn Johnson
SECOND: Christi Hilgenkamp
Motion passes 6-0