

Parks, Recreation and Open Space (PROS) Commission Meeting Agenda

Meeting Title: PROS Commission

Meeting Date: October 24, 2023

Attendance:

- Heather Bennett, Chair
- Candace Sotwick, Vice Chair
- Toby Levy, Secretary
- Austin Craddock, Member
- Matthew Lunn, Member
- Andrei Teudean, Member
- Jody Walker, Member

Facilitator: Heather Bennett, Chair

Meeting Timeframe: 5:30 p.m. until 7:30 p.m.

- Mary Colton, PROS Director
- Michael Lawson, Assistant Town Manager
- Brett Collins, Parks Project Manager
- Meagan Arvidson, Deputy Director of Recreation
- Jared Musil, Deputy Director of PFOS
- Brenda Mooney, Special Projects Analyst

Meeting Items

Topic	Facilitator	Vote Required?	Details/Notes	Action Items?
Call to Order	Heather	No		No
Roll Call	Toby	No		No
Public Comment	Heather	No		No
Approval of October 24, 2023 Agenda	Heather	Yes		No
Approval of August 29, 2023 Minutes	Heather	Yes		Yes
Discussion Items - Below	Heather	No		Yes
Upcoming Engagement Opportunities - Below	Brenda	No		No
Action Item Summary - Below	Brenda	No		No
Next Meeting Date: TBD	Heather	No		No
Adjourn	Heather	No		No

Discussion Items

Topic	Facilitator	Notes	Action Item?
Introduction of Michael Lawson, Assistant Town Manager - Operations	Mary		No
Capital Projects Update - Harvie Open Space – Ribbon Cutting? - Lemon Gulch Trail - O'Brien Park Streetscape - Salisbury North Update - Park Naming Policy – Status and Timeline	Brett		No
PROS – Parks & Recreation Updates - Parks - o Dog Park Renovation - o Trail Concrete Repairs - o Tree Replacements - o Concrete Grinding	Jared		No

○ How we wrap up our season (irrigation blowouts, turf maintenance – aeration, fert, top dressing) - Recreation ○ New Facility Supervisor, 11/13 ○ Update on Council Study Session ○ Discovery Park Operations ○ ADA Evaluation ○ Programming Workshop ○ DEI Subcommittee	Meagan		
Commission Update - Members for 2024 – Next Steps Planning for 2024 - Proposed Meeting Dates ○ January 30, Q1 ○ March 26, if needed ○ April 30, Q2 ○ August 27, Q3 ○ October 29, if needed ○ December 10, Q4 - Project Ideas ○ Annual Report Content ○ Assistance with Grants ○ Shadow Opportunities ○ Other	Heather		Yes

Upcoming Engagement Opportunities

Event	Date	Staff Contact	Location
Princess Ball	Nov 3	Diane Lange	PACE
Turkey Day 5K	Nov 23	Todd Panik	Recreation Center
Ice Trail at Discovery Park Opening Weekend!	Nov 24-27	Nateal Wiepert	Discovery Park
Milk and Cookies with Santa	Dec 10	Diane Lange	Fieldhouse

Action Item Summary

Topic	Responsible Party	Due Date
Obtain signatures for August 29 minutes, Send to Town Clerk	Toby, Brenda	Oct 24
Update "Engagement Opportunities" document in Teams, if interested	All	Varies