

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

Meeting Title: PROS Commission

Facilitator: Heather Bennett, Chair

Meeting Date: April 25, 2023

Meeting Timeframe: 5:30 p.m. until 6:30 p.m.

Attendance:

- Heather Bennett, Chair - **present**
- Candace Sotwick, Vice Chair - **present**
- Toby Levy, Secretary - **present**
- Austin Craddock, Member - **present**
- Matthew Lunn, Member - **absent**
- Andrei Teudean, Member - **present**
- Jody Walker, Member - **present**
- Mary Colton, PROS Director - **present**
- Brett Collins, Parks Project Manager - **present**
- Brenda Mooney, Project Analyst - **present**

Meeting Details and Updates

Topic	Facilitator	Vote Required?	Details	Action Item?
Call to Order	Heather	No	5:31 pm	No
Roll Call	Toby	No	See above	No
Public Comment	Heather	No	No public present	No
Approval of April 25, 2023 Agenda	Heather	Yes	Motion: Candace Second: Andrei In Favor: All	No
Approval of Jan 31, 2023 Minutes	Heather	Yes	Motion: Candace Second: Austin In Favor: All	Yes
Master Plan Readoption	Mary	Yes	Prior to CAPRA recertification, the line "2018 – 2022" must be removed from the Master Plan. Motion: Jody Second: Candace In Favor: All	No
Salisbury North Development Update	Brett	No	HCM (Hord Coplan Macht) has been selected for this project. Goes to Council for approval in May or June.	No
PROS Staff Update	Brenda	No	With recent new hires, department is fully staffed	No
PROS Advisory Commission Update	Heather	No	Recap of Facility Tour on March 23. Several Commission members visited the Rec. Center, Fieldhouse, H2O'Brien Pool, and Discovery Park	No
Harvie Open Space Tour	Candace	No	May 9, 4:30pm	Yes
Upcoming Engagement Opportunities	Brenda	No	Listed below	Yes
Adjourn	Heather		6:46 pm	

Discussion Items

Objectives

Topic	Facilitator	Desired Outcome	Action Item?
Policy Naming Policy	Brett	Review recommended amendment to existing Park Naming Policy – Due date was changed from May 5 to June 1	Yes
Community Park Update, Consideration of Amenities	Brett	Provide update and consider Commission's role – Seven new community parks planned for Tanterra, Looking Glass and Trails at Crowfoot	No
Explore Alternative Funding Options	Mary	Consider Commission's role in identifying possible grant opportunities - GOCO? Douglas County Community Foundation? NRPA?	Yes
Parks – Shadow Days	Brenda	Determine interest - Andrei, Toby	Yes
Tour – Parks and Reservoir	Brenda	Propose timeline - Last week of June	Yes
Commission – Projects and Meetings	Heather	Discuss and list future projects and meeting frequency/timeframes - Future meetings scheduled for 90 minutes. Special meetings can be requested by the Commission Chair when needed.	Yes
Commission - Mission Statement	Heather	Discuss timeline and framework for Mission Statement – Commission Bylaws will be used in lieu of a formal Mission Statement	Yes

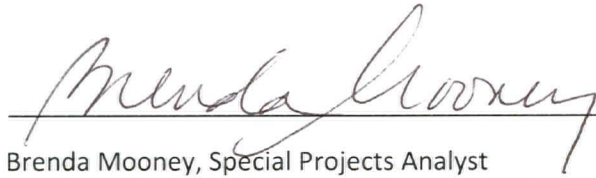
Action Item Summary

Topic	Responsible Party	Due Date
Obtain signatures for Jan 31 minutes, Send to Town Clerk	Toby, Brenda	April 25
Review Park Naming Policy Amendment	All	June 1
Let Candace know if you are attending Harvie tour	All	May 5
Provide NRPA List of Grant Opportunities to Members	Brenda	May 15
Work with Parks on Shadow Days, Communicate Interest	Brenda, All	June 1
Add Park/Reservoir Dates to LTP	Brenda	June 1
Commission – Projects and Meetings Follow Up	Heather	NA
Commission – Mission Statement	Heather	NA
Add Naming Policy Samples to LTP	Brenda	May 5
Confirm Parking Details for Harvie Tour Parking, Send Email	Brenda	May 1
Post Park Shadow Opportunities on LTP	Brenda	June 1
Propose Park/Reservoir Tour Dates for Last Week of June	Brenda	May 15

Upcoming Engagement Opportunities

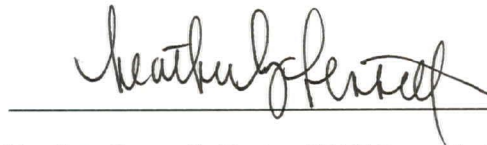
Event	Date	Location	Interested
Arbor Day Celebration	April 29	Discovery Park	Andrei, Jody
Senior Stroll	May 31	Salisbury Park	Candace, Toby
Kids Zone Princess Ball	June 2	PACE	Candace, Toby
Cattle Crossing 5K, FFT	June 17	Tallman Meadow Park	
Kids TRY-athlon	July 15	O'Brien Park	Andrei
H2O Glow Swim	Aug 11	H2O'Brien Pool	
Farmers' Market Booth	Sept 10	Mainstreet	

Minutes Prepared By:

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Brenda Mooney, Special Projects Analyst

Minutes Approved By:

A handwritten signature in cursive script, reading "Heather Bennett", written over a horizontal line.

Heather Bennett, Chair – PROS Commission