

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

Meeting Title: PROS Commission

Meeting Date: August 29, 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
- Brett Collins, Parks Project Manager
- Meagan Arvidson, Deputy Director - Recreation
- Jared Musil, Deputy Director - Parks
- Brenda Mooney, Special Projects Analyst
- Robyn Bartling: Hord, Coplan, Macht

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 August 29, 2023 Agenda	Heather	Yes		No
Approval of April 25, 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: October 24, 2023	Heather	No		No
Adjourn	Heather	No		No

Discussion Items

Topic	Facilitator	Notes	Action Item?
Salisbury Park North Conceptual Plan Presentation - Robyn Bartling from HCM	Brett	Presentation materials provided at meeting.	Commission recommendation
Capital Projects Update - Harvie Open Space Construction - Park Naming Policy Recommendation	Brett	Presentation materials provided at meeting.	Commission recommendation
PROS – Recreation & Parks Updates - CAPRA Reaccreditation - Rueter-Hess Reservoir - Parks Update – Storm Damage	Mary	Presentation materials provided at meeting.	No
Cost Recovery Strategy	Mary	Presentation materials provided at meeting.	No
Commission Update - Members – Expiring Terms o Next steps - Discussion on 2024 Meetings - Let's Talk Parker Platform	Heather	No presentation materials.	Commission recommendation

Upcoming Engagement Opportunities

Event	Date	Staff Contact	Location	Interested?
Farmers' Market	Sept 10	Brenda Money	Mainstreet	
Runabilities Walk	Sept 16	Heather Ballantyne	PACE Parking Lot	
So Long to Summer 5k/10k	Sept 23	Todd Panik	Salisbury Park	
Fieldhouse Fright Night	Oct 21	Diane Lange	Fieldhouse	
Princess Ball	Nov 3	Diane Lange	PACE	
Turkey Day 5K	Nov 23	Todd Panik	Recreation Center	
Milk and Cookies with Santa	Dec 10	Diane Lange	Fieldhouse	

Action Item Summary

Topic	Responsible Party	Due Date
Obtain signatures for April 25 minutes, Send to Town Clerk	Toby, Brenda	Aug 29
Decision on Meeting Frequency for 2024	Heather	Aug 29
Let's Talk Parker Platform – Plan for 2024	Heather	Aug 29
Notify Brenda of interest in engagement opportunities	All	Varies

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

Meeting Title: PROS Commission

Meeting Date: August 29, 2023

Attendance:

- Heather Bennett, Chair - **present**
- Candace Sotwick, Vice Chair - **present**
- Toby Levy, Secretary - **present**
- Austin Craddock, Member - **absent**
- Matthew Lunn, Member - **present**
- Andrei Teudean, Member - **present**
- Jody Walker, Member - **present**
- Mary Colton, PROS Director - **present**

Facilitator: Heather Bennett, Chair

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

- Brett Collins, Parks Project Manager - **present**
- Meagan Arvidson, Deputy Director - Recreation - **present**
- Jared Musil, Deputy Director - Parks - **present**
- Brenda Mooney, Special Projects Analyst - **present**
- Robyn Bartling: Hord, Coplan, Macht - **present**

Meeting Items

Topic	Facilitator	Vote Required?	Details/Notes	Action Items?
Call to Order	Heather	No	Meeting called to order at 5:30pm	No
Roll Call	Toby	No	See above	No
Public Comment	Heather	No	None	No
Approval of August 29, 2023 Agenda	Heather	Yes	Motion: Candace Second: Toby In Favor: All	No
Approval of April 25, 2023 Minutes	Heather	Yes	Motion: Toby Second: Candace In Favor: All	Yes
Discussion Items - Below	Heather	No		Yes
Upcoming Engagement Opportunities - Below	Brenda	No		No
Action Item Summary - Below	Brenda	No		No
Next Meeting Date: October 24, 2023	Heather	No		No
Adjourn	Heather	No	7:34pm	No

Discussion Items

Topic	Facilitator	Notes	Action Item?
Salisbury Park North Conceptual Plan Presentation - Robyn Bartling from HCM	Brett	Robyn Bartling with HCM (Hord Coplan Macht) presented proposed changes to the Salisbury Park North plan as developed in the 2014 Master Plan. Commission members reviewed the presentation materials prepared by Robyn and discussed the various changes at length. When dialogue was complete, commission members	Commission recommendation

		were in agreement that the proposed changes should be approved. Matt called for a motion to recommend the Town Council accept the proposed changes. Andrei seconded the motion. All members voted in favor.	
Capital Projects Update - Harvie Open Space Construction - Park Naming Policy Recommendation	Brett	Brett presented updates on Capital Projects with slides and discussion. All projects are progressing as planned. Harvie Open Space Ribbon Cutting Ceremony will be scheduled for October. Commission members are encouraged to attend. It was decided that because there is some time before the Park Naming Policy must be approved, members would individually evaluate the draft policy and email any comments to Brenda.	Commission recommendation
PROS – Recreation & Parks Updates - CAPRA Reaccreditation - Rueter-Hess Reservoir - Parks Update – Storm Damage	Mary	Submission to CAPRA for reaccreditation was approved at 100% for 154 criteria. Cheers to the department with a special shout out to Brenda for all her hard work!! Capra reaccreditation process happens every 5 years and the work required by staff to prepare the documentation is substantial. Rueter-Hess free admission Parker Day was a success with all reservation spots being filled. Members were asked to give suggestions as to when the next public access/agency day should be scheduled. Jared reported on the damage to trails from storms and heavy	No

		rains this summer. Repairs were made when the water receded. This amount of rain has not been seen in this area for many years.	
Cost Recovery Strategy	Mary	Mary explained in detail the Cost Recovery strategy used by the Parker Parks and Rec Dept. Cost recovery is defined as Revenue as a percentage of Operating Expenditures. The NRPA (National Recreation and Park Association) 2023 Agency Performance Review reported the National cost recovery average range from 15% to 52%. The Colorado cost recovery average range is 21% to 46%. The Town of Parker historic cost recovery range is between 70% to 80% - much higher than the average. The Park and Rec Dept. forecast for 2023 is 67%. The Parker Town Council expects the Parks and Rec Dept. to maintain this higher than average cost recovery percentage every year.	No
Commission Update - Members – Expiring Terms - o Next steps - Discussion on 2024 Meetings - Let's Talk Parker Platform	Heather	For any terms that are expiring at the end of this year, applications will go out to the community to fill the open spot. After a member serves their first term (whatever length that may be), their next term will be 3 years. Discussion on meeting frequency for 2024 was tabled until the next meeting on Oct. 24th. It was decided by the members that the Let's Talk Parker platform has been under utilized due to the user interface and lack of mobile app. Going forward we	Commission recommendation

will use Microsoft Teams as a way of communicating and collaborating. Brenda will set it up and send out invitations to the members.

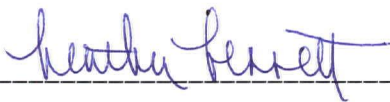
Upcoming Engagement Opportunities

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Action Item Summary

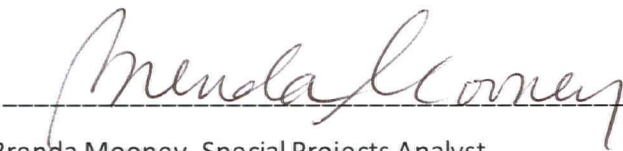
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Minutes Approved By:



Heather Bennett, Chair – PROS Commission

Minutes Prepared By:



Brenda Mooney, Special Projects Analyst