

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

**Meeting Title:** PROS Commission

**Meeting Date:** March 26, 2024

**Attendance:**

- Heather Bennett, Chair - [present](#)
- Candace Sotwick, Vice Chair - [present](#)
- Toby Levy, Secretary - [present](#)
- Mike Doyle, Member - [present](#)
- Matthew Lunn, Member - [present](#)
- Andrei Teudean, Member - [present](#)

**Facilitator:** Heather Bennett, Chair

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

- Jody Walker, Member - [present](#)
- Mary Colton, PROS Director - [present](#)
- Meagan Arvidson, Deputy Director of Recreation-  
[present](#)
- Brenda Mooney, Special Projects Analyst- [present](#)

### Meeting Items

| Topic                                     | Facilitator | Vote Required? | Details/Notes                                                                                 | Action Items? |
|-------------------------------------------|-------------|----------------|-----------------------------------------------------------------------------------------------|---------------|
| Call to Order                             | Heather     | No             | <a href="#">5:31pm</a>                                                                        | No            |
| Roll Call                                 | Toby        | No             | <a href="#">see above</a>                                                                     | No            |
| Public Comment                            | Heather     | No             | <a href="#">No public comment</a>                                                             | No            |
| Approval of March 26, 2024 Agenda         | Heather     | Yes            | <a href="#">Motion: Toby</a><br><a href="#">Second: Matt</a><br><a href="#">In Favor: All</a> | No            |
| Approval of January 30, 2024 Minutes      | Heather     | Yes            | <a href="#">Motion: Matt</a><br><a href="#">Second: Jody</a><br><a href="#">In Favor: All</a> | Yes           |
| Discussion Items - Below                  | Heather     | No             |                                                                                               | Yes           |
| Upcoming Engagement Opportunities - Below | Brenda      | No             |                                                                                               | No            |
| Action Item Summary – Below               | Brenda      | No             |                                                                                               | Yes           |
| Next Meeting Date: April 30               | Heather     | No             |                                                                                               | No            |
| Adjourn                                   | Heather     | No             | <a href="#">7:03</a>                                                                          | No            |

### Discussion Items

| Topic                                                                | Facilitator | Notes                                                                                                                                                                                                                                                                                                                                                             | Action Item? |
|----------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Town's Strategic Plan –<br>How Parks, Recreation and Open Space Fits | Mary        | <a href="#">See presentation.</a><br><a href="#">All parks projects need to tie back to one of the Strategic Priorities from the Town of Parker Strategic Plan. There will be a refresh to the Town Master Plan in 2026. Surveys are done every 3 years to gather public comments-one will come out this year. Parks usually gets 93-97% satisfaction rating.</a> | No           |
| Overview of PROS Budget Process                                      | Meagan      | <a href="#">See presentation.</a><br><a href="#">Heather suggested that, if needed, commission members could help with the budget process in the future. Discussed</a>                                                                                                                                                                                            | No           |

|                                               |        |                                                                                                                                                                                                                                                                                                                                       |    |
|-----------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|                                               |        | that if town grocery tax is repealed, Parks Dept. would lose 2.2 million/yr. in funding.                                                                                                                                                                                                                                              |    |
| Overview of Recreation PT Staffing Strategies | Meagan | See presentation.<br>Starting in April, part-time staff will be paid \$16.00/hr.<br>Recruitment is done on social media, job fairs and senior center in Parker. Part-time employees get a free individual membership to the Rec. Center and a discount on personal training.                                                          | No |
| 2024 Community Events                         | Brenda | See presentation.<br>Staff has a new software system that allows all departments to see community events.                                                                                                                                                                                                                             | No |
| Earth Day Trail Cleanup                       | Toby   | Cleanup will be on April 22 <sup>nd</sup> from 4-6pm. Route will be Sulphur Gulch Trail/creek banks between Pine Dr. and Dransfeldt. Members who can attend signed volunteer waivers. Brenda will send an email out to staff to recruit more volunteers. Toby will send an email to commission members with the map and more details. |    |

## Upcoming Engagement Opportunities

| Event                                              | Date     | Contact            | Location                                                        |
|----------------------------------------------------|----------|--------------------|-----------------------------------------------------------------|
| Earth Day Trail Cleanup                            | April 22 | Toby Levy          | Sulphur Gulch Trail/creek banks between Pine Dr. and Dransfeldt |
| Arbor Day Celebration                              | April 27 | Erik Stadsvold     | Discovery Park                                                  |
| Senior Stroll                                      | May 29   | Heather Ballantyne | Salisbury Park                                                  |
| Princess Ball                                      | June 7   | Diane Lange        | PACE                                                            |
| Cattle Crossing 5K & Family Fun Trek               | June 15  | Todd Panik         | Tallman Meadow Park                                             |
| Kids' TRY-athlon                                   | July 13  | Todd Panik         | O'Brien Park                                                    |
| PROS Commission Dinner with Town Council and Mayor | Sept 24  | Brenda Mooney      | Black Bear Golf Course at 5:30pm                                |

## Action Item Summary

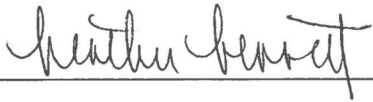
| Topic                                                              | Responsible Party | Due Date |
|--------------------------------------------------------------------|-------------------|----------|
| Obtain signatures for January 30 minutes, Send to Town Clerk       | Toby, Brenda      | March 26 |
| Update "Engagement Opportunities" document in Teams, if interested | All               | Varies   |

Create a form in Microsoft Teams where commission members can submit questions and comments for staff. At future meetings, there will be action item where Brenda will update us on all the comments.

Brenda

When time allows

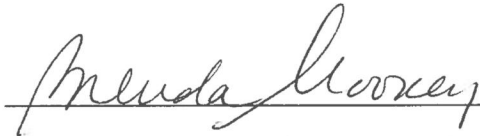
Minutes Approved By:



4/30/24

Heather Bennett, Chair – PROS Commission

Minutes Prepared By:



4-30-24

Brenda Mooney, Special Projects Analyst