



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

**Meeting Title:** PROS Commission

**Meeting Date:** October 7, 2024

**Attendance:**

- Heather Bennett, Chair-present
- Candace Sotwick, Vice Chair-present
- Toby Levy, Secretary-present
- Mike Doyle, Member-present
- Matthew Lunn, Member-absent
- Andrei Teudean, Member-present
- Jody Walker, Member-present

**Facilitator:** Heather Bennett, Chair

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

- Mary Colton, PROS Director-present
- Brett Collins, Parks Project Manager-absent
- Jared Musil, Deputy Director of PFOS-absent
- Meagan Arvidson, Dep. Dir. of Recreation-present
- Brenda Mooney, Special Projects Analyst-present

## Meeting Items

Topic	Facilitator	Vote Required?	Details/Notes	Action Items?
Call to Order	Heather	No	Meeting called to order at 5:32 pm	No
Roll Call	Toby	No	See above	No
Public Comment	Heather	No	None	No
Approval of October 7, 2024 Agenda	Heather	Yes	Motion to approve: Jody Second: Toby In Favor: All	Yes
Approval of August 27, 2024 Minutes	Heather	Yes	Motion to approve: Jody Second: Candace In Favor: All	Yes
Discussion Items - Below	Heather	Yes	See notes below	Yes
Upcoming Engagement Opportunities - Below	Brenda	No		No
Action Item Summary – Below	Brenda	No		Yes
Next Meeting Date: December 10	Heather	No		No
Adjourn	Heather	No	Meeting adjourned at 7:16 pm	No

## Discussion Items

Topic	Facilitator	Notes	Action Item?
Director Update - Council Elections - Preparation for DC Park Advisory Board Meeting on 10/9 -	Mary	The following people are running for Town Council: Todd Hendreks, Laura Hefta, Tim Lynott, John Diak, Mike Drennan, Abdulla Zubair, Brian Carruthers. The following people are running for Town Mayor: Jeff Toborg, Joahua Rivero. The election is on Nov. 5, 2024. The Parker Rec Center and Parker Fieldhouse are official polling places.	No

		<p>Commission members are expected to adhere to the same Election Rules that apply to town employees. Mary reviewed the rules with the group.</p> <p>Mary and Brett will be making a presentation to the Douglas County Parks Advisory Board on Oct. 9 requesting grant funds to support the Phase 1 construction of Salisbury Park North. They will be asking for \$7.9M. Toby, Candace, Brenda and Meagan will attend the meeting as well. Toby will speak on behalf of the Commission to show support for the project and the grant request. The estimated cost for Phase 1 is \$45M and is going out to bid soon. Additionally, Mary recently presented to the PAB asking for \$8M of Parker share back funds from the Parks, Trails, Historic Resources and Open Space sales tax fund to support Phase 1.</p>	
<p>Parks and Recreation Update</p> <ul style="list-style-type: none"> <li>- Memberships</li> <li>- More staff interaction – what would we like to do?</li> </ul>	Meagan	<p>Meagan is offering free Rec. Center memberships for all Commission members and their households starting Nov. 2024 for the entirety of their term. Completed forms need to be returned to Brenda by Oct. 25.</p> <p>Some ideas that would give Commission members the opportunity to engage more with staff: attend the Holiday luncheon for Park &amp; Rec staff; attend monthly staff meetings; ask staff to identify specific needs so Commission members can plan fundraising events.</p>	No
<p>Commission Update</p> <ul style="list-style-type: none"> <li>- Recap from Council Dinner</li> <li>- Update on Expiring PROSC Terms</li> <li>- Update on Schoolhouse Elm Tree Project</li> </ul>	Heather, Toby	<p>Six Commission members attended the council dinner-Jody couldn't attend due to COVID. Mayor Jeff Toborg, council</p>	No

<ul style="list-style-type: none"><li>- Update on Salisbury Art Project</li><li>- Goals for Next Year</li></ul>	<p>members Josh Rivero and Brandi Wilks attended. Heather reported Josh asked her if the current Commission model is working well, i.e. that we don't report directly to the Town Council. She told him we're happy with that model and it's working well.</p> <p>Candace and Toby's 2-year terms are expiring at the end of this year. They will both interview this week with Mary and two council members to renew their terms. If selected, the new terms will be for 3 years.</p> <p>Toby reported info she received from Carrie Glassburn, Parker Cultural Director, regarding the Schoolhouse Elm Tree project: "Town council will be notified of the process and our decision via a weekly Town Manager's report. As long as there are no questions or concerns on their end, we will be awarding the project to Matt O. We will begin the contracting process with him this week, and the work should be started and completed in November sometime." Matt's idea for the tree sculpture is a Wood Spirit face on one side and many small creatures on the other side so people can discover something new each time they see it.</p> <p>Heather reported she reviewed a draft of the RFQ that will go out soon for the Salisbury Park North Art Project. The funding for this \$150K project will come from the Arts Commission budget.</p> <p>All commission members will bring ideas for 2025 goals to the</p>	
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		Dec. 10 meeting. We will try to frame goals around the results of the countywide citizen survey on Parks, Trails, Historic Resources and Open Space Funding expenditures. Also, we would like to get input from Town Council and staff regarding available Open Space opportunities in Parker.	
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## Upcoming Engagement Opportunities

Event	Date	Contact	Location
Fieldhouse Fright Night	Oct 12	Diane Lange	Fieldhouse
Princess Ball	Nov 15	Diane Lange	PACE
Turkey Day 5K	Nov 28	Todd Panik	Recreation Center

## Action Item Summary

Topic	Responsible Party	Due Date
Obtain signatures on August 27 minutes, Send to Town Clerk	Toby, Brenda	October 7
Return completed Membership form to Brenda	All	October 17
Update "Engagement Opportunities" document in Teams, if interested	All	Varies

# Parks, Recreation and Open Space Advisory Commission

October 7, 2024

PARKS, RECREATION AND OPEN SPACE



## 2024 Council Elections

### For Councilmember

- Todd Hendreks
- Laura Hefta
- Tim Lynott
- John Diak
- Mike Drennan
- Abdulla Zubair
- Brian Carruthers

### For Mayor

- Jeff Toborg
- Joshua Rivero

PARKS, RECREATION AND OPEN SPACE



# Election Rules

## Employees CAN NOT:

- Wear items showing support for/against a candidate or issue appearing on a Town ballot.
- Distribute any published information of any kind favoring or opposing any candidate for Town office or regarding any Town ballot issue.
- Initiate or encourage questions/discussion regarding issues that appear on a Town ballot.
- Knowingly allow Town money to be spent in support/opposition of an issue on a Town ballot issue or candidate.
- Advocate for/against any Town ballot measure, election issue or candidate.
- Disseminate any information regarding an official Town position on any candidate or ballot issue, except as allowed by law.
- Contribute to or solicit financial contributions for any candidate for office, political action committee regarding a Town ballot issue or candidate.
- Gather signatures on any petition seeking to place an issue on any ballot in any future Town election.

## Employees CAN:

- Vote for any candidate or for or against any national, state, county or local matter for which the employee is eligible.
- Contribute money to national, state, county or local candidates or to national, state, county or local issue committees of their choice.
- Sign petitions regarding any matter of public concern.
- Vote in any election.

***Statements, including social media posts, cannot be tied to status as a commissioner.***

# Douglas County Park Advisory Board – Oct 9 Meeting

## Meeting Details

- Wednesday, Oct 9
- 5:30 p.m.
- 100 Third Street,  
Castle Rock

## Talking Points

- Grant Funds requested to **support the construction of two lighted synthetic multi-use fields and four lighted bluegrass turf fields** at Salisbury Park North.
- Will support youth and adult sports in a phase 1 project.
  - Lack of fields available for use in the South Metro area
  - There are waiting lists for programs
  - A growing population will generate additional needs for fields
  - The fields support wellness and health -promoting activities

## Recreation Memberships

- Recreation Memberships offered to Commission members and their households, starting November 2024 for the entirety of their term.
  - Includes 2 adults and dependents under the age of 20
  - Includes admission to Parker Recreation Center and Parker Fieldhouse
- Complete form and return it to Brenda by October 25

## PROSC and Staff – Plans for 2025

### What does this look like to you?

- Event engagements – what do you want your roles to be?
- Fundraising assistance –
  - Salisbury Park North project – how is it tied to the Commission? Identify section that links directly to Commission’s efforts?
  - Other ideas for fundraising and how it works with our budget process
- Staff gatherings –
  - Holiday luncheon – second week of December (date TBD)
  - Recognition events – weekday outings for staff
  - Staff meetings
- Other ideas

## Commission Update

- Recap from Council Dinner
- Update on Expiring Terms
- Update on Schoolhouse Elm Tree Project
- Update on Salisbury Art Project
- Goals for next year

PARKS, RECREATION AND OPEN SPACE



Minutes Prepared By:

Brenda Mooney 12-13-24

Brenda Mooney, Special Projects Analyst

Minutes Approved By:

Heather Bennett 12/13/24

Heather Bennett, Chair – PROS Commission