



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

**Meeting Title:** PROS Commission  
**Meeting Date:** December 10, 2024

**Facilitator:** Heather Bennett, Chair  
**Meeting Timeframe:** 5:30 p.m. until 7:30 p.m.

**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
- Jody Walker, Member-present
- Mary Colton, PROS Director-present
- Brett Collins, Parks Project Manager-present
- Jared Musil, Deputy Director of PFOS-present
- Meagan Arvidson, Deputy Director of Recreation-present
- Michael Lawson, Assistant Town Manager-present
- Jaime Vollertsen, Communications & Marketing Manager-present
- Brenda Mooney, Special Projects Analyst-present
- Kati Janssen, Administrative & Membership Analyst-absent

## 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 December 10, 2024 Agenda	Heather	Yes	Motion to approve: Jody Second: Toby In Favor: All	Yes
Approval of October 7, 2024 Minutes	Heather	Yes	Motion to approve: Mike Second: Candace In Favor: All	Yes
Discussion Items - Below	Heather	Yes		Yes
Upcoming Engagement Opportunities - Below	Brenda	No		No
Action Item Summary – Below	Brenda	No		Yes
Next Meeting Date: January 28, 2025 (tentative)	Heather	No		No
Adjourn	Heather	No	Meeting adjourned at 7:40 pm	No

## Discussion Items

Topic	Facilitator	Notes	Action Item?
Parks and Recreation Update - Staff Spotlight - Engagement Opportunities – Released in January	Meagan	In an effort to get to know Parks & Rec. Staff better, each meeting will highlight staff members by division. Tonight, the spotlight was on Brenda Mooney, Special Projects Analyst and Kati Janssen, Administrative & Membership Analyst.	No

		For 2025 Engagement Opportunities, see document “2025 PROS Special Events and Facility Closures”.	
<p>Capital Projects Update</p> <ul style="list-style-type: none"> <li>- Salisbury Park Update (Naming, Funding, Progress, Website)</li> <li>- Proposed Looking Glass Community Park Names</li> </ul>	Brett	<p>Brett would like to rename “Salisbury Equestrian Park” to simply “Salisbury Park” with wayfinding signs to each separate area. Heather would like some research done into the historical equestrian link to the park before we make a decision. We will vote on the name change at the next meeting. If Douglas Co. grant of \$7.9M is approved, Phase 1 will also include the Community Hub pavilion, playground, batting cages, restroom and fitness area in addition to the four ballfields, two multi-use fields and restrooms already planned. Planning Commission and Town Council are anticipated to approve site plan by April 2025. Bidding for job will be in May 2025. Phase 1 construction is scheduled to begin mid-August 2025 (predicated on new bridge being complete). Jamie will create a redirect from the Capital Projects webpage to a separate page for “Friends of Salisbury North” fundraising purposes. Mike requested that the Donate button on the Friends page default to Salisbury North in the designation field.</p> <p>The three proposed Looking Glass Community Park names are: Oak Gulch Community Park, Looking Glass Community Park and Brandy Gulch Community Park. Matt made a motion to approve the names as proposed by Brett. Toby seconded the motion. All were in favor.</p>	No
<p>Director Update</p> <ul style="list-style-type: none"> <li>- Update on Greater Parker Foundation “Friends of Salisbury Park”</li> <li>- Open Space Master Plan Overview</li> </ul>	Mary	<p>Candace would like to know specifics on how donations to “Friends of Salisbury Park” will be kept separate from other Greater Parker Foundation donations. Michael doesn’t know how it can be done yet but will research. Mary suggested items we could raise funds for in each phase of the park. Parks &amp; Rec has never done Capital Projects Campaigns in the past so PROS will need to work on funding milestones with staff.</p> <p>There are currently 1,144 acres of town owned Open Space. There are three potentially available Open Space sites: Kulback, Williamson and KOA. Mary advised there are no funds</p>	No

		identified for Open Space acquisition in the 10-year Parks & Rec budget. It was discussed that the mayor elect, Josh Rivero and many of the Town Council members highly support Open Spaces and mention it in their town website bios.	
<p>Commission Update</p> <ul style="list-style-type: none"> <li>- Proposed 2025 Meeting Dates – see presentation</li> <li>- Updates: Schoolhouse Elm Tree Project, Salisbury Art Project</li> <li>- 2025 Goals for Commission</li> </ul>	Heather, Toby	<p>Proposed 2025 meeting dates were accepted as follows: Jan. 28, Mar. 25, Apr. 29, Aug. 26, Oct. 28, Dec. 16. Additional special meetings will be added if needed.</p> <p>Heather reported 54 artists submitted proposals for Salisbury Art Project. Committee is in the process of reviewing them. Toby and Jody reported the Schoolhouse Elm Tree project is complete. They attended the dedication ceremony on Nov. 18 along with the mayor, Cultural Director Carrie Glassburn and others. Everyone was very pleased with the completed carving.</p> <p><b><u>2025 Goals</u></b></p> <p><b><u>Short Term:</u></b></p> <ul style="list-style-type: none"> <li>• Public Education re: trails, open space and community parks. Connect people to existing amenities with outreach such as guided hikes, classes, scavenger hunts (like Decode Douglas County) and social media posts.</li> <li>• Investigate options for making Prairie View Loop Open Space more accessible and usable for hikers and bike riders.</li> </ul> <p><b><u>Long Term:</u></b></p> <ul style="list-style-type: none"> <li>• Initiate “Friends of Salisbury Park” as a fund-raising entity for the Salisbury Park North capital project.</li> <li>• Become champions for Town of Parker Open Space acquisitions. Ask Planning Commission to explain the process for acquiring land. Look for funding partners.</li> </ul>	<b>No</b>

## Upcoming Engagement Opportunities

Event	Date	Contact	Location
2025 Opportunities Announced in January			

## Action Item Summary

Topic	Responsible Party	Due Date
Obtain signatures on October 7 minutes, Send to Town Clerk	Heather, Brenda	December 11

# Parks, Recreation and Open Space Advisory Commission

December 10, 2024

PARKS, RECREATION AND OPEN SPACE



## Staff Spotlight

### December 2024

- Kati Janssen –  
*Administrative &  
Membership  
Analyst*
- Brenda Mooney –  
*Special Projects  
Analyst*

### 2025 Staff Spotlight Schedule- DRAFT

- January – Youth Services
- March – Facilities
- April – Sports
- August – Aquatics
- October - Parks
- December – Fitness and TR

PARKS, RECREATION AND OPEN SPACE



## Staff Spotlight– Kati Janssen

### Work Life

- Division: Recreation
- Position: Administrative & Membership Analyst
- Years of Service: 16 Years
- Office Location: Recreation Center
- Scope of Duties:
  - New Hire Paperwork
  - Memberships
  - Managing Scholarships
  - Payroll

### Fun Facts

- Can say the alphabet backwards!
- Hikes the Manitou Incline once per month for 3+ years
- Love to travel!

## Staff Spotlight– Brenda Mooney

### Work Life

- Division: Recreation
- Position: Special Projects Analyst
- Years of Service: 17 Years
- Office Location: Town Hall
- Scope of Duties:
  - CAPRA Accreditation
  - Cost Recovery Analysis
  - Department Policies
  - Evaluations – Surveys, Reports

### Fun Facts

- Worked at Recreation Center originally then the Fieldhouse (opening day!)
- Originally from small beach town in New Jersey
- Don't love to travel! But visit kids wherever they are and like family trips to the beach and NYC.

## Salisbury Park North 91-Acre Regional Park (All amenities)

- (4) Lighted Natural Grass Baseball/Softball Ballfields (Youth and Adult Softball Programs)  
w/Pedestrian Promenade & Food Truck Areas
- (2) Lighted Synthetic Turf Multi-Use Fields
- (2) Lighted Tennis Courts  
(w/ striping for 4 pickleball courts)
- (2) Basketball Courts
- (17) Court Lighted Pickleball Complex
- Outdoor Programmable Fitness area
- Inclusive Playground
- Community Hub Pavilion
- Valley Overlook Pavilion
- Bike Park
- Trail Connection to Cherry Creek
- Parking/Restrooms/Landscape/Irrigation
- Utilities-Water, Sewer, Electrical



## PARKS, RECREATION AND OPEN SPACE



### 2025 Phase 1 Project at \$36,960,539 (2025 Budget amount)

#### Phase I (Shown in orange)

- Four natural grass-lighted ballfields
- Ballfield headquarters pavilion and restrooms
- Two synthetic turf lighted multi-use fields
- Parking and driveways
- Lighting, landscape, irrigation, signage
- Utilities-water, sewer, electrical

#### Not included (alternates)

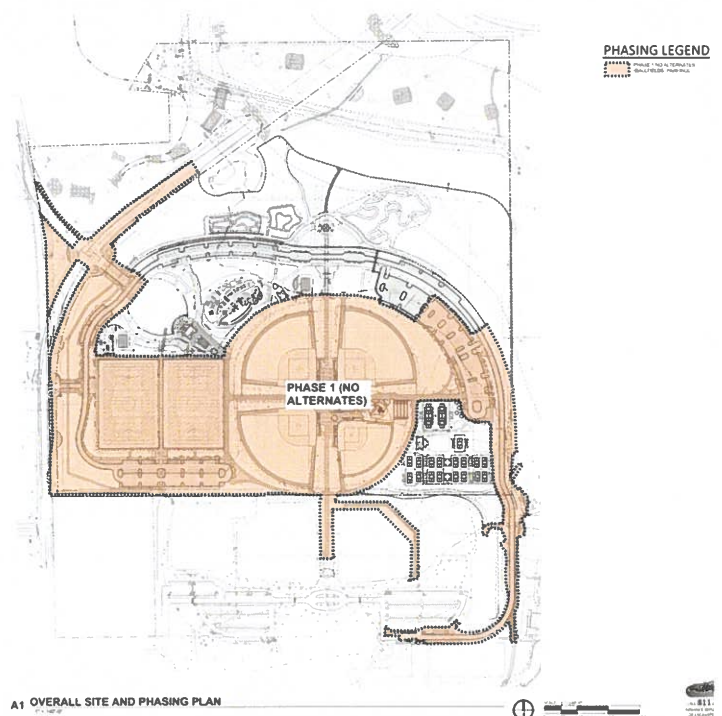
- Ballfield batting cages, playground, bleacher shade

#### Revenue

\$27,750,000	ToP 2025 Funds (With T.C. approval)
\$ 8,710,539	D.C. Shareback funds (approved)
<u>\$ 500,000</u>	Broncos Stadium funds
\$36,960,539	Total Budget

#### Expense

<u>\$37,196,800</u>	Estimated Construction Cost
(\$236,261)	Estimated Shortfall



## PARKS, RECREATION AND OPEN SPACE



**2025 Phase 1 Project at \$44,901,264**  
(with Douglas County grant funding)

Phase I (Shown in orange)

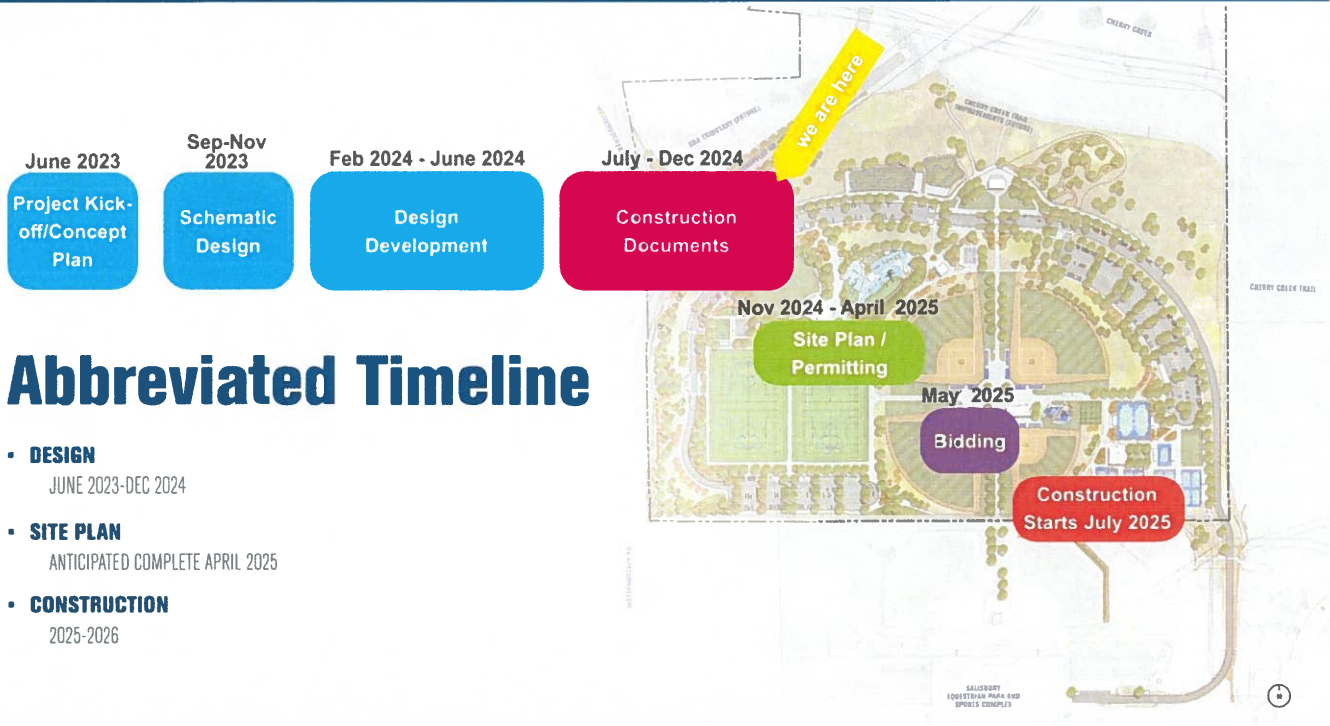
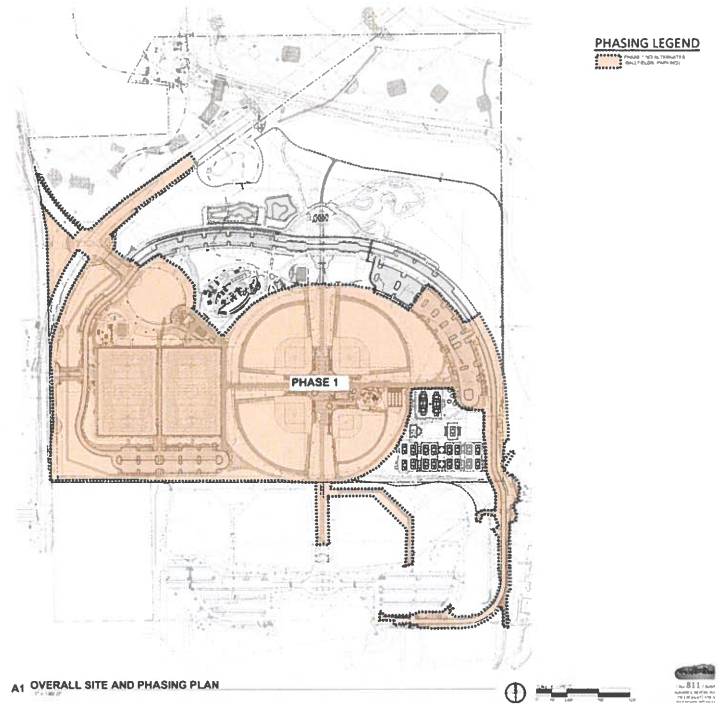
- Four natural grass-lighted ballfields
- Ballfield headquarters pavilion and restrooms
- Two synthetic turf lighted multi-use fields
- Ballfield batting cages, playground, bleacher shade
- Community Hub pavilion, restroom, storage
- Fitness area
- Parking and driveways
- Lighting, landscape, irrigation, signage
- Utilities-water, sewer, electrical

Revenue

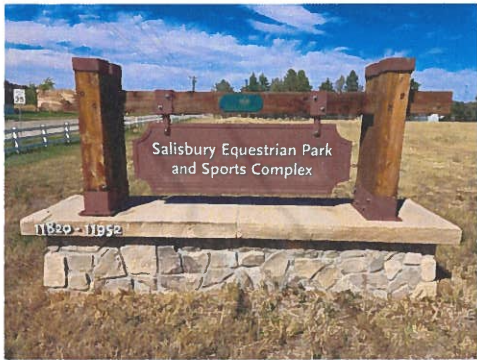
\$27,750,000	ToP 2025 Funds (With T.C. approval)
\$ 8,710,539	D.C. Shareback funds (approved)
\$ 7,940,725	Douglas County Grant (potential revenue)
<u>\$ 500,000</u>	Broncos Stadium funds (approved)
<b>\$44,901,264</b>	<b>Total Budget</b>

Expense

<u>\$43,920,099</u>	Estimated Construction Cost
<b>\$ 981,165</b>	Estimated Remaining



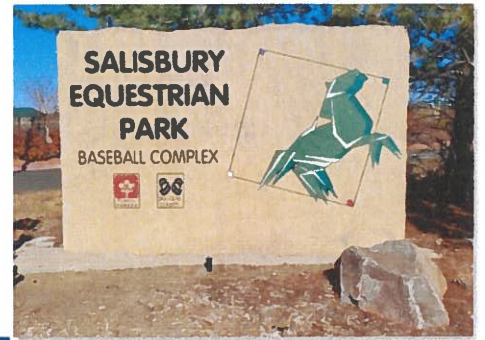
- **DESIGN**  
JUNE 2023-DEC 2024
- **SITE PLAN**  
ANTICIPATED COMPLETE APRIL 2025
- **CONSTRUCTION**  
2025-2026



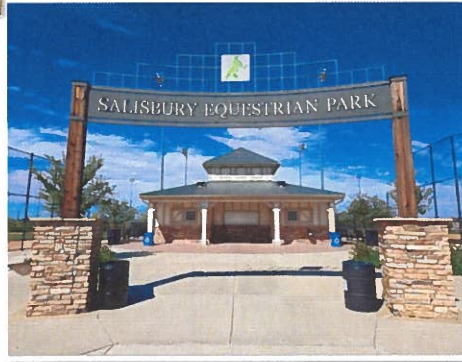
Update the monument sign

## Existing Signs

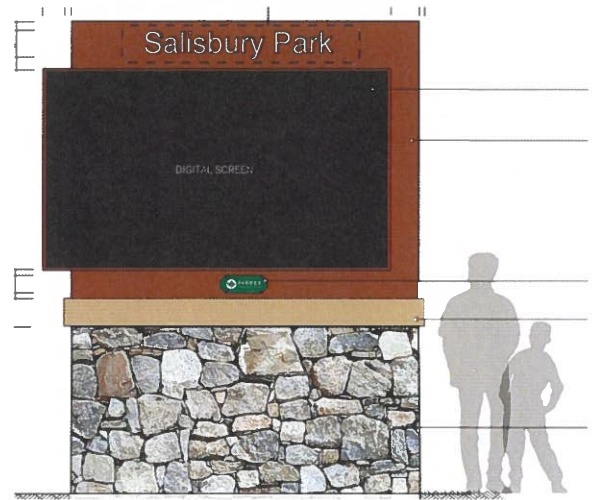
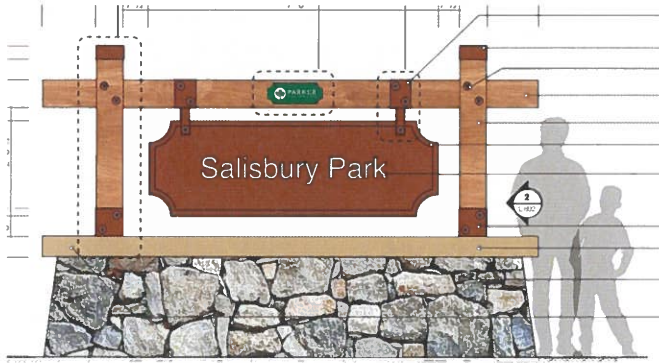
Update the ballfield sign



Remove the flagstone sign



## New Signs



## PARKS, RECREATION AND OPEN SPACE



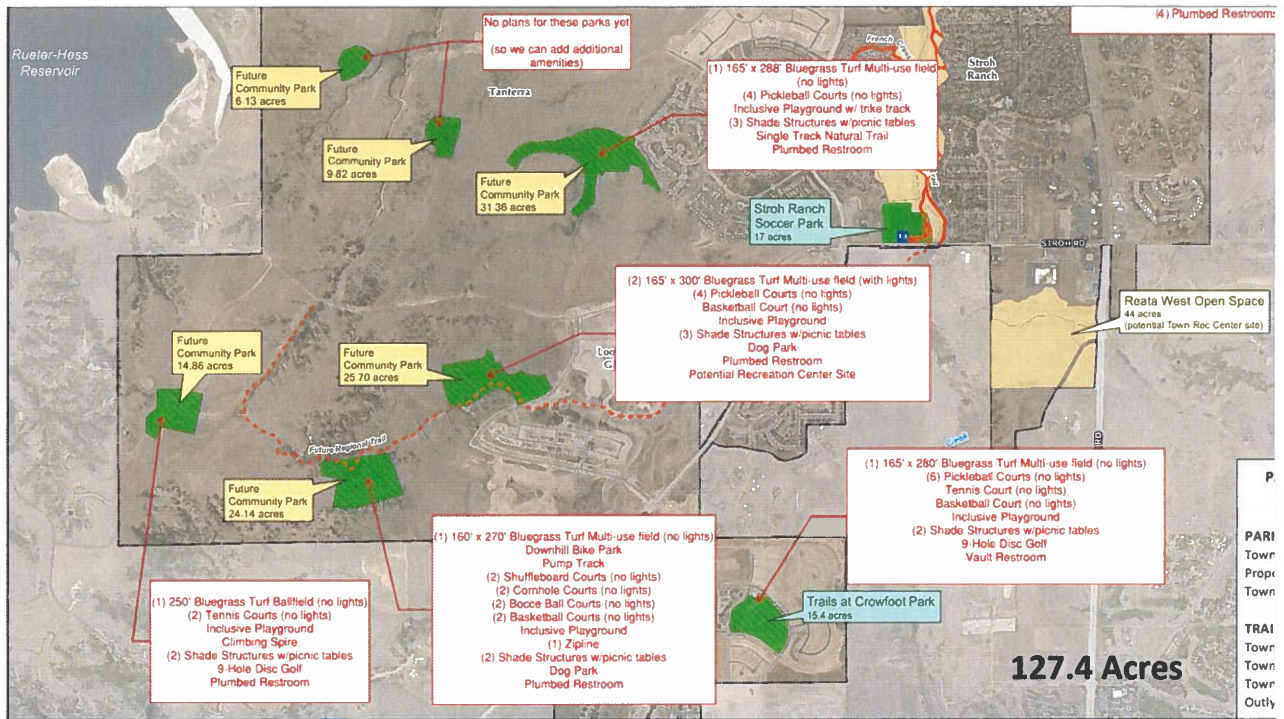
### Proposed Looking Glass Community Park Names

- Based on the drainage ways located near the parks and the name of the development



## PARKS, RECREATION AND OPEN SPACE





**PARKS, RECREATION AND OPEN SPACE**

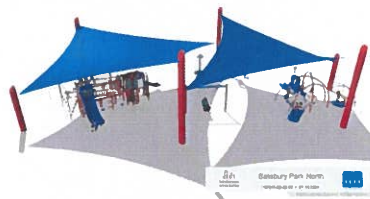


**Greater Parker Foundation Update**

“Friends of Salisbury Park”

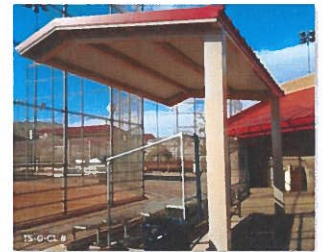
**Phase 1 Fundraising Ideas**

- Ballfield Playground \$725,011
- Bleacher Shade Structures \$646,908
- Batting Cages \$227,198
- Scholarship Fund \$X



**Phase 2 Fundraising Ideas**

- Pickleball Courts \$1,645,818



**Phase 3 Fundraising Ideas**

- Large Playground \$1,634,853



**Phase 4 Fundraising Ideas**

- Bike Park \$1,250,000



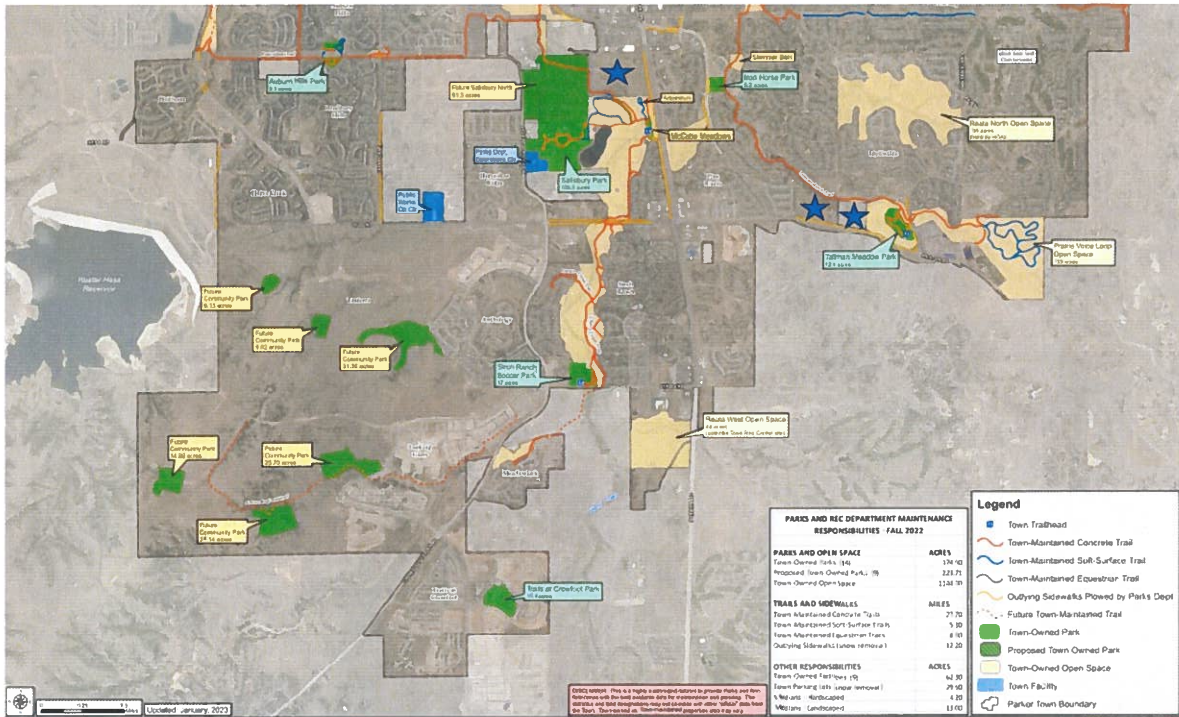
**Logistics**

- Changes to Website and Path
- Tracking Progress

**PARKS, RECREATION AND OPEN SPACE**







## PARKS, RECREATION AND OPEN SPACE



# Commission Update

- Proposed 2025 Meeting Dates:
  - January 28
  - March 25 – if needed
  - April 29
  - August 26
  - October 28 – if needed
  - December 16
- Update on Schoolhouse Elm Tree Project– Jody/Toby
- Update on Salisbury Park North Art Project- Heather
- Goals for next year - Heather

## PARKS, RECREATION AND OPEN SPACE



Minutes Approved By:

Heather Bennett 1/28/25

Heather Bennett, Chair – PROS Commission

Minutes Prepared By:

Brenda Mooney 1/28/25

Brenda Mooney, Special Projects Analyst