



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

Meeting Title: PROS Commission

Meeting Date: March 25, 2025

Attendance:

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

Facilitator: Candace Sotwick, Vice Chair

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

- Mary Colton, PROS Director
- Brett Collins, Parks Project Manager
- Jared Musil, Deputy Director of PFOS
- Meagan Arvidson, Deputy Director of Recreation
- Brenda Mooney, Special Projects Analyst
- Steve Hanson, Recreation Manager – Operations
- Paul Smith, Recreation Supervisor – Facilities
- Kati Janssen, Administrative & Membership Analyst

Meeting Items

Topic	Facilitator	Vote Required?	Details/Notes	Action Items?
Call to Order	Candace			
Roll Call	Toby			Yes
Public Comment	Candace			
Approval of March 25, 2025 Agenda	Candace	Yes		Yes
Approval of January 28, 2025 Minutes	Candace	Yes		Yes
Discussion Items - Below	Varies	Varies		Varies
Open Discussion and New Business	Candace			
Upcoming Engagement Opportunities	Brenda			Yes
Next Meeting Date: April 29, 2025	Candace			
Adjourn	Candace			

Discussion Items

Topic	Facilitator	Notes	Action Item?
Parks and Recreation Update - Staff Spotlight: Facilities - Financial Overview Presentation	Meagan, Steve, Paul, Kati		No
Capital Projects - Trails at Crowfoot Sign	Brett		Yes
Director Update - Douglas County Grant Update - Update on ParkerRec Website and GPF - Tour at Rueter-Hess Reservoir	Mary		No
Commission Update: - Earth Day Project - Update on Short Term Goals: o Public education regarding trails, open space and community parks.	Toby, All		Yes

<ul style="list-style-type: none"> ○ Investigate options for making Prairie Voice Loop more accessible. - Update on Long Term Goals: <ul style="list-style-type: none"> ○ Initiate Friends of Salisbury Park. ○ Become champions for Open Space acquisitions and look for funding partners. 			
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Upcoming Engagement Opportunities

Event	Date	Contact	Location
Princess Ball	April 11	Diane Lange	PACE
Arbor Day Celebration	April 26	Jaime Vollertsen	Discovery Park
Miles Over the Meadow Mother's Day 5K	May 10	Todd Panik	Tallman Meadow Park
Senior Stroll (TENT)	May 28	Heather Ballantyne	Salisbury Park
Dash Across the Dam Father's Day 5K	June 14	Todd Panik	Rueter-Hess Reservoir
Bike to Work Day (TENT)	June 25	Brenda Mooney	Trails/Recreation Center
Farmers Market (TENT)	July 13	Brenda Mooney	Mainstreet
Kids TRY-athlon	July 19	Todd Panik	H2O'Brien Pool
H2O Glow	Aug 15	Nateal Wiefert	H2O'Brien Pool
So Long to Summer 5K/10K (TENT)	Sept 13	Todd Panik	Salisbury Park
Parker Proud Showcase (TENT)	Sept 20	Brenda Mooney	O'Brien Park

Action Item Summary

Topic	Responsible Party	Due Date
Obtain signatures on January 28 minutes, Send to Town Clerk	Brenda	March 26
Let Brenda know if you can attend the April 7 Town Council Meeting	All	April 1
Connect with Toby regarding the Earth Day Project	All	TBD
Add your name to the Engagement Opportunities listed in Teams	All	Varies



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

Meeting Title: PROS Commission

Meeting Date: March 25, 2025

Attendance:

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

Facilitator: Candace Sotwick, Vice Chair

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

- Mary Colton, PROS Director-present
- Brett Collins, Parks Project Manager-present
- Jared Musil, Deputy Director of PFOS-absent
- Meagan Arvidson, Deputy Dir. of Recreation-present
- Brenda Mooney, Special Projects Analyst-present
- Steve Hanson, Recreation Mgr.–Operations-present
- Paul Smith, Recreation Supervisor–Facilities-present
- Kati Janssen, Admin. & Membership Analyst-present

Meeting Items

Topic	Facilitator	Vote Required?	Details/Notes	Action Items?
Call to Order	Candace		Meeting called to order at 5:31 pm	
Roll Call	Toby		See above. Heather Crosby attended and was welcomed as a new member of PROS Commission. She will be formally accepted at the Town Council meeting on April 7.	Yes
Public Comment	Candace		Sam Jarris, future chair of Douglas Co. Disability Democrats, attended late and was given 3 minutes to speak. He is unhappy with the dearth of disability accessibility at the Rec. Center. He would like the commission to keep this in mind in future decision making. Matt informed Sam about the scholarships that are available for people with special needs.	
Approval of March 25, 2025 Agenda	Candace	Yes	Motion to approve: Jody Second: Toby In Favor: All	Yes
Approval of January 28, 2025 Minutes	Candace	Yes	Motion to approve: Matt Second: Jody In Favor: All	Yes
Discussion Items - Below	Varies	Varies		Varies
Open Discussion and New Business	Candace			
Upcoming Engagement Opportunities	Brenda			Yes
Next Meeting Date: April 29, 2025	Candace			
Adjourn	Candace		Motion to adjourn: Toby Second: Mike In Favor: All Meeting adjourned at 7:30 pm	

Discussion Items

Topic	Facilitator	Notes	Action Item?
<p>Parks and Recreation Update</p> <ul style="list-style-type: none"> - Staff Spotlight: Facilities - Financial Overview Presentation 	<p>Meagan, Steve, Paul, Kati</p>	<p>Staff Spotlight: Rec. Center Facilities staff Steve Hanson, Rec. Mgr. Facility Operations. He has been employed at the Rec. Center 3 years and was recently promoted. He manages all Town recreation facilities including the entire aquatic division. He enjoys biking, slackline and has a background in teaching aquatics. He says it's difficult to hire aquatic staff.</p> <p>Paul Smith, Rec. Supervisor Facilities. Paul has been employed here a little over 1 year. He splits his time between the Rec. Center and the Fieldhouse where he oversees all facility operations. He enjoys coaching his 4 kids' sports teams and he still plays many sports himself.</p> <p>Kati Janssen, Rec. Administrative & Membership Analyst. Kati has been employed at the Rec Center for 16 years and she became full time in 2020. Her duties include New Hire paperwork and Payroll, memberships and managing scholarships. She has hiked the Manitou Incline for 43 months in a row and will hopefully run the NYC Marathon for charity this November. Kati explained the Scholarship program has 3 tiers and people can apply online. Over \$2K in scholarships have already been given out this year.</p> <p>Megan gave the financial overview for 2023 (see attached presentation). The 2024 annual report is due out by the end of April 2025. In 2023, Rec. Fund total expenditures were \$10,179,300.00; in 2024 they were approx. \$11,572,000.00. Revenue in 2024 for Recreation fees was over \$7M compared to \$6.8M in 2023-which aligns somewhat with town growth of 3.7%. The 2025 proposed budget includes one additional full time staff person and two vehicles for Parks, Forestry and Open Space at a cost of \$147K. Also, one full time Admin. position was hired in February 2025 for Recreation at a cost of \$85K. Salisbury Park North Phase 1 construction is budgeted at a little under \$45M. Other Capital Project items for 2025: Parks, Forestry and Open Space Material Storage area \$400K; H2O'Brien</p>	<p>No</p>

		maintenance \$225K; Rec. Center Equipment replacement \$160K.	
<p>Capital Projects</p> <ul style="list-style-type: none"> - Trails at Crowfoot Sign 	Brett	<p>At the Trails at Crowfoot Community Park, there are still a number of punch list items the developer needs to take care of such as large drainage issues, turf issues and opening the bathrooms. The developer will maintain the park for the next two years and then it will come to town ownership. The developer has assigned a new project mgr. to take care of the issues. If the developer doesn't resolve the punch list items, the town won't accept park ownership and the developer would be required to maintain the park in perpetuity. The town will be paying for the sign at a cost of \$35K-\$50K. Crowfoot Valley Road and Crowfoot Hill were named in the memory of George F. Crofutt who came to Colorado in 1860 and settled in the Cherry Creek Valley. He was the prime mover in getting the first railroad charter in Colorado Territory. The Castle Rock Historical Society said there was nothing adverse in his history but there is no info on why the spelling of his name was changed from "Crofutt" to "Crowfoot". Staff recommends naming the park "Trails at Crowfoot Community Park".</p> <p>Motion to approve staff approved name of "Trails at Crowfoot Community Park": Jody Second: Mike In favor: All</p>	Yes
<p>Director Update</p> <ul style="list-style-type: none"> - Douglas County Grant Update - Update on ParkerRec Website and GPF - Tour at Rueter-Hess Reservoir 	Mary	<p>Mary and staff made another presentation to the BoCC on March 24 asking for a \$9M grant for Salisbury Park North construction. County Mgr. Doug Debord told the three towns asking for grant money (Parker, Lone Tree and Castle Rock) to meet and decide on an amount that all three could agree on asking. All three towns are now asking for \$9M to be paid out over 4 years. Parker had originally asked for \$7.9M. If we receive the additional funds, it will allow us to construct the 2 multi use fields in Phase 1. The BoCC will meet in Executive session sometime in the next two weeks to make their decision.</p> <p>Changes requested at the last meeting have been made to the ParkerRec website. Matt suggested the Commission should partner with</p>	No

		<p>the town PR person to get the word out about the GPF. Denver7 ABC is doing town spotlights on their nightly news, so they might want to do one on Parker.</p> <p>Amy Knopp, manager at Rueter-Hess Reservoir will give PROS Commission a tour on Tuesday, May 13. Mary/Brenda will send out more details as the date gets closer.</p>	
<p>Commission Update:</p> <ul style="list-style-type: none"> - Earth Day Project - Update on Short Term Goals: <ul style="list-style-type: none"> o Public education regarding trails, open space and community parks. o Investigate options for making Prairie Voice Loop more accessible. - Update on Long Term Goals: <ul style="list-style-type: none"> o Initiate Friends of Salisbury Park. o Become champions for Open Space acquisitions and look for funding partners. 	<p>Toby, All</p>	<p>Parker Library Teen Council wants to partner with us on the Earth Day trail clean up. Brenda will send info to Toby so she can coordinate. Commission members agreed that April 22 at 4:00 pm would be the best date and time. We will try to do the same route as last year (along Sulphur Gulch) so we can all park and meet at the Pace Center.</p> <p>Jody met with Jared Musil at Prairie Voice Loop to discuss safety issues and additional access points. She created a document with an action plan regarding open spaces (attached). Matt wondered if the town could somehow partner with Legend and Cimmaron schools for trail maintenance since both schools use the open space for track and field training. Mary and Jared have met a couple of times since Jody's meeting with Jared. We would like an update from Mary and/or Jared at our April meeting. We would like some kind of postcard or promotional material with info about Prairie Voice Loop Open Space to hand out at the Miles Over the Meadow Mother's Day 5K.</p> <p>Commission needs to develop a business plan for Friends of Salisbury Park in order to get the project going. Matt will do research and create a Menu Option for this.</p> <p>Out of the three properties possibly available for open space acquisition, the Williamson property seems to be the most desirable. Toby would like to know if any town staff or town officials approached Douglas Land Conservancy about contacting Mr. Williamson for a conservation easement. Brenda will look into this and report back with her findings.</p>	<p>Yes</p>

		Brenda handed out the Branching Out Parker 2025 informational flyer. Jared oversees this program. Tree reimbursement applications will be accepted from April 1 – May 1, 2025. More info is available at ParkerRec.com/BranchingOut-Parker .	
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Parks, Recreation and Open Space Advisory Commission

March 25, 2025

PARKS, RECREATION AND OPEN SPACE



Staff Spotlight – Facilities Steve Hanson

Work Life

- Division: Recreation
- Position: Recreation Manager – Facility Operations
- Years of Service: 3
- Office Location: Recreation Center
- Scope of Duties:
 - Oversee and manage all Town recreation facilities
 - Ensure that Town facilities and team are providing the best possible service
 - Manage and maintain all Capital Improvement Projects and budget

Fun Facts

- Enjoy Mountain biking and balancing on the slackline
- Love camping, hiking, and hunting with family and friends
- Traveled to Doha, Qatar for FINA World Youth Swimming Conference 2014

PARKS, RECREATION AND OPEN SPACE



Staff Spotlight – Facilities

Paul Smith

Work Life

- Division: Recreation
- Position: Recreation Supervisor – Facilities
- Years of Service: 1
- Office Location: Fieldhouse
- Scope of Duties:
 - Oversee facility operations at the Fieldhouse and Recreation Center, including the Day Camp and Preschool programs.
 - Assist in monitoring budgets for facilities and assigned programs.
 - Ensure guest satisfaction and retention by addressing community and visitor needs.
 - Manage and execute capital improvement projects for the Fieldhouse and Recreation Center.

Fun Facts

- 16 years in Recreation and still loving it!
- Proud parent of four, including a set of twins!
- Big fan of escaping to the mountains for camping, hiking, hot springs and spending time with family and friends.
- Sports junkie—soccer, basketball, softball and now pickleball!
- Love coaching my kids' teams and sharing the game!

Staff Spotlight – Facilities

Kati Janssen

Work Life

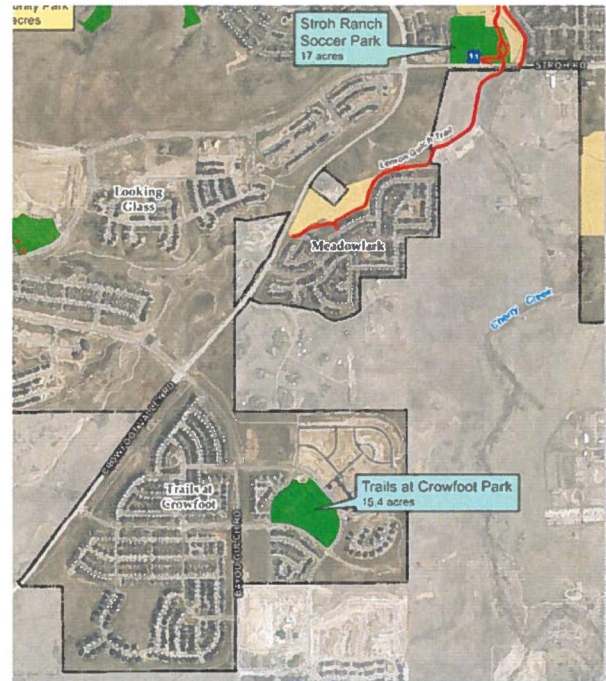
- Division: Recreation
- Position: Administrative & Membership Analyst
- Years of Service: 16 Years
- Office Location: Recreation Center
- Scope of Duties:
 - New Hire Paperwork
 - Memberships
 - Managing Scholarships
 - Payroll

Fun Facts

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

Trails at Crowfoot Sign

- George F. Crofutt
- Came to Colorado in 1860. Planned to go to California in winter through the Rockies. Bad idea.
- Moved into Cherry Creek Valley instead and, supposedly, grew hay near where the Castlewood Dam would be built. Sold hay to miners, made a lot of money, and decided to stay.
- Is said to have filed the first quarter section in the Colorado Territory.
- In 1864, a flooded Cherry Creek destroyed his ranch.
- However, the history books indicate that the north boundary of his ranch in 1865 was used as the boundary for two of the seven school districts in Douglas County.



PARKS, RECREATION AND OPEN SPACE



- In 1881, he published the "Grip-Sack Guide to Colorado" and he was the editor of the "Overland Guide," two very popular books for people coming to Colorado in the late 19th century.
- It is reported that he was the prime mover in getting the first railroad charter in Colorado Territory. The charter was used in 1887 to build the Denver, South Park and Pacific Railroad.
- Crowfoot Valley Road and Crowfoot Hill named in his memory.

The recommendation is to name the park:

Trails at Crowfoot Community Park



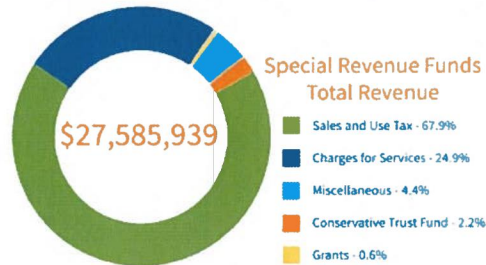
EXAMPLE SIGN

PARKS, RECREATION AND OPEN SPACE

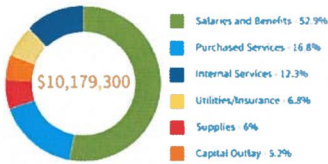


Financial Overview

2023 Financial Overview



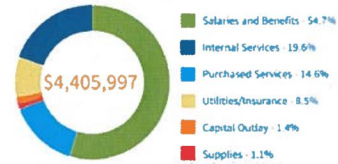
Recreation Fund Total Expenditures



Parks & Recreation Fund Total Expenditures



General Fund/Parks & Open Space Total Expenditures



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PARKS, RECREATION AND OPEN SPACE



Budget Info:

2022 Actual Expenditures & FTE's	2023 Actual Expenditures & FTE's	2024 Amended Budget & FTE's	2024 Projected Expenditures & FTE's	2025 Proposed Budget & FTE's
General Fund (Parks, Forestry and Open Space)				
\$3,916,300	\$4,634,166	\$5,784,595	\$5,740,656	\$5,938,114
26	28.2	28.8	28.8	29.8
Parks and Recreation Fund				
\$11,917,279	\$8,017,118	\$17,569,955	\$17,059,006	\$44,937,569
2.85	3.35	3.35	3.35	3.35
Recreation Fund				
\$9,006,131	\$10,179,309	\$11,572,169	\$11,576,767	\$12,569,208
93.81	94.26	104.85	104.85	105.85

PARKS, RECREATION AND OPEN SPACE



High Priority Capital Projects/FTE - 2025

Project	Funding Source	Amount
Sallsbury Park North Phase 1 Construction	Parks and Recreation	\$44,937,569
Forestry and Open Space Technician + vehicle	General Fund	\$147,000
Parks, Forestry and Open Space Material Storage area	Parks and Recreation Fund	\$400,000

PARKS, RECREATION AND OPEN SPACE



High Priority Capital Projects/FTE - 2025

Project	Funding Source	Amount
H2O'Brien Plaster Refinish and Zero Depth Maintenance	Recreation	\$225,000
Recreation Center Fitness Circuit Equipment Replacement	Recreation	\$160,000
Recreation Admin. position	Recreation	\$85,000

PARKS, RECREATION AND OPEN SPACE




Minutes Approved By:

 4/29/2025

Matthew Lunn, Chair – PROS Commission

Minutes Prepared By:

 5/12/25

Toby Levy, Secretary – PROS Commission