



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

**Meeting Title:** PROS Commission

**Meeting Date:** October 28, 2025

**Attendance:**

- Matthew Lunn, Chair- **present**
- Candace Sotwick, Vice Chair- **present**
- Toby Levy, Secretary- **present**
- Heather Crosby, Member- **present**
- Andrei Teudean, Member- **present**
- Jody Walker, Member- **present**

**Facilitator:** Matthew Lunn, Chair

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

- Mary Colton, PROS Director- **absent**
- Brett Collins, Parks Project Manager- **present**
- Jared Musil, Deputy Director of PFOS- **absent**
- Meagan Arvidson, Deputy Director of Recreation
- Brenda Mooney, Special Projects Analyst- **present**
- Heather Bennett, Associate Planner- **present**
- Mary Munekata, Senior Planner- **present**
- Alfredo Negrin, Recreation Supervisor – Sports- **present**
- Lauren Fischer, Recreation Administrator - Sports- **present**

## Meeting Items

Topic	Facilitator	Vote Required?	Details/Notes	Action Items?
Call to Order	Matthew		Meeting called to order at 5:31 p.m.	
Roll Call	Toby		See above	Yes
Public Comment	Matthew		No public comment and no public present	
Approval of October 28, 2025 Agenda	Matthew	Yes	Motion to approve: Jody Second: Candace In Favor: All	Yes
Approval of August 26, 2025 Minutes	Matthew	Yes	Motion to approve: Jody Second: Andrei In Favor: All	Yes
Discussion Items - Below	Varies	Varies		Varies
Upcoming Engagement Opportunities	Brenda		See below	Yes
Next Meeting Date: December 16, 2025	Matthew			
Adjourn	Matthew		Meeting adjourned at 7:54 p.m.	

## Discussion Items

Topic	Facilitator	Notes	Action Item?
Staff Spotlight: Sports Team .....	Meagan Arvidson Alfredo Negrin Lauren Fischer	<a href="#">Alfredo Negrin – Recreation Supervisor Sports</a> . Alfredo has worked at Parks & Rec Fieldhouse since 2018 –2 yrs as Sports Coordinator then promoted to Supervisor. He supervises 5 full time and 1 part-time staff. During summer season he supervises approx. 115 part-time staff. When he hires referees for summer sports, some are	

		<p>contracted and some are hired internally. Alfredo says Youth Basketball is the most profitable sport for the Rec. Center. For the Adult sector it is Inline Skating and Hockey. Tennis is offered thru a partnership with Parker Racquet Club. Parks &amp; Rec is not the “expert” of tennis.</p> <p><u>Lauren Fischer – Recreation Administrator Sports.</u> Lauren started as a part-time staff 1 ½ yrs ago and is now full time. Her office is at the Fieldhouse and she will be heavily involved in managing field rentals for Salisbury Park North when it opens. One challenge she sees for the future is the need for more ball fields so we can accommodate more teams. She has an extensive finance background and is a former collegiate softball player. There will be a launch of a new software for the entire Parks and Rec. Dept on Dec. 9. All employees are spending up to 12 hours a week working on the transition.</p> <p>See <b>10.28.25 PROS Commission_Presentation.pptx</b> for Scope of Duties and Fun Facts about Alfredo and Lauren.</p>	
<p>Items from August 2025:</p> <ul style="list-style-type: none"> <li>- August 26, 2025 Agenda, Minutes (<i>Motion to Approve</i>)</li> <li>- April 2025 Minutes (<i>Motion to Approve</i>)</li> <li>- Trail Naming: Lemon Gulch Trail (<i>Motion to Approve</i>)</li> <li>- Trail Naming: Sunset Crossing Trail (<i>Motion to Approve</i>)</li> <li>- Park Naming: Lost Pines Park – Advise Developer that the name will be considered further (<i>Motion to Approve</i>)</li> <li>- Staff Request: Recommend an estimate on the funds needed for</li> </ul>	<p>Matt</p>	<p>Motion to approve: Toby Second: Candace In Favor: All</p> <p>Motion to approve: Heather Second: Candace In Favor: All</p> <p>Motion to approve: Andrei Second: Candace In Favor: All</p> <p>Motion to approve: Jody Second: Andrei In Favor: All</p> <p>Motion to approve: Jody Second: Candace In Favor: All</p> <p>Motion to approve: Toby</p>	<p>Yes</p>

<p>the playground completion for fundraising purposes and also donor recognition threshold levels so we can discuss at the October meeting. <i>(Motion to Approve)</i></p>		<p>Second: Andrei In Favor: All</p>	
<p>Community Development – Planning Update - Parker 2050 Comprehensive Plan</p>	<p>Mary Munekata Heather Bennett</p>	<p>PROS members attended various focus groups and the Community Development Open House in July. Next steps will be a public review of the 2050 Comprehensive Plan draft in fall/winter 2025 and another Open House. Adoption of Final Plan should be in Spring of 2026. Community Development dept. already has their first staff draft. Town of Parker has been doing Master Planning since 1985 – the town was incorporated in 1981. Our Community Values (formerly called Guiding Principles) have stayed pretty similar since the first Master Plan. The Comprehensive Plan is an over-arching high level document and is developed per state statutes, so the basics are the same for all towns. The new plan will be “Implementation Lite” which includes monitoring and measuring results by town council. Policy recommendations include infill and redevelopment – it does not include zoning specifically. When comparing Parker to other towns, our values are authentic and consistent. We are already on the right path.</p> <p>See <b>Community Development 251023_PROSC_Presentation.pptx</b> for detailed slides of the above.</p>	
<p>Department Update - Friends of Salisbury Regional Park</p> <ul style="list-style-type: none"> <li>o Shift of Focus</li> <li>o Donation and Recognition Program</li> <li>o Possible Collaboration with Parker Arts</li> <li>o Next Steps (Design, Levels, Tools)</li> </ul>	<p>Brett</p>	<p>Brett advised since the bid for Phase 1 came in \$8M under budget and we received \$7.5M from the county for the park we can now combine Phase 2 &amp; 3 for bidding. We are in the process of getting a bid from the contractor now. Because we are currently fully funded, we will not be fundraising for the park but instead will have a “Donation and Recognition” program. Instead of using the Greater Parker Foundation website for donations, we will now use the Parks &amp; Rec website. We can add a menu of options for donations and levels of recognition.</p>	<p>Yes</p>





## Parks, Recreation and Open Space Advisory Commission



**October 28, 2025  
Meeting**

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



## Staff Spotlights - Sports

### Work Life

- Division: Recreation
- Position: Recreation Supervisor - Sports
- Years of Service: 4
- Office Location: Fieldhouse
- Scope of Duties:
  - New program requests from outside groups.
  - Park Rental Contracts (Parker Hawks, Lutheran HS, Legend HS, Parker Racquet Club)
  - Division budget
  - NBN Basketball Programming, Community and General Events
  - Provide daily management, leadership, evaluation of all sports leagues, camps, contracts, park rentals, and related sports programming for youth/adult athletic programs.
  - Participates in the recruitment, training, and evaluation of full-time staff and assists with the supervision of part-time staff, including the employee recognition processes.
  - Assist in the planning for, coordination and management of capital improvement projects and purchases.

## Alfredo Negrin

### Fun Facts

- Born in Cuba, immigrated to the United States when I was five years old.
- Huge Yankee fan
- Classified for a national pickleball tournament in 2024.

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## Staff Spotlights - Sports

### Work Life

- **Division:** Recreation
- **Position:** Recreation Administrator-Sports
- **Years of Service:** 1.7
- **Office Location:** Fieldhouse
- **Scope of Duties:**
  - Customer service/admin for the Sports Division.
  - Manages all Park/field rentals for the Town.
  - Division liaison, assisting with Town Community and general events.

## Lauren Fischer

### Fun Facts

- Former Collegiate Softball Player
- Born and raised in Colorado
- Mom of two boys- 4 and 2 years old

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## Items from August 2025

- August 2025 Agenda, Minutes
- April 2025 Minutes
- Trail Naming: Lemon Gulch Trail
- Trail Naming: Sunset Crossing Trail
- Park Naming: Lost Pines Park – Advise developer that the name will be considered further
- Staff Request: Recommend an estimate on the funds needed for the playground completion for fundraising purposes and also donor recognition threshold levels so we can discuss at the October meeting.

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# PARKER 2050

## COMPREHENSIVE PLAN

— *Planning Our Future Together* —

### Park, Recreation and Open Space Commission Meeting

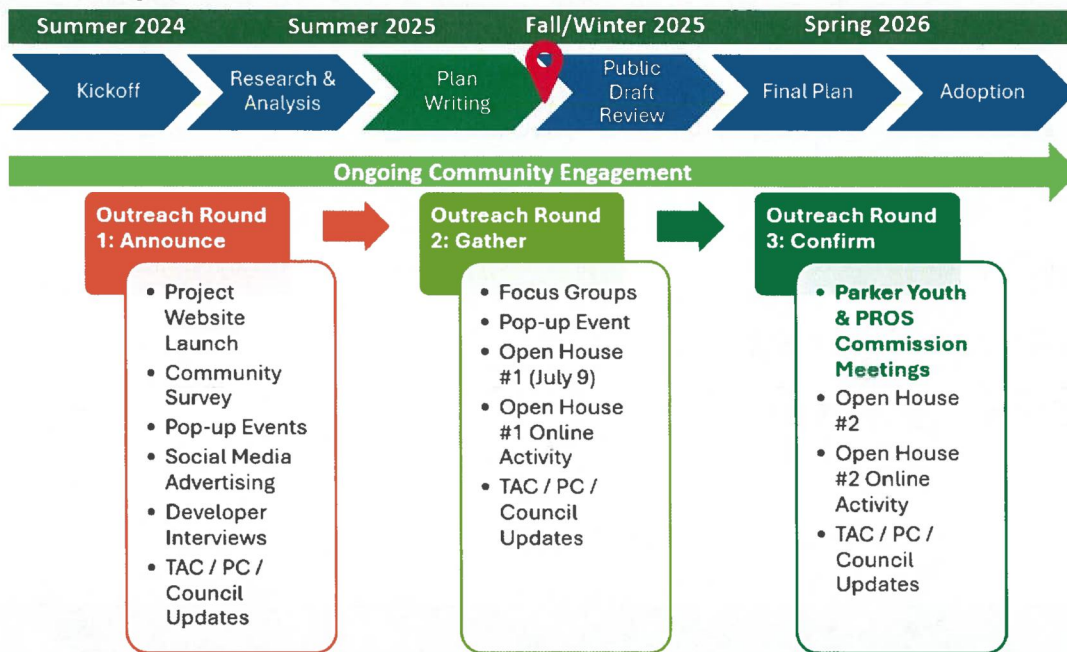
OCTOBER 28, 2025

## Approach of Parker 2050



- **Provide a foundational, overarching framework to guide the Town's vision and opportunities**
  - Understand current growth conditions – infill opportunities
  - Build on the success of the 2035 to develop a relevant, realistic and forward-thinking roadmap for the next 20 years
- **Maintain community character and values as Parker changes and evolves**
  - Extremely important to Parker residents
- **Promote an integrated and interconnected approach to best serve the community**
  - Physical (infrastructure) and social connections
- **Recognize that incremental, coordinated efforts create shared community and regional benefits**
  - Build those community connections and champions

# Schedule Update



## Department Update

### Friends of Salisbury Regional Park

- Shift of Focus – Changes to Fundraising Needs
- Donation and Recognition Program
- Possible Collaboration with Parker Arts
- Next Steps and Timeline
  - Design Needs and Requirements
  - Levels of Recognition
  - Tools Needed

## Department Update

### Park Naming - Pine Curve Project

Two options:

- Hidden Pines Park
- Pine Curve Park

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## Department Update

### HIDDEN PINES

Park

*Adventurous • Exploratory • Whimsical*  
Hidden Pines evokes a sense of adventure. The name suggests hidden paths and tucked-in spaces inviting exploration. It offers a whimsical, nostalgic environment for those seeking connection with nature and a sense of discovery.

### PINE CURVE

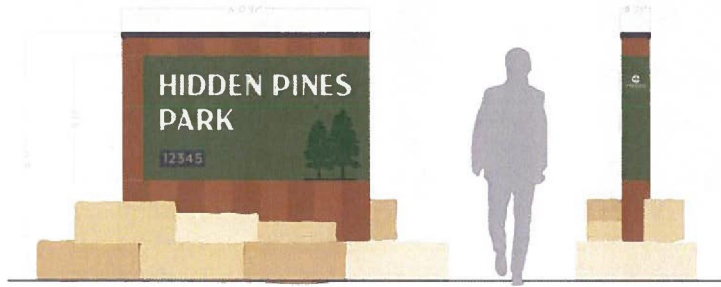
Park

*Authentic • Rooted • Timeless*  
Pine Curve pays homage to the area's identity and reinforces continuity with the existing place. The name feels straightforward and timeless.

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MONUMENT SIGN - MAIN ENTRANCE



PARK SIGNS | DESIGN INTENT

NOTES

8x8 rough-sawn western red cedar posts with an aluminum cap running the length of wall

Powder coated aluminum message panel that wraps around the side

Dimensional letters

Printed graphics

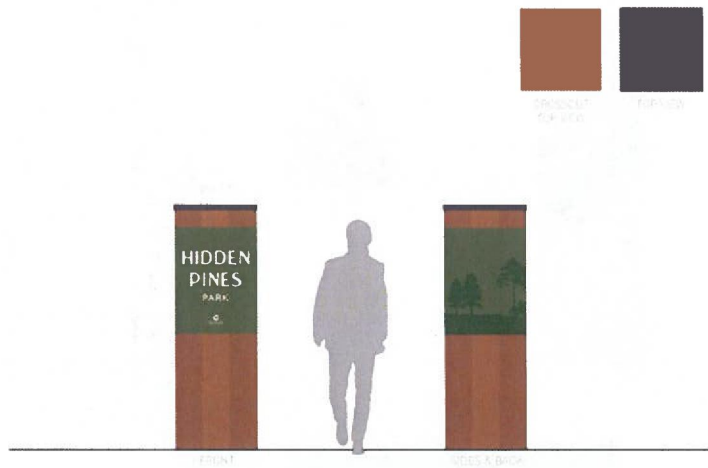
Stacked stone slabs [Sitoam Stone]

PAGE 9

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MONUMENT SIGN - SECONDARY ENTRANCES



PARK SIGNS | DESIGN INTENT

NOTES

8x8 rough-sawn western red cedar posts to form a square, with aluminum cap over the entire top

Powder coated aluminum message panel that wraps around the posts

Dimensional letters

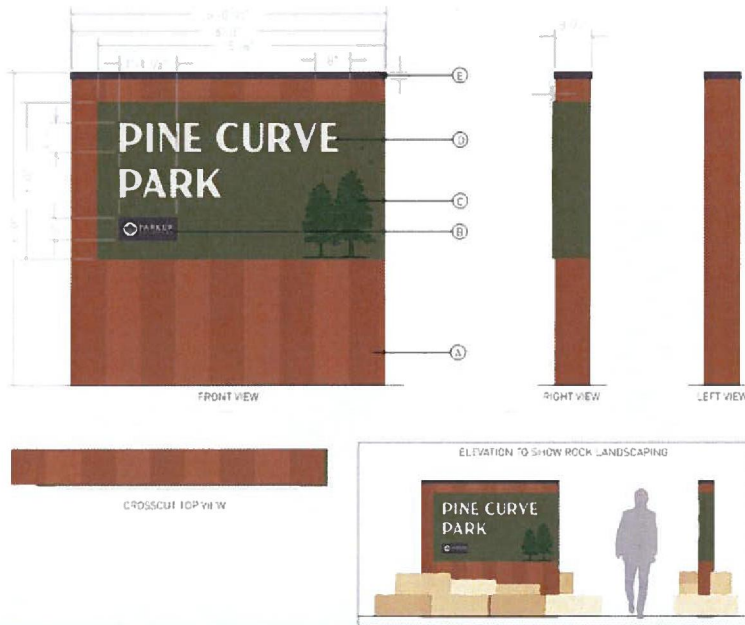
Printed graphics

PAGE 10

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A.1: MONUMENT SIGN - MAIN ENTRANCE



NOTES

THESE DRAWINGS EXPRESS VISUAL DESIGN INTENT ONLY. FINAL ENGINEERING, MATERIALS, AND FABRICATION SHALL REMAIN THE RESPONSIBILITY OF THE FABRICATOR.  
ALL SITE MEASUREMENTS ARE APPROXIMATE. FABRICATOR TO FIELD VERIFY TO DETERMINE EXACT DIMENSIONS & CONDITIONS.

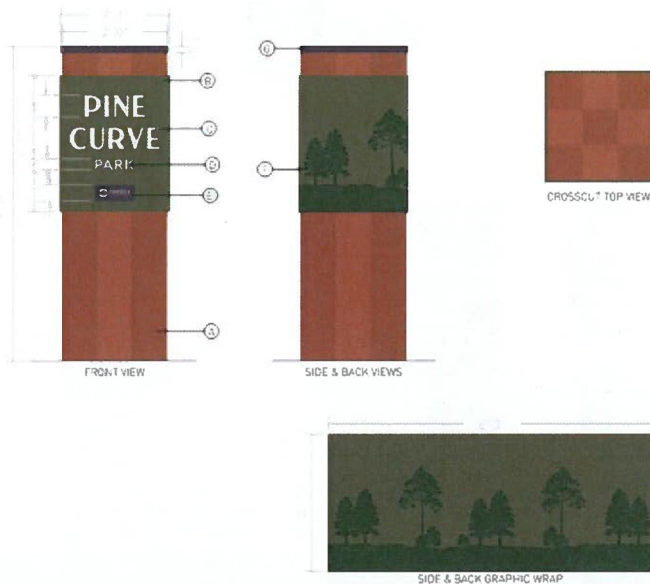
- A: 8" x 8" western red cedar post
- B: 13.5" x 5" aluminum panel, 1/8" thick. Painted to match Pantone 419 C, satin finish. Parker logo is 11.5" wide and applied in white vinyl.
- C: 1/2" thick aluminum panel. Powder coated or painted to match Pantone 5753 C. Tree & bird graphic to be painted directly to the sign face, color to match Pantone 5743 C. The panel wraps around the right side of the sign, if a seam is needed it should be located on the right side and not visible from the front view. All mounting hardware for this message panel should be concealed.
- D: 1/2" thick white letters attached directly to the sign face.
- E: Aluminum cap to span all 9 cedar posts. Powder coated to match Pantone 419 C.

Additional note: The rock landscaping around this sign should match the size, shape, and color of the Siloam Stone being used elsewhere in the park.

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A.2: MONUMENT SIGN - SECONDARY ENTRANCE



NOTES

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- A: 8" x 8" western red cedar post
- B: 1/2" thick aluminum panel. Powder Coated or painted to match Pantone 5753 C. Should wrap around all four sides. If seams are visible, they should be on the left and right sides and not visible from the front or back.
- C: 1/4" thick white letters attached directly to the sign face.
- D: 1/4" thick white letters mounted to attached directly to the sign face.
- E: 8.5" x 3.5" aluminum panel, 1/8" thick. Painted to match Pantone 419 C, satin finish. Parker logo is 7.5" wide and applied in white vinyl.
- F: Tree & bird graphic to be painted directly to the sign face, color to match Pantone 5743 C.
- G: Aluminum cap to span all 9 cedar posts. Powder coated to match Pantone 419 C.

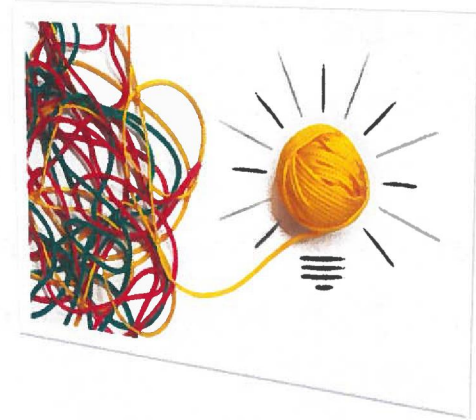
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## Commission Update – New Business

### Procedure for Advancing Ideas and Requests

- Member Interests
- Commission Consideration
- Discussion and Action
- Role of Staff
- Communication with Town Council
- Education and Outreach



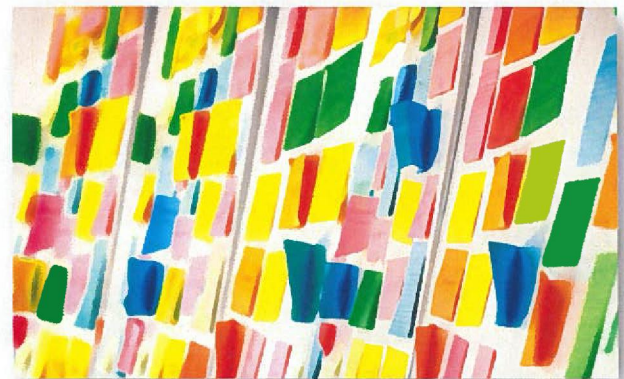
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## Commission Update – New Business

### Annual Planning Framework - Highlights

- Shared Principles
- Annual Planning Cycle
- Roles and Responsibilities
- Annual Goal-Setting Workshop
- Tools and Deliverables



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## Commission Update – New Business

### Annual Planning Framework - Timeline

Nov – Dec: Gather input and reflect on current year’s progress

Jan – Feb: Conduct workshop to establish priorities and plan  
Attend and present at Town Council Study Session

Mar – Nov: Execute and monitor progress throughout the year

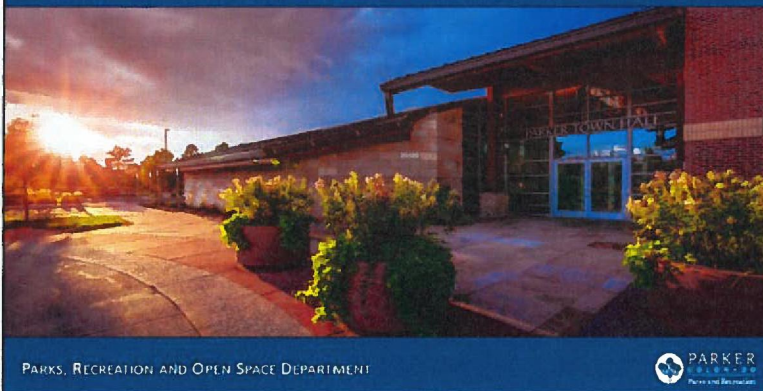
Nov – Dec: Reflect, evaluate and prepare for next cycle

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## Commission Update – Commission Onboarding

Parks, Recreation and Open Space Commission - Orientation



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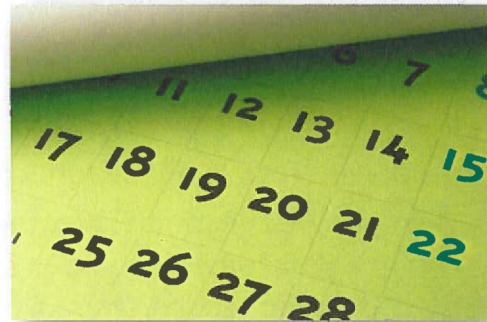
- Updated Presentation
- Tours and Introductions
- Available Resources

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## Commission Update – Meeting Considerations

- Frequency
  - 2026 dates identified and submitted to the Town before October 31
- Time – 5:30 to 7:30 p.m.
- Location – Town Hall



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## Commission Update

### Update on Selection Process

- Interviews: Conducted October 7
  - Council Members: John Diak and Anne Barrington
- Appointments: Town Council Meeting on December 1
  - Matt Lunn
  - Jody Walker
  - Heather Crosby
  - Shelly Blair

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## Upcoming Engagement Opportunities

<b>Princess Ball</b>	November 14	PACE
<b>Turkey Day 5K</b>	November 27	Recreation Center
<b>Milk &amp; Cookies with Santa</b>	December 7	Fieldhouse

- Dinner with Town Council (choose one date):
  - Wednesday, November 19
  - Tuesday, December 2
  - Wednesday, Dec 17
- 2026 Town and Department Calendars Available at December Meeting
  - Discuss 2026 Plans for Engagement (which events and in what role?)

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### Action Items:

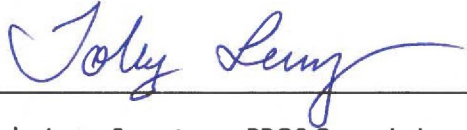
- August Minutes Signed (Matt, Toby)
- Engagement Opportunity Sign Up (All)
- Confirm Date for Town Council Dinner
- Confirm Attendance for Town Council Meeting on December 1

**Next Meeting - December 16, 2025**

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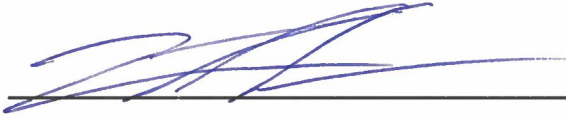
Minutes Prepared By:



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Toby Levy, Secretary – PROS Commission

Minutes Approved By:



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Matthew Lunn, Chair – PROS Commission