



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

Meeting Title: PROS Commission

Meeting Date: December 16, 2025

Attendance:

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

Facilitator: Matthew Lunn, 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 - **present**
- Meagan Arvidson, Deputy Director of Recreation - **present**
- Brenda Mooney, Special Projects Analyst - **present**
- Jeff Claar, Parks, Forestry and Open Space Manager - **present**
- Ben Shipley, Parks, Forestry and Open Space – Operations Administrator - **present**
- Erik Stadvold, Town Forester - **present**

Meeting Items

Topic	Facilitator	Vote Required?	Details/Notes	Action Items?
Call to Order	Matthew		Meeting called to order at 5:34 p.m.	
Roll Call	Toby		See above	Yes
Public Comment	Matthew		No public comment. No public present.	
Approval of December 16, 2025 Agenda	Matthew	Yes	Motion to approve: Toby Second: Candace In Favor: All	Yes
Approval of October 28, 2025 Minutes	Matthew	Yes	Motion to approve: Candace Second: Toby In Favor: All	Yes
Discussion Items and New Business - Below	Varies	Varies		Varies
Upcoming Engagement Opportunities	Brenda		See below	Yes
Next Meeting Date: January 27, 2026	Matthew			
Adjourn	Matthew		Meeting adjourned at 7:35 p.m.	

Discussion Items

Topic	Facilitator	Notes	Action Item?
Staff Spotlight: Parks Team	Jared Musil Jeff Claar Ben Shipley Erik Stadvold	Jared has 27 staff including Jeff, Ben and Erik. See presentation for Scope of Duties for each team member. Jeff Clarr-Parks, Forestry and Open Space Mgr. Because the number of our parks will double in the next 5 years, he will need to add 1-2 staff. Jeff's dept. supports all community events in the town. Jeff (with	No

		<p>the help of Ben) does contract procurement and oversight. He uses the asset management system Beehive. Some parts of maintenance are contracted out such as medians, concrete replacement, holiday lights. The budget for median maintenance was recently increased by 80K.</p> <p><u>Ben Shipley-Operations Administrator.</u> Ben oversees the contractor contracts for port-a-potties, dumpsters, concrete, and painting. His background is 25 yrs. in business and finance. There were 55 community events they supported this year.</p> <p><u>Erik Stadvold-Town Forester.</u> Erik is a certified arborist who came from a private tree company. He has 5 staff; there are 6 certified arborists in the dept. He sometimes contracts out deadwood removal and tree installs. Parker does not have Mountain Pine Beetle yet, but it does have the Ips Beetle. No plans to spray. Town hasn't sprayed for 17-18 years as the chemical was harming the trees.</p>	
<p>Director Update</p> <ul style="list-style-type: none"> ▪ Master Plan Update ▪ Parker Senior Center Feasibility Study Update 	<p>Mary</p>	<ul style="list-style-type: none"> • Berry Dunn submitted a proposal through the TIPS procurement process for the Parks, Recreation and Open Space Master Plan update. The proposal is being reviewed by Parks and Recreation staff along with Community Development to determine qualifications and next steps. The consultant has not yet been determined. Project to be completed by March 2027. • There will be several upcoming engagement opportunities for the community to provide input on the Senior Center for the feasibility study. The PROS Commission will have its own focus group meeting with the consultants. Mary has weekly meetings with BerryDunn. Community info gathering to be wrapped up by June. Town contributes 80K /yr to Senior Center. 	

<p>Launch of Xplor Recreation Platform</p> <ul style="list-style-type: none"> ▪ Recap of Transition 	<p>Meagan</p>	<ul style="list-style-type: none"> • Rollout went relatively smoothly with no major issues or complaints. • The transaction and credit card fees with the new system are much less- expect to save \$200K per year. Rate is locked in for 3 years. • Team Sideline will be used for league sports as a stand-alone module. 	
<p>Commission Update</p> <ul style="list-style-type: none"> • Recent Engagements 	<p>Members</p>	<ul style="list-style-type: none"> • Toby, Candace, Jody and Brenda attended the Parker Cultural and Scientific Commission meeting on Nov. 18. Discussed having more collaborations with that commission in the future. • Heather and Jody attended the Turkey Day 5K on Nov. 27. This year 1,882 attended. It was the largest event in the 10-12 years it has been held. This particular course is very popular. • All members attended the Town Council meeting on Dec. 1 where our new member Shelly Blair was sworn in. • Heather, Andrei, Toby and Candace attended the dinner with Town Council members and mayor Josh Rivero, Ann Barrington, John Diak and Todd Hendreks on Dec. 2 at West Main Tap Room. • Matt and Candace attended Milk and Cookies with Santa at the Parker Fieldhouse on Dec. 7. There was less attendance than last year, but it was more orderly due to no games being set up. 	
<p>Procedure for Advancing Ideas and Requests</p> <ul style="list-style-type: none"> ▪ Next Steps ▪ Fillable form 	<p>Members</p>	<ul style="list-style-type: none"> • See document in Planning Documents folder. Matt would like to amend 2. second bullet to add "per chair approval". Motion to approve document with above amendment: Toby Second: Heather In Favor: Toby, Heather, Matt Abstain: Candace • Brenda has developed a fillable form for the submission of new ideas. She will finalize and place it on our drive. 	<p>Yes</p>

Annual Planning Framework <ul style="list-style-type: none"> Next Steps 	Members	<ul style="list-style-type: none"> See document in Planning Documents folder. All staff spotlights are done. There will be none in 2026. Matt will send an email to members with calendar dates for meetings and agenda item submissions. Motion to approve Annual Planning Framework document as written: Candace Second: Toby In Favor: All 	Yes
Commission Onboarding – Shelly Blair <ul style="list-style-type: none"> Review of Presentation with Mary Tours of Facilities with Meagan Tours of Current Parks with Jared Tours of Park Projects with Brett 	Brenda	All meetings will be done in the first 2 weeks of January. Brenda will send out a schedule so any member can attend the tours if they wish.	
2026 Engagement Opportunities <ul style="list-style-type: none"> Which to Attend Member Roles Items Needed? 	Brenda	Brenda will send the lists to members electronically. Members will make notations on the document in our drive.	Yes
New Business: <ul style="list-style-type: none"> PROS Trail Crew Committees for Commission Collaborations with Cultural Commission on public art (Harvie, Salisbury, etc.) Education and Engagement 	Matt, Toby, Candace	Toby and Candace will work together to submit the document on how to create a citizen sub-committee. Toby will submit the form for PROS Trail Crew	Yes

Upcoming Engagement Opportunities

Event	Date	Contact	Location
Town Council Study Session Presentation-optional	January 12		These will be informal and conversational. We will review high level ideas we have for 2026.
TBD			
TBD			

Action Item Summary

Topic	Responsible Party	Due Date
Obtain signatures on October 28 minutes, Send to Town Clerk	Brenda	December 17
Add your name to the Engagement Opportunities listed in Teams	All	Varies

Parks, Recreation and Open Space Advisory Commission



December 16, 2025
Meeting

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Staff Spotlights - Parks

Work Life

- Division: Parks, Forestry and Open Space
- Position: Parks, Forestry and Open Space Manager
- Years of Service: 19
- Office Location: Motsenbocker
- Scope of Duties:
 - Operational oversight for Parks, Forestry, Open Space, and Trails
 - Division leadership and administrative support
 - Development, implementation, and evaluation of policies, priorities, and operational strategies
 - Contract development, administration, and performance management
 - Supervision of division leadership and staff
 - Management of employee development and operational/capital budgets
 - Support for long-term planning and future infrastructure needs
 - Support for development of new programs and services
 - Customer service, inquiry response, and issue resolution
 - Interdepartmental communication and collaboration
 - Representation of the division at Town meetings and functions
 - Flexible scheduling and emergency response availability
 - Operation and oversight of equipment, vehicles, and technology systems

Jeff Claar

Fun Facts

- Trail Life Troop Master, Troop CO-8909
- 4-H Shooting Sports Leader (Shotgun & Muzzleloader), Elbert County
- Certified Parks and Recreation Professional
- Certified Playground Safety Inspector
- Certified Landscape Technician
- B.S. in Park Management and Conservation, Kansas State University
- Known to deliver an impressive karaoke performance!

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Staff Spotlights - Parks

Work Life

- Division: Parks, Forestry and Open Space
- Position: Operations Administrator
- Years of Service: 22
- Office Location: Motsenbocker
- Scope of Duties:
 - Division Procurement
 - Some Division Contracts/Management
 - Division Project Management/Administration
 - General Support of Division Staff, Leadership & Functions

Ben Shipley

Fun Facts

- Lived in CO ~46 years
- Grew up in Florida
- Eagle Scout
- Nature Photographer, studied under John Fielder
- Have 10 grandkids, ages 11 – 31

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Staff Spotlights - Parks

Work Life

- Division: Parks, Forestry and Open Space
- Position: Town Forester
- Years of Service: 20 Yrs, 6 M, 16D, 14Hr
- Office Location: Motsenbocker
- Scope of Duties:
 - Manage Town's Trees, Open Space, and Trails system
 - Staff training
 - Public outreach
 - Other Duties as Assigned

Erik Stadsvold

Fun Facts

- Born in Spain, raised in Iowa
- Pretend I'm young and practice Jiu-Jitsu
- No kids when I started, now I have 3.
- Still enjoy climbing trees

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Department Update

Director Update

- Parks, Recreation and Open Space Master Plan
 - RFQ prepared by PROS and Community Development, with procurement to post (Combines PROS Master Plan with the 2022 Open Space, Trails & Greenways Master Plan into one comprehensive document, with a Strategic Plan and Sustainability Plan component.
 - Project duration, February 2026 – March 2027 – Involvement from PROS Commission
- Parker Senior Center Feasibility Study
 - Upload of critical documents and information (survey, Town events, stakeholder groups)
 - BRS currently conducting PSC facility assessment
 - Engagement strategy being developed

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Department Update

Xplor Recreation Platform

- System Went Live December 9
- Migrated 28,000 files from Active Net
- System supports Activity Registration, Membership Sales, Facility and Park Rentals with NEW Online Functionality
- Improved Reporting and Metrics
- Considerable Cost Savings

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Commission Update

Recent Engagements

- Parker Cultural and Scientific Commission Meeting on November 18
- Turkey Day 5K on November 27
- Town Council Meeting on December 1
- Dinner with Town Council on December 2
- Milk and Cookies with Santa on December 7

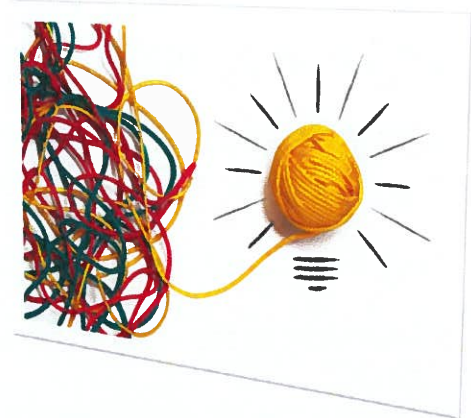
PARKS, RECREATION AND OPEN SPACE DEPARTMENT



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



PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Commission Update

Discussion

- Helpful Tools
- Suggested Process
- Timeline
- Responsibilities
- Next Steps

PROS Commission – Idea Advancement Request Form

This form is used when a single Commissioner wishes to advance an idea for consideration by the full PROS Commission. Staff follow-up will occur only if the Commission votes to move the item forward. Submit this form to the Chair and staff team before agenda scheduling.

Commissioner Name: _____ Date: _____

Title of Request: _____

Background & Supporting Information:

Purpose of the Request (Why should the Board consider this?):

Financial Impact (if known):

Staff Resources Needed (check all that apply):

Information/Research Analysis/Scoping Budget Review Operational Review

Additional Notes on Staff Resources:

Alignment (check all that apply):

Town Strategic Plan Parks & Recreation Master Plan Council Priority Directive

Desired Action from the Board:

Commissioner Signature: _____ Date: _____

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Commission Update – New Business

Annual Planning Framework - Highlights

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



PARKS, RECREATION AND OPEN SPACE DEPARTMENT



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 goals/priorities/accomplishments and present those at Q1 Town Council Study Session
- Mar – Nov: Execute and monitor progress throughout the year
- Nov – Dec: Reflect, identify accomplishments, evaluate and prepare for next cycle

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Commission Update

Discussion

- Helpful Tools
- Suggested Process
- Timeline
- Responsibilities
- Next Steps



PARKS, RECREATION AND OPEN SPACE DEPARTMENT





Staff Update

Commission Onboarding:

Shelly Blair – Term January 1, 2026 until December 31, 2026

- Review of Presentation with Mary
- Tours of Facilities with Meagan
- Tours of Current Parks with Jared
- Tours of Park Projects with Brett

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Staff Update

2026 Engagement Opportunities

- Which to Attend
- Member Roles
- Items Needed?

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Commission Update

New Business

- PROS Trail Crew
- Committees for Commission
- Collaborations with Cultural Commission on Public Art (Harvie, Salisbury, etc.)
- Education and Enrichment

PARKS, RECREATION AND OPEN SPACE DEPARTMENT



Minutes Prepared By:

A handwritten signature in cursive script, reading "Toby Levy", written over a horizontal line.

Toby Levy, Secretary – PROS Commission

Minutes Approved By:

A handwritten signature in cursive script, reading "Matthew Lunn", written over a horizontal line.

Matthew Lunn, Chair – PROS Commission