



PARKS ADVISORY BOARD MEETING
July 14, 2021
6:00 PM
Regular Meeting Agenda
When: Leeper Center Community Room

A. CALL TO ORDER

a. Roll Call

- i. Christine Absent*
- ii. Robert Present*
- iii. Lorilyn Present*
- iv. John Evans Present*
- v. John Jerome Present*
- vi. Erin Absent*

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

- a. No public comment.*

C. CONSIDERATION OF MINUTES

a. June 9, 2021 Minutes

- i. Lorilyn: I would like to table the minutes because Christine and Erin are both absent.*
- ii. All other board members agreed.*

D. BOARD REVIEW AND DISCUSSION ITEMS

a. Main Street Grant (Kallie Cooper)

i. Centennial Fixtures (Kallie Cooper)

- Kallie: For a quick overview, as you remember Main streets applied for grant funding, and it was received. We were awarded \$149,999 through the CDOT Revitalizing Mainstreet Grant. We are still waiting to hear on a larger 2 million dollar infrastructure grant that we applied to as well. This grant is going towards new downtown fixtures, specifically the biggest chunk is on solar powered lighting. This will be replacing the existing lighting along Cleveland Avenue and add lights to Centennial Park where there is none. That takes up \$96k of that original \$150,00 which is a very large chunk of that. The rest goes to backless*

benches downtown, dual trash and recycling containers. (John showed the diagram). Kallie, yes, we will do 2 types of lighting, one will be a cobra light which is about 12ft high and hang over, and the other are bollard lighting which sit about waist high and are about 180 degrees in directional lighting that will shine down onto the sidewalk. We must be strategic about the ones in the park because they are solar powered and so the trees will make that harder. We have considered the bollard lighting that connects to the electrical rather than solar powered but waiting to hear from the town engineers on which one is better. The cost of the lights is no different for either. We will also replace all the picnic tables in the park. We are purchasing 9 of them, 3 will be wheelchair accessible and the other 6 will be standard. The dual trash and recycling will be nice for Gallegos, because there is a door that opens, and they can pull the containers out super easy. The backless benches downtown have a dual purpose so you can sit both ways, and because the sidewalk is narrow on the inside of the street, the current benches are not ADA accessible, and this would achieve that goal. That is the bulk of the project, the purchase order was received today so we can begin to purchase the equipment. Permit approval is the only thing we are waiting for from CDOT, and the meeting with CDOT's regional reps for that approval is Monday. Due to public works timelines as far as when they are available to take out the old equipment and we have a 12-week lead time on the lights. That works out for the public works department in November and December when their work slows down and there isn't a lot of snow, so they have a little more time. The project will have to be completed by the end of February or first week in March. There is an 8-month window that we must have the project completed by, so short in the grand scheme of things. The one thing that I would purpose to the PAB, if you want to repurpose the items. I'm guessing the benches are a yes, but the trash cans I am guessing no because they have no top, and so when it rains water runs through the trash and then all the dirty water runs into the street. There are also all the picnic tables at the park that could be repurposed as well.

- Dean: Yeah I think the benches for sure. The last time we talked we mentioned the trails and dog park, so that would be a good place to use them. As for the trash cans, I would purpose possibly selling them. As for some of the picnic tables, I know they are like the ones at the splash pad so we could potentially use them because we have tables that get damages frequently, so storing them for replacement that would be good.*
- John J: Those that are in rough shape see if we can part them out to save some stuff so we can have future cost savings if we need anything else. Or keep them for events might be a good idea. Maybe even same with trash cans, keeping those might be a good thing to place at events.*
- Kali: Not sure if you have looking at the trash can, but the insert sits on some feet, and so they don't sit flush so deciding if they are something you would want to use.*

- *Dean: Yeah some of them that aren't damaged might be good, but most of them are in pretty rough shape. The good ones might be a something to use during an event like the 4th of July though.*
- *Lorilyn: Everyone is okay with leaving Tori's bench?*
- *Kali: Yeah I don't plan on doing anything with that. I thought about replacing it with something that matched but the family was adamant about keeping the one they purchased.*
- *Lorilyn: I just wanted to make sure that everyone was on the same page and that Public Works was on the same page and good with it.*
- *Kallie: Yeah Jim from Public Works was adamant about that too. Something to consider too if we do something with Centennial Park in the future, making sure a design is brought to them and considered for them. Right now it makes no sense to replace it, but it may going forward if we decide to design something else.*
- *Dean: Something I wanted to mention while Lorilyn and everyone else was here was the benches, can we be a part of selecting those benches and part of that conversation? I now initially we liked what you showed us, but with the tight timeframe I want to be sure I bring that to the table.*
- *Kallie: Yes, we did have to go out to bid for three different benches. I found some that were similar, along the same vein, and I will send those over to you guys, the three different ones for each item. The lighting we won't budge on because the company we have are commercial grade and will last and withstand the wind. We could find cheaper versions, but for something we want to last for a long time these are the best way to go. But I will send you all a cut sheet for everything that we will purchase which give you the dimensions, the details, the color options, and any of that info you might be looking for. I tried to keep everything neutral, so everything will be the cast iron or false wood, along those lines. The picnic tables are the recycled material, and I did ask about the carving issue, and they did say they are designed to be vandalism resistant, so they aren't as soft as a typical recycled material. They are a little denser and hopefully people are respectful.*
- *John Jerome: I'm guessing whatever the exterior color is, they are probably that way all the way through so they might be able to be sanded to get rid of some of that profanity or whatever might be there.*
- *Kallie: We did look at going all black, but were warned they get hot, so we went with the ones that have a false wood top and bench so they don't get too warm.*
- *Lorilyn: Congrats on the grant and that is super exciting.*
- *Several other board members and attendees said congratulations as well.*

- *Kallie: Thank you, I think the face lift will be cool and a positive thing for the community in general. I did add the diagram which adds benches and trash cans to the skate park area. Not likely they will be bolted down. Likely they will chain them to keep things flexible for the park in the future.*

ii. Repurposed Benches (Dean)

- *Lorilyn: Dean for the repurposed benches, is that something where you just want to handle that? I think we are all in agreeance that we need them along the trails and dog park, but do you really need us to help with replacement or something else?*
- *Dean: Yeah I just wanted to be sure we were all in agreement to use those benches so as long as I get the green light I will start working with Kallie on those to get them placed.*
- *Kallie: My guess is the removal on those will go pretty quick. So they will pull them about the same time they put them in so it should turn pretty quickly. We will actually be decluttering so we will be putting less back in than what we are taking out. Just because there is a lot of stuff on the sidewalks downtown.*

b. Parks Naming Policy – Approval (Lorilyn)

- i. *Lorilyn: We have been kicking this one around for a little bit, does anyone have any changes or see anything that they want to address? What I'm hoping for tonight is that we can agree we are ready to ship this up to the trustees to be approved? Pretty standard, when we put this together, we looked at what other towns have done. We will have a couple of parks that we could look at naming like the park at Harvest Village, and that little park that is across from Bomgaars that could also get a name if this is approved by the trustees.*
- ii. *John Jerome: What about Viewpointe? I know that's the neighborhood but is that the actual name?*
- iii. *Lorilyn: That is the name, there is a small little brown sign. So, is this something we can vote on?*
- iv. *Dean: Yes.*
- v. *John Jerome: Then it becomes a recommendation to the board. Some other boards will pass it on even if it doesn't get approved, and I don't think it should be handled that way. If the board doesn't approve it I don't think it should be put in front of the trustees.*
- vi. *Everyone agreed we should not pass something on if it is not approved by the Parks Advisory Board.*
- vii. *Lorilyn: Does anyone want to make a motion to recommend the park naming policy to the Board of Trustees.*

viii. *Robert Motioned to recommend the Park Naming Policy to the Board of Trustees.*

ix. *John Evans Seconded.*

x. *Four voted in favor, 0 opposed.*

c. **Parks Master Plan (Dean)**

i. **CIP Batting Cage Funds \$39,000**

- *Dean: Yeah I had an update on parks master plan on transferring batting cages to Centennial park. At first thought I was going to be pretty aggressive and say we should spend this on getting a design plan done, but, after research, we do have a Master Plan budget where we are allotted \$40,000 to begin that process and another \$80,000 for next year. So, my thought process in this is I think everyone is in agreement that this money goes to Centennial, and the other part is since we have funds set for this in the Parks Master Plan, we express that Centennial Park is the first big project we want to execute, and potentially using those funds instead of it going into some type of plan, it would be funds for either development or demo of that specific space. I think the reality is money will be tight for the next few years with the water treatment fund, so to have a good set of funds to begin the process and potentially search for grants to see if any other organizations want to be a part of the re-design, keeping those funds as an extra amount for this is our best bet. I was weary because parks master plan can leave it up in the air a little depending on who wrote it, but this might allow us to focus it on Centennial a little better. We as a staff can make it clearer that this is where we need to start, at Centennial Park. The next step for this is starting RFP, which is going to take time because of the conversation and collaboration that have to happen, and so starting this now is key, and being able to be strategic in focusing all our plans on Centennial Park. If you feel good about that I can express this to Kelly so we can get this RFP started.*
- *Lorilyn: How many companies do you have to send the RFP out to?*
- *Dean, the way I understand it right now, anything below 250k I can get 3 bids from different companies. I think RFP is the best way to align specs like contractors and what we are looking for, then we can go to the companies and let them know what we needed.*
- *Lorilyn: I think we worked with BHE for Community Park, great to work with, did a great job, and would recommend they be one of the 3 you send it out to.*
- *Kallie: Are you putting out an RFP to develop the master plan or Centennial Park Specifically?*
- *Dean: The Parks Master Plan but to have them focus on the design of Centennial Specifically.*
- *Kallie: Have you looked into using a UTA program instead?*

- *Dean: We have talked about it. I haven't even started to explore different options but we can look into it.*
- *Kallie: They are really good with stuff like this, especially at CSU, and this would save a significant amount of money.*
- *Lorilyn: We did do a UTA about four or five years ago, and I think it's a good idea, but we might be at a point now where we can have a company break all of this up and do all of the phases.*
- *Dean: I think me helping with this, I wanted to get everyone's feedback and start getting the ball rolling and pulling different information from different organizations to showcase this is what they can do and this is what they can provide.*
- *Kallie: I will say that UTA's, even in the last 5 years, have expanded to do a lot of those different pieces that perhaps they didn't do in the last 5 years. We also have some free consulting we get through the Mainstreet's Program that we could have help specifically for parks and trails.*
- *John Jerome: Yeah I think we have a lot of options and the opportunities are growing in Colorado. Just read an article that the fees are going to start at parking for national parks so that Colorado can buy more land for recreation and open space.*
- *Dean: I will start pulling information for everyone and bring that to you all.*
- *Lorilyn: Anything more for this section, anything more about the future of Centennial?*
- *Dean: No, that was all I had.*

ii. Future of Centennial Park

E. ANNOUNCEMENTS

a. PAB Board Members

- *Lorilyn: Yeah it looks like we have had a lot of vandalism at Park Meadows, Dean, how is that going?*
- *Dean: We actually did a lot of work there the last few weeks. We refilled the woodchips, filled the mulch, weed removal, we have been keeping up on the park and keeping an eye while we are there. There have been issues, and as soon as I get the call I send a crew, and the HOA I stay in good contact, so anything that comes up out of left field he reaches out to me, and we take care of it. We have built a good relationship with them now which was tough at the beginning but, we haven't seen anything too crazy.*
- *Lorilyn: Did they figure out who it is?*

- *Dean: No we haven't figured out who it is.*
- *Kallie: I know sometimes dummy signs can help deter people, or dummy cameras.*
- *John Jerome: Did you have a chance to have a conversation with the Sergeant about doing patrols in that area?*
- *Dean: No because we have had some issues with people swimming in the ponds at Wellville and flipping off and cursing at my parks crew so we have had the police there and just now we have been able to alleviate those issues so we will look at increasing them if things pick up.*

b. Town Board of Trustee

- *John Jerome: No updates, just wanted to touch base on some clarification for budgets. Water and Wastewater will not affect general budget. They are separate and cannot cross paths. They must be self-sustaining and so that is why the fees have gone up. You can't take money from the general fund to prop up these two entities, so as the budget process moves forward, that money is accounted for differently. If it could cross, we would have done something else like slashing services and such and passed that money over, but that is not how that works. The state has made it very clear that money is that money and so the people who pay into that keep that up and running. That is one thing we have had a hard time making sure the public understands that they are separate. So as we move forward we will start hearing more stuff, but just know that these funds have to fund themselves, including any sales tax or anything. The only thing we have to worry about with the General Fund is if the sales tax drops, which we currently don't have an issue with because it is actually coming in higher. Which could be because online purchases now collect sales tax.*

c. Town Staff

- **Parks and Trails Impact Fees**
 - *Dean: I know last meeting we talked about Parks and Trails impact fees, so I am going to be putting all of that together for an immediate increase just based upon how long it's been and find dollar values based upon other municipalities and what they are collecting. Cody mentioned it should be pretty easy to do based on the impact fees not being increased recently.*
 - *John Jerome: I would warn being cautiously optimistic to get an increase from the Board of Trustees because of some of the recent fee increases we have made for developers. So collect loud voices to speak up and say this is something we need.*

- *Kallie: Keep looking for grant funds too, they are all over right now. The government is handing out money, managing grants is awful but totally worth it.*
- *Lorilyn: Yeah, our impact fees are like a quarter of what other municipalities are, and even a small increase would be great.*
- *John Jerome: Yeah, we haven't had a lot of heat put on the developers to provide parks, like Sage Meadows Using another park as what they piggyback off of to supply as a park.*
- **Pour and Play**
 - *Dean: I met with three different contractors for the Pour and Play at Winick Park. We will probably be doing that project here in July, which will take a while to get the woodchips out and everything down and done will be about a week. We are hoping to get that done this week though.*

d. Lorilyn: Where did we leave off with signage?

- *Dean: I know we sent everything we like, and so my suggestion would be putting that in for a CIP project. But after doing research on that and with the cost on all of the parks being so high, I would recommend adding that as a request to the CIP project.*
- *John Jerom: Or, what about the \$39,000 that won't be used on the batting cages this year? Chances are the Centennial Master Plan might not get started, is that right Dean?*
- *Dean: My issue isn't the plan but more the process of getting the feedback from the different entities and stakeholders will be a long process.*
- *John J: There is the option that the board could request that the batting cage CIP be used for this instead. If we don't use it, it gets dispersed back into the General Fund and with how fast the town has been lately, we might be able to get this done this year and get something completed. I know in years past this board has been put on the back burner a lot, and it would be great to see these funds used to get something else accomplished this year. This would be something we can do and is a measurable thing to get accomplished and make sure that people see how important the Parks Advisory Board is which hasn't been the case with previous town staff.*
- *John Evans: Yeah this kept getting pushed back, and so like John said, this basically has to be on next weeks agendas. We used to get shot down, so I like the idea of seeing things get done.*

- *John Jerome: With the change in staff, things are different which is great. But being on the board, this is something I am willing to fight for so if you want to get something else accomplished, I will got to bat to get this accomplished.*
- *Dean: Yeah I think right now momentum is key. We have to get things done with the money we have, so if we want to utilize those funds for something we can get done this year, that is a good thing we could do to get it done. Execution is important, and there hasn't been that in the past so I think this is possible and would agree with this.*
- *Robert: Has this money been freed up?*
- *Dean: In my conversations with my leaders, you can tell me what you all want, I will present it to them, and then they will ask if that is what we need, and if I tell them yes then we can keep pushing this forward.*
- *Lorilyn: Is there a company who can build a couple different options?*
- *Dean: I have one company, but we can reach out to a few others to see kind of what their options are. I will reach out to our Marketing Department to see what they have utilized. I think putting together a design of what we like will be the biggest piece. The other sign you all had when I got here could be kept to, so making sure we get a design that you all like and working with Mahalia that it meets the design standard will be important, so we just have to pick it and move forward.*
- *John Evans: I am comfortable moving forward with this, I like it.*
- *Lorilyn: I love what we have at WCP, my concern is just getting away from wood, and the maintenance associate with it. So, if we could all take a look at the designs and vote on what we like, that would be great.*
- *Dean: I will find some companies who can do some designs based on what the board chooses. I will look for the companies now to see if we can get a ballpark estimate and see what we can get for you all.*

B. ADJOURNMENT

- a. John Evans motioned to adjourn.
- b. John Jerome seconded.
- c. 4 voted yes, 0 voted no.