



PARKS ADVISORY BOARD MEETING
August 18, 2021
6:00 PM
Regular Meeting Agenda
When: Leeper Center Community Room

A. CALL TO ORDER

a. Roll Call

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

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: On Page 8, clarification about the Chamber not using Parks. They don't currently but that doesn't mean they won't in the future.*
- ii. Erin: I know we (Main streets) had a meeting this morning with the Chamber, and we might be partnering with them for an event and putting on an event with them.*

b. July 14, 2021 Minutes

- i. No notes*
- c. Erin motioned to approve Parks Advisory Board Minutes for June 9th, 2021, and July 14th, 2021.*
- d. Christine Seconded*
- e. All voted yes to approve Parks Advisory Board Minutes for June 9th, 2021, and July 14th, 2021.*

D. BOARD REVIEW AND DISCUSSION ITEMS

a. Parks Signage (Lorilyn)

i. Type of Design

- *Dean: So last meeting we talked about using the batting cage CIP (Capital Improvement Project) funds and transferring it to be able to knock out another project this year. So I added something to the packet which was an initial design that one of the companies had come up with. I am meeting with Dynamic Image tomorrow and tell them what we like based on these concepts. So, I wanted everyone's feedback and input on what you want and what you are feeling. I will bring these to dynamic image and ask them to come up with 3 designs that we can get price points on and go from there.*
- *Erin: What is our newest park?*
- *Lorilyn: Harvest Village.*
- *Erin: I am just trying to think of what may already be there that we can look at.*
- *Robert: Winick Park just has a basic black sign.*
- *John Jerome: Wellington Community Park has the big one.*
- *Erin: The sign at Winick was completely donated, and the Winick family donated it when it was built.*
- *Christine: I do like Erin's uniqueness like with the bike racks where they are all different land scapes. It doesn't have to be that, but I do like the themed idea.*
- *Lorilyn: John Evans did go over and look at the other sign at Wellington Community Park and he says it is in really good shape. Lumber prices are also finally going down so we could look at using this (referring to sign at Wellington Community Park).*
- *John Jerome: I like the idea of it being a synthetic that could end to longevity. It can often also be more durable and because it is the same color all the way through, if something ever happened to the material, it wouldn't stick out like a sore thumb. Like a mower hitting it or some type of vandalism.*
- *Lorilyn: The thing I liked about Longmont was the bright colors on the dark which really makes everything pop.*

- *Erin and Christine both agreed that a dark background with white lettering would be great.*
- *Dean: I also asked Kali Cooper about the bike racks and she said they would be keeping them. But, I will take that feedback to Joshua at Dynamic Image and then send them out as soon as I get them. The quicker the better for all of that.*

b. Arbor Day Event (Lorilyn)

i. Tree Grants

- *Lorilyn: This is so exciting because we have talked about doing something for so long and usually we are too late so we never can.*
- *Dean: So I think getting something on the books for 2022 would be a great thing. One of the priorities is tree replacement throughout the parks system. Now this is me just spit balling, but we could look at partnering with Ross (Library Manager) about doing an educational event for kids, and then potentially getting some volunteers to go plant some trees. I can put together my thoughts and what I think would be ideal in terms of timing, bring it to all of you to get feedback, and go from there. I just wanted to touch base with all of you to see if there was some historical information around it and if you were interested.*
- *Erin: So, Arbor Day is a big event at Rice Elementary where they have someone come in and teach the kids and they give tree seeds, donate to things, bring in outside organizations to do fun activities and plant trees, that kind of stuff. I can look and see if I can find any of that information for them. If the schools can't do it this year, we could look at doing something after school one day at a park*
- *Christine: The Old Town Citizens want some of their trees replaced. There is one route where the town wants to put a sidewalk, but they have to take away this one lady's tree and so she wants her trees replaced, but that is another option because within old town there is a lot of trees that need replacing.*
- *John J: I know in council bluffs they had an Arbor Day where they gave away trees. I don't remember who did it but they gave away trees. Not saplings but slightly bigger trees that you would plant in your yard. Something like that would be cool if we could get different types of trees to give away. I know all throughout town, not only are there old trees that are dying, but in new neighborhoods the people have a hard time getting the young trees alive. Our neighbors have had to replace theirs a couple of times. We can't really get ours to grow in the backyard either. So maybe we could find someone to give some trees, like a truckload or something, then whatever is left over, the town can use to replace the*

dead trees or places where we don't have shade, we can plant them to start creating shade areas. So, I think this is a great idea.

- *Dean: Another good piece is that there are some really good grants out there for tree replacement, which is something we can look through and see what we can do. What I will do then is put together a small plan of what I am thinking of and gain feedback from you all from there. Either the next meeting or the one following that.*
- *Lorilyn: Any hope for Tree City USA? You know like you pull through towns, and they say it's a Tree City USA?*
- *John J: Oh get a designation?*
- *Lorilyn: Yeah! Not sure what we have or what we have to do, but Tree City USA is put on by the Arbor Day Foundation so that would be good.*

c. Parks Naming Policy

i. Status (Dean)

- *Dean: I sent the Parks Naming Policy to our Attorney, Dan, and he expressed that the policy we have written is good to go as long as we have adopted it here. The action we would have to take in terms of bringing it to the Board of Trustees would be if we have a park that needs a new name, we come up with those 3 names to send to them to choose from, then I would create a resolution and get that checked out through Dan, and then it would be officials. So the policy is set in place and we can move forward.*
- *Lorilyn: Boy we sure had fun with Winick Park and Wellington Community Park. People went nuts and got really excited and we had over 60 different names. We narrowed it down to like 5 names and then the trustees made the final decision for Wellington Community Park. So, with signage coming I know we talked about naming the park over at the Harvest Village Town Homes. In the future maybe if we ever did something with the park over at Jefferson and McClellan that will need a name.*
- *Dean: I am also thinking of Knolls Linear Park. This is me thinking ahead to 2022, but the website for the parks is going to be revamped because now we have the staff to do that, and I think there are a few parks, including the trail which doesn't really have a name, so as we move forward, we have an opportunity to solidify those names and put them online. That is a huge piece in terms of amenities. We have had a couple of organizations reach out about our Disc Golf course and that we don't really have any information on it online. So, getting those names dialed in to market properly would be good.*

- *Lorilyn: The name for the Disc Golf parks were picked by the guy who build the course, so maybe we don't touch those, but we could change the names of some of the other parks like Wellville. What do you guys think about that? Do we want to get names out and see what people want to do?*
- *Erin: Do you mean like via social media and E-mail? We did that with the mural in Main Streets, we put out little stories and stuff and it really got the community engaged. I think once people feel like they are a part of something they like it.*
- *Dean: Yeah, we can pull Mahalia (Communications Specialist) into it and get some surveys out and get it started.*
- *Lorilyn: Like one at a time or how do we want to do that?*
- *John J: We should maybe start with just one so we can learn from it and learn how to fine tune the process.*
- *Lorilyn: So, should we start with park at Harvest Village?*
- *All agreed this is what we should do.*
- *Lorilyn: Have we confirmed with Cody that the park has been turned over?*
- *Dean: Let me check with Cody because I don't believe the park is truly accepted by us but let me double check with him. I haven't been notified that we are in charge of that park yet and I should because that is something we will have to do in terms of mowing it. But let me check the status and get back to you, I should hear back within like a day.*
- *John J: I think weather it's been turned over or not we could probably go through the naming process because it will be our eventually, so we can go through the process to get it named for when we do.*
- *Lorilyn: As long as we are good with all the protocols then I am good.*
- *Robert: I didn't even think about it having to be turned over to the Town.*
- *John J: Yeah usually there is a number of homes they can build and then they have to build the park before they can build any more homes. So we force them to build a park before they build all the way out without building a park.*
- *Erin: There is also that park in Sage that got finished. Is that ours?*
- *John J: I don't think that is ours. I thin that's park of their pool and will be maintained by them.*

- *Lorilyn: So are we okay to move forward and ask Mahalia to put something together?*
- *Dean: Yeah let me just make sure we are in the clear to get this process started, but I think it's a great idea.*

d. Capital Improvement Projects (Dean)

i. Park Improvements

- *Dean: Christine sent over some questions about this. So, we are going through the process of the budget in the Town Staff. I think there is value in going through our CIP projects for parks and more importantly, I wanted to get feedback about what you all want to see within our parks system going forward. Right now, the parks master plan we will realistically be investing in that in 2022. The parks signage from the batting cages, I will be asking the Board of Trustees to vote on and I think we can get that done this year. The plan next week the plan is to get the Board of Trustees approval to shift those funds to signage. I feel confident we will be able to do that. The Windsor Ditch I was told to hold off from my leader because there are some historical pieces and other things we must review. The Winick pour in place is going to be started next week, and they will be doing some other pieces like replacing bolts and resetting the slide while they pour the surface to ensure the park meets all ASTM Safety Standards, which is the standard for Play Equipment. For the soft trails to hard trails, I have been working with Public Works and they have been putting 8ft wide by 6 inches deep for about 160 ft. I did get some quotes and its going to be about 60K and it saves more money to use Public Works. It will take some time but they have been consistent in getting that process done. We may not be able to get it all done so we may want to look at putting that into 2022. So what I would recommend, and wanted to put this out there for discussion is Centennial Park play structure is not currently meeting safety code, so if anyone gets hurt, we are held liable. We will be going through the Parks Master Plan and Centennial will be a big focus of that but once that is complete we are a way from getting actual funding and doing some changes. The pickle I am in and my recommendation is we spend money to replace some of those and keeping in mind we don't want super expensive new equipment but we want to be sure we get something for the kids to be able to use.*
- *John J: I can do this or you can do this, but we have to remind Bob that the Board of Trustees approved the meri-go-round removal with the condition that something goes back in it's place.*
- *Lorilyn: A Spin On Me. We love that thing and that would probably be cheap and something easy to put there. Like only \$1,500.*

- *John J: I think the idea was to put something there that in the event the purpose of Centennial Park is changed it would be something that can easily be used in another park. That way it's not something that is a lot of work. Talking about this reminded me of this deal.*
- *Lorilyn: I was wrong, I was confused with another piece of equipment, the Spin On Me is \$4900.*
- *Dean: That actually is not bad. But, my thought process is the same in terms of replacing some things, like the slide having a hole in it. The thought process is getting some type of equipment that isn't a huge play structure like you said, something that is innovative and unique that we can pull out and use it somewhere else or what have you.*
- *There was a play structure where the current dent is, and it was removed because there were no replacement parts.*
- *Erin: Is there anything at Centennial that is handy capped accessible? It's so sad, I was speaking with a client who said there was no place her daughter could swing.*
- *Dean: I think this is a good note. It is going to cost money, but, I think being able to a lot funds to make things ADA accessible would be good. Going through budget, there is an account for Minor Park Improvements and within the purchasing policy of anything up to \$5,000 of equipment. That account has \$35,000 in it which is not much, \$12,000 for Minor Park Improvements like the Spin on Me. A bigger piece is the centennial swing set. I have looked for parts for it, but it is super old, and we would probably have to replace the hole thing, and I could look at putting an ADA swing in there. But that is going to be pricier. Being able to gain everyone's support here, knowing we won't have any changes for a few years, we need to get something safe for the kids and aesthetically pleasing.*
- *John J: Is there ADA Grants for Accessible recreation for children or something?*
- *Dean: I think that would be good to look at. We did go through an assessment for possible grants, GOCO being one of them. If we do get selected for that we will most likely be focusing it on Centennial. To your question (to John Jerome) I can look for some grants to work on ADA equipment. But after Centennial, Viewpoint Park needs a play structure upgrade, Park Meadows wants shade on the play structure, but I think we really need to do something at Centennial. I want to be able to put some money into it.*

- *Christine: Harvest Village has a really nice swing where the child and parents can swing together, so if we could get another park with that that would be great.*
- *Lorilyn: I don't know the appropriate wording, but in the winter, we were talking with the developer at Sage Meadows, they came to us but we as a board Okayed a section on the North East Corner, there were going to be some funds made available for an update at Viewpoint Park.*
- *Erin: Yeah and the 2 neighborhoods would share that park.*
- *Lorilyn: Potentially there should be some funds there. We as a board said we wanted that used for the park and I am not sure about the dollar value. So perhaps we could use that money to allocate towards Viewpoint.*
- *Dean: That might have been my first meeting but I will reach out to Cody.*
- *Robert: Yeah because that sub division doesn't have a park and they were just going to share that park. Oh and I was going to say in terms of old broken down things, that skate park is on the list. Every day we replace something else, or fix something more. I am dying out there.*
- *Dean: We got the gator skins in so we have those for you to use. We should have some money to support that in the operating budget. Like I know the concrete is something on my list to make it safe for kids.*
- *Robert: I am just worried about when it will become unusable. It's getting to the point where the town and the kids are losing respect for it. I have a new feature in my garage that I am going to bring out that will pick up moral some bit, but I would love to talk about some funds for that. I mean that ramp needs some help.*
- *John J: How much would it cost to the ramp framed in metal and welded.*
- *Robert: I mean if you are talking a pre fabricated ramp to replace what we have out there, you are probably looking at \$250,000.*
- *John: I am talking about just a local fab shop making a metal frame, just the frame, so you aren't putting holes in it. And aren't the gator skins designed for longevity.*
- *Robert: They are but we have other issues with that ramp that are other existing structural problems.*
- *John: So if you could conquer that issue with the structure, you just may have to worry about the decking.*

- *Robert: I don't know, it would be expensive to even just maintain that.*
- *John J: I know I am just thinking because in all reality, a brand new skate park is a ways away no matter what. Even if it was approved next week there would be design and all that would go through it. I am just thinking a metal frame may go a long way for longevity.*
- *Erin: What about grants?*
- *Robert: Not sure about that one but a lot of them are for low income areas. With the grant thing, this other guy Patrick who helps me, he has a friend who helps writes grants, and he is going to help us and show us what grants we should be looking for and how to apply for them. I just don't know enough about grants. I know Jenny is working on grants and she seems super excited so we will see.*
- *Dean: Yeah I gave her some specific instruction in terms of skatepark grants, anything in terms of outdoor recreation, and she met with someone who has done grant writing before and went through what grants might be best for us and what is the highest probability. That grant could have, some type of skate park amenity, again, potentially.*
- *Robert: I guess my biggest thing is not so much trying to keep it alive, it's being able to easily access what we need to keep it alive. There has never been a dollar amount set. So if we could keep open communication about what we need soon.*
- *Dean: Yeah so in that Minor Parks Improvement budget, that is for all our parks including the skate park, and so the gator skins were about \$2,500 and we pulled it from that piece. But correct, as for specific line items, none of our parks have specifics lines. But your communication has been tremendous in telling me what we need, and that has been helpful getting some of that ordered.*
- *Robert: So I just cleaned out my garage and so we restocked some stuff for the skate park, but it would be good to let you know what we need when we use it so we make sure we have a good stock pile to keep it all up to date.*
- *Dean: This was good, is there any other feedback in terms of what we need for CIP projects? I expressed what I felt, and that was just what comes to mind in terms of priority, but we will be digging a lot deeper, once we start to get into it.*
- *Christine: The Windsor Ditch you mentioned is that something where we could use those funds on something else and then re-budget it for next year.*
- *Everyone clarified where Windsor Ditch is.*

- *Christine: So the Centennial Park design will be a part of the master plan, so we don't need another one?*
- *Dean: Correct, whoever we bring in, I will be working with them and heading up the project, so I will be very direct in letting them know that Centennial Park is the main priority.*
- *Christine: Yeah I am not sure what the ditch money could be used for instead, except maybe the skatepark.*
- *Robert: Yeah the skatepark would be good, but seeing some ADA things at other parks would be great.*
- *Dean: What I will do is put together the list and have it for you at the next meeting. And so what I am hearing is we need to put some towards Centennial Park.*
- *Erin: Especially with the Farmers Market every week, people are visiting it a lot so that would be good.*
- *Christine: What about the basketball court?*
- *Dean: I would argue yes, it does need some help. But in terms of money at Centennial, we don't currently have any money in CIP, but that is where I will be requesting it.*
- *Christine: What about your umbrella, we are going to replace some things with that?*
- *Dean: Yes, we will start with that money, we are going to leave \$12,000 there, and then it will leave about \$18,000 to CIP so I guess we do have some CIP in the operating budget. So the \$18,000 will go towards that.*
- *Christine: So what is this additional CIP you are talking about?*
- *Dean: I wouldn't say additional, but I think \$20,000 is a good number for replacing everything. The reason I say additional is because we haven't made any moves to move those funds within the operating budget. So next year, what we will do is transition that \$18,000 to dedicate to Centennial Improvements. So this year I am planning to price everything out, and if I can get small things for under \$5,000, then I will go and purchase those. For instance, I just made a purchase because right now our swings are going through a depreciation schedule. So I just made a large purchase to replace all used swings within the parks system. So anything I can get under that \$5,000 I will get it.*

E. Announcements

a. PAB Board Members

- i. *Robert: I will probably be asking for Gator Skins in mid-September to work on them.*
- ii. *Dean: Yeah, anything you can get me that we need, please do because we are getting to the end of the year so if there are any funds we can flex we can do that.*
- iii. *Erin: Is there some type of assessment we could tell us exactly what we have to spend to and this is what it will take to get it to a certain standard?*
- iv. *Dean: So from my research, and Robert you can add on, but there isn't really anyone who can come out and do an assessment, all we have is the ASTM Standards and that just tells you structural integrity of the ramps. Most of the ones I have reached out to are only about building brand new parks. So in all these companies, they are all skaters and it's a unique culture, and the overwhelming response was we need a new skate park.*
- v. *Robert: Yeah there is no cost benefit because anything prefabbed that we could get would have the same problem where it would fall apart in the next few years. So we would be back in the same boat for the same amount of money, and any piece would be smaller.*
- vi. *Lorilyn: Is there any way we can take down some of that fencing?*
- vii. *Dean: Let me follow up on that.*
- viii. *Robert: I think someone mentioned even cutting it in half, that would make a huge difference. I think that would help Polish Centennial a bit. Especially with the new benches, if you put them inside the fence, they will get ridden. So if you take it out you can sit and be closer to your kids.*
- ix. *Lorilyn: When will the discussion start about the GOCO Grant? We tried for it with the community park and I can't tell you how much we put into it and so I would love to help.*
- x. *Dean: We had our grant meeting 2 weeks ago, and Jenny is heading that up, so I will follow up with her about how we can all get involved. I will see what that looks like and follow up with Jenny and let you all know.*
- xi. *Lorilyn: Yeah they haven't ever given Wellington anything so it would be time. I also have one last thing I want to bring to you all's attention, which is something called Kids to park day. It's a national program to get kids to all types of parks. So we were doing events and then COVID, so we were doing it and then had to cancel. It is May 21st, and it's just a day to say come out to our parks and take your kids out. There is a ton of information online, and then we can promote it, and get the Mayor to make a proclamation, and then they have everything on their site like media kits, so there isn't a lot we have to do.*

b. Town Board of Trustee

- i. None

c. Town Staff

i. Pour and Place

- *Dean: We already spoke about all this so I am good.*

F. ADJOURNMENT

a. *Christine motioned to adjourn.*

b. *John J seconded.*

c. *Meeting Adjourned.*