



PARKS AND RECREATION ADVISORY BOARD MEETING

May 11, 2022

6:00 PM

Location: Leeper Center Community Room

Meeting Agenda

A. CALL TO ORDER

- a. Roll Call

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

C. CONSIDERATION OF MINUTES

- a. April 13, 2022

D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS

- a. Parks and Recreation Advisory Board name discussion

- i. Timnath Colorado Example

- ***Parks Recreation Open Space and Trails (PROST) Committee*** *The PROST committee advises the Council on all matters related to Town-owned and controlled parks, trails, open spaces, recreation areas, facilities, programs and services. The Committee provides recommendations to the Council regarding recreational planning, development and operations, and provides additional insight on how the Council can best serve the community.*

- b. Skate Park Ramp

- i. Labor and Material \$5000

- c. Park Donations

- i. Recreation Software

- d. Parks and Recreation Master Planning – GOCO

- i. Locals Businesses & User Groups

- Donations
      - Letters of Support

- e. Recaps of Events

- i. Arbor Day

E. ANNOUNCEMENTS

- a. Advisory Board Members
- b. Town Board of Trustee
- c. Town Staff
  - i. Advisory Board Applications Update
  - ii. Kids to Park Day
    - Proclamation May 10, 2022
    - Nationally Registered
    - Marketing – Facebook Event
  - iii. Park Naming Action
    - June 15, 2022
  - iv. Centennial Play Amenity Project Progress
    - Purchase Order Signed/Processed

ADJOURNMENT



PARKS AND RECREATION ADVISORY BOARD MEETING

April 13, 2022

6:00 PM

Location: Leeper Center Community Room

Meeting Agenda

A. CALL TO ORDER

a. Roll Call

*i. Lorilyn Present*

*ii. Erin Present*

*iii. Christine Present*

*iv. Robert Present*

*v. John E Present*

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

*a. No public comment*

C. CONSIDERATION OF MINUTES

a. March 9, 2022 Minutes

*i. Lorilyn expressed that she appreciated the way the March 9, 2022 minutes were written due to the information being concise and clearly understandable. Erin made a motion to approve the March 9, 2022 minutes. John seconded the motion to approve the March 9, 2022 minutes. All Parks and Recreation Advisory Board Members were in favor of the approval of the March 9, 2022 minutes.*

D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS

a. Event Requested

*i. Arbor Day Event April 30, 2022 (Saturday)*

*1. Location: Library Park*

*2. Set Up Time: 9:30am – 10am*

*3. Time of Event: 10am -12pm*

*4. Programing: Education, Tree Games, Giveaway Items*

*ii. Kids to Park Day May 27, 2022 (Friday)*

1. Location: WCP Green Space (Between Splashpad and Dog Park)
2. Set Up Time: 1pm-3pm
3. Time of Event: 3pm-6pm
4. Programing: Fun Recreation Games, Giveaway Items, Sports
  - a. *The Parks and Recreation Manager gave an overview of the new types of programming the recreation staff will be engaging surrounding small events. He expressed that the department purchased new equipment for youth and adults to enjoy that are innovative and focused on engagement with residence. The Advisory board members were highly supportive of the new programs in relation to small events the Parks and Recreation Department will be bringing to the community. The Parks and Recreation Board Members expressed they wanted to be a part of the events surrounding volunteering. Lorilyn expressed that the date for Kids to Park Day was incorrect and the actual date was May 21, 2022. The Parks and Recreation Manager expressed that he would make the date adjustment on the Recreation calendar. He also expressed that the date has not been marketed yet. He expressed that he will change the date and plan for Kids to Park Day for May 21, 2022. The Parks and Recreation Advisory Board asked if they could get the Splash Pad open for the Kids to Park Day on May 21, 2022. The Parks and Recreation Manager expressed that he would attempt to try to have it open for the event if there are no major mechanical issues.*

#### E. PANNOUNCEMENTS

- a. PRAB Board Members
  - i. *Robert expressed that they finished the new ramp at the skate park and the project went well. He expressed that the volunteers that help build the new stricture were great to work with and the minimal construction was a success.*
- b. Town Board of Trustee
  - i. *None*
- c. Town Staff
  - i. PRAB Applications Update
    - *The Parks and Recreation Manager expressed that he connected with the Town Clerk in relation to interviews for potential new advisory board members. He expressed to the group that they will have interviews in May 2022.*
  - ii. Park Signage Progress

- Size Confirmed
  - Placement Reviewed/Progress
    - a. *The Parks and Recreation Manager expressed that he will be taking pictures of the signs with the correct dimensions per park to give all members of the board an adequate depiction of what each location will look like when the materials are installed.*
- iii. Park Naming Action
- *The Parks and Recreation manager expressed to the Parks and Recreation Advisory Board that he has submitted the adoption of the park names to the Board of Trustees packet. He said he will know what specific date the new park names discussion will be on the agenda and communicate that during the May 2022 meeting.*
- iv. Centennial Play Amenity Project Progress
- Purchase order
  - Removal
    - a. *The Parks and Recreation Manager expressed that he will be signing the purchase order for the new structure amenities after he meets with his leader later in the week. He also expressed that he met with the contractor that will be executing the work to develop a plan for when the structure amenities arrive. Also, the removal of the current smaller structure and play equipment will cost less than forecasted for the overall project.*

#### ADJOURNMENT

*Kallie made a motion to adjourn at 6:53pm. Erin seconded the motion, and all Parks and Recreation Advisory Board Members were in favor.*