



AGENDA
PARKS AND RECREATION COMMISSION
THE MILLHOUSE AT PHILIP S. MILLER PARK
WEDNESDAY, NOVEMBER 14, 2018

NOTE: THIS MEETING IS OPEN TO THE PUBLIC. THREE OR MORE COUNCIL MEMBERS MAY ALSO ATTEND THIS MEETING, DURING WHICH THE ITEMS LISTED HEREIN WILL BE DISCUSSED.

TIMES SHOWN ARE APPROXIMATE AND MAY BE ADJUSTED DUE TO CHANGES TO THE AGENDA.

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| 5:00 P.M. | I. CALL TO ORDER
ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA |
| 5:01 P.M. | II. PUBLIC COMMENT
DURING THIS TIME, MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE COMMISSION AND STAFF ON ITEMS THAT ARE NOT ON THE AGENDA. COMMENTS SHOULD BE LIMITED TO NO MORE THAN FOUR (4) MINUTES. |
| 5:05 P.M. | III. MINUTES OF THE REGULAR MEETING
REVIEW/APPROVAL OF THE SEPTEMBER 19 AND OCTOBER 17, 2018 MEETING MINUTES |
| 5:10 P.M. | IV. LEGISTAR AGENDA MANAGEMENT SOFTWARE
PRESENTED BY MARK MALONEY, DIVISION OF INNOVATION AND TECHNOLOGY PROJECT MANAGER |
| 5:25 P.M. | V. PUBLIC ART PROJECT AT PHILIP S. MILLER PARK
PRESENTED BY MAIA AMAN, ADMINISTRATIVE SUPERVISOR |
| 5:40 P.M. | VI. FORMAL THANK YOU TO MAYOR JENNIFER GREEN
PRESENTED BY JEFF BRAUER, DIRECTOR OF PARKS AND RECREATION |
| 5:45 P.M. | VII. PARKS AND RECREATION DEPARTMENT COMMENTS
PRESENTED BY PARKS AND RECREATION STAFF |
| 5:55 P.M. | VIII. COMMISSION COMMENTS |
| 6:00 P.M. | IX. ADJOURN |

NEXT MEETING: WEDNESDAY, DECEMBER 19, 2018
THE MILLHOUSE AT PHILIP S. MILLER PARK
1381 W. PLUM CREEK PKWY, CASTLE ROCK, CO 80109
MEETING STARTS AT 5:00 P.M.



MINUTES OF THE REGULAR MEETING

Castle Rock Parks and Recreation Commission

September 19, 2018

CALL TO ORDER: The meeting of the Parks and Recreation Commission was held on September 19, 2018 at the Millhouse at Philip S. Miller Park. Inger Hiller called the meeting to order at approximately 5:07 p.m.

COMMISSION MEMBERS:

Inger Hiller (Chair)	Jan Meyer
Brian Glotzbach (Vice Chair / absent)	Sarah Grider (late)
Michael Waggoner	Aaron Nagel

COUNCIL LIAISONS:

Mayor Jennifer Green

STAFF MEMBERS:

Jeff Brauer	Jeff Smullen
Jennifer Martin	Brian Peterson
Mike Kilman	Maia Aman
Bob Maloney (Absent)	

GUESTS:

None

I. ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA

None.

II. PUBLIC COMMENT

None.

III. MINUTES OF THE REGULAR MEETING (REVIEW / APPROVAL)

ACTION: Approve the minutes from the July 18, 2018 Parks and Recreation Commission meeting as transcribed.

MOTION: Aaron Nagel

SECOND: Michael Waggoner
Motion passes 4-0





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Castle Rock Parks and Recreation Commission

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IV. **SUMMER 2018 RECREATION PROGRAMMING HIGHLIGHTS**

Presented by Mike Kilman, Manager of Recreation

Recreation Manager, Mike Kilman, presented an overview of highlights from the Recreation Division's 2019 summer programming. Highlights featured the successful seasons of the swim and dive teams, strong participation in youth and adult athletics, new summer camp offerings, free summer fitness classes at Philip S. Miller Park, races and fundraising events and the free and ticketed concert series.

Commission member Jan Meyer asked Mr. Kilman about the process of managing parking when over 2,000 people attend a concert like That Eighties Band. Kilman explained that the Special Events division will offset limited park parking by shuttling people from the Douglas County Fairgrounds. Jan Meyer also commented that she would like to see less structured playing opportunities for pickle ball at the future neighborhood park.

Inger Hiller asked if there is a high demand for pool space given the saturation of the swim lesson program. Kilman responded by confirming that pool usage remains in extremely high demand. The department will soon be performing a facility study to assess the future recreational needs of the community. A high demand exists for pool and gym space and ice arenas.

Michael Waggoner complimented recreation staff on the successful Pooch Plunch end-of-season fundraiser for the Dumb Friends League.

Aaron Nagel asked if the Department has considered offering pick-up or adult league outdoor volleyball, noting that the sport is very popular in Denver at Washington Park. Mike Kilman noted that there are adult leagues held at the Recreation Center and that they could look into offering outdoor volleyball but would have to find a good venue.

V. **ENDORISING A NAME FOR THE MEADOWS FILING 18 FUTURE PARK**

Presented by Jeff Brauer, Director of Parks and Recreation

In April, the Parks and Recreation Commission endorsed The Meadows Filing 18 neighborhood park master plan. Staff now seek endorsement of a name for the future 5.5-acre park, which will be located near Aspen View Academy Charter along Low Meadow Boulevard.

The naming of Town facilities is established through a policy. The process is managed through the Town Manager's office, and all names must





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be approved by Town Council. For the Town's next neighborhood park, the Town Manager assembled a subcommittee to manage the public input and recommendation procedure. The committee worked with department staff to develop an online survey to obtain input. The survey was advertised through a press release, several social media posts and on CRgov.com; over 700 people responded to the survey.

As outlined in the policy, the names of Town facilities should foster a sense of community, celebrate the environment and call attention to points of pride, people, geography or aspects of what makes the community unique. When the committee reviewed the survey data, the overwhelming recommendation was to name the park after fallen officer Deputy Zackari Parrish. More than 113 variations of Zackari Parrish Park were submitted. No single suggestion has ever scored that high in previous naming recommendations. Furthermore, staff believe this name is appropriate and consistent with the naming policy.

The Police Chief will soon host a discussion with the Parrish family to narrow down a final name for the park. The final recommendation will be considered by Town Council on October 2.

- ACTION:** Move to recommend that the park be named in honor of Zackari Parrish, with input and direction by the Parrish family through representatives from the Castle Rock Police Department as to the final form of the name.
- MOTION:** Jan Meyer
- SECOND:** Michael Waggoner
- Motion passes 4-0

VI. **DAILY ADMISSION FEE INCREASES FOR THE RECREATION CENTER AND MILLER ACTIVITY COMPLEX**

Presented by Mike Kilman, Manager of Recreation

As of January 1, 2017 Colorado Amendment 70 has required the non-tipped minimum wage to increase incrementally each year. This annual increase will conclude in January 2020 when the minimum wage reaches \$12 per hour. The Parks and Recreation Department employs over 500 part-time employees during peak summer months so this change will produce a significant increase in labor costs. Analysis of current part-time staffing levels and wages indicates an impact of approximately \$168,000 of additional cost per year in part-time wage increases through 2020 for the Community Center Fund as a direct result of Colorado Amendment 70.





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To address the upsurge in the pay table, a small increase will take effect on Jan. 1, 2019 for daily admissions fees to the Recreation Center and Miller Activity Complex (\$1 per youth/adult and \$.50 per senior admission). Staff did not raise pass fees to limit patron upset. Past raises in pass fees has hurt more than helped revenue generation, and it typically takes several years to recover the losses.

Staff are also ending the trampoline-only admission at the Miller Activity Complex (MAC). Going forward, patrons who desire to use the trampolines will be required to pay a fee to cover trampoline usage in addition to general admission. Commissioner Inger Hiller complimented this action, noting that it may increase the number of patrons who upsell their entries to purchase trampoline admission due to a perceived increase in value. Jan Meyer asked if the trampoline admission is popular, and Kilman responded by saying that roughly 40 percent of total admissions are trampoline.

The increase facility admissions was represented in the 2019 budget submittal to Town Council and will be approved through the final budget process.

Aaron Nagel asked about the current capacity of the trampolines. Kilman responded by noting that usage of the trampolines and the MAC in general has reached a near-full threshold, especially during peak busy times such as weekends and summers.

Nagel also inquired about the current cost recovery rate of the facilities and asked if the department is still charging for adult use at the MAC. Kilman explained that the MAC is at 108 percent cost recovery, while the Recreation Center remains around 70 percent. The department also still charges for adult facility admission, although there are designated sitting spots where adults with kids over eight can choose not to pay.

VII. JOINT-USAGE PASS FOR RECREATION CENTER AND MILLER ACTIVITY COMPLEX

Presented by Mike Kilman, Manager of Recreation

Existing passes to the MAC and Recreation Center (REC) are only valid at the facility for which they are purchased. This policy is the direct result of Town Council direction requiring the MAC to recover operating fees and remain self-sustainable. Since the MAC and REC are designed to serve different recreation users, residents have expressed a desire to purchase a pass that would be valid for use at both





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facilities so diverse recreational needs can be obtained in a more affordable manner.

Council recently directed staff to implement a study to evaluate the potential effectiveness of offering joint family passes. Staff currently plan to begin selling these passes at the Recreation Center's 30th anniversary celebration. Staff will sell a set number of passes throughout the year and monitor patron usage.

There is some risk involved in adopting a joint-use pass. Most notably, if the Town of Castle Rock offers a joint-pass model, gross revenue will inevitably be affected by patrons no longer paying to visit the other facility. A significant increase in admissions also has the potential to add substantial wear and tear on the facility and may require additional staffing to assist patrons. To mitigate these risks, staff recommend offering a joint family pass at 150 percent of the existing annual rate. The added revenue may help offset the costs associated with the risks.

Aaron Nagel expressed concern over the operating capacity of the MAC, noting that offering a joint family pass may negatively affect facility usage because it may become too busy. Nagel also inquired about the number of patrons who typically ask about a joint family pass, and Kilman responded saying very few.

ACTION: I move to support the Parks and Recreation Department in executing a joint-pass offering between the Miller Activity Complex and the Community Recreation Center to analyze the costs and benefits of the pass and to report a summary of the assessment at a future meeting.

MOTION: No motion

SECOND: Not applicable

VIII. **PARKS AND RECREATION DEPARTMENT UPDATES**

Presented by Parks and Recreation Department Staff

Department Director Jeff Brauer updated the Commission regarding the following items:

- The Castle Rock Trails Festival scheduled for Saturday, Oct. 6, will feature the last free concert of the season with the 6 Million Dollar Band.
- The Recreation Center is celebrating its 30th anniversary at the Castle Rock Rec's Totally Awesome 80's Party on Thursday, Oct. 11.
- Staff will be attending the National Recreation and Park Association's annual conference next week to pursue continuing





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education. Staff will also be participating in the Gold Medal ceremony and reception, and will find out at the opening session whether or Castle Rock received the finalist award.

- The natural grass on field three at Metzler Ranch Community Park was recently converted to synthetic turf. Parks staff are now in conversation with Castle Rock Water to assess the potential of converting all of the fields to synthetic turf to conserve water.
- The cornerstone tribute program recognizes citizens in Castle Rock for their significant contributions to the Town. Dan Burgess passed away earlier this year, and the Burgess family would like to honor Dan with a memorial at Centennial Park, where the Burgess Pool is located. Town Council will soon approve the tribute, after which, a ceremony will be held to commemorate a plaque installation. The family also donated money so a shade structure could be built at the park.
- On October 16, the department will seek Town Council approval of a construction contract for the development of the East Plum Creek Trail.
- The Meadows Filing No. 18 construction contract was approved and awarded to GoodLand Construction, Inc. Once the final construction drawings are approved, a groundbreaking ceremony will be scheduled. The park will feature native gardens, pickle ball courts, open spaces and an innovative playground.
- Construction of the Central Service Center is in full swing. The building will house both the Park Maintenance and Town Facilities divisions. The building's foundation is 100 percent complete and the steel structure is erected. Siding and roofing installation will soon be completed. Staff are on schedule to open the building in January 2019.

IX. COMMISSION COMMENTS

Michael Waggoner expressed appreciation for the future park's name in honor of fallen officer Zackari Parrish. As the project moves forward, it may provide an opportunity educate the public about and honor law enforcement. Waggoner also stated that the Recreation Center looked very nice after the annual maintenance closure was completed.

Jan Meyer noted that she really enjoyed participating in the activities at Rueter-Hess Reservoir this year, especially National Trails Day. She hopes more opportunities like this can be offered in the future.





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X. ADJOURN

The meeting adjourned at roughly 6:35 p.m.

MOTION: Aaron Nagel
SECOND: Michael Waggoner
Motion passes 5-0





MINUTES OF THE REGULAR MEETING

Castle Rock Parks and Recreation Commission

October 17, 2018

CALL TO ORDER: The meeting of the Parks and Recreation Commission was held on October 17, 2018 at the future neighborhood park in The Meadows, Deputy Zack S. Parrish III Memorial Park. Inger Hiller called the meeting to order at approximately 5 p.m.

COMMISSION MEMBERS:

Inger Hiller (Chair)	Jan Meyer
Brian Glotzbach (Vice Chair)	Sarah Grider
Michael Waggoner	Aaron Nagel

COUNCIL LIAISONS:

Mayor Jennifer Green

STAFF MEMBERS:

Jeff Brauer	Jeff Smullen
Jennifer Martin	Brian Peterson
Mike Kilman (Absent)	Maia Aman
Bob Maloney	

GUESTS:

None

I. ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA

None.

II. GROUNDBREAKING CEREMONY

A ceremony was held to commemorate the commencement of construction of Deputy Zack S. Parrish III Memorial Park. The future neighborhood park will be located in The Meadows near Aspen View Academy Charter School. The 5.5-acre site is planned to include infrastructure for playing pickle ball, bocce ball, cornhole and horseshoes. A playground, picnic shelters, trails and a multi-use field will round out the major amenities

III. PUBLIC COMMENT

None.



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IV. PARKS AND RECREATION DEPARTMENT UPDATES

Presented by Parks and Recreation Staff

Jeff Brauer was excited to announce that the Parks and Recreation Department was awarded the National Gold Medal Award for excellence in park and recreation management. The American Academy for Park and Recreation Administration, in partnership with the National Recreation and Park Association (NRPA), awarded this honor to the Town of Castle Rock Parks and Recreation Department during the Opening Session of the NRPA Annual Conference in Indianapolis in September.

The Colorado Parks and Recreation Association also awarded Fitness and Wellness Supervisor Courtney Glass the Young Professional of the Year Award. This honor is given to up-and-coming leaders who demonstrate a strong ability to communicate vision, plan and implement strategic initiatives, develop positive partnerships and positively enhance the lives of community members.

On October 16, Town Council approved a construction contract with Hudick Excavating, Inc. for the development of Phase 5 of the East Plum Creek Trail. Construction will commence in late 2018, with an anticipated October 2019 completion. Council also approved a budget amendment to convert the remaining natural grass baseball fields at Metzler Ranch Community Park to synthetic turf. This project will also commence in late 2018.

V. COMMISSION COMMENTS

Commission members congratulated staff for an excellent job in receiving the National Gold Medal Award.

VI. ADJOURN

The meeting adjourned at approximately 5:50 p.m.

MOTION: Brian Glotzbach
SECOND: Sarah Grider
Motion passes 6-0





Meeting Date: November 14, 2018

AGENDA MEMORANDUM

To: Parks and Recreation Commission Members and Staff

From: Mark Maloney, Division of Innovation and Technology Project Manager

Title: Legistar Agenda Management Software

Executive Summary

Mark Maloney of the Town's Division of Innovation and Technology will be providing an overview of an agenda management software called Legistar. Town Council and other boards and commissions currently use Legistar to view and access agendas and agenda packet information from its online platform. It is the intent of the department to implement the use of Legistar in managing the Parks and Recreation Commission agenda packets in the future.



Meeting Date: November 14, 2018

AGENDA MEMORANDUM

To: Parks and Recreation Commission Members and Staff

From: Maia Aman, Administrative Supervisor

Title: Public Art Project at Philip S. Miller Park

Executive Summary

The Public Art Commission identifies priorities and goals concerning the acquisition of art for public buildings and parks within Castle Rock. In October 2017, Castle Rock Town Council adopted the Castle Rock Public Art Commission Public Art Plan, which functions as a guide for public art initiatives.

A key goal identified in the plan is to commission a new public art project at Philip S. Miller Park to deepen visitor experience. Recommended by the Parks and Recreation Department as a fitting location for high-quality, permanent artwork, Philip S. Miller Park represents an opportunity to offer unique, site-specific artwork that reflects Castle Rock's charm, people and beauty.

Town staff sent out a call for entries to solicit proposals from artists for the project in June 2018. Five artists submitted proposals. At the September Public Art Commission meeting, Commissioners along with a Selection Committee narrowed down the proposals to two semi-finalists.

Semi-finalists presented their proposals in-person at Public Art Commission meetings. Matt Babcock presented to Commissioners on October 11, 2018; Mary Williams and John King presented on November 8, 2018.

It is now the intent of staff to present and solicit feedback regarding the proposals. Feedback will be summarized for the Public Art Commission.

Once a finalist is selected, staff will seek Town Council approval and solidify contract details to initiate next steps as necessary.