



Parks and Recreation Commission Meeting Minutes

Inger Hiller, Chair
Brian Glotzbach, Vice Chair
Sarah Grider
Shawn L'Esperance
Korby Smith
Michael Smith

Wednesday, July 15, 2020

5:00 PM

Virtual Meeting of the Parks and
Recreation Commission

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.

This meeting is open to the public and will be held in a fully virtual format.

To join the meeting online, visit:

<https://crgov.webex.com/crgov/j.php?MTID=mb56ca7b028bfe6f61302e66016bb5616>

To join the meeting by phone, call +1-720-650-7664.

Meeting number/access code: 146 429 2766

Meeting password: PMmqmpWS328

All times indicated on the agenda are approximate. Three or more Councilmembers may also attend this meeting, during which the items listed herein will be discussed.

CALL TO ORDER

The meeting was called to order at approximately 5 p.m. Council Liaison Caryn Johnson was present, along with Town staff, including Jeff Brauer, Jeff Smullen, Brian Peterson and Maia Aman.

Present 6 - Commissioner Sarah Grider, Vice Chair Brian Glotzbach, Commissioner Michael Smith, Chair Inger Hiller, Commissioner Korby Smith, and Commissioner Shawn L'Esperance

ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA

None.

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.

None.

MINUTES OF THE REGULAR MEETING

[PRAC](#)
[2020-013](#)

Approval of the Minutes of the June 17, 2020 Parks and Recreation Commission Meeting

It was motioned by Brian Glotzbach and seconded by Inger Hiller to approve the minutes of the June 17, 2020 Parks and Recreation Commission meeting.

"I move to approve the minutes of the June 17, 2020 Parks and Recreation

Commission meeting."

Yes: 6 - Commissioner Grider, Vice Chair Glotzbach, Commissioner Smith, Chair Hiller, Commissioner Smith, and Commissioner L'Esperance

AGENDA TOPICS

[PRAC](#)
[2020-014](#)

Endorsing a Resolution Approving the Town of Castle Rock Design Services Agreement with Short Elliott Hendrickson, Inc. for the Colorado Front Range Trail at Castle Rock

In 2003, Colorado Parks and Wildlife established an ambitious project to create the Colorado Front Range Trail (CFRT), which will eventually travel for 876 miles and connect communities from Wyoming to New Mexico. Castle Rock was selected as part of this route and will function as a major crossroads, linking Colorado Springs to the south with both Chatfield and Cherry Creek reservoirs to the north. In 2019, the Town was awarded a \$2 million Great Outdoors Colorado grant to continue uncompleted CFRT's segments through Castle Rock. In early 2020, staff issued a Request for Proposals to obtain contractor bids for the trail design of three segments in Castle Rock. After a thorough interview process, Short Elliot Hendrickson was awarded the project. Staff now seek Commission and Town Council approval to proceed with project design. The contract award for trail design services is in the amount of \$486,063 with a 10 percent town-managed contingency.

Parks and Recreation Commission members discussed various components of the project and expressed excitement over the future trail connections. Michael Smith asked if a development standard exists, such as trail mileage per resident. Jeff Smullen explained that while there are designated parkland requirements established on a per resident basis, for trail development, the Town works to ensure that all neighborhoods have a connection to a regional network.

Sarah Grider asked for clarification related to the services agreement, specifically section three which noted the project would begin in April. Jeff Brauer explained that the date has been updated to reflect an updated project schedule, which was delayed due to COVID. Sarah also asked if the Town was considering incorporating delay language to contracts in general pertaining to COVID, as other municipalities have started this practice given future uncertainty. Jeff Brauer explained that COVID-specific language has yet to be incorporated into the Town's contracts for major projects.

Shawn L'Esperance asked what the goal was for completing the actual development of the identified trail segments, as opposed to the design. Jeff Smullen clarified that the new trail segments are scheduled to be completed by October 2022.

It was motioned by Michael Smith and seconded by Brian Glotzbach to endorse the approval of the resolution for the design services agreement with Short Elliott Hendrickson, Inc. for the Colorado Front Range Trail at Castle Rock.

"I move to endorse the approval of a resolution approving the Town of Castle Rock Design Services Agreement with Short Elliott Hendrickson, Inc. for the Colorado Front Range Trail at Castle Rock."

Yes: 6 - Commissioner Grider, Vice Chair Glotzbach, Commissioner Smith, Chair Hiller, Commissioner Smith, and Commissioner L'Esperance

[PRAC](#)
[2020-015](#)**Parks, Trails and Open Space Planning Overview**

Assistant Director Jeff Smullen provided an overview of the Parks and Recreation Department's mission and vision statements, its organizational structure, its funding sources and its planning documents. Staff also provided a summary of how parks, trails and open space are acquired and developed.

Korby Smith asked if the golf fund included the operation of the Plum Creek Golf Club in addition to Red Hawk Ridge Golf Course. Jeff Smullen clarified that the town only owns Red Hawk. While Castle Rock did acquire a portion of the Plum Creek Golf Club, the majority of the course and its operations are still privately owned and operated. Korby also asked who is responsible for planning the types of trails connecting developments to town-managed property. Jeff Smullen explained that town staff typically work to connect areas together that are not included within development agreements and that these trails are the ones planned by the Department and included within the master plan.

PARKS AND RECREATION DEPARTMENT COMMENTS

Staff provided Commission members with the following updates:

- The first Tunes for Trails free concert of 2020 will feature That Eighties Band on Thursday, July 16. The capacity will be limited due to COVID-19 and the event's pre-registration already sold out within approximately one hour.
- The environmental education series, Raptors Over the Rock, will be held with capacity restrictions on Tuesday, July 21 at the Amphitheater at Philip S. Miller Park; pre-registration is also required.
- Pedal the Moon, the annual evening bike ride, will be held on Friday, July 31, taking participants from Castle View High School to Festival Park.
- A virtual site visit will be held next week with representatives of the Commission of Accreditation of Park and Recreation Agencies (CAPRA) as part of the Department's reaccreditation application. Final reaccreditation status will be approved by CAPRA's board in the fall.
- At the June Commission meeting, Councilmember Kevin Bracken asked for the installation of a flagpole at Red Hawk Ridge. Staff are proceeding with planning the logistics for this project so it can be installed prior to Veteran's Day in November.
- The Department is receiving positive responses to the park improvement surveys, which will close at the end of the month. Once responses are evaluated by project design firms, concept plans will be put together for future consideration and public process.
- Commission members were invited to attend the virtual budget open house, which will be held July 16 from 6-7 p.m.

Sarah Grider asked if the Recreation Center was experiencing a significant amount of no-shows due to requiring participants to preregister when visiting the Recreation Center. Jeff Brauer explained that while attendance is down due to capacity restrictions, the 48-hour registration window helps to prevent the occurrence of no-shows.

Shawn L'Esperance asked for clarification regarding which park improvement projects have funding available, specifically in the Plum Creek neighborhood. Jeff Brauer explained that because the north site was acquired very recently, it was determined that the neighborhood's north and south sites should be planned simultaneously to be able to best prioritize the improvements to serve the neighborhood at large, as opposed to targeting one site over the other.

Michael Smith asked about Trail Festival and how optimistic staff are that this event will be offered in 2020. Jeff Brauer noted that decisions are being planned on a day-by-day basis and that future program offerings are very uncertain. Staff will continue to work to provide as many services as possible to community members in a safe fashion following public health protocols.

COMMISSION COMMENTS

Inger Hiller inquired about the possibility of hosting future Commission meetings in-person. Jeff Brauer noted that staff also look forward to meeting in-person as soon as possible in the future.

ADJOURN

The meeting adjourned at approximately 6:27 p.m.