Parks and Recreation Advisory Committee
Meeting Minutes
February 19, 2020

Meeting Summary
Agenda Attached

Roll Call
The meeting of the Parks and Recreation Advisory Committee (PRAC) was called to order by Doug Errett at 6:04 p.m. on Wednesday, February 19, 2020, in the Aspen Conference Room at the Paul Derda Recreation Center.

Present: David McMahon, Judy Shuster, Doug Errett, Rochele Remaly, Mike Schrad, Jason Anderson, Councilmember Liz Law-Evans

Absent: Stacey Klemp, Councilmember Guyleen Castriotta

Others in Attendance: Clay Shuck, Recreation and Senior Services Director
Matt Gulley, Recreation Facility Manager
Pat Chatterton, Recording Secretary
Cheryl German, Cultural Affairs Operations Coordinator
Pete Dunlaevy, Manager of Open Space and Trails
Lynn Merwin, Principal Planner
Ronda Jo Ackerman, CIP Project Manager
Kim Evelsizer, Recreation Supervisor
Jenna Crowe, Recreation Specialist - Youth and Teen
John Kingsley, Park Operations Foreman

Guests: None

Minutes

Public Comment
None.
Approval of Minutes

A motion was made by Judy Shuster to approve the minutes of the November 20, 2019 PRAC meeting, seconded by Dave McMahon, all agreed and the minutes were unanimously approved. There was not a meeting in December 2019, or January 2020.

New Business

None.

Staff Reports

BCC Art Project - Cheryl German

We took this before City Council in January to present the two art sculptures - Judy and Stacey were part of a sub-committee that was formed. One of the pieces is for the exterior and will be named Water for Life. It stands 8’ tall and includes Broom Corn. It will project different colors on the ground and people as they walk by it. It is made of stainless steel and is low-maintenance. The other piece will hang in the stairwell inside and is made of colored glass. It moves with the air movement (not motorized) and dangles. You will be able to see it from the front door.

Liz - Have we looked at where the HVAC ducts are and how they will interact?
Clay - They will not directly interact but will generate some movement.
Cheryl - This will not be reachable (by people). This will be a durable pc of art.

Dave - How do you clean it?
Cheryl - It will be part of the annual cleaning but will be a bit difficult to clean simply because of where it is located.

Parks, Recreation, and Senior Services Update

Park Services

Parks is now officially part of the Recreation and Senior Services department. The department is now officially named Parks, Recreation, and Senior Services. The Communications department has created a new logo and are working on new marketing collateral.

Clay provided an update - The more Clay works with the Parks staff the more impressed he is with their operations including snow and ice management. There is a policy in place that determines when the staff is called in and what number of staff are needed based on whether it is a weekend, or weekday. It takes about nine hours to do a full clean up of the City for snow removal. They are also gearing up for summer with hiring for seasonal help.

Recreation Services

Clay provided an update - He is really proud of Jenna (presenting this evening) and her work with the grant.

We will be proposing an increase in rental fees for the new BCC. Matt Gulley has been managing this and I (Clay) cannot do what I do without Matt and his work.

Matt has taken on more and more with BCC and the Parks staff coming on to Recreation.
Matt - We have a goal of $1 million in rental fee revenue - there was an electronic presentation showing the different packages offered for rentals. Recreation staff went out to different local facilities to see their rental offerings and how they compare to what the new BCC will offer. With these similar comparisons, we went back to the drawing board to see what we would need to charge to be comparable. The presentation shows what we currently have (or had prior to demo) and we came up with a standard for how we charge non-resident and for-profit rentals vs. non-profit and residents. We tried to eliminate the nickel and diming for individual needs for room usage by including things like the use of a projector, sound system, etc. We would rather start out with lower fees than what we believe it should be and add as we need to.

There is considerable additional meeting/event space in the new BCC than before. We are taking reservations at the current rates until we get approval from City Council. These rates will impact some of the existing contracts and we will honor the existing agreed upon rates through the end of this year.

Alcohol requires an additional event supervisor.
There will be outdoor terraces available at an additional charge.
Setting up the room for the event also has a charge.
We will be coming back to this committee, likely in October, to go over the pass fees, and other fees. Clay - We need the committee to give us your recommendation on these proposed rental fee increases. Dave motioned and Judy seconded, the committee unanimously approves moving forward with the proposed rental fee increases.
The fees would be imposed for rentals that would take place after the new building opens but if they make their reservation after City Council approves, they would be charged those updated fees at that time.

Senior Services
Clay provided an update. We have been approved for funding for an additional vehicle - this is a state bid and that’s where and how we obtain the vehicle.

Old Business

Master Plan Update
We will meet with staff and then the committees. This is scheduled to go before City Council in the near future.

40% Land Map - Pete Dunlaevy
Clay - This is in the 2016 Comprehensive Plan (Comp Plan) - Pete has done considerable work on this and we appreciate him coming to present this.
Pete - The 40% Open Lands Goal is in the Comp Plan & Open Space, Parks, Recreation, and Trails Plan (OSPRT). The term open lands can be confusing (there was an electronic presentation. We obtain properties in a number of different ways - we get some from development, some by purchase, and some through development rights with conservation easements.

There is a running total of the Open Lands Goal on the Broomfield website.
Clay - It is our intent, with the update of the OSPRT Master Plan, to continue to move forward with the 40% goal - it is still achievable.

Dave - Comp Plan - OSPRT - what does 40% mean - it is in some cases an arbitrary goal - we need to continue to have these discussions and keep a focus on meeting the level of service needed vs. how much we achieve of this goal.

Alcohol Consumption Permit - Discussion Potential Revisions to (E) and (N)
Clay provided an update - This was an effort to clean up the language. We are working with the City’s attorney office, and this has passed the first reading and will go for a second reading in March 2020.

There were two requests by residents and we need a recommendation by the Committee on these.
1 - Under section E, subsection 1 denial of permit - the word “morals” is being used. It is being recommended that we remove the word completely. If you agree, Clay can make the change for the March 10, 2020 City Council meeting. Does the committee recommend removing the word “morals” from this section of the municipal code?
Mike motioned and Dave seconded and the committee unanimously recommends the removal of the word “morals” from the existing language of the Municipal Code.

2 - Chapter 9-80, subsection N

Projects, Concept Reviews, Planned Developments

Fire Department Presentation - Lynn Merwin
This presentation began just after the minutes were approved. Lynn Merwin is the point of contact through with planning process. This is coming before this Committee because the proposed rebuild of the fire station on Midway would encroach a few feet into Midway Park.

Mill, ramos, anderson, oret, with oret and assoc. Stewart, (see Lynn’s list) - need the full list from Lynn.

Anderson - Station 61, on Midway Blvd., was originally built to house apparatus only and volunteer fire fighters. This facility does not have the space they need and is the busiest station in Broomfield. Calls have increased over 25%. The options we reviewed were to do nothing and continue with operations as is, add on in some way which has already been done three times since 1956, relocate, or tear down and rebuild. The preference is to tear down and rebuild. There was an electronic presentation.

Bret? Allred & Assoc., the design group - We have designed 50-60 stations throughout the region. The average size is 18K sq. ft. and the design we are proposing for this station is lower than this average, a very tight and efficient station.

The existing station is already occupying a portion of the park. The new drive would be on the east side of the station for access convenience (not fire trucks), it will be elevated and can work as a stage (for Broomfield Days). Because this is like a gateway into broomfield, it needs to have a certain aesthetic feel - there were drawings shown.

Judy - Why a flat roof?
Bret - They will be sloped.
Judy - How big is this design?
Bret - 12K sq. ft.
Anderson - The current station has a pretty significant flight of stairs - this design has a bit of a built in elevation to help with this. This design also provides a bit of an expansion capability if needed in the future.
Ramos - The one-story design was a priority in the design to be respectful of the surrounding neighborhood.
Bret - At the current station, you cannot park a fire truck in front of the building without blocking the sidewalk, the new design allows for this.
Clay - Just as a reminder, we are modifying the Emerald baseball field.
Jason - What are the benefits in staying where you are vs. moving?
Ramos - Access and proximity to the areas they service. We considered moving to the new headquarters but that increased response time. We held community conversations and the community is really invested in this station and want it to stay where it is.
Judy - Where will you temporarily move to while this is being built?
Ramos - We are still looking and will get it done one way or another.
Dave - What’s the build time?
Ramos - 10 mos. We will start just after Broomfield Days 2020 and finish before Broomfield Days 2021.
Doug - Is this already funded?
___ - Yes, it is.
Clay - Lynn is looking for the Committee’s recommendations, input, and support.
The committee unanimously support moving forward with the design presented and using the additional park land.

**Broomfield Commons Playground Replacement - Ronda Jo Ackerman, Kim Evelsizer, Jenna Crowe**
Jenna presented on the grant proposal. The background is that CPRA and two other organizations came together to promote a state-wide initiative on the importance of playground equipment for children, teens, and adults.
Broomfield submitted a proposal for the grant and were one of 10 agencies that were accepted to move forward. The Parks and Recreation team have been working with Ronda Jo on the overall design (presentation shown). The current equipment is not serving all the ages it could. This is a large area and the current equipment does not fill the area but the new design does.
Mike - What’s the current footprint?
Ronda - The current equipment is in separate pieces and the proposed design is one large piece.
Jenna - This area’s equipment was up for replacement so we have $250 thousand budgeted.
Ronda - We were only going to be able to do one playground with the funding we had budgeted but with this grant, we can do more.
Timeline - We are planning on presenting to City Council on March 10, 2020. If approved, we will purchase the equipment by end of March and get it fabricated. Early-mid June we would install the equipment and the hope is to open for the 4th of July celebration. We would have to take the current playground down for about three weeks. This would be a national demonstration site with a QR code. The participants can scan the code and enter information about why they are using the playground. Broomfield would be recognized at CPRA. This is the same design group that did the park just down from The Bay.
Rochelle motioned, Judy seconded, and the Committee unanimously approved to move forward with this design.

**Anthem Community Park - Pump Track - Ongoing Project**
Clay provided an update. We are still negotiating with the developer. There are revisions that need to be made to the operations/maintenance plan. The construction timeline is 18 mos.

**Broomfield Community Center Update - Ongoing Project**
Clay provided an update. There was an updated presentation of the building.
We are projecting an opening date of July 22, 2020, for the community side and right after Broomfield Days for the recreation side.

**Country Estates In-line Rink - Update**
Clay provided an update. We had an event planned but it snowed and we had to cancel. We are hoping for a May or June event.

**Committee and Public Comment**
None.

**Next regular scheduled meeting: Date/Agenda Items**
March 18, 2020

**Adjournment**
A motion to adjourn was made by Judy Shuster and was seconded by Rochele Remaly, the meeting was adjourned at 8:26 p.m.