Parks, Recreation and Senior Services Advisory Committee  
Meeting Minutes  
March 15, 2023

Meeting Summary

Agenda March 15, 2023

Roll Call

The meeting of the Parks, Recreation and Senior Services Advisory Committee (PRSSAC) was called to order by Doug Erret on Wednesday, March 15th at 6:01 pm. The meeting took place at The Broomfield Community Center.

Present:  
Doug Errett, Roxie Juul, Yolanda Youts  
Mike Schrad, Rochelle Remaly, Stacey Klemp  
Jessica Millhiser, Jason Anderson, Ava Fahlsing, Daniel Kral

Absent:  
Councilmember Todd Cohen  
Councilmember James Marsh-Holschen  
Matthew Gulley, Recreation Superintendent

Others in Attendance:  
Clay Shuck, Director of Operations  
Ryan Jensen, Parks Superintendent  
Nicole Crouse, Manager, Senior Services  
Kelly Behling, CIP Project Manager, Community Development  
Angela Kochevar, Office Manager

Guests:  
N/A

Minutes

Public Comment  
N/A
Approval of Minutes

Doug Errett called the meeting to order and asked if there were any changes to the January 26, 2023 PRSSAC (Parks, Recreation and Senior Services Advisory Committee) meeting minutes. (February 15th meeting cancelled due to weather) There were none.

A motion was made by Doug to approve the minutes. It was seconded by Jessica, all agreed and the minutes were unanimously approved.

New Business

New Youth Members, Ava Fahlsing and Daniel Kral were introduced and welcomed by the Committee.

Kelly Behling, CIP Project Manager for Midway Master Plan

Kelly presented a brief overview of the Final Draft for the Midway Master Plan

- Robust public process completed and through it learned from feedback provided and created a draft master plan
- Report includes construction elements and costs for some of the improvements
- Construction of proposed elements and improvements to be done in Phases
- Large portion of the project includes the City Park Channel Project
- Working closely with the channel design team and Mile High flood district
- Most of our project recommendations will take place in the 3rd phase of channel redesign.

Jessica- Timeline?
Kelly- many parts of the project are dependent on the channel project and inflation and with what we are seeing with inflation, the project could take about a decade.
Doug- How is Mile High Flood Plain District funded?
Kelly- Tax and federal grants for flood mitigation, they work with municipalities throughout the front range.
Rochelle- with timeline, would the community have some consternation?
Kelly- We tried to explain in the public meetings, I’m not sure. We may be able to do one of the crossings sooner. The Laurel Street crossing is unsafe so I would like to mitigate and create opportunities to cross safely. Safety measures are needed and may include things like pedestrian activated crossing beacons. Traffic engineers will recommend options, there are different treatments for different situations.
Kelly-No adoption needed tonight, please review the report, let us know if you have any questions and then we will finalize.
Clay- Please review before the April meeting.

Fees and Charges-Condensed Fee Survey

Clay gave a brief overview of the Condensed Fee Survey and Proposed Fee Changes suggested for Recreation.

- Suggested fee increases, if approved, would possibly be implemented late 2023/2024.
• Pass structure and proposed change from manually applied “family/Individual” rates to a true “Household Pass”.
• A 15% increase is being recommended as fees have not been changed since 2017.
• In some cases, we were mindful not to suggest changes if it put fees outside of the market ranges.
• Suggested increases will keep the percentage increase between Resident/Non Resident fees consistent, either 200% or 150%.
• Current code states that fee increases go to Council. Eventually, we would like to suggest that program fees be included as part of our budget process, not having to go to Council.
• Facility Reservation fees at BCC will not change since they were implemented in 2020 and are still in line with market standards.
• Park Shelter Fees have not been increased since 2017 and suggested an increase.
• Field Fees will not see much of a change as they are still within market ranges.

Mike- School Districts much less and includes snow removal. Outside users and unauthorized users are tearing up fields.
Clay- We want people to use the fields, we just want them to use them correctly. We are aware of rogue groups and our staff try to monitor as best they can. It requires constant management.
Code revision may be asked to change from groups of 25 or more to any organized group that will need a rental agreement.
Clay-Please look over the fees that are being suggested before we meet in April and if we have your approval, we will take it to Council.
Mike- where are the pickleball courts in the fee revisions?
Clay- We don’t currently reserve the courts, so fees don’t currently exist. I will follow up with Matt on this.
BIP- has 3 courts- inline hockey converted
Anthem pickleball courts will be added eventually but will depend on CIP budget.

Staff Reports

Parks, Recreation, and Senior Services Updates - no updates

Senior Services - Nikki provided an update.

• Budget season is upon us so we are working on that.
  o Grants DRCOG - for both transportation and Respite run on a fiscal year not budget year so usually there is a carryover of funds.
• Increasing outreach opportunities as Broomfield continues to grow.
  o Some low income properties no longer have administrative capacity, causing challenge for people to get information so we are amping up outreach to find older adult liaisons in those communities to help
  o Some people in the community still aren’t familiar or realize the services we
Transportation- Audit with DRCOG completed
Challenging situation with multi language situations such as mandarin, spanish and Hmong
  - CCOB has a language line but a little clunky, trying to find information on a better system
Getting ready for Lakeshore Rocks Summer Volunteer program, may reach out to the new youth members to get word out to other high school students

Recreation Services - No update provided.

Parks Services - Ryan Jensen gave an update.

- Working through submission for 2024 budget
- Parking lot at the Norm Smith Service Center is being replaced; it’s very much needed and staff are looking forward to having it done.
- Working on park signs for a CIP (Capital Improvement Project) approved in 2023.
- Project may tag into other wayfinding signage recommended and use the same bid process.
- Park signage will include addresses/QR codes eventually.
- Citywide landscape maintenance contractor chosen through RFP, awarded to Brightview Landscape.
- One of 4 companies that submitted a bid. Cocal was low bid but didn’t have same technological support or renewable energy options as Brightview.
- Brightview will begin on April 1st, we are looking forward to working with the new company.
- Norm Gill, a parks staff member, is celebrating 50 years of service with the City which is amazing.
- A tree was planted with a stone and plaque at the Norm Smith Service Center to commemorate his 50 years of service.
- Field usage is ramping up for the Spring/Summer season.
- Preparing irrigation to begin mid April depending on weather conditions.
- Starting to see turf in a stressed situation due to winter conditions and over 60 days of snow cover.
- Seasonal hiring has begun
- Over 600 trees to be replaced and some landscape improvements being planned
- Hiring 1st City and County of Broomfield Landscape Architect to staff, something that was typically hired out as a consultant in years past. We will work with Community Development on the hiring as the position will work closely with both departments.
- Yellow Pod-Synthetic Field repairs needed after the high water storm damage.
  - Difficulty getting quotes on synesthetic turf.

Ava- How long to repair the field? While seed grows, are they untouchable and unusable? Ryan- maybe 4-6 weeks to grow and yes we will try to section off the areas to help keep
people off of it. Mike - the field conditions are so bad, almost down to dirt this year, why? Ryan - Many factors, it’s been a harsh Winter season, geese, wind, moisture, recurring freezing/melting, long term snow cover and higher usage rates are all factors. When the growing season starts, we should see some quick re-growth. Hopefully, we are going to be able to turn it around.

**Cemetery Update** - No update provided

**Clay**
- **Broncos Stadium Funds** - Approximately $450,000 allocated for a youth activity/play space for Middle School to High School aged youth to be completed in 2024.
  - Community that Care Coalition
  - Our Youth Committee members will be asked to be involved and help with the project.
- Please review the Midway Master Plan and Suggested Fee increases for review/approval at the April 19th meeting.
- Reminder to Committee Members that no meetings with youth members permitted without Clay involved.

**Old Business**
- N/A

**Noxious Weed Advisory Board Business**
- No Committee Business

**Projects, Concept Reviews, Planned Developments**
- **Baseline - Parks Overview**
  - Baseline will be joining our April 19th meeting to present to the Committee
  - First 10 yrs metro district then it may be transferred to CCOB
  - Since we know it could become a CCOB asset we want to take a good look
  - Overall project - 10-20 yrs
  - School and Butterfly Pavilion - joint use
  - 2025 construction - 2027 opening

**Committee and Public Comment**
- N/A

Next regular scheduled meeting:
- Wednesday, April 19, 2023

Upcoming schedule:
May 4, 202-Joint OSTAC/PRSSAC Meeting - May not have much for Committee so probably no meeting afterwards.

Future Agenda Items:
- Baseline - Presentation
- Committee Questions/Approval - Fees
- Committee Questions/Approval Midway Park Master Plan
- Artery project with updates - March- Library
- Public Land Dedication (PLD) - Future Meeting on OSPRT Master Planning Process

Adjournment
A motion was made by Doug to adjourn, it was seconded by Rochelle and the meeting adjourned at 7:35pm.