

## AGENDA

### **Parks and Recreation Advisory Board** Monday, November 14, 2011 - 7:00 pm

Parks Administration  
7 South Sunset  
Longmont, CO 80501

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF PREVIOUS MONTHS MINUTES
  - A. October 10, 2011 Parks and Recreation Advisory Board Regular Meeting
4. PUBLIC INVITED TO BE HEARD
5. OLD BUSINESS
  - A. PRAB Bylaws
6. NEW BUSINESS
  - A. Oil and Gas Exploration - Brien Schumacher, City of Longmont and Top Operating, Rodney and Murray Herring and Dale Bruns
  - B. Seismic Surveying – Greg Camera, Cougar Land Services, LLC
  - C. Spring Gulch #2 Greenway Project
  - D. Designate PRAB Member to Participate in PRAB Candidate Interviews
7. On-Going Items
  - A. Park Survey – December
  - B. Dry Creek Park – On-going
  - C. Gift Catalog – December
  - D. Veterans Memorial Update – January
  - E. Conservation Trust Fund - December
  - F. Natural Resource Overview - December
8. ITEMS FROM STAFF
9. ITEMS FROM BOARD
10. PUBLIC INVITED TO BE HEARD
11. ADJOURNMENT

If you need special assistance to participate in a Parks and Recreation Advisory Board meeting, please contact Cathy Dising at 303-774-4756 in advance of the meeting to make arrangements

## MINUTES

### PARKS & RECREATION ADVISORY BOARD

OCTOBER 10, 2011

The regular monthly meeting for the Parks & Recreation Advisory Board was called to order at 7:00pm at the Parks Maintenance Building by Sharon O'Leary.

1. Roll Call

Those present were Sharon O'Leary, Alicia Howell, Greg Braun, Doug Gollhofer, Jim Wardell, Councilmen McCoy and Kelly Dirks and Matthew Linden came in a few minutes late.

Staff Present: Jeff Friesner, Kim Shugar, Paula Fitzgerald, Dan Wolford, Steve Ransweiler.

2. Approval of Agenda:

A motion by Doug Gollhofer to approve the agenda was seconded by Sharon O'Leary, the motion passed 5-0 (members Dirks and Linden not present)

3. Approve September 12, 2011 Parks and Recreation Advisory Board minutes. A motion by Alicia Howell to approve the minutes was seconded by Doug Gollhofer. The motion passed 6-0 Greg Braun abstained as he was not at that meeting.

4. Public to be Heard

Paul Conan – 3545 23<sup>rd</sup> St., Boulder. He is a member of the Union Sailing Club and loves the master plan, he is anxious for it to be completed. He would like to meet with his group and present Paula Fitzgerald with the club's comments.

Kay Fissinger, 2199 Creekside Dr., Longmont. Giving the Board a heads-up that a company telemarketing Open Space Property and surveying citizens on if it is ok to have oil drilling on the open space property. . (It was noted by Staff that Top, a mineral rights company will be on the November 14, 2011 PRAB Agenda

Jim Daws, 3141 Westwood Ct., Boulder. Commenting on the Master Plan, the process the City does works very well, he is also a member of the Union Sailing Club. He asked when the plan at Union may be done; Paula Fitzgerald said it would be many years that it would be in phases much like the greenway has been.

5. Old Business

A. Union Reservoir Recreational Master Plan (notes separately attached as Council Communication)

B. Council Retreats. Mr. Friesner asked the Board members to have retreat topics to him no later than October 31, 2011. Suggestions included

\*Continue to support additional State of the Art facilities for competitive swimming, ice and tennis.

\* Sustainability of park structures.

Kim Shugar discussed a company known as Cougar for wanting to do seismic surveys on City land. They will be at the November board meetings for Water Board, Planning and Zoning, EAB and the Parks Board. Top Operating company leases mineral rights is also approaching the city to do some drilling and will be coming to city Board meetings. Top Operating had in the past with the City at Sandstone Ranch ball field site.

C. Web Site Feedback. Jeff Friesner would like the Board to view the pages on the web site and send him an email/ or Kim an email of a list of what you want to see on the Web Site, what would be helpful and what should go would be appreciated. The Board commented that updating the process of registering on line is needed along with adding shelter reservations that automatically send a copy to the Police Department would be good. This would be just in case there are problems or issues at the Park. Jeff Friesner noted Recreation is working on a process of notifying citizens that a shelter is already reserved. Some felt that the entire site is not friendly or appealing. Mr. Friesner said staff is researching new registration software and it will be purchased in 2012. New City web site software has been purchased and is contracted to begin the designing. The goal is to have the intranet up and running with the new look, and then go live with the new City internet web site in the Fall of 2012. Mr. Friesner said staff is researching new Recreation registration software and it will be purchased in 2012.

D. Approve New Bylaws – Tabled

6. New Business

A. Garden Acres CIP Prioritization. Kim Shugar discussed that Council reviewed the Garden Acres CIP and asked what staff could accomplish with \$10,000.00 besides having the money go to a Master Plan. She said that the park has 9 year old scoreboards, the playground needs to be rebuilt; safety nets installed, fencing redone, sidewalk issues and the concession stand painted. She said that there are no line item budget to upgrade parks and equipment. All parks are looking warn. It was discussed by the Board that they would like to follow the protocol and work off the list that Parks is developing which is a Master Plan for all parks and equipment, safety issues. Instead of following a complaint voiced at a Council meeting because it is an adult park. A motion by Sharon O'Leary that the Park and Recreation Advisory Board would like to stick to the Inventory Assessment plan or Master Plan assessment rather parks need to move up into the CIP process. This was seconded by Greg Bruan; the motion passes 7-0.

7. On-Going Items

- A. Park Survey – December
- B. Dry Creek Park – On-going
- C. Conservation Trust Funds – November

D. Gift Catalog – December

E. Veterans Memorial Update – will contact organizer.

8. Items From Staff

1. Jeff Friesner said that the entry way at the Longmont Recreation Center is now complete. The front entrance had been closed for metal work and repainting.

The Turkey Trot will be on November 12, 2011. The 2 mile course has been changed.

The Halloween parade will be Saturday, October 29, 2011. Recreation Services is working with the LDDA to provide trick-treat for area youth.

Longmont Lights has received funding for 2012 from Council, of \$16,000.00 for the holiday event. This year the event will be December 9 & 10, we also work with the LDDA.

2. Kim Shugar said that the dead trees on the greenway are being replaced. They will follow up with left hand on property boundaries.

9. Items from Board

1. Sharon O'Leary asked why Silver Sneakers cannot be provided at the St.Vrain Memorial Building. Jeff Friesner said that Healthway had approved the program just at the Longmont Recreation Center, as the Memorial Building is too close to the YMCA. The goal will be to ultimately offer it at the Senior Center and the Memorial Building.

Sharon O'Leary asked about the consistency of the posted park hours and asked why they are posted differently. Jeff Friesner said that Trails, District Parks and the Greenway are dusk to dawn hours, whereas Community Parks are 6am to 11pm. He said that after 11pm, police will stop and talk to visitors in the park and check to see if there are problems.

10. Public Invited to be Heard (none)

11. Adjournment.

There being no further business to come before the Park & Recreation Advisory Board, it was moved to adjourn the meeting at 9:10pm, this was seconded by Kelly Dirks, and the motion passed 7-0.

**PARKS AND RECREATION BOARD  
BY-LAWS**

**ARTICLE I  
Authority**

The Parks and Recreation Board is established by the City Council pursuant to the Longmont Municipal Charter and Chapter 2.64 of the Longmont Municipal Code. The Board shall have such powers and duties as set forth in the Charter and Code.

**ARTICLE II  
Officers**

The officers shall consist of a Chairperson, a Vice-Chairperson and a Secretary elected by the Board.

- Section 1. Duties of the Chairperson.
- A. To preside at all meetings of the Board.
  - B. To call special meetings in accordance with the By-Laws.
  - C. To sign all documents of the Board.
  - D. To see that all actions of the Board are properly taken.
- Section 2. Duties of the Vice-Chairperson
- A. During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.
- Section 3. Election of the officers shall take place at the first regular meeting of the year.

\*A Secretary will be appointed to the Board by the City

**ARTICLE III  
Meetings**

The Parks and Recreation Board shall hold regular meeting each month at the Parks Offices or at such other place as the Board may determine. The regular monthly meeting day and time shall be set by the Board at the first meeting of each year. A regular meeting may be cancelled or re-scheduled at a prior meeting.

- Section 1. The regular meeting in January shall be designated as the annual meeting.
- Section 2. Special meetings may be called by the Chairperson, or at the request of four members, for the transaction of business as stated in the call for the meeting.
- Section 3. At any meeting of the Board, a quorum shall consist of four Board members.

- Section 4. All meetings of the Board shall be open to the public. A minimum of 24 hours notice of all meetings shall be posted at the following locations: Civic Center, Senior Center, Longmont Recreation Center, Library, Youth Center, Centennial Pool, Memorial Building and the City website. The locations of the postings shall be reviewed at the first meeting of the year.
- Section 5. If a Board member does not attend three consecutive meetings, without being excused, the Board may request the member to resign and/or may request that the City Council consider the member's removal from the Board and seek a replacement for that individual.
- Section 6. At all meetings of the Parks and Recreation Board, each member attending shall be entitled to cast one vote. Votes shall be cast by voice. The affirmative vote of at least a majority of present members shall be necessary for the adoption of any resolution or approval or passage of any voting matter.

#### **ARTICLE IV**

##### **Rules of Procedure**

All meetings of the Parks and Recreation Board shall be conducted in accordance with Roberts Rules of Order.

#### **ARTICLE V**

##### **Conflict of Interest**

A member of the Board shall not discuss or vote on any issue where a conflict of interest exists which would result in personal or financial benefits for the Board member, the member's immediate family, or a business organization with which the member is associated.

#### **ARTICLE VI**

##### **Committees and Liaisons**

Special and standing committees may be developed to address particular issues in regard to Parks and Recreation business. Liaisons may be appointed to other groups as appropriate.

#### **ARTICLE VII**

##### **Amending By-Laws**

These By- Laws may be amended at any meeting of the Parks and Recreation Board provided notice of said proposed amendment is given to each member in writing five days prior to said meeting. The affirmative vote of at least four of the seven members shall be required for the adoption of any proposed amendment to the By-Laws.

Adopted by the Parks and Recreation Board  
Amended by the Parks and Recreation Board

2/18/1976

## DEPARTMENT OF PUBLIC WORKS & NATURAL RESOURCES

Natural Resources Division  
Parks Development Services



### Meeting Notes

**Date:** October 10, 2011

**Subject:** Union Reservoir Master Plan/PRAB Meeting

**Attendees:** See attached sign in sheet (23 attendees)

The meeting began with PRAB chairperson, Sharon O'Leary welcoming the public and asking for any comments. The following are those comments:

1. Paul Culnan, Boulder resident
  - Loves Master Plan and Process – likes opportunity for input
  - A member of the Union Sailing Club
2. Jim Davis, Boulder resident
  - Member of Union Sailing Club
  - Likes process
  - Would like to issue one response after meeting from Club
  - When will improvements occur?
    - o Paula responded that the City budget under review calls for design of the loop trail in 2012 with construction in 2013.

Paula Fitzgerald presented the master plan with brief updates on past work done, the public process conducted from May through July 2011, and the staff follow up work with clubs and City staff to confirm facility needs. Sharon O'Leary then opened the discussion again for public comment:

1. Doug McKnight, Boulder resident, Union Sailing Club member
  - SW Plan – asked if the boat storage is close to water?
  - Paula clarified that the plan attempts to represent a situation similar to the shore launch area set up currently in use by the Sail club.
  - Mr. McKnight noted that moving dogs further from sailors is good.
2. Karen Kochanski, Longmont resident
  - Asked about the swim beach location and size.
  - Paula gave details on location and that the size had increased per previous public comments. The plan provides a larger swim beach with trees along the edge, shoreline showers with lockers & changing screens. The swim area has a rope divided area for kids and families from adults with flexibility in that space to meet program needs.
  - Karen asked how far from shore to land? Paula estimated 200 – 300'.
  - Karen commented regarding the need for distance swimming. Paula clarified how it is currently done and how the plan allows for that to continue.
3. Larissa Reed, Boulder resident
  - Asked about phasing – Which projects are 1<sup>st</sup> and why?
  - Paula explained that the loop trail would be done first as is proposed in the current budget request. Design work is scheduled in 2012 and will also include preliminary design for the entire reservoir to better understand if there are other improvements that can be made in advance of the reservoir enlargement.
4. Jim Davis
  - Asked if the City has all the right of way needed for the loop trail and if it will be outside the current sailing club fence?
  - Paula explained that if the trail were to be built in the final location it would be in the middle of agricultural fields – so much of the trail will be temporary and closer to the existing water line. The timeline given for the reservoir expansion is 10-20 years away, so that's still a long time and a valuable asset. The City is still working with land right of way issues and that the

trail will likely be outside club area. The City will need to work with property owners to find mutual agreement on the trail location.

5. Doug Moddowski (sp?)
  - Union Sailing Club & Sculler member
  - Asked if the club area will be separate from the day use area in the future. The separate areas work well now.
  - Paula clarified that the Southwest use area is envisioned to be a club use area primarily; however the event building would be used for a variety of purposes so rental use will also be allowed. Details of club leases and how the event building runs will need to be worked out in future agreements and leases.
6. Jim Davis
  - Expressed concerns about security if public have access to the club area in the future.
7. Gail Widger, Longmont resident
  - Commented that staff has listened to residents – good job.

PRAB chair Ms. O'Leary closed the public comment and asked for Board comments:

Doug Gollhofer

- Mr. Gollhofer asked if there was to be a public restroom at the event building.
- Ms. Fitzgerald confirmed that there would be a similar setup as with the Izaak Walton Park clubhouse which has one inside and one outside the building.

Sharon O'Leary

- Liked process.
- Made a motion "that the Park & Recreation Advisory Board accepts the Union Reservoir Recreational Master Plan as presented" (was seconded by Greg Braun). The Motion passed 7-0.