

**SOUTH SUBURBAN PARK AND RECREATION DISTRICT
REGULAR MEETING NO. 890
MINUTES**

1. Regular Meeting

A. Call to Order

A regular meeting of the Board of Directors of South Suburban Park and Recreation District was called to order at 5:45 pm on Wednesday, June 14, 2017, at the Goodson Recreation Center, 6315 South University Boulevard, Centennial, Colorado. Chair John Ostermiller presided.

Board of Directors: John K. Ostermiller
Scott A. LaBrash
Pamela M. Eller
Michael T. Anderson
James A. Taylor

Legal Counsel: Tim Flynn, Esq.

Management staff: Rob Hanna, Executive Director
Rich Meredith, Executive Director, Hudson Gardens
Teresa Cope, Director of Communications
Andy Jennings, Director of Parks & Open Space
Mike MacLennan, Director of IT
Eileen Matheson, Director of Recreation Services
Bill Ramsey, Director of Golf
Brett Collins, Director of Planning & Development
Melissa Reese-Thacker, Planning Manager
Steve Shipley, Director of Finance

B. Study Session Convened

Study session topics included the following

2. Items of Interest

- A. Monthly Department Reports
- B. Hudson Gardens Executive Director's Monthly Report
- C. BoardDocs reference library feature
- D. South Suburban Golf Course Clubhouse Renovation Update
- E. Other Recent Items

3. Consent Agenda Items Review

- A. Accounts Payable, May 2017 in the total amount of \$2,335,427
- B. Executive Director Salary Increase

4. Other Discussion/ Direction/ Presentation Items for Study Session

- A. Monthly Financial Overview

5. Look ahead

- A. Future Board Agendas, Special Sessions, and Various Events

6. Recess

The Board paused at 6:55 pm and returned to the public meeting at 7:03 pm.

7. Public Meeting Continued

- A. Formal Roll Call. All members were present.
- B. Pledge of Allegiance

8. Unscheduled Public Comment

No public came forward to speak tonight.

9. Executive Director's Report

- A. GFOA Certificate Announcement. Mr. Hanna announced the Finance Department had been awarded the Government Finance Officers Association Distinguished Budget Presentation Award, for the eighth year in a row.
- B. New Employee Introductions. Mrs. Matheson introduced Shaun Jones, the Lone Tree Recreation Center Assistant Manager. Mr. Collins introduced Pamela Cornelisse, Senior Park Planner.
- C. Highlights from Monthly Department Reports and Other Items of Interest. None this evening.
- D. Legal Counsel's Monthly Report. The Board had no questions for Mr. Flynn.

10. Minutes Approval

- A. Meeting No. 889, May 24, 2017
Board members had no corrections, additions, or changes. Therefore, without objection, the minutes of meeting no. 889, May 24, 2017 stood approved as presented.

11. Consent Agenda Items Approval

Consent Agenda items are provided for study in the Board's study packets and introduced in Study Session for the Board's review. They can be adopted by a single motion. All resolutions and proposed actions must be read by title prior to a vote on the motion. Any consent agenda item may be removed at the request of a Director and either tabled or heard separately.

- A. Approve Accounts Payable, May 2017, in the total amount of \$2,335,427

- B. Approve to increase the Executive Director's annual base salary to \$179,740 effective August 1, 2017, and to award a performance bonus of \$7,000 payable by June 30, 2017

Mrs. Eller moved to approve consent agenda items A and B. Mr. Anderson seconded the motion. There was no further discussion. Consent agenda items were approved unanimously (5-0).

12. Public Hearings

- A. District Strategic Plan Adoption.

Amanda Jeter of Design Workshop presented a summary of the District Strategic Plan. She explained how the vision and goals of the document would be a guidance for staff for the next 5 - 10 years. The document and its appendices were produced in partnership with ETM Associates, utilizing the Master Plan document produced by Design Workshop. The guiding principles of the Master Plan document and Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis conducted by the groups gave foundation to the following District Strategic Goals: Embrace Our Guiding Principles, Value Our Staff and Engage Our Future.

Mrs. Eller gave some comments about a typographical error as well as two types of charts regarding the District's organization structure and staffing numbers. Mr. Hanna explained one was really meant to be a diagram showing organizational communication between departments and staff, and they will work with ETM Associates to label accordingly.

Mr. Taylor asked that the Board adopt the plan this evening with the caveat that minor tweaks, including the correction of the aforementioned charts, be made by staff before the document is made public.

Mr. LaBrash inquired as to whether a priority checklist is in use today with District decision making. Mr. Hanna responded that informally, it is. However, the document's Prioritization Criteria Checklist will provide a structure for decisions moving forward as well as provide a template for reports.

Mr. Ostermiller was happy with the recommendation for the District to become Commission for Accreditation of Park and Recreation Agencies (CAPRA) accredited but was disappointed the National Recreation and Park Association Gold Medal was not mentioned. Mr. Hanna indicated the accreditation is a much more intensive goal which digs into policy and procedures of the District. In his opinion, obtaining the CAPRA Accreditation would be an important aspect prior to applying for another Gold Medal. He added, that although the Gold Medal is not specifically listed, it is a possibility after accreditation completion with Board direction. CAPRA Accreditation is expected to take two years minimally. A timeframe for the District's intent to apply has not been determined as of yet.

No public hearings this evening. Mr. Hanna expressed how well the document captured all the conversations leading to its production and how useful it will be for the District's future. Mrs. Eller added how helpful it will be during the transition of three new Board members in 2018.

Jim Taylor moved to adopt the District's Strategic Plan, which will provide direction to staff and its decision making over the next 5-10 years, utilizing the three Strategic Goals, with minor changes by staff before final publication. Mr. Anderson seconded the motion. There was no further discussion, and the motion was approved unanimously (5-0). (A copy of the associated Resolution #2017-013 is attached hereto and made part of the permanent record.)

B. Progress Park Proposed Final Master Plan.

Steve White, Park Planner II presented the Progress Park Master Plan improvements for approval. He reported public input meetings indicated as high priority for the park included need for additional parking, improved access, signage, park identity as well as improved shelter, restroom and playground. The project would need to be phased, to include additional parking, entry features including way finding signage, cyclist paths and formalizing habit paths, meet ADA compliance, add small shelters for drop in use, a nature themed playground and access to water play. He explained the process to rotate the existing softball fields 180 degrees so that their player's benches and backstops would be established at the core of the park, near the shelters and playground. He included there could be a requirement for hooded backstops to protect the infrastructure of the Xcel high voltage power lines from foul balls.

Mr. LaBrash asked about the distance between the trail and the out of bounds of the multipurpose field. Potentially, stray balls could create a danger for cyclists traveling at a fast speed. Mr. White made note to review the actual distance as well as landscape plans between. Discussion continued about the potential danger of fly balls from the softball fields to areas of the trail as well, Mrs. Matheson indicated only youth programs are programmed at Progress Park and would not reach the far distance to the projected trail placement.

Mr. LaBrash concluded that the project has been long overdue. He explained his happiness to see the nature play and finds the theme a good fit.

No public hearings this evening. Mrs. Eller motioned to adopt Resolution 2017-012, approving final Master Plan for Progress Park. Mr. Taylor seconded the motion. There was no further discussion, and the motion was approved unanimously (5-0). (A copy of the associated Resolution #2017-012 is attached hereto and made part of the permanent record.)

13. Board of Directors Comments. Committee Meeting Updates.

- A. Mr. Anderson attended the recent Lone Tree Subcommittee meeting. The group discussed and was in favor of the request to extend hours at the Lone Tree Hub for consistency. He reported an update on the Entertainment District Park, and the City hopeful to move ahead with the trail. The Lincoln Bridge is on schedule and slated for a summer event. Finally, he reported the Special District Association's most recent outing event on June 8 had great representation from recreation agencies and was very worthwhile to attend.

14. Announcements and Emergency items

Mr. Ostermiller announced

- A. The annual Arapahoe County 2017 Shareback and Grants Ceremony is on Friday, June 16, at the 17 Mile House Farm Park, 8181 South Parker Road, Centennial, 8 am. Boardmembers plan to attend this event.

There was no executive session this evening.

15. Final Adjournment

There being no further business to come before the Board, the group adjourned for the evening at 8:03pm.

Mindy Albert
Business Support Supervisor

/ma

RESOLUTION #2017-013

SOUTH SUBURBAN PARK AND RECREATION DISTRICT

ADOPTING THE 2017 STRATEGIC PLAN

WHEREAS, South Suburban Park and Recreation District (“District”) exists as a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, the District is empowered and encouraged, pursuant to C.R.S. § 32-1-101, *et seq.* to develop, adopt and execute upon planning documents such as are referenced herein; and

WHEREAS, District did engage Design Workshop and ETM Associates, LLC to meet with District staff, Focus Teams, District Board Members, and others in the development of a long-term Master Plan and Strategic Plan for District consideration; and

WHEREAS, the Board of Directors have reviewed both the Strategic Plan and Master Plan, and are prepared to adopt the Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Suburban Park and Recreation District that the 2017 Master Plan, prepared by Design Workshop, ETM Associates, LLC, District staff and other Focus Groups, is hereby adopted.

APPROVED this 14th day of June, 2017, by a vote of 5 for and 0 against.

South Suburban Park and Recreation District, by

SIGNED

John K. Ostermiller, Chairman

Attest:

Pamela M. Eller, Secretary

RESOLUTION #2017-012

SOUTH SUBURBAN PARK AND RECREATION DISTRICT

ADOPTING THE PROGRESS PARK MASTER PLAN

WHEREAS, South Suburban Park and Recreation District (“District”) exists as a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, the District is empowered and encouraged, pursuant to C.R.S. § 32-1-101, *et seq.* to develop, adopt and execute upon planning documents such as are referenced herein; and

WHEREAS, the District did engage Architerra Group to meet with District staff, District residents, City of Littleton staff and others in the development of a Progress Park Master Plan for District consideration; and

WHEREAS, Littleton City Council approved the Progress Park Master Plan on June 6, 2017; and

WHEREAS, the Board of Directors have reviewed the Progress Park Master Plan, and are prepared to adopt the Progress Park Master Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Suburban Park and Recreation District that the Progress Park Master Plan, prepared by Architerra Group, and District staff is hereby adopted.

APPROVED this 14th day of June, 2017, by a vote of 5 for and 0 against.

South Suburban Park and Recreation District, by

SIGNED

John K. Ostermiller, Chairman

Attest:

Pamela M. Eller, Secretary