1. CALL TO ORDER
   Rob Cagen called the meeting to order at 5:32pm

2. ROLL CALL
   - Board Members Present
     - Rob Cagan – Chair
     - Catherine Carabetta – Vice/Co Chair
     - Ragan Adams
     - Bob Kingsbury
     - Sam Houghteling
     - Mary Carlson
     - Jessica MacMillan
     - Ben Burnham
     - Mike Tupa
   - Staff Members Present
     - Mike Calhoon – Director of Parks
     - Bob Adams – Director of Recreation
     - Colleen Bannon – Administrative Assistant/Board Support
     - Jen Torrey – Park Planning & Development
     - Kendra Boot – Interim City Forrester

3. AGENDA REVIEW
   - Include P&R Policy Plan under New Business
   - Board elections will be held next month, February
   - We need to designate a new BAC (Bicycle Advisory Committee) representative next meeting
   - Welcome 2 new Board members: Ben Burnham; Facilities Coordinator at CSU, and Mike Tupa; Landscape Architect

4. CITIZEN PARTICIPATION
   - Kenny Bearden – Overland Mountain Bike Club
   - Dan Porter – Cyclo-cross

5. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 5, 2019
   Bob made a motion to approve the minutes
   Catherine second
   Motion passed 7 – 0
6. UNFINISHED BUSINESS

**KFCG – Work Session with Council**

Council is currently working on writing ballot language that is clear and concise for the upcoming April election, when KFCG is voted on. If a dedicated 0.85% sales tax is implemented, all funds collected will be added to the General Fund and will not be ear-marked for certain departments. In this case, the Parks and Recreation departments will not receive a dedicated 11% from funds collected, as they do currently.

*Board:* Council is leaning towards a 0.85% base tax. The downside is that we will have to compete for funds. There will be no ear-marked funds for our area.

*Board:* Right now, it is seen that Parks and Recreation gets 11% of KFCG, so when it comes to BFO offers it may be seen as ‘why do they need more money?’ This may open opportunities for us to receive more funding. Having watched the Work Session, they were all in on the 0.6% tax, not the 0.85% tax. Council’s decision may be based on who walks up to the microphone. It may help if the Board writes a letter of recommendation.

*Board:* It comes down to the way the tax is stated. This is not an increase in tax, it is the same amount of money currently being collected now.

*Board:* I told the Mayor, Parks needs to be funded on its own and that it would not be hard to pass a 0.25% tax dedicated to Parks. The Mayor mentioned putting Parks along with Transit and Sustainability for combined incoming funds. The Mayor suggested we conduct a citizen initiative with the need to receive 6 thousand signatures for it to be looked at. We would not be able to get signatures from CSU, since they are students, and some are not full-time residents of Fort Collins. How many people work in Parks and Recreation? We can get employees to go and get signatures. Another option is to wait until the next municipal election in 2021.

*Board:* What specifically would you want this 0.25% tax to fund?

*Board:* If we can name the specific functions outside operations and maintenance, it would make Council look at those costs and see we need more money.

*Board:* In our letter, we can be specific and say the prevention/treatment program for the Emerald Ash-borer could be funded through this dedicated tax, park refresh could be funded when defined. Remind Council that funding for new parks has to come out of Impact Fees, and that we have no middle ground.

It is Council’s right to encourage us and offer the suggestion to conduct a citizen initiative. It is one thing to suggest a citizen initiative, it is another for Council to say “yes, we want a dedicated tax, collect signatures for additional backup”. Are they encouraging us to do an initiative because it is our right, or because they are actually supporting us?
Board: On the topic of this conversation, is it appropriate over the next few months to take 40% - 50% of our time at these meetings to discuss this? We need to be intentional. We are not going to get through the other topics we have on the agenda. I want to be cognizant with the board’s time.

Board: I did not commit this board to the citizen initiative.

Board: Cognizant on how we use our time at this meeting. They should be separate meetings with a specific process and goal.

Board: Initiative will not be done by this board, only by an individual of this board acting on behalf of this board. We have to respect the time and effort of each member, and I believe there will be a recession between now and 2021, before the next municipal election, so getting a dedicated tax prior is key.

Staff: I appreciate your passion of trying to make us as a whole as possible and offer ways we can receive the funding needed to provide the level of service you all support. I am reaching out to Jody Hurst, City Attorney, to have him come speak to you on how to put together the citizen initiative groups. Lines may be crossed, and one of our responsibilities is to advise. You cannot advocate someone to vote, so you will need to be careful about that. We should table this until we have a conversation with Jody. Then, we can start working from there. You have to be careful if you get a quorum of P&R Board members together.

Board moves to write a letter in support of the 0.85% base tax rate.

In favor: 6
Oppose: 0

Jessica to write letter and distribute by Monday, January 28

Review of 2018 Work Plan
The Parks & Recreation Advisory Board Work Plan was due September. The Work Plan reports on what we did, and how we did last year.

The top paragraph and Board Functions A and B are the same. Can we condense?
Change to Board Consists in first line
Leave the 1st and last sentence in the first paragraph
Remove Community Director since that position no longer exists
Is there a reason Whitewater Park is the only specific project?
First bullet point under Trails add …within Parks and Natural Areas
The last line under Collaboration …of the Parks and Recreation Policy Plan

Rob will update and email final edition to rest of Board.

City Plan – Would like to get an update

Super Board Meeting – meeting will discuss super issues such as City Plan and KFCG. The meeting will be held February 4th
7. NEW BUSINESS

Cyclo-Cross
Dan Porter – Cyclo-Cross Representative

The cyclo-cross community would like to have a pilot training course in Fort Collins. After having looked at a handful of parks throughout town, Rossborough Park was determined to be the best fit for this use. Representatives have met on-site with Forestry and Stormwater staff and have revised the proposed training course and features based on their feedback.

Board: Have you met with the neighborhood?
Dan: It is a meeting we are planning but wanted to get your feedback and present your support to the neighborhood. If the neighborhood supports the idea, we would like to move forward with plans to build this skills course. If appropriate, we would be happy to present the plan at a work session with City Council.

Board: Would you leave the chalk marks up year-round?
Dan: No, only between August and November
Staff: The Park’s Department will be in charge of marking the course and will charge a setup fee for this service to cyclocross. Parks would also monitor the course and remark it if necessary to prevent any resource damage.

Board: I saw the stair obstacle. Is that something you would want?
Dan: We would like a steps feature and have identified 2 potential locations. We walked the proposed step locations with Forestry and Stormwater staff and will make modifications based on their feedback.

Board: What keeps people from getting out of the way of the bikes, so they don’t get hit?
Dan: We worked to limit the track to an area where there is little foot traffic. The course will not cross any paved walkways into the park. We are proposing 50’ to 100’ buffer from other park uses such as the playground and basketball courts. This would be a pilot program which will allow us to see use, damage, and conflict. The park is currently being used by Cyclo-cross people, this will allow for a more structured way to practice skills in the park. People will be coming to the park to practice their skills, so they will be going slow. We could install signage with rules for using the course.

Board: What is the cost to create this training course?
Dan: The cost is minimal. The cycling community is more than willing to help with the cost of construction and materials. We had around 560 people sign documentation supporting and showing interest in the training course.

Board: Where do you go now to practice?
Dan: With no formal place to practice, we go to Fossil Creek Park, Dixson Reservoir, and social
trails along the Poudre River.

*Board:* Have you considered how the neighborhood feels about having the additional cars parked along the sidewalks?

*Dan:* We anticipate people will most likely ride their bike to the park to use the cyclocross training course.

Dan to revisit the Board after the neighborhood meeting and present neighbor response, and concerns or prepare a memo for the board that outlines the comments from the neighbors.

Board is proposing to give approval to continue with the concept, pending Dan returning with more information from the neighborhood in order for board to offer final support. Depending on timing and availability on the P&R Board Agenda, a memo to the board will be acceptable in lieu of attending another meeting. Katherine expressed a willingness to attend the neighborhood meeting. An assessment of the cyclo-cross use in the park (specifically compatibility with other park uses and in relation to resource protection) by Parks staff after two seasons of use was recommended by the board.

*Board:* We would be happy with a memo stating the number of people who attended the neighborhood meeting and an evaluation of their support.

### 8. BOARD MEMBER REPORTS

No reports on committee activities, or events attended

### 9. OTHER BUSINESS

**Staff Updates**

**Parks Staff Update**

2 new alleys, one behind Walrus Ice Cream, the other at Prost Brewing (old firehouse alley) are now complete. Alleys from Elizabeth to College and across Linden to the Exchange have been renovated. The mural at Prost Brewing is interactive at night. When someone walks in a certain spot, they become a bubble on the wall. This type of art is called kinetic art.

In December, we applied for Arbor Day Trees of the USA for the 41st time.

We are finishing up Christmas tree recycling. This year we improved and streamlined the process. This allow us to use less fuel to grind the trees.

*Board:* Can you go any longer with the lights in Old Town?

*Staff:* The lights will be coming down the weekend after Valentine’s Day. We have to take the lights down before the tree companies begin their arbor work. It is a small window of time. We do require
Parks & Recreation Board
Parks Maintenance Shop – 315 S. Bryan Ave

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licensed arborist to install and remove the lights. Due to how popular the tree lighting ceremony is, we will need to revisit how it is planned.

Park Planning & Development Staff Updates

Brief descriptions of current Park Planning & Development projects attached

Citizens are encouraged to complete an application to participate in the City Park Tomorrow Design Workshop. From all applications, Park Planning & Development, along with Darin and an outside consultant, will select the final 32 participants. We currently have 120 applicants. The designs from the workshop will be on exhibit at the Carnegie Center for Creativity in April.

Board: Is a member from this Board attending? I want someone from the Board there
Staff: All participants need to submit an application to participate in the workshop. Identifying information, such as the applicants name, are removed from the application when under review, so we will not know if someone from the Board has applied. The person’s zip code is left so we can be sure we are receiving applications throughout the entirety of the City. If someone from the Board would like to participate, they will need to apply, and their application will need to be selected.

Staff: Do you want a representative of the Board, or just an observer to watch the workshop?
Board: An observer would be fine
Staff: The Institute of Built Environment is facilitating the workshop. If we start bringing in people from the Board, we will need to speak with them first

Board: I admire you doing this outreach. The 2 full day meeting structure may be convenient for city staff, retirees, non-working parents, and other members of our community, but it is definitely difficult for specific community members and demographics, groups who are often missing from our community meetings already. I would like to suggest that the city reserve a number of seats and offer the opportunity to attend the charette to interested city staff that fits specific demographic needs. This would allow the outreach to include valuable perspectives and improve the diversity of the attendees while not asking them to miss two days of work and pay.

Staff: This is a volunteer opportunity, and we appreciate everyone’s time. We have specific demographics we are looking at such as age, location, and gender.

Board: What is the outcome of this workshop?
Staff: The first day is learning the process of technical consideration. We will talk about trees, storm drainage, and feasible train track locations. The second day they will break into small groups and draw relationship diagrams. We will offer 3 train track locations and they will pick which layout they would like to work with. Each team will present their final plan at the end of the workshop and discuss if they want to exhibit each team’s plans, or if there is a general consensus on one.

Board: So, you will present the concept plan/plans to the community in April and receive feedback?
Staff: Yes.
Eastside Park is an existing neighborhood park located near Riverside and Lemay Avenue. First United Methodist Church would like to make improvements to the park for their 100-year anniversary. They have asked Park Planning & Development to help come up with improvement options and costs. The first neighborhood meeting will be held Thursday, February 28.

The beet play structure, that will be installed at the future Streets Park, is on display for the Once Upon A Playground exhibit at the Museum of Discovery.

Recreation Updates

The Spring Recreator has been published and distributed. This edition has the list of available summer day camps.

Sports Complex Feasibility Study – The 12-week Sports and Economic feasibility study has begun with a key stake holders meeting. This meeting consisted of sports groups, hotel representatives and restaurant managers. The study will analyze the current sport trends and decide if there is a need in Fort Collins for a sports complex. If there is a need, and it is feasible for Fort Collins to run the sports complex, the project will be proposed to Council.

Board: Where are you planning on building this complex?
Staff: We are not there yet. First, we need to figure out if there is a need. If there is, then we will meet with Real Estate. It was interesting what information came from the stakeholder meeting. Hotel representatives said they are at capacity during summer months. This alters the sport options, and activities that will be held. The complex may not focus on bringing people in during the summers since we are at capacity.

Staff: These types of facilities break even at best. We will need to look at the full economic impact of the facility.
Staff: we are not trying to push for one thing or another, but to be a multi-facility. Maybe have an area to attract robotics events or a drone course. We want to hear from the consultants on what they recommend. What our guts are telling us is that it has to be a combination of indoor/outdoor events or sports, so we have money coming in year round.

Other Business

We need a volunteer for the Bicycle Advisory Committee – 2-hour commitment once a month.

6-month Council Calendar
- 2/12 – e-bikes on paved trails
- 2/19 – Regular meeting
- 2/26 – Boards and commission code revisions
10. ADJOURN – 8:28PM ADJOURNMENT

Meeting Adjourned at 8:28pm