



## **Parks Advisory Board Meeting Minutes**

**Tuesday, February 4, 2014 - 7:30 p.m.  
Municipal Building Meeting Room "C"**

### I. Call to Order and Roll Call

Susana Montoya called the roll.

Recreation Director David Donnellan called the roll.

The meeting was attended by board members Hugh Beal, Carrie Beck, David Franklin, Susana Montoya and John Vogel. The meeting was also attended by Recreation Director David Donnellan and Commissioner Steve Silverman.

Board members Wayne Jones and Bruce Parry were not present.

### II. Citizen Comments

There were no citizen comments.

### III. Approval of the January 7, 2014 Minutes

The minutes were approved as submitted.

### IV. Funding Opportunities Report, Katherine Heart and Jessica Sheets

Municipal Consultant, Katherine Heart, introduced herself and said she was working with Jessica Sheets of Sheets and Associates. She indicated there was an opportunity for a grant in 2015 through DCNR to fund improvements to Meadowcroft Park. She said there was a 50% match with this grant. She said she was seeking a recommendation from the Parks Advisory Board to pursue the grant, and the deadline for the application was April 16. Mr. Beal said that asphalt resurfacing should be limited to the tennis courts. Montoya suggested contacting the school district for their participation in the project. Mr. Donnellan stated that what is being proposed is a combination of the board's Small Projects List and the Master Plan improvements planned for the park in the Capital Improvement Program. The combined cost for the project was estimated to be \$200,000. It was also noted that a Community Development Block Grant (CDBG) through SHACOG for ADA improvements to Meadowcroft is also applied for annually, and that the two applications would have to be coordinated. The board made a recommendation in favor of pursuing the DCNR grant for Meadowcroft Park.

## V.Update Small Park Projects

Ms. Montoya reported that all projects on the list were unfunded. Silverman said we expect there will be some unfunded balance discussions, and having the list is helpful during discussions.

## VI.Signs for Passive Parks

Montoya reported on the meeting held at the end of January to discuss park signage. The meeting included a number of representatives from the Nature Conservancy. The recommendation was to implement trail map signs in Twin Hills, Robb Hollow and Bird Park. The signs would be similar to current park entrance signs and attempt to consolidate other signs where possible. QR codes on the signs and trail markers were also desired. Twin Hills would require a new sign structure. Robb Hollow would use existing wooden structures. Bird Park would use the existing structures for signage. The lower portion of the park, would remain in the same location, and move the sign on Beadling to a more visible location. Some consolidation of signs at the Beadling Parking area. Ms. Montoya said she spoke to Public Works Director, Tom Kelley, and that he did not see a problem with the proposal. He suggested that the board meet again to make a more detailed recommendation. Hugh Beal stressed that the signs should have a roof to protect them from the elements and prolong the life of the sign. Each sign was estimated to cost between \$2-3,000, and could be phased in. The board made a recommendation in favor of the sign improvements to the passive parks.

Ms. Montoya mentioned that Café lo had interest in, and a fund raising program for the sign improvements.

## VII.Public Works Representation at Parks Advisory Board Meetings

Mr. Silverman announced that Tom Kelley would be the new Parks Advisory Board Liaison as of March 2014.

## VIII.Update Public Works Consultant Report

Silverman said a report will be provided at the upcoming Commission meeting on February 11.

## IX.New Business

Mr. Silverman reported that paving the parking lot at Bird Park as currently proposed would only add six spaces and cost \$96,000. He also reported that making accessibility improvements to Bird Park field, such as paving the trail or access road, would not be cost effective.

He also reported that he asked Tom Kelley to look at the feasibility of putting recycling containers in the parks.

He also reported that the Commission decided that terms on boards and authorities are limited to two. Silverman thanked Montoya and Vogel for the two terms that they fulfilled. This will mean the board's Chair position will be vacant effective in April.

#### X. Announcements

Mr. Silverman asked the board to review the mission statement, as will all of the boards and authorities.

#### XI. Adjournment

The meeting was adjourned at 8:52 p.m.