



Commerce City

7887 E. 60th Ave.
Commerce City, CO 80022
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Meeting Minutes - Final

Parks, Recreation, and Golf Advisory Committee

Tuesday, June 19, 2018

6:00 PM

Bison Ridge Recreation Center
13905 E. 112th Ave., Commerce City, CO
Gray's Peak Conference Room

1. Call To Order/Roll Call/Pledge of Allegiance

Meeting called to order at 6:05 p.m.

Attendees: Brendan Binns, Bruce Emery, Brent Loomis, Justin Maillet, Adam Venanzi, Jacob Wilson

Absent: Dana Bond, Steve Douglas, Crystal Elliott, Bret Walker

Staff Present: Karen O'Donnell, Amy Hendricks

2. Approval of Minutes

A motion was made by Member Binns, seconded by Member Emery to approve the May 15, 2018 minutes as submitted. VOTE: Unanimous. The motion passed.

This was approved

3. Unfinished Business

[18-25](#)

Bison Ridge Grand Opening Event Discussion

Bison Ridge Grand Opening Feedback

The members discussed the grand opening event, and there was consensus that this was a great event with a large turnout of community members. The following suggestions were provided for consideration in the planning of the re-opening of the Eagle Point Recreation Center event:

- Consider a different system for giveaways (e.g. handing out a claim ticket to the first people who arrive at the event instead of waiting in line at the front door).*
- Provide information in advance to the public on a parking/shuttling plan.*
- Use a louder PA system and shorten the presentation ceremony.*
- Develop a procedure in case the computers go down (e.g. copying ID cards or using a tablet to take a picture of ID cards).*
- Use of tablets to sign up for memberships or class registrations.*

This Administrative Business was discussed and closed

[18-37](#)

School District 27J 4-Day School Week

Recreation Manager, Karen O'Donnell confirmed that funding has been allocated for

programming on Mondays at the beginning of the 2018 school year.

This Administrative Business was continued

[18-36](#)

Recreation Facility Programming/Hours of Operations Survey

Attachments: [Program Survey Results](#)

Recreation Manager, Karen O'Donnell spoke about the process of collecting the data at the grand opening. A copy of the responses collected from the survey is attached. The information is under review and supervisors are looking at the input and suggestions received from the public.

This Administrative Business was continued

4. New Business

[18-53](#)

Bison Ridge Operations Update

Members asked for statistics which show the center's busiest times/days and inquired whether there is any update regarding extending the hours-of-operation. Recreation Manager, Karen O'Donnell will gather the statistics and will provide the information to the group. The group would also like to see the Master Plan for the site outlining the future growth/expansion opportunities.

[18-54](#)

Parks, Recreation & Golf Department Organization Chart Overview

Attachments: [Org Charts](#)

Recreation Manager, Karen O'Donnell reviewed the PRG organizational charts and program areas (see attached).

This Administrative Business was discussed and closed

[18-55](#)

Recreation Division Programs & Services

No specific items were discussed.

This Administrative Business was discussed and closed

5. Committee Member Reports & Information

Members shared general information and updates.

Members discussed gathering a team to participate in the Colfax Marathon.

6. PRG Announcements

Distributed to all members via email on June 14, 2018, and available on www.c3gov.com.

7. Adjourn

Meeting adjourned at 7:15 p.m.