



## Town of Green Mountain Falls

Parks, Recreation, and Trails Advisory Committee

P.O. Box 524; 10615 Green Mountain Falls Road

Green Mountain Falls, CO 80819

Wednesday, 4/12/2023 at 4:00 p.m.

### Zoom and In Person meeting

**Zoom link:** <https://us02web.zoom.us/j/82403243149?pwd=bm1Ra1NzRm9wSkN3VnFEZnBxSnZGdz09>

Meeting ID: 824 0324 3149 Passcode: 067922

#### REGULAR MEETING:

	ITEM
1.	CALL TO ORDER / ROLL CALL
2.	ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3.	PERSONS PRESENT NOT ON THE AGENDA: 3 MINUTES PER SPEAKER
4.	CONSENT AGENDA a. Meeting Minutes from PRT Committee Meeting held on 3/29/2023
5.	BUSINESS a. 2024 Capital Improvement Plan Workshop led by Paul Yingling
7.	CORRESPONDENCE a. Nancy Entenza text about naming stilling basin park
8.	REPORTS a. Volunteer/Equipment list for Spring Community Workday b. HSA Report - McIntire
9.	ADJOURN

**\*The Town shall provide reasonable accommodation for those with disabilities on a case-by-case basis. Please send accommodation requests to [clerk@gmfco.us](mailto:clerk@gmfco.us) by 3pm on the date of the meeting.**



**Town of Green Mountain Falls  
Parks, Recreation, and Trails Meeting Minutes  
10615 Green Mountain Falls Road  
Wednesday, March 29, 2023 at 4:00 p.m.**

**REGULAR MEETING MINUTES**

**Board Members Present**

Chair Jesse Stroope (Zoom)  
Vice Chair Jay Kita (Zoom)  
Member Nancy Dixon  
Member Philip McIntire  
Member Don Walker

**Board Members Absent**

**Secretary**

Member Nancy Dixon

**Trustees Present**

**Town Staff Present**

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1. CALL TO ORDER / ROLL CALL

Parks, Recreation, and Trails meeting called to order at 4:08pm by Chair Stroope.

2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA

Dixon moved to accept the agenda. Kita seconded. Motion passed - 5/0.

3. SPEAKERS NOT ON THE AGENDA

No public speaker.

4. CONSENT AGENDA

Dixon moved to approve the meeting minutes from March 15, 2023. Stroope seconded. Motion passed - 5/0.

Kita moved to approve the minutes from the Stilling Basin Public Forum on March 23, 2023.

Dixon seconded. Motion passed - 5/0.

5. BUSINESS

- a. Clarifying discussion was held about what each PRT member was to do with the Capital Improvement Plan (CIP) information provided by Paul Yingling. Dixon passed out hard copies to the members present at Town Hall. **On April 12, a 90 minute meeting with Paul Yingling was agreed upon.** The individual list that the members make will be reviewed at this meeting and the top 5 PRT 2024 CIP projects will be decided.
- b. Walker presented his Captain C report regarding materials/cost/manhours for repairing the split rail fences in the parks for the community work day. PRT has a \$500 budget for this task but will not have enough funds for the project. **Chair Stroope will ask TM if**

**more funds are available.** Walker estimates it will take 50 manhours. He will select two other volunteers to help. Chair Stroope reminded him to ‘call before you dig’. Walker then gave his report on goose poo pickup. Repellent will be only applied at Gazebo park. **Chair Stroope tasked Dixon to compile a formal list of tools and volunteers needed for the spring community work day to provide to the town.**

Kita presented his Captain A report regarding mowing/trimming the parks. He estimated that it would take 6 volunteers, 4 hours. Chair Stroope suggested that a rolloff for the debris collected on the work day would be beneficial.

Dixon presented her Captain B report regarding invasive plants/weed mitigation. Chair Stroope said there were left over contractor bags from Creek Week that could be used.

- c. Walker presented his updated Pool Operational Study. He remarked that the pool coordinator is essential to the success of the pool and should be paid. The three options included: 3 Star - open Fri/Sat/Sun with cost of \$15,000; 2 Star - open Sat/Sun with cost of \$12,200; 1 Star - open Sat with cost of \$8,000. Also presented was setting up a donation fund that is earmarked for future pool grants. Dixon asked how many volunteers have signed up? Walker said 7, so far. McIntire asked if a 4 Star option should be included. Consensus was that option would stretch the expenses and volunteers too far. Chair Stroope asked if the pool coordinator is the same as the desk clerk? No, but the coordinator would fill in if a volunteer was not available. Chair Stroope moved to recommend to the Board that the pool be opened per one of the options of the pool study, that employees sited in the plan be hired and to set up a fund for the pool donations that are earmarked for the pool. Dixon seconded. Motion passed - 5/0. **Dixon will prepare an advice memo for the 4.4.2023 Board meeting.** Walker/Stroope will be there to present the plan.
- d. Dixon presented the steps to apply for the Historic Structure Assessment (HSA) grant for the Gazebo. This grant would fund an engineering company to produce a scope of work for the Gazebo structure. **McIntire will look into the grant and report out at the next regular PRT meeting. Dixon will provide the HSA website to McIntire.**

## 6. CORRESPONDENCE

Chair Stroope received correspondence from Nancy Entenza who had attended the Stilling Basin public forum. She suggested that the park be named ‘Memorial Park’ and have red chokecherry trees planted.

He also received correspondence from Greenbox requesting temporary shade for the fitness court in the summer.

## 7. REPORTS

Chair Stroope reported that there are available landscaping funds through HGMFF for the pool park. The sunshade for the fitness court request and pool park playground improvements could be included as asks for funding also. Fundraising for the stilling

basin area could help to ask for HGMFF matching funds. Residents at the stilling basin public forum had suggested fundraising for that park.

9. ADJOURNMENT at 5:53pm.



## Workshop Objectives

- Celebrate success and identify best practices
- Identify improvement areas for calendar year 24
- Develop strategic planning skills

## Committee Input to GMF Strategic Planning and Capital Improvements

Location: **Microsoft Teams (Link TBP)**

Date and time: **TBP**

### Agenda

<b>6:30-6:40</b>	Opening and Welcome	Paul
<b>6:10-6:30</b>	Celebrate Successes and Identify Best Practices	Chair
<b>6:30-7:30</b>	Improvement and Focus Areas for CY 24 <ul style="list-style-type: none"> <li>• Review Capital Improvements</li> <li>• Review and refine Strategic Plan Goals</li> <li>• Prioritize Improvements and Goals</li> </ul>	Chair
<b>7:30-7:50</b>	Development of selected strategic planning skill	Paul
<b>7:50-8:00</b>	Closing Remarks <ul style="list-style-type: none"> <li>• The Way Ahead</li> </ul>	Chair Paul



**Review Best Practices and Celebrate Successes**

Instructions: Prior to the meeting, each committee member should identify best practices and successes over the past two years. These best practices and successes can include actions by the committee, town government, community, or any other action that positively impacted Green Mountain Falls. During the meeting, the committee chair will lead a discussion to identify and consolidate input from the committee.

Agency (e.g., committee, town government)	Success / Best Practice

**Identify Focus Areas for Improvement**

Instructions: Prior to the meeting, each committee member should identify and rank order the five most important capital improvements yet to be completed on the attached Excel spreadsheet. Each committee member should also review the strategies on the attached Excel spreadsheet, providing assessments, making recommendations, and suggesting refinements as necessary. Committee members need not comment on strategies they are not familiar with or lie outside the committee’s purview. During the meeting, the committee chair will lead a discussion to identify and consolidate input from the committee.

**Set Priorities**

Instructions: Prior to the meeting, each committee member should identify current issues in each of the quadrants below. These issues can come from the previous review of focus areas for improvement, or from other areas of concern. An “urgent” issue is one that is highly time sensitive for the town. An “important” issue is one that is highly consequential. During the meeting, the committee chair will lead a discussion to identify and consolidate input from the committee.

Identify organizational practices in each of the quadrants below.

Urgent and Important	Important, but not Urgent
Urgent but not Important	Neither Important nor Urgent



## Develop Strategic Planning Skills

Instructions: Prior to the meeting, each committee member should vote for one of the strategic planning topics below using the poll below. The facilitator will conduct a guided discussion of the topic most in demand by the committee.

Poll: <https://forms.gle/ep6vVbfxJt4DThD8>

Strategic Planning Process	Design Thinking	Leading Change
<ol style="list-style-type: none"> <li>1. Initiate and agree on a strategic planning process.</li> <li>2. Identify organizational mandates.</li> <li>3. Clarify organizational mission and values.</li> <li>4. Assess the external and internal environments to identify strengths, weaknesses, opportunities, and threats.</li> <li>5. Identify the strategic issues facing the organization.</li> <li>6. Formulate strategies to manage issues.</li> <li>7. Review and adopt the strategies or strategic plan.</li> <li>8. Establish an effective organizational vision.</li> <li>9. Develop an effective implementation process.</li> <li>10. Reassess the strategies and the strategic planning process.</li> </ol>	<ol style="list-style-type: none"> <li>1. Empathize with end users</li> <li>2. Define the problem</li> <li>3. Ideate possible solutions</li> <li>4. Prototype viable solutions</li> <li>5. Test to identify and refine the best available solution</li> </ol>	<ol style="list-style-type: none"> <li>1: Create a Sense of Urgency</li> <li>2: Form a Powerful Guiding Coalition</li> <li>3: Create a Vision for Change</li> <li>4: Communicate the Vision</li> <li>5: Remove Obstacles by Empowering Employees</li> <li>6: Create Short-Term Wins</li> <li>7: Build on the Change</li> <li>8: Anchor the Changes in Corporate Culture</li> </ol>





4:09



Nancy Entenza



SUN 11:21 AM

Nancy from the PRT meeting the other night. My wheels have been spinning thinking about names for the park. I keep coming back to Memorial Park in light of the benches being there to memorialize lost loved ones and would also love to see significant use of the red choke cherries, with a nod to the memorial that was removed over by the land office. I wasn't sure how submissions were going to be solicited but hope this will be a contender 🙌



I love the idea of all the red choke cherries! I will submit this text as correspondence. You can



Aa



# Equipment and Volunteers Needed for Spring Community Work Day 2023

Total volunteers needed to mow, trim, mitigate weeds and pick up goose poo: 14 volunteers

Equipment needed to mow, trim, mitigate weeds and pick up goose poo:

- 2 Push mowers
- 1 Shop Vac
- 2 Wheelbarrows
- 2 Brooms
- 2 Garden rakes
- 2 Square shovels
- 2 Pitchforks
- 4 Leaf rakes
- 2 Garden hoses
- Contractor grade plastic bags
- Disposable gloves
- Hand sanitizer
- Masks
- Tool disinfectant

Having a roll-off dumpster for this day would be very helpful.