



RECREATION DEPARTMENT

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Hayden Recreation Board Meeting Minutes October 11, 2017, 6:30pm Hayden Town Hall

1. CALL TO ORDER & ROLL CALL
 - a. Called to order at 6:30pm by Zack Johnson
 - i. Board Members Present: Zack Johnson (Vice-Chair), Alicia Doolin; Connie Johnson; Heidi Mendisco; Roger Muhme, Cassie Turnipseed
 - ii. Absent: Frank Case (Chair)
 - iii. Staff/Council Members Present: Tammie Delaney, Mat Mendisco
2. CONSIDERATION OF MINUTES
 - a. Minutes from June 21, 2017; July 19, 2017 and September 20, 2017 were presented for consideration and approval. Adjournment times were added to the minutes, (6/21/17 at 8:35pm; 7/19/17 at 9:07pm and 9/21/17 at 8:32pm). Roger Muhme motioned to approve minutes with amended adjournment times, Zack Johnson seconded; all were in favor and minutes were approved.
3. CORRESPONDENCE – N/A
4. GUESTS
 - a. Monica Case – Harvest Festival Final Preparation (see 6a below)
 - b. Mat Mendisco – Town Finance Discussion (see 7a below)
 - c. Colorado Parks & Wildlife (see 7b below) Mark Lehman (Senior Ranger); Jacob Brey (Park Manager)
5. FINANCIAL REPORT – Tabled to November 8, 2017 meeting. No significant changes from last month.
6. OLD BUSINESS:
 - a. Hayden Harvest Festival final preparation - Monica Case
 - i. Saturday, October 14, 2:00 - 5:00pm
 - o Monica reviewed the “To Do List” with Board
 - o *Friday, October 13th meet at Town Hall at 5:30 pm to move haystacks from Powell’s ranch*
 - o Saturday, October 14
 - 9:00am setup straw maze -- Frank, Zack, Heidi, Roger, Alicia, Tammie
 - 12:30 board members arrive for setup
 - 1:30 vendors setup
 - 1:30 other volunteers arrive
 - 2:00 let the festivities begin
 - 5:00 festivities shut down
 - 5:00 - 6:00 ish clean up

- Pumpkins to sell for \$5/pumpkin and \$8/pumpkin for very large ones – approximately 180 large pumpkins in 9 bins at \$90/bin. Tammie will pay for pumpkins at Merc on Thursday
- Cider, Water will be set up
- Pop-up tents needed – **Mat Mendisco directed Tammie Delaney to purchase 2 pop-up tents for Recreation Programs and Events.**

b. Connie Johnson – new Board Member

- i. Board welcomed Connie as the newest member. She has a special interest towards serving elderly community and engaging all of Hayden.

7. NEW BUSINESS:

a. Town Manager update (Mathew Mendisco)

- i. Budget for 2018 is prepared – shows slight increases in revenue events. Revenues and Expenditures will now be reported upon the same page hereon. Recreation Programs will show a slight increase – potentially 1-2 new program increase
- ii. Playground – The Rec Board has collected approximately \$8500 in donations to date, with playground as the largest project for capital expense. \$60,000 included in 2018 budget as a cash match from the Town for grant awards. It is up to the Recreation Board decide what is realistic as what money/funds are needed - 20-25% is almost always needed as a cash match. Public Process will be key in obtaining grants and support for the playground. Encourage hosting 2 public meetings to obtain community preferences, concepts; ADA compliance, and more. Board needs to determine what is realistic to raise cash-wise. Considering there is approximately \$68,000 currently, that allocates approximately \$300,000 as a feasible project – (\$75,000 match) \$4,200 is cash match projection for 2018. **Mathew has allocated \$3,500 for professional services for park design and process.**
- iii. Capital Requests/Projections – Mathew is projecting budgets through 2020. Items of large capital expense should ideally be anticipated for what is coming up and what equipment may be needed in the next 3 years (e.g. wrestling mat replacement) for large expenditures. The Board doesn't have a set allocation when large capital expenses occur – these are drawn from the Town General fund. Also Dry Creek Park – certified kitchen will have capital needs and ideally should have projections through 2020.

b. Yampa River State Park – Halloween Hike or Treat, October 28th from 1-3pm

- i. Jacob Brey and Mark Lehman discussed the Yampa River State Park and interest in how to make the park a bigger part of community – hoping to get school involvement, provide volunteer opportunities and more. The Park wants to be a presence and part of the Hayden community.
- ii. Hosting Hike or Treat on Saturday, October 28th from 1pm – 3pm over a 1 mile loop with 20 stops manned by volunteers. The group picnic area will have hot drinks, cider/chocolate, environmental ed table and more. Ideally need 25 volunteers, West Routt Fire; Routt County Sheriff Dept; students and more are being recruited. Volunteers that give more than 48 hours get a transferable hang tag. Any support Rec Board can assist with (especially cookies, marketing and volunteering) is helpful.
- iii. Alicia Doolin motioned for Hayden Recreation Board to assist with event, seconded by

Heidi Mendisco. Discussion that volunteers should be staggered on time frame so parents can enjoy event with their kids. All were in favor and motion approved.

- iv. **Alicia Doolin volunteered to help distribute posters and spread the word including seeking volunteers with Recreation Board, Sheriff's office. Alicia will also reach out to the Hub and Sarah Cantrell at Hayden High School to connect volunteers to others. Zack Johnson; Cassie Turnipseed and Heidi Mendisco are interested in volunteering with Roger Muhme a strong maybe.**
- c. Tots Open Gym – Fall Program (Alicia Doolin)
 - i. Open gym collaborates with wrestling for mats in exhibit hall. Fridays from 10am – 12noon work well and don't interfere with library story hour. Ages are Infant to 5 year olds, designed as an open gym with no structured play.
 - ii. Heidi Mendisco clarified costs as it has been \$5 session or \$25/month and proposes a change to \$15/month. Heidi Mendisco moved to change fee to \$15/month or \$5/session, Cassie Turnipseed seconded. Discussion by Roger that we need to ensure the communication happens between Jill Delay at County, Frank Case at Town Works and others to ensure mat placement and facility use is coordinated. **Alicia Doolin will coordinate with Jill Delay and Frank Case for start date on Tots Open Gym. All were in favor of rate change and approved at \$15/month or \$5/session.**
- d. Pee Wee Wrestling Committee (Zack Johnson)
 - i. PeeWee Wrestling Committee Members – appointment tabled to November meeting
 - ii. Open Gym - The PeeWee Wrestling Committee talked about open gym for PeeWee level kids to go to gym with minimal supervision/guidance yet a possibility. There is a cost associated with facility – Rent space \$6/hour. \$12/day Would Parks and Rec cover the gym use? Open Gym Wrestling could happen through winter at \$60? Or \$45? This is an opportunity to recruit youth towards wrestling. Heidi Mendisco expressed concerns towards those with financial needs to participate. **Heidi Mendisco will look into a scholarship/sponsorship program, potentially with LiftUp and Lions Club that could be utilized towards all Recreation Programs.** The sign-up forms with liability waiver and scholarship application could be brought together. The open gym could start at same timeframe as Tot Gym to coordinate mat use. **Decision on Wrestling Open Gym pricing was tabled to the November meeting.**
 - iii. Roger Muhme reminded all the group to RESPECT THE MATS – appropriate footwear, no food/drink etc. Large investments have been made in the mats.
- e. Basketball League and Clinic (Cassandra Turnipseed)
 - i. In the past Cassie has only been the coach, not the organizer and unfortunately the youth League and Clinic did not get scheduled for October. Craig P&R does basketball league at a different time than Hayden – need to be a part of the High Altitude League unless kids go to Steamboat for League. Craig P&R is Oct 9-Nov 14th. The window of gym availability (in October/early November) has passed. **Cassie will take this on for 2018** to ensure it happens for the future. Clinic will be sometime in March.
- f. Upcoming Hayden Town Events (Tammie Delaney)
 - i. October 14, 2017: 'Fall Into Hayden' Business Stroll

- ii. October 14, 2017: Hayden Harvest Festival
- iii. November 11, 2017: Hayden High School Booster Club Gala
- iv. November 18, 2017: Hayden Turkey Trot
- v. November 25, 2017: Hayden Holiday Tree Lighting
 - 1. Sandy Messing is willing to coordinate event. Lions Club assists with lighting; Hayden Recreation has candles, music books; 4-H Clubs help with cookies; Fair Royalty help with hosting. Board suggested keeping date at Saturday after Thanksgiving (November 25) for consistency.
- vi. December 3, 2017: Christmas Tree Auction
 - 1. **Cassie Turnipseed is willing to coordinate entering two Christmas Tree Auction items for 2017 with pine boughs; sage; rope; twine and wheat.** Centerpieces make same amount as trees. Alicia Doolin moved to place two items in Christmas Tree auction; Connie Johnson seconded. All were in favor.
- vii. December 9, 2017: Hayden Holiday Stroll

8. 2017 Priorities

a. *Increase usability and development of DCP*

- i. Complete DCP commercial kitchen
 - 1. Almost complete thanks to assistance of Council Member Tim Redmond
- ii. Playground
 - 1. No updates/progress
 - 2. Discussion ensued around previous plans and process – great work has been done, yet not sure if we can achieve the \$500,000 mark. Heidi Mendisco would like to see if there's a feasibility to re-vamp plans and do an rfp to seek other plans and a public process. Discussion on playground in Nucla (approximately \$300,000 and it was the playground firm's responsibility to help raise funds. Health and Wellness priorities on top of GoCo lends potential yet a public process is needed in grant applications - a consultant can help. Alicia Doolin commented on the need for large donations from business and industry. Zack Johnson commented that we can likely afford \$300-\$350,000 realistically not \$500,000. Roger Muhme provided historical context for playground and his efforts with Steve Dunn, to find a Colorado based company (out of Commerce City) that would warranty playground, build with high quality materials and incorporate Hayden aspects into the design – playground size is approximately 15,000ft². Tammie Delaney commented on Roger's passion for the playground and ideally how we share this passion and enthusiasm as a Board and community which becomes a collective voice and 'takes ownership' for the playground as well. A public process takes the concept from one Board member to a Board to ideally champions throughout the community that take the concept and help make it a reality.
 - 3. Alicia Doolin motioned to develop a Request for Proposal allocating \$3,500 for a playground design consultant to assist the Board. Heidi Mendisco seconded. All were in favor, none opposed. **Cassie Turnipseed; Roger Muhme and Alicia Doolin offered to be involved as Board leads for the RFP and public process.**
- iii. Fitness trail with lighting – no update

- iv. Dog park – no update

9. STAFF & MEMBER REPORTS

a. Recreation Coordinator

- i. Thrilled to be a part of the Recreation Department. Have had inquiries on how to have an ice rink this winter along with Nordic ski program (Tiger Gliders was a town program for 3-4 years).
 - 1. Board directed Tammie to investigate costs and feasibility of ice rink (Steamboat II as an example). She will seek assistance from the community member that would like to volunteer their time and energy towards the effort. They also will consider Nordic program with further information.
- ii. Recreation Board Equipment and Supplies
 - 1. Tammie needs assistance with sorting equipment and supplies that came from Jill's old office – most of the Board agreed to looking at room post-meeting.

b. Recreation Board Member reports

- i. Alicia Doolin reported on Break-In at Dry Creek Park – beer was consumed, violators were arrested.
- ii. Zack Johnson would like to move future meeting times up to 6pm. Alicia Doolin motioned for a start time of 6pm, Heidi Mendisco seconded, all were in favor. Tammie Delaney will revise schedules to reflect 6pm Board Meeting start time.
- iii. Connie Johnson commented on the need to include senior recreation, bingo nights etc. There's a need to coordinate and share efforts by the Routt County Council on Aging; Legion Hall, The Haven and more. Roger Muhme mentioned the tea party at the Haven was appreciated by residents. Alicia Doolin proposed moving the annual Easter Egg Hunt to the Haven so residents can join the fun.

10. ADJOURN – Meeting adjourned at 9:09pm and several members assisted with sorting equipment.

ACTION ITEMS:

1. **Mathew Mendisco has allocated \$3,500 for professional services for park design and process.**
2. **Mat Mendisco directed Tammie Delaney to purchase 2 pop-up tents for Recreation Programs and Events (DONE)**
3. **Alicia Doolin volunteered to help distribute posters and spread the word including seeking volunteers with Recreation Board, Sheriff's office. Alicia will also reach out to the Hub and Sarah Cantrell at Hayden High School to connect volunteers to others. Zack Johnson; Cassie Turnipseed and Heidi Mendisco are interested in volunteering with Roger Muhme a strong maybe.**
4. **Alicia Doolin will coordinate with Jill Delay and Frank Case for start date on Tots Open Gym.**
5. **Tammie Delaney will post Tots Open Gym info on website.**
6. **Heidi Mendisco will look into a scholarship/sponsorship program, potentially with LiftUp and Lions Club that could be utilized towards all Recreation Programs. [Tammie sent 2012 forms to Heidi]**
7. **Cassie Turnipseed will take on scheduling and coordinating basketball league and clinic for 2018**
8. **Cassie Turnipseed will coordinate entering two Christmas Tree Auction items for 2017 with pine boughs; sage; rope; twine and wheat.**
9. **Cassie Turnipseed; Roger Muhme and Alicia Doolin offered to be involved as Board leads for the RFP and public process. [Tammie will meet with Mat upon his return and schedule a meeting to move**

forward on RFP and public gathering dates with Cassie, Roger and Alicia]

10. **Tammie Delaney will investigate costs and feasibility of ice rink with assistance from volunteers.**
11. **Tammie Delaney will revise schedules to reflect 6pm Board Meeting start time.**