

MEETING MINUTES

PARKS & RECREATION ADVISORY BOARD

Tuesday, June 29, 2010
5:00 p.m.

1. **MEETING CALL TO ORDER:** by Chair Eric Woods 5:04pm

2. **ROLL CALL**

Present: Eric Woods, Albert Gonzales, Sue Spahr, Cheri Romley, Bill Cook, Mike Carter, Lori Heiner

Staff: Jason Kelly, Bob Worthen

3. **NEW BUSINESS**

- a. Review and possible recommendation to staff to expend Parks & Recreation Impact Fees for parking expansion at the Community Center Park. Expenditures include purchase of materials and contract to complete parking sub-base approximately 19,200 square feet in size.

REFERENCE INFORMATION:

The parks & trails subcommittee, which reports to PRAB monthly, recognized trailhead parking lots at two sites (Perkinsville Road and Road 2 North) as valuable features to improve access to the Peavine Trail, to provide safe and controlled venues for public parking, and to accommodate future use. Per this recommendation staff and Vice Mayor Romley solicited Public Works to develop these facilities whereby appropriations, design considerations, surfacing options, and project scheduling were discussed. The result was Public Works agreeing to include this project in its 2010 Chip Seal Program.

Staff brought to PRAB a parking plan for both sites on June 1, during which PRAB formally recommended staff increase parking capacity at the two trailheads. This recommendation would allow the Town to accommodate the aforementioned conditions, be in compliance with the Unified Development Ordinance (UDO is a regulatory document), and improve public health, safety and welfare for current and future recreational users.

ACTUAL DISCUSSION:

Following these developments staff recognized the opportunity to create additional parking at the Community Center Park, a venue which is grossly deficient in its parking capacity. Staff determined a third lot could be surfaced within the current, approved contract for the 2010 Chip Seal Program by adjusting the trailhead parking dimensions. Per Public Works recommendation the Parks & Recreation Department would be obligated to contract with a private vendor to prepare the sub-base in advance of the surfacing contractor. In addition, Town staff clarified with Finance the funding appropriations to account for all three sites.

In order to meet contractual deadlines staff called a Special Meeting of PRAB. The following calculations and estimates were provided:

<u>Site</u>	<u>Dimensions</u>	<u>Sq Ft</u>	<u>Stall #</u>	<u>Sub-base Cost</u>	<u>Surfacing Cost</u>
Perkinsville Trailhead	64'x84'	5376	11	HURF	P&R \$1077
Road 2 North Trailhead	64'x100'	6400	16	HURF	P&R \$1283
CC Park Field 5	44'x300'	13200	30	P&R \$5520	P&R \$2645

To complete all three sites the Town would be obligated to expend monies in the amount of \$10,525 (\$5,520 for sub-base prep, \$5005 for chip seal) from the Parks & Recreation Impact Fee fund which is dedicated to expanding park & recreation facilities (not operations and maintenance) to meet growth demands. Staff explained the Town

Council allocated an expenditure limitation of \$13,440 in FY09/10 but is seeking to increase to \$126,000 in FY10/11.

Staff communicated expenditures from this account would decrease the amount of money available for the Phase 3 project, which would be constructed in sub-phases due to the limited availability of funding.

The Board recommended expending funds from two separate FY budgets to allow for maximum expending capacity for all projects. Staff clarified the surfacing costs (\$5005) would be withdrawn from FY09/10 budget; the sub-base amount for the third parking lot site (\$5520) would be expended from FY10/11 budget.

Ms. Romley motioned to recommend staff expend Parks & Recreation Impact Fees for parking expansion at the Community Center Park, Perkinsville and Road 2 North Trailheads. Ms. Spahr 2nd. Unanimous approval.

4. ADJOURNMENT

Ms. Spahr motioned to adjourn; Ms. Romley 2nd.

Dated this 2nd day of July, 2010 by: *Jason Kelly*