



## WESTMINSTER

### Minutes

Parks, Recreation, Libraries Open Space Advisory Board Meeting  
6 p.m., January 11, 2024  
Hybrid/City Hall Multi-Purpose Room (Lower Level of City Hall)

1. Roll Call
  - a. Mary called to order at 6:08pm
  - b. Happy New Year!
  - c. Dan Dolan Absent, illness
2. Approve the January 11, 2024 Agenda
  - a. Davis motioned the agenda, Mark seconded
  - b. Unanimously approved
3. Approve the Meeting Minutes from the November 9, 2023 Meeting
  - a. Stephanie motioned to approve the minutes; Terrance seconded
  - b. Unanimously approved
4. Welcome and Update from Councillor Ezeadi
  - a. Councillor Ezeadi enthusiastically welcomed and thanked the Board. Emphasized his passion for PRLOS.
  - b. Introductions of members and staff
  - c. Updates provided on Sheridan Green Park Expansion, New Water Facility Plant, Municipal Court Project, New Downtown Update (Food Market), School Zone Policy, Court Navigator Program,
5. Director and Staff Brief Updates
  - a. Tomas provided updates on PRL Vision Plan, Diekman Property clean up, Barber Property purchased, Emergency Weather Shelter opened at MAC, Ketner Lake leak repair and clean up, Pickle Ball Facility nearly complete.
    - i. Tim offered information on additional Pickle Ball courts and design (new indoor courts coming to the MAC)
  - b. Questions
    - i. Staffing and resource status for PRLOS Dept
      1. Tomas shared that PRLOS staff is nearly staffed for FTEs, seasonal hiring starting in April at a job fair
      2. City used to have 225 seasonal workers but now only 95, and seasonal hiring is very competitive in this market
      3. Overall, some concern on resources
    - ii. Dog Park and Open Space status



## WESTMINSTER

1. Staff has conducted meetings and decided to hold more educational events and awareness opportunities
  2. Large concern on environmental impact
  3. Large concern on citizen enjoyment
  4. Staff is analyzing data and will present options in near future
  5. Next awareness meeting is on January 27<sup>th</sup>, at City Park Rec Center from 1:00pm-3:00pm
  6. Information is available on the website
6. New Business – Topics are the same just the line-up was revised.
- i. PRL Vision Plan Exercise – Andrew Spurgin, Principal Planner
    1. Andrew did a check in and update
    2. Combined Youth and PRLOS Advisory Boards meeting was great
    3. Updated presentation available
    4. Feedback from board members desired at the March 14<sup>th</sup> meeting
    5. Andrew is excited to see, analyze, and share the results of the research with PRLOSAB and YouthAB
    6. Board applauded the staff for their work on this
  - ii. Westminster Site Naming and Renaming Policy – Alex Reaves
    1. Alex shared background of policy
    2. Categories added, more robust practices defined
      - a. Questions regarding language definitions of “Universally”, “Exceptional”, etc.
      - b. Research and recommendation process may need to be refined
    3. Policy draft available
    4. Feedback and adoption decision of policy desired at the March 14<sup>th</sup> meeting
  - iii. 2024 Goals – All
    1. Mary asked for the Board to review goals for 2024
    2. Board agreed that progressing the current goals is relevant and necessary
    3. Motion to adopt the goals by Mark, Wayne seconded
      - a. Look at process/procedures/criteria for Neighborhood Enhancement Grants to increase participation by Westminster residents in the program.
      - b. Award all or almost all the available grant money to projects throughout the city.
      - c. To participate in and inform the PRL Vision Plan.
    4. Unanimously approved



WESTMINSTER

iv. Grants – All

1. History, direction, parameters, and policy for this program are needed
2. Frustration on restrictions of payments and direction of the program
3. Concern of lack of applications, application not available online, NEG site says check back in 2025
  - a. Board encouraged staff to bring in applications if there are any
4. Awareness that a majority of the Board Members with experience with the program will be term limited and knowledge transfer/documentation prior to this is required

7. Adjournment

- a. Adjournment by acclamation at 7:56pm

8. Upcoming - PARKS, RECREATION AND LIBRARIES OPEN SPACE ADVISORY BOARD MEETINGS

- i. Thursday, March 14, 2024, 6 p.m., Multi-Purpose Room, Lower Level of City Hall
- ii. Follow-up Partnership Meeting with the Youth Advisory Panel - Wednesday, April 10, 2024, 6:15 p.m., Multi-Purpose Room, Lower Level of City Hall

Board Members

Stephanie Bingham  
 Dan Dolan  
 Wayne East  
 Davis Gollata  
 Mark Harris  
 Jon Herrmann

Mary Litwiler  
 Dan McEwan  
 Terrance Ramirez  
 Marley Steele-Inama  
 Tonya Yost

Council Liaison – Councillor Obi Ezeadi

Staff Liaison: Tomás Herrera-Mishler, PRL Director- 303-658-2198  
[therrera@westminsterco.gov](mailto:therrera@westminsterco.gov)

Chair or Designee



CITY OF WESTMINSTER  
 Department of Parks,  
 Recreation and Libraries

Date

3/15/2024