



PARKS AND RECREATION ADVISORY BOARD MEETING

November 17, 2021

6:00 PM

Regular Meeting Agenda

When: Leeper Center – Community Room

A. CALL TO ORDER

- a. Roll Call

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person).

C. CONSIDERATION OF MINUTES

- a. October 13th, 2021 Minutes

D. BOARD REVIEW AND DISCUSSION ITEMS

- a. Dynamic Image – Parks Sign Follow Up

- i. Boonanza – Public Voting – Horizontal

- ii. Material Examples

- 1. Mirrored Gold

- 2. Wood Wrap – What style does the board like most?

- b. Tree Donation

- i. Spencer Weiler – Young Person Passed Away

- c. Bench Dedication

- i. Initial Thoughts?

E. ANNOUNCEMENTS

- a. PAB Board Members

- b. Town Board of Trustee

- c. Town Staff

- i. Skate Parks

- 1. Cameras & Signs Purchased

F. ADJOURNMENT



PARKS AND RECREATION ADVISORY BOARD MEETING

Oct 13th, 2021

6:00 PM

Regular Meeting Agenda

When: Leeper Center – Community Room

A. CALL TO ORDER

- Roll Call
 - *Erin: Present*
 - *John E: Present*
 - *Robert: Present*
 - *Christine: Present*
 - *John J: Absent*
 - *Lorilyn: Absent*

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

- *There was not public comment at the time of the meeting.*

C. CONSIDERATION OF MINUTES

- August 18th, 2021 Minutes
- September 8th, 2021 Minutes
 - *Dean Campos, the Parks and Recreation Manager expressed that the corrections for the August 18th, 2021 minutes were made in relation to the word "Spinami" in reference to a play amenity at Centennial Park. Robert made a motion to approve the August 18th, 2021 & September 8th, 2021 minutes. Erin seconded August 18th, 2021 & September 8th, 2021 minutes for approval. All parks and recreation board members were in favor and were approved.*

D. BOARD REVIEW AND DISCUSSION ITEMS

- Dynamic Image – Parks Sign Follow Up
 - New Town Logo
 - Type of sign (Vertical/Horizontal)
 - Centennial Park

- *Dean Campos, the Parks and Recreation manager presented the park signage mock design to gain their feedback in relation the vertical and horizontal layouts from Dynamic Image. The Parks and Recreation manager suggested that we stay consistent with the design of the signs in relation to having all vertical or all horizontal signs at all parks. He also mentioned that to ensure Centennial Park is unique, he would recommend adding some type of lighting to the sign as well as a special landscaped area. The parks and recreation advisory board were in support of the strategy.*
- Parks Advisory Board Applicant Feedback (Dean)
 - Appointment of Kallie Cooper
 - *Dean Campos, the Parks and Recreation Manager expressed that Kallie Cooper was appointed on October 11th, 2021 and was not able to be present at the Oct 12th, 2021 meeting, but will be at our Parks and Recreation meetings moving forward.*

E. ANNOUNCEMENTS

a. PAB Board Members

- *Robert requested that Town staff update the Parks and Recreation advisory board on what it would take to remove some fencing at the skatepark to ensure there are larger exists. Dean Campos, the Parks and Recreation Manager expressed that he will connect with public works to discuss what the process would take to remove some fenced areas. Robert did mention that first steps could be removing the gates to allow a good flow of open area. Erin mentioned that purchasing fake cameras to put at the skatepark could be a positive mechanism to deter negative behavior. Dean Campos, expressed to the board that he would have an update by next month.*

b. Town Board of Trustee

- *There were no board of trustees present and no announcements.*

c. Town Staff

- *Dean Campos, the Parks and Recreation Manager expressed that his team will be hiring on a new Park Technician II due to an internal promotion of the current employee. Also, he mentioned that all irrigation will be winterized by the end of October 2021 as well as 20 trees replaced on McClellan Rd. In relation to Harvest Village green space trail area, Dean Campos expressed there will be 15 trees that will be replace by the end of October 2021. The final announcements he made surrounded the large tree removal will be completed behind and in front of the library as well as the working document of the tree*

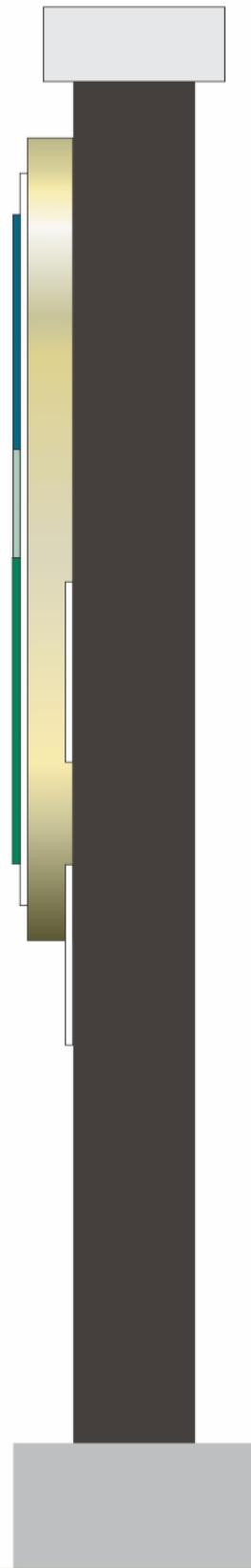
replacement program being updated as tree projects move forward into the future.

B. ADJOURNMENT

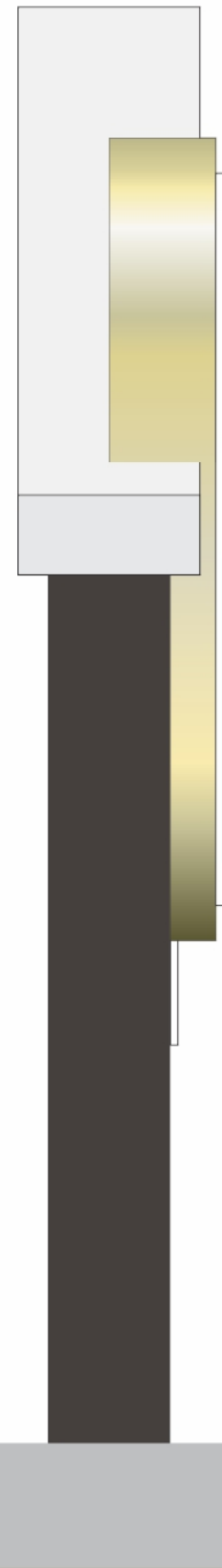
- a. *Erin made a motion to adjourn. Christine seconded that motion and the Parks and Recreation Advisory Board adjourned at 5:34pm.*



End B View



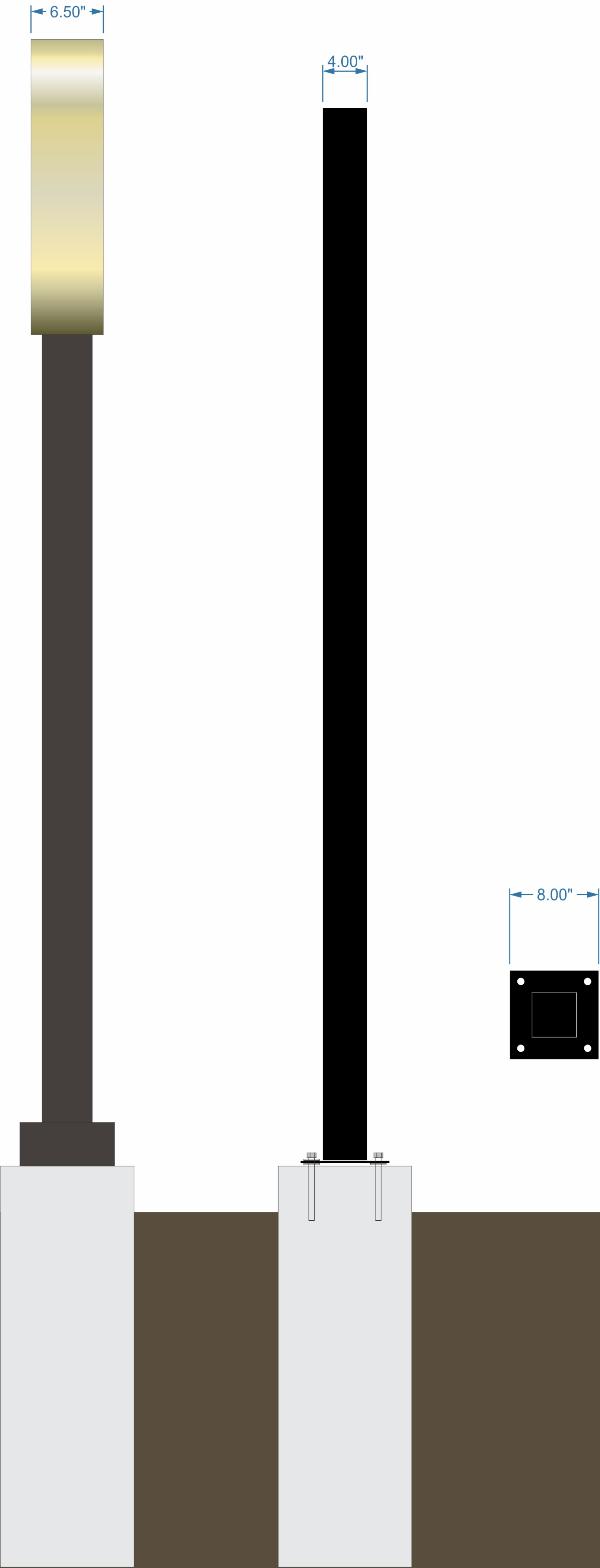
End A View



Face View



End View





City of Wray Memorial Bench Program

PROGRAM OVERVIEW

The City of Wray Memorial Bench Program allows community members to make a donation to the Wray Parks Department for the purchase and maintenance of a park bench to commemorate events or people; either alive or deceased. The Memorial Bench donation includes a plaque to be attached to the back of the bench. The Memorial Bench program is a way to honor a loved one while supporting the ongoing maintenance of Wray's park system.

PROGRAM DETAILS

- The style and size of the bench and plaque is pre-determined based on the corresponding bench style common to the park location.
- No advertising is allowed; however, a business may be mentioned in terms of a connection of person to business: "For John – Founder of Smith's Store". The department has the right to deny placing the name of a business on the plaque. For example, businesses relating to; tobacco, marijuana, alcohol or other businesses conflicting with the department's mission.
 - An example of unacceptable language: "Bench provided by Smith's Store".
- Other limitations for plaque language are:
 - That which could be offensive to the public
 - That which would not maintain the city's desire for neutrality on political and religious issues
- All plaque language will be reviewed by three staff members. The Director of Parks and Recreation will make the final decision on any language in question.
- Benches are available to commemorate events or people who are alive or deceased.
- The location of the bench is on a first come first served basis. City staff will have final approval on the location. A waiting list will be created if the need arises.
- The average life of a bench is approximately 15 years.
- Benches always remain property of the City of Wray.

TERMS AND COSTS

- Full bench donation 2021 cost: \$1,500 (subject to annual adjustments based on actual costs)
- The Memorial Bench donation includes the bench, plaque, installation and maintenance for the life of the bench, after which time the Sponsorship may be renewed upon receipt of an additional donation. The life of the bench will depend upon location, exposure and level of use resulting in an average bench life of 15 years.
- The applicant may renew the agreement if they choose by contacting the City prior to the end of the sponsorship term. If the agreement is not renewed prior to the expiration of the term, staff may remove the plaque and the bench will be available for a new sponsorship agreement.
- In the case of unforeseen circumstances, the city cannot guarantee that the original intention of this agreement will be upheld, and relocation of a bench may be necessary.
- Major park renovations may alter the exact location of the sponsorship bench, although the location of the bench will remain within the original park site until the end of the sponsorship term. Staff will make their best effort to maintain the original intent of the bench location.

Staff cannot guarantee installation by a set date due to potential workload issues and unforeseen circumstances.

PROCESS AND PROCEDURE

1. Contact City Hall to go over the details of the program to determine if the program fits the need.
2. Determine final location with City representative.
3. Submit signed and completed application form with donation to the City of Wray.
4. After donation is received, the bench is ordered, including a final proof of the plaque text. Please allow up to 12 weeks after final approval for delivery.
5. Plaque will be attached to the back of the bench during installation.
6. Notification of completion will be sent to the applicant.

Grey



Please return to City Hall

Contact Name _____

Phone Number _____ Email _____

Address _____ City _____ State _____ Zip _____

Message:

Office Use Only:

Received by: _____ Date Received: _____ Check Number: _____