

**Chairperson:**

**John Kasza** *At Large*

**Vice-Chairperson**

**Adam Kniss** (*Ag Land Preservation*)

**Secretary:**

**Dora Aguirre** *Ward 4*

**Members:**

**Kristen Hood** *Ward 1*

**Hugh Frazier** *Ward 2*

**Steve Puckett** *Ward 3*

**Peter Phibbs** *At Large*

**Jason Cvancara** *At Large*

**Alternates:**

**VACANT**

**Ruth Erickson** *Ward 3*

**Agricultural Land Preservation:**

**Dave Swanson**

**City Council:**

**Mark Humbert**

**City Council Alternate:**

**Mary Ellen Pollack**

**BSD 27J Representative:**

**Flora Aguirre-Diaz**



**City of Brighton – Staff**

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**City of Brighton  
Parks and Recreation Advisory Board  
(PRAB)  
Agenda  
January 4, 2017  
5:30 pm**

**Recreation Center  
555 N. 11<sup>th</sup> Ave.  
Brighton, CO 80601**

1. Roll Call/Determination of a Quorum
2. Seating of Alternates – Ruth Erickson
3. Pledge of Allegiance
4. Approval of November 2, 2016 Minutes
5. Additions to Agenda
6. Guest(s)
7. Discussion of Park Naming Policy Process for Prairie Center Parks
8. E-Bike Discussion
9. Report of Bike Brighton Sub-committee
  - Accept the November 16, 2016 minutes
10. Report of Ag Land Preservation Sub-committee
  - Accept the November 9 and December 14, 2016 minutes.
11. Tree Board
12. Cemetery
13. Reports:
  - **Chairperson**
  - **Members**
  - **City Council Representatives**
  - **School Board Representative**
  - **Youth**
  - **Staff**
14. Future Agenda Items
15. Dates to Remember
16. Adjournment

**City of Brighton  
Parks and Recreation Advisory Board (PRAB)  
Meeting Minutes of November 2, 2016**

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<p><b>1. Roll Call / Determination of a Quorum</b></p>	<p><b>Roll Call:</b> John Kasza, Adam Kniss, Dora Aguirre, Peter Phibbs, Jason Cvancara, Ruth Erickson, Dave Swanson, Josh Bowers, Lindsie Fushimi, and Flora Aguirre-Diaz</p> <p><b>Members Absent:</b> Kristen Hood, Hugh Frazier, Mark Humbert, Steve Puckett, and Mary Ellen Pollack</p> <p><b>Staff Present:</b> Gary Wardle, Mark Heidt, Jeffrey Hulett, Travis Haines, Aaron Corr and Dianne Secord</p> <p><b>A Quorum:</b> Yes</p>	<p><b>Meeting called to order by John Kasza at 5:30pm.</b></p>
<p><b>2. Seating of Alternates</b></p>	<p>Ruth Erickson was seated as an alternate to fill an absent position.</p>	
<p><b>3. Pledge of Allegiance</b></p>		<p><b>John Kasza led the members in the Pledge of Allegiance</b></p>
<p><b>4. Approval of October 5, 2016 minutes</b></p>		<p><b>Motion was made by Adam Kniss to approve the October 5, 2016 minutes as presented. Motion was seconded by Dora Aguirre.</b></p> <p style="text-align: center;"><b>Vote: 11-0 Motion Carried</b></p>
<p><b>5. Addition to Agenda</b></p>	<p>No additions to agenda</p>	
<p><b>6. Guest(s)</b></p>	<p>No guest</p>	

<p><b>7. Cemetery Rules</b></p>	<p>Aaron Corr, Cemetery Manager presented the proposed rule changes. Jason Cvancara asked about military that are retired and suggested that we ask to see a DD214 as for proof of residency and proof of military service.</p>	<p><b>Motion was made by Adam Kniss to recommend the revised rules to city council with the suggested changes. Motion was seconded by Dora Aguirre.</b></p> <p><b>Vote 11-0 Motion Carried</b></p>
<p><b>8. P&amp;R Master Plan discussion</b></p>	<p>Gary said that the 2017 budget included funding for a new parks &amp; recreation master plan. He said it is a 4-6 month process to complete the project. He asked the members for their input for what they would like to see added to the master plan and said that the old master plan (1996) and the master plan updated (2006) can be found on the city website under the parks &amp; recreation page and asked that the members email him with any suggestions that may have.</p>	<p><b>No Action</b></p>
<p><b>9. Report of Bike Brighton Sub-Committee</b></p> <p><b>Acceptance of September 28, 2016 minutes.</b></p>	<p>Peter Phibbs reported on the Bike Brighton Sub-committee.</p> <ul style="list-style-type: none"> <li>• Full Moon bike ride update</li> <li>• Changes to the bike rides for 2017 – would like to have 3 longer rides additional to the Full Moon bike rides and have a children’s event with the ride ending at the park with a movie.</li> <li>• Would like to become a Bicycle Friendly Community in 2017.</li> <li>• Is having the November meeting on the 16<sup>th</sup> and canceling the December meeting due to the holidays.</li> <li>• Treads will be riding in the Festival of Lights Parade and is looking for other riders to join them.</li> </ul> <p>Motion was made to accept the September Bike Brighton Sub-committee minutes.</p>	<p><b>Motion was made by Adam Kniss to accept the September 28, 2016 minutes of the Bike Brighton Sub-committee. Motion was seconded by Dora Aguirre</b></p> <p><b>Vote: 11 – 0</b></p> <p><b>Motion Carried</b></p>

<p><b>10. Report of Ag Land Preservation Sub-committee</b></p> <p><b>Accept the September 14, 2016 minutes</b></p>	<p>Adam Kniss reported on the Ag. Land Preservation Sub-committee:</p> <ul style="list-style-type: none"> <li>• By Laws for the new committee attached to packet</li> <li>• Joint committee between ADCO and COB</li> <li>• Job description/position – paid for by both</li> <li>• Will continue to meet as Ag. Land Preservation Sub-committee until January 2017</li> <li>• Meeting with commissioners</li> <li>• Meeting with city council</li> <li>• Neighborhood meeting</li> </ul> <p>A motion was made to accept the September 14, 2016 minutes</p>	<p><b>Motion was made by to accept the Ag. Land Preservation Sub-committee minutes by Adam Kniss and seconded by Mark Humbert.</b></p> <p><b>Vote: 11-0 Motion Carried</b></p>
<p><b>11. December meeting</b></p>	<p>Gary asked the members if they would like to cancel the December meeting.</p>	<p><b>Motion was made by Adam Kniss to cancel the December 7, 2016 meeting. Motion was seconded by Dora Aguirre.</b></p> <p><b>Vote: 11-0 Motion Carried</b></p>
<p><b>12. Tree Board</b></p>		<p><b>No Action</b></p>
<p><b>13. Reports</b></p>	<p><b>City Council Representative:</b> <i>Mark Humbert:</i></p> <ul style="list-style-type: none"> <li>• Cemetery Walk was done well.</li> <li>• Would like to do a ride along with staff to each park in the city. (Gary suggested that all members tour the parks in the future)</li> </ul> <p><b>School Board Representative:</b> <i>Flora Aguirre-Diaz:</i></p> <ul style="list-style-type: none"> <li>• Renovations update</li> </ul>	<p><b>No Action</b></p>

	<p><b>Staff:</b>  <i>Jeffrey Hulett:</i></p> <ul style="list-style-type: none"> <li>• Carnival Palooza</li> <li>• Turkey Trot</li> <li>• New carpet was installed</li> </ul> <p><i>Mark Heidt:</i></p> <ul style="list-style-type: none"> <li>• Sable Farmland Grant</li> </ul> <p><i>Travis Haines:</i></p> <ul style="list-style-type: none"> <li>• Irrigation systems have been shutdown</li> <li>• Restrooms &amp; drinking fountains have been shutdown</li> <li>• Renovation of parking lot at sports complex</li> <li>• Strong Street Plaza update.</li> </ul> <p><i>Aaron Corr:</i></p> <ul style="list-style-type: none"> <li>• Ossuary update</li> <li>• Flag burning pit project</li> <li>• Flag burning pit dedication event on Nov 10<sup>th</sup> at 9am</li> </ul> <p><i>Gary Wardle:</i></p> <ul style="list-style-type: none"> <li>• Projects updates</li> <li>• Bromley Hishinuma Farm usage update. Had only 1 submission and it was Lazy Bee Ranch who gave the presentation to the PRAB. Will have another tour of the farm after things get started, probably in the spring.</li> </ul>	
<p><b>14. Future Agenda Items</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>No Action</b></p>
<p><b>15. Dates to Remember</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>No Action</b></p>
<p><b>16. Adjournment</b></p>		<p><b>Motion to adjourn at 6:25 pm was made by Adam Kniss, motion seconded by Ruth Erickson.</b></p> <p><b>Vote: 11 - 0 Motion Carried</b></p>

**City of Brighton  
Bike Brighton Sub-Committee  
October 26, 2016**

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
1. Call to order		<b>Randy Brodersen called the meeting to order at 5:31 pm</b>
Roll Call	<p>Members Present: John Kasza, Peter Phibbs, Brian Blehm, Randy Brodersen, Brian Poteet and Robert Eckelman</p> <p>Members Absent: Terry Young (excused)</p> <p>Staff present: Mark Heidt</p>	
2. Approval of the minutes		<p><b>Motion was made by Brian Blehm to approve the, September 28, 2016 minutes. Motion was seconded by John Kasza.</b></p> <p><b>Vote: 5 - 0 Motion Carried</b></p>
3. Approval of Agenda/Changes to the Agenda		<p><b>Motion was made by Brian Blehm. Motion was seconded by John Kasza.</b></p> <p><b>Vote: 5 - 0 Motion Carried</b></p>
4. Welcome Guest	None	<b>No Action</b>
5. Full Moon Rides Discussion	<p>October Ride:</p> <ul style="list-style-type: none"> <li>- 4 riders in Park</li> <li>- 21 riders for 5 mile ride</li> <li>- 32 total new riders (1/3 new participants)</li> </ul> <ul style="list-style-type: none"> <li>• Provided lights for bikes</li> <li>• Riders preferred 5 mile ride.</li> </ul>	<b>No Action</b>

<p>6. 2017 Planning</p>	<ul style="list-style-type: none"> <li>• Full Moon Rides- less rides and do more events.</li> <li>• Non Full Moon Rides- schedule on a Saturday 3x a year.</li> <li>• Teen and Adult Rides: <ul style="list-style-type: none"> <li>- 5 mile ride in spring (May)</li> <li>- 6 – 7 mile ride in summer (July)</li> <li>- 8 – 10 mile ride in the fall (September)</li> </ul> </li> <li>• Kids Event – Do with a City festival or film series. <ul style="list-style-type: none"> <li>- 1 mile short loop ride</li> <li>- Incorporate kid’s event with a movie night or other festival.</li> <li>- “Kids Bike-in Movie Nite” – June or July</li> </ul> </li> <li>• Bike Brighton presence: <ul style="list-style-type: none"> <li>- Summerfest = June</li> <li>- Bike to Work = June Day</li> <li>- City BBQ = July</li> <li>- Market Day = August</li> <li>- Festival of Lights Parade = December</li> <li>- Eco-Fair = Pass out flyer</li> </ul> </li> <li>• Bike Brighton Facebook and Instagram page</li> <li>• Bike Brighton upgrade on webpage with click on spots</li> </ul>	<p style="text-align: center;"><b>No Action</b></p>
<p>7. Participation of Festival of Lights on December 10<sup>th</sup>.</p>	<ul style="list-style-type: none"> <li>• Pete will sign up Bike Brighton. He will bring the information to November 16<sup>th</sup> meeting.</li> <li>• Bike Riders and Rides</li> <li>• Banner needs to be walked by two volunteers</li> <li>• Circle Bike will be borrowed by the school district</li> </ul>	<p style="text-align: center;"><b>No Action</b></p>
<p>8. Upcoming Events</p>	<ul style="list-style-type: none"> <li>• Safe Routes to School (SRTS) Grant Project</li> <li>• Invite 27J representative Rhonda Plambeck and Kimberly Dall Acting Director of Streets and Fleet to early 2017 meeting.</li> <li>• Invite Kristen Chernosky, Director of Public Information Dept., to early 2017 meeting.</li> </ul>	<p style="text-align: center;"><b>No Action</b></p>

9. Next Agenda	<ul style="list-style-type: none"> <li>• 2017 Ride Route Planning - 3 routes</li> <li>• Parade entry for Festival of Lights</li> </ul>	<b>No Action</b>
10. Adjournment		<p style="text-align: center;"><b>Motion was made by Robert Eckelman to adjourn the meeting at 6:38 pm. Motion was seconded by Peter Phibbs.</b></p> <p style="text-align: center;"><b>Vote 5 – 0 Motion Carried</b></p>



**City of Brighton  
Agricultural Land Preservation Special Meeting Minutes  
October 5, 2016**

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
1. Call to order		<b>Adam Kniss called the meeting to order at 9 am</b>
2. Roll Call	Present: Adam Kniss, Tim Ferrell, Alan Hale, Guest: Wayne Walvoord  Absent:  Adams County: Shannon McDowell, Rachel Bacon and Abel Montoya  Staff Present: Travis Haines and Aja Tibbs	
3. Approval of the September 24, 2016 Minutes		<b>Motion to approve the October 5, 2016 minutes as presented made by Alan Hale, motion seconded by Tim Ferrell.</b>  <b>Motion Carried</b>
4. District Plan Discussion	Rachel read through the memo on the District Plan implementation: <ul style="list-style-type: none"> <li>• Adam asked for any committee members that can attend the Adams County meeting work session to please be there.</li> <li>• Bylaws discussion, Rachel updated that the county reviewed them, Abel Montoya asked the sub-committee for feedback on the bylaws. Suggested having a secretary on the new board along with the other two officers. Alan agreed, Tim recommended a platform for guest to make public comments at the meetings.</li> </ul>	<b>No Action</b>
5. Committee Expansion- Review of Job Description of Staff Person	Rachel reviewed and did a complete rundown on the position: <ul style="list-style-type: none"> <li>- Job includes marketing, education, capital projects, land preservation and food system promotion among</li> </ul>	<b>No Action</b>

	<p>many other duties as necessary.</p> <ul style="list-style-type: none"> <li>- Looked into other similar jobs in other municipalities</li> <li>- Market research on potential salary along with Human Resources.</li> <li>- Finalize makeup structure and sharing agreement with the City of Brighton. Jointly funded for two years with great emphasis on the District Plan area and secondary emphasis county wide for food systems policies to support the plan.</li> <li>- Abel discussed the two year designation that turns to a full time position when the two years is up. Tim commented on how the position is split between County and City and likes what he hears. Alan, has concerns about the position. He thinks the position listing needs to be tightened up. Tim stated this applicant need to know they will work for both entities.</li> <li>- Committee was asked to send priorities of their duties by Friday October 7, 2016.</li> </ul>	
6. Study Session- November 8 <sup>th</sup> at 6:00 p.m.	Joint Study session is not going to happen there will be a meeting with Brighton City Council on November 8 <sup>th</sup> and a meeting with County Commissioners on October 18th.	<b>No Action</b>
7. Neighborhood Meeting- November 14 @ 6:00 p.m.	Neighborhood Meeting will be held at Eagle View Adult Center on November 14, 2016. Rachel encouraged the committee members to attend. Abel made suggestions to the commission about items to discuss at the meeting.	<b>No Action</b>
8. Sable Blvd Land Acquisition	Adams County recommended and awarded full grant funding of \$1,674,750.00.	<b>No Action</b>
9. Pleasant Plains School		<b>No Action</b>
10. Other Business	Bromley/Hishinuma Farm tour tonight October 5 <sup>th</sup> at 6:00 and October 13 <sup>th</sup> at 9:30.	<b>No Action</b>
11. Future Agenda Items	Neighborhood Meeting	<b>No Action</b>
12. Adjournment		Meeting was adjourned at 10:31 a.m.

**City of Brighton  
Agricultural Land Preservation Sub-committee Minutes  
November 9, 2016**

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
1. Call to order		<b>Adam Kniss called the meeting to order at 9 a.m.</b>
2. Roll Call	Present: Tim Ferrell, Alan Hale, Kathy Mahan Adams County: Abel Montoya, Rachel Bacon Staff Present: Gary Wardle & Aja Tibbs Absent: Adam Kniss, David Swanson	
3. Approval of the October 5, 2016 Minutes		<b>Motion to approve the October 5, 2016 minutes mad by Alan Hale, motion seconded by Tim Ferrell.</b>  <b>Motion Carried</b>
4. Planning for Neighborhood Meeting	Preparation and topics for Neighborhood Meeting on Monday, November 14 <sup>th</sup> , 6 – 8 p.m.  <ul style="list-style-type: none"> <li>• Introduction of committee members</li> <li>• Invite residents to participate and push involvement</li> <li>• Possible comment cards for feedback</li> <li>• High level short discussion of the District Plan</li> <li>• Update on Bromley Hishinuma Farm</li> <li>• District Plan Commission presentation</li> <li>• Ag. Preservation Sub-committee</li> <li>• Signup sheet to share agriculture history input</li> <li>• Possible tables for involvement and interests</li> <li>• Updates on Adams Crossing Development</li> </ul>	<b>No Action</b>

<p>5. Review Study Session with the City and County</p>	<p>Review on November 8<sup>th</sup> meeting with Brighton City Council study session on creating the District Plan. Gary provided feedback, the City is behind on creating the new commission. Committee plans on bringing in front of City Council on a later date.</p> <p>Board and County of Commissioners meeting review. Positive feedback from the board. How does the committee appropriate the 80 thousand to run the program and do they get paid back by the City? This will include salary for the new employee and funds to run the program. The commission would have a one year check in period that would provide updates and what's going on with the commission to the County Commissioners and City Councils. Then in year two, members would revisit the program and provide feedback if it's something permanent going forward. Abel will take it in front of the County on the 6<sup>th</sup> of December.</p> <p>Members discussed if the sub-group should stay in place or if the committee should be abandon once the District Plan is in place? The sub-group would possibly oversee the North and East end of the Brighton area. The members agreed to revisit the topic.</p>	<p><b>No Action.</b></p>
<p>6. Other Business</p>	<ul style="list-style-type: none"> <li>• Lori with Adams County touched briefly on the Community Supported Agriculture Program for county employees. 31 participants signed up. They will get fruits and vegetables next year around mid-June.</li> <li>• Planning Partners Conference on December 2 at the Adams County Government Center. Bringing people together on hot topics for our region. Sessions on airtropolis, sustainability, growth, what does equity mean and how to work together.</li> </ul>	<p><b>No Action</b></p>

	<ul style="list-style-type: none"> <li>Update on Bromley Hishinuma Farm. One proposal received from Vern Tharp and his group. Process resolving the property that starts on the 22<sup>nd</sup> of November with the planning commission. P&amp;D R-3 to make it a public land and allowing uses for the farm to move forward. To be presented to City Council on proposal on the 13<sup>th</sup> of December and finalize it on December 20<sup>th</sup> along with lease.</li> </ul>	
7. Future Agenda Items	<ul style="list-style-type: none"> <li>What happened to What Grows in Brighton? Brighton Chamber of Commerce owns the right of this trademark. Possibly invite the Brighton Chamber of Commerce to December or January meeting to find out what they will do with the trademark. Gary will reach out to Holly Hanson with the Chamber of Commerce and see if she will be available to attend next month's meeting.</li> </ul>	<b>No Action</b>
8. Adjournment		<b>Meeting adjourned at 10:13 a.m.</b>