

AGENDA
TOWN OF DOLORES COLORADO
PARKS/PLAYGROUND ADVISORY COMMITTEE
FEBRUARY 17TH, 2021 6:00 P.M.

DUE TO THE COVID-19 PANDEMIC THIS MEETING WILL BE HELD VIRTUALLY UNTIL FURTHER NOTICE.

TOD Board

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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES FROM DECEMBER 16TH MEETING AND JANUARY 20TH, 2021.**
- 5. CONTINUING BUSINESS:**
 - Updates on planned JRP playground completion projects.
- 6. NEW BUSINESS:**
 - Review of Parks Master Plan, Trails and Mobility Plan and Playground Survey.
- 7. OTHER**
- 8. ADJOURNMENT**

AGENDA

TOWN OF DOLORES COLORADO

PARKS/PLAYGROUND ADVISORY COMMITTEE

DECEMBER 16TH, 2020, 6:00 P.M.

DUETO THE COVID-19 PANDEMIC THIS MEETING WILL BE HELD VIRTUALLY UNTIL FURTHER NOTICE

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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. APPROVAL OF NOVEMBER 2020 MINUTES**
- 5. CONTINUING BUSINESS:**
 - A. FOPG update**
 - B. GOCO planning grant/Parks Master Plan**
 - C. Soccer Goals**

D. Playground Completion Reports:

1. Donor Sign: Nikki
2. Entry Sign: Nikki
3. Engraved pickets (materials, equipment, and cost): Marianne
4. Picket (engraved and other installation): Kalin
5. Plaques on Trees
6. Trees: Kalin
7. Concrete walkway: Ken talked to James
8. Benches
9. Shade structures (research costs of both stick built using existing shade structure adjacent to PG entry as model, and shade sails as alternative).
10. Use of existing funds: Marianne checking with Ballantine; Ken checking with CHF
11. Irrigation: Randy

6. NEW BUSINESS:

7. Adjournment

MINUTES
DOLORES COLORADO
PARKS/PLAYGROUND ADVISORY COMMITTEE
DECEMBER 16TH, 2020 AT 6:00 P.M.

Due to the COVID-19 pandemic, this meeting was held virtually to the public

1. Meeting called to order

2. Roll Call: Committee Members present: Nikki Gillespie, Marianne Mate, Kalin Grigg, and Hugh Robinson. Ex-officio Trustee Tracy Murphy.

2.1 Staff Member Present: Manager Interim Kenneth Charles

3. Approval of the Agenda: Commissioner Grigg motion to approve the Agenda for December 18th, 2020 meeting, seconded by Commissioner Mate. Motion approved unanimously.

4. Approval of November 2020 Minutes: Ex-Officio Trustee Murphy motioned to approve the minutes for November 18th, 2020, seconded by Commissioner Gillespie. Motion Carried Unanimously.

5. Continuing Business:

A. FOPG (Friends of the Playground Group) Update

B. GOCO planning grant/Parks Master Plan

C. Soccer Goals

Manager Charles informed the Committee that the Budget was adopted by the Board on December 14th, 2020. He explained that uncertainty in Revenue may cause some items to not get funded, until there is more stability capital will be held. The Soccer Goals will be ordered at some point. Manager Charles explained that because of COVID-19 GOCO grant funds may be limited. FOPG: Commissioner Mate reported that she has not done much with the playground because of winter. She requested a checklist to keep up maintenance. Trustee Murphy stated she was ready to help if she could have a schedule. Commissioner Mate will not be starting work on the playground until closer to spring, in the meantime she will be working on plans for maintenance for both playgrounds. She questioned the maintenance when it comes to the Town and asked for a maintenance schedule. Soccer Goals update; Commissioner Robinson has been researching goal and specifications. He stated that it is serious online shopping, which makes it difficult to get official goals. He stated that he wanted to make sure the goals are sturdy. Manager Charles suggested to review specifications. The Committee wants to make sure that the equipment will be sturdy and durable. Commissioner Grigg suggested setting a date for an order deadline. Manager Charles stated they needed to be ordered by March 2021. To clarify Manager Charles asked to be sure that adult soccer goals are being searched for. Manager Charles will contact some people in Durango who could help with research for soccer goals.

D. Playground Completion Reports:

Commissioner Gillespie reported that the donor sign is being constructed, she is trying to find a piece of metal that will fit all the names, for the entry sign she has been trying to contact Maygen Crowley and has not received a response. She questioned that if Capital was being held back if there was any funding for this project? Manager Charles assured there was funding. The Committee visited type of sign, where they are to be placed, and permission from certain entities to use funding leftover. Commissioner Mate re-visited the engraved pickets and what is needed to complete the project. It comes to gathering the space, tools, cutting and engraving. Manager Charles will get Maintenance to assist in the project. Manager Charles asked about the trees for the playground. Commissioner Mate responded there were trees that have been planted and some waiting to be planted, she will go through the list to see what is left. Commissioner Grigg commented that the cages on the shrubs are being destroyed by humans. The shrubs are now vulnerable, which will allow wildlife, and humans to destroy. The events of destruction happened in December. Manager Charles suggested reviewing footage on the security cameras. Possibly the 3rd or 4th of December. Addressing the concrete walkway, Manager Charles stated he contacted James Biard for the concrete construction. Mr. Biard will provide an estimate for costs. Placement of benches were discussed, as well as a shade structure with a ceiling. The Committee discussed several areas of placing the benches and shade structures strategically. Manager Charles brought up the use of existing funds. Future discussions will be towards Improvements, the Galloping Goose, and possible the School Board involvement. Other topics discussed was a survey that was launched about the trail and mobility plan. Committee Members stated that there were several responses. Commissioner Gillespie suggested sending the plan to Shawn Gregory for the bicycle plan and Tom Rice with the Forest Service. Commissioner Grigg asked about sending the Mobility Plan, Trail Plan, and Park plan. Trustee Murphy will make sure it gets to the Committee.

6. New Business

7. Adjournment: Meeting was adjourned.

PARKS ADVISORY COMMITTEE

NOTES FOR DECEMBER 16, 2020

The Parks Committee is continuing its' planning for completion of the final playground projects –

- entry sign,
- donor sign,
- engraved pickets,
- donor trees and plaques,
- concrete walkway,
- benches and shade structures.

Current plans are to begin and finish the projects during the month of March unless weather/snow conditions require delaying the work. We will also be ordering a set of full/official size soccer goals in March with the intention of having them anchored for use in Joe Rowell Park early Spring.

Due to the fact that GOCO has eliminated their funding for planning grants for the coming year, we do not anticipate engaging in a professional development process to rewrite the Park's Master Plan. Instead, we are reviewing the community's feedback on park project development collected during the playground survey and will be restudying current information in the Master Plan and the Trails and Mobility plan to make recommendations on future park developments.

Minutes
Dolores Parks Committee
12/16/2020

1. Roll call: everyone present
2. Approval of Agenda: Approved
3. Approval of November minutes: Approved
4. Citizens to address the Committee: N/A
5. Town Manager Report: Do to uncertain revenue streams the town will hold their capital for now. GOCO has put their money else where due to covid so no grant at this time. We will review with community about master plan in the mean time.
6. FOPG (MARIANNE): Ken will send maintenance lists from Kaboom and Play By Design to Marianne. Marianne will get with Randy and put list together for the spring. Kalin has a maintenance kit form Kaboom. Goal is to institutionalize a maintenance schedule.
7. Soccer Goals (HUGE): Huge researching A. Y. S. O. web sight and had left message with Mark Bobblit, Kalin checking into Albuquerque, Ken checking in with Fort lewis and Durango. Questions: What are the specs? Recommendations for goals?
8. Park Signs (NIKKI): contacting Tuffy, engraving people, Iron Megan Installation this spring
9. Engraved Picketts (MARIANNE): Left message with Gina, materials form HomeDepot, Installation this Spring
10. Plaque Trees (MARIANNE): possibility of making some sort of form at he maintenance shop this spring
11. Trees (KALIN): Marianne will find out number of trees left to plant form her list and talking to Megan. We will do a walk through in March. Cages around shrubs have been vandalized and we get to problem solve a solution. Ken is asking Sheriff if there is any evidence on the video camera.
12. Concrete walkway (KEN): Ken talked to James and he will give a cost estimate for this spring.
13. Benches: We have two. Questions where do they go? Do we need more and where do they go? East and west of Kaboom playground and east side of big playground. In the spring
14. Shade (TRACY): Questions Where do we want them? How big do we want them? Fabric? Locally built? Possible Grant from dermatologists? In the spring
15. Use of existing funds (MARIANNE): Ken had a call into Kayla. Money can be spent on shade, benches and fencing. DPG had \$3,000 to be used for something as well. Rotary has donated \$600.

16. Master Plan: Skate park, Adult equipment, Dog Park all are possibilities mentioned in the survey given collected from the community. School football Stadium is still on the table, possibility of meeting with Tom Rice and Shawn Gregory to look over trails and mobility plan and revise. Tracy sending out trails and mobility plan and Ken sending out survey to be looked over by all members before next months meeting on Jan 20th.

AGENDA

TOWN OF DOLORES COLORADO

PARKS ADVISORY COMMITTEE

JANUARY 20, 2021 6:00 P.M.

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1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF THE AGENDA

4. APPROVAL OF DECEMBER 16, 2020 MINUTES-SECRETARY, DECEMBER 16, 2020 MINUTES-STAFF

5. CONTINUING BUSINESS:

5.1 Updates on 2021 JRP Projects-shade structures, irrigation and trees, finish PbD fence, entry and donator signs, ballfields, soccer goals

6. NEW BUSINESS:

6.1 Discussion of former JRP master plans and Trail Plans

7. Adjournment

Playground and Surrounding Project Maintenance Plan for the Town of Dolores, Colorado

It is very important for our children's safety that we make sure that the playground is kept in a good and safe condition to decrease and/or eliminate injuries. This maintenance plan is to ensure that we keep the playground in a good working condition so the children can have it to play on for years to come. The maintenance of the playground system and surrounding projects installed at Joe Rowell Park in the Town of Dolores, Colorado will be comprised of daily, weekly, and annual inspections by the Town of Dolores Public Works Director.

The daily inspection is to be completed by all **houseparents and staff** using the playground. The focus of these daily inspections should include:

- Note and report splinters, loose fasteners, broken equipment and incidents of vandalism
- Check safety zones (slides) for any objects such as trash, bottles and anything that may be a hazard to the children
- Pick up litter
- Check surfacing (wood fiber) in high-use areas. Rake over any areas that may have become worn away by use
- Note excess water as in draining or on equipment other than rain or condensation

The weekly inspection will be performed by a **resident**. **Note:** The resident children can be utilized to assist with the weekly inspection. This inspection will encompass all of the items mentioned in the daily inspection as well as checking the following:

- Grounds upkeep
- Surfacing
- General hazards
- Equipment deterioration (chipped paint, rust)
- Security of bolts, nuts, and fasteners

An annual inspection will be performed by CIRSA Services, the Town of Dolores liability insurance carrier or a **certified playground safety inspector**. The inspection will include, but not be limited to the following:

- Inspection of key areas for signs of wear, tear and vandalism
- Check and tighten all bolts, nuts, and fasteners
- Lubricate any moving parts
- Measure, evaluate and make recommendations as to the condition and depth of the safety surface
- Complete a written maintenance report
- Meet with staff to discuss report and to answer any questions or to identify any areas to watch

If any safety problems are noted in these inspections, the problems will be corrected within 24 hours. If the safety problems cannot be corrected in a timely manner, the playground will be temporarily closed until safety issues are corrected.

Complete documentation of virtually everything related to the playground, including original specifications, bid documents, purchase orders, warranties, and insurance certificates, as well as manufacturer recommendations, parts lists, scaled drawings, audit records, completed inspection checklists, repair schedules and work orders will be retained permanently.

Check all equipment and other playground features for any hazards that may have emerged. It is important to check slides, climbing apparatus, and composite play structures for the following:		
no head entrapment or entanglement		
All hardware in good condition with no loose screws or bolts		
capped ends		
no sharp points, corners, edges, or loose welds		
no protrusions or projections		
no pinch, crush, or shearing points		
no tripping hazards		
no suspended hazards (cables, wires, ropes)		
no equipment > 7 ft. high		
no worn/frayed cables		
smooth surfaces		
no exposed footings		
no loose steps, handholds, or rails		
no loose step/ring/rung		
General Hazards: Equipment Specific		
SWINGS		
S-hooks closed		
good chains/seats/hangers		
Deterioration of Equipment		
Check all equipment and other playground features for rust, rot, and cracks, with special attention to the possible corrosion where structures come in contact with the ground.		
Check for unstable anchoring or equipment.		
Security of Hardware		
Check for any loose or worn connecting, covering, or fastening hardware devices; for example, check the S - hooks at both ends of suspending elements of swings and all connection points on flexible climbers wear.		
Check all moving parts, such as swing bearing hangers for wear.		
Make sure all other moveable joints or connection pieces are properly covered and not entanglement or entrapment hazards.		
Equipment use Zones		
Check for obstacles in equipment use zones (see CPSC guidelines for definition of use zones).		

Surrounding Area	Repair Priority	Comments
General Hazards: Material Specific		
Check all equipment and other playground features for rust, rot, cracks, and splinters, with special attention to the possible corrosion where structures come in contact with the ground.		
Check for unstable anchoring or equipment.		
<i>Metal</i>		
No Rust or corrosion		
<i>Concrete</i>		
No cracked or broken pieces		
<i>Paint</i>		
Chipped paint		
<i>Wood</i>		
No wood rot		
No mold		
Check for any loose or worn connecting, protruding, covering, or fastening hardware		
Check for unstable		
No splinters		
General Hazards: Project Specific		
<i>Fencing/backstops</i>		
<i>Metal Fence</i>		
Check that all anchors are secure and that there are no breaks or fray in fencing structure		
<i>Wooden Fence</i>		
Check that all boards are secure. Replace any boards or posts that have rot.		
<i>Sandbox</i>		
Rake out and maintain clean sand		
<i>Garden</i>		
Watering (Daily)		
Weeding (Weekly)		
Deadheading (clip old flowers) (Seasonally)		
Mulching (Seasonally)		
** Vegetable Gardens will require more frequent attention depending on plants		

DATES REPAIRS COMPLETED : _____
 (Note Items Repaired)

BY: _____

IF SKETCH IS NEEDED, DRAW ON REAR OF FORM.

Annual Play Day

Host an Annual Play Day! Invite kids, parents, and Build Day volunteers to your playground for a day of fun activities. This is an opportunity to re-engage your community to help you with new projects, sprucing up your existing area or creating awareness of your group. The Play Day is a perfect way to celebrate your new playground and build awareness for the importance of play.

KaBOOM! Play Day Website: <http://playday.kaboom.org/>

Play Day Goal: _____

Play Day Theme: _____

Play Day Date: _____

Play Day Time: _____

Play Day Volunteer Count: _____

Play Day Activities:

Signature

Date