



CITY OF COLORADO SPRINGS

# WESTSIDE COMMUNITY CENTER WORKING COMMITTEE MINUTES

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Location: 1628 West Bijou Street, Colorado Springs, CO 80904

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Date: August 15, 2024

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Time: 2:00 p.m.

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## **I. MEETING ATTENDANCE**

- a. Members Present: Justin Trudeau, Liz Lopez Vaughan, Susan Baldwin, Nancy Bernard, Kathy Perry, Tena Jelinek
- b. Members Absent: Ann Petit, Judy McKay-Harbert
- c. Alternates Present: Margie Valin, Sarah Grant
- d. Parks Advisory Board Liaisons Absent: Greg Thornton
- e. Staff Present: Jamie Bequette, Felicia Barnhart, Anna Bingman, Mark Snow, Young Shin

## **II. CALLED TO ORDER**

Committee Chair Justin Trudeau brought the meeting to order at 2:05 p.m.

## **III. ANNOUNCEMENTS**

A new Committee photo was taken at this time.

## **IV. CITIZEN DISCUSSION**

There was no citizen discussion at this time.

## **V. APPROVAL OF MINUTES – JULY 18, 2024 MEETING MINUTES**

- a. Motion: To approve the July 18, 2024 meeting minutes.
- b. First: Nancy Bernard
- c. Second: Kathy Perry
- d. Approved, unanimously.

## **VI. ACTION ITEMS**

There were no action items on this agenda.

## **VII. PRESENTATIONS**

There were no presentation items on this agenda.

## **VIII. COMMITTEE BUSINESS**

Proposal Process Discussion

### a. Current Process

1. Jamie Bequette, Program Administrator, reminded the Committee of the current proposal process, which is that anyone who would like to rent space or host a program in the facility three or more times, needs to present to the Committee.
2. With meeting only once a month, interested parties have to wait for a meeting to present. However, Jamie does forward proposals to the Committee as they come in to her.
3. Jamie explained the process that takes place for programs and rentals at the other community centers under Parks, Recreation and Cultural Services.

### b. Challenges

1. Jamie informed the Committee of the challenges that can arise due to the current process, mainly due to the time constraints of having to wait for a meeting to present a proposal or needing the space in a time frame that occurs between meetings.
2. Some Committee members explained the limbo they felt the Center was in after the previous operator left the Center, before the City took over operations. There were feelings of not having any say in what were to happen at the Center, which is why Committee members are happy with the current process and the "guardrails" in place.
3. Committee members do not want to hinder staff's processes but want to continue to make sure community-minded programs are offered at the Center.

### c. Possible Solutions/Process Revamp

1. One possible solution was to create a probationary period for new programs and leases to operate under, in which staff would evaluate the success of the programs. Additionally, the programs or leases would still need to present to the Committee at the next meeting they are available for.
2. Committee members felt that persons proposing programs and leases should want to present to the Committee.
3. The Committee came to a consensus that staff could make the administrative decision to approve programs for a sixty to ninety day probationary period, with the understanding that the program or lease will need to be presented to the Committee within that timeframe. Staff will evaluate the programs as they happen and report to the Committee, as well.

## Working Committee Strategic Plan

### d. WestFest

1. The Committee would like to conduct some form of strategic planning process to gather community input on needs and desires for the Center. Committee Chair Justin Trudeau felt that the upcoming WestFest event would be a good opportunity to gather some of this feedback.
2. A Committee booth at WestFest was suggested, with Committee members volunteering for the three hour event.
3. In regards to a survey for WestFest participants to fill out, Committee Chair Justin Trudeau asked for Committee members to send Jamie potential questions for the survey by the end of next Wednesday, so he can compile them. Justin will share the draft survey with Jamie to send to Committee members for review.
4. Committee Vice Chair Liz Lopez Vaughan offered to donate a prize to be raffled off to survey takers at the event.
5. There will be a WestFest Committee Booth planning meeting on August 29<sup>th</sup> at 4 p.m., at the Center.

## IX. STAFF UPDATES

Facility Operations; Preschool Wooden Sculptures; Campus ADA /Roof and Gutter/HVAC Improvement Update; Staffing Update; Pumpkins in the Park – October 19, 12 to 4 p.m.; and leases update

a. Jamie Bequette, Program Administrator, and Felicia Barnhart, Park Operations Administrator, provided the following updates:

1. Wooden sculptures created by Jim Lamphear have been donated to the preschool.
2. The bidding process is open for upcoming construction improvements. Staff will make a decision, and pass along the information and timeline. The Center will remain open during construction, though there could be some intermittent closures.
3. Devin Jaramillo, Maintenance Worker, will be leaving at the end of the month. Felicia Barnhart invited the Committee to attend an open house for his farewell on August 21<sup>st</sup> at noon.
4. Albert Jaramillo, Maintenance Technician II, will be moving to the Center full-time after Labor Day. Albert has worked for the Department across the various community centers for many years, and staff is looking forward to having him at the Center.
5. The Old Colorado City Association is hosting Pumpkins in the Park at Bancroft Park on October 19<sup>th</sup>. Jamie Bequette would like to have a booth at the event and asked if anyone would be interested in volunteering. Multiple Committee members said they would potentially be able to help out.
6. Jamie Bequette provided an update on programs and leases.
7. The Center may hold a scarecrow decorating contest internally.

**X. ADJOURNMENT**

- a. Motion: To adjourn the Westside Community Center Working Committee meeting at 4:19 p.m.
- b. First: Justin Trudeau
- c. Second: Tena Jelinek
- d. Approved, Unanimously