



**KEEP  
WOODLAND PARK  
BEAUTIFUL**

**Meeting Minutes**

**Sept 8, 2025 – 5 P.M.**

Upstairs Conference Room, 220 W. South Avenue, Woodland Park, CO

**1. Call to Order and Roll Call:**

The meeting was called to order at 5:00 P.M. Voting members attending included Kassidi Gilgenast (Chair), Leah Watters (Vice Chair), Sheilah Jiménez (Secretary), Sarah Horwood, and City Staff Liaison Kristen Higginbotham. **Absent:** Claudia Miller, City Council Liaison Seth Bryant

**Approval of Minutes — August 2025**

The August 2025 minutes were approved

**Public Comment on Items not on the agenda:** No public comments were received.

**Sub-committee Reports and Ongoing Projects**

**A. Community/Education Outreach:**

Beautification Awards:

Kassidi suggested recognizing Community Partnership for their leadership in the Community Gardens as a 2025 Beautification Award recipient.

Leah confirmed that nominations remain open year-round but are promoted each November to increase community awareness. Nominations close December 31, and the committee selects recipients in January. Awards are presented at a City Council meeting in February.

Leah proposed posting prior Beautification Award winners on the KWPB website using the award certificate graphic. Sarah and Kassidi will compile the list of past winners and provide it to Kristen, who located historical award files dating back to 2008. Leah will send the finalized nomination criteria to Kristen for use in creating an online nomination form and subpage within the City's KWPB webpage.

**B. Beautification Projects:**

The committee revisited several beautification project ideas for consideration in 2025–2026:

- Tunnel Art Project: Repainting the tunnel under Highway 24 with community artwork or student contributions. Kristen will consult city staff to determine feasibility and safety requirements (rust removal, sanding, and weather considerations).
- Welcome Sign Repainting: Repainting or replacing the eastbound “Welcome to Woodland Park” sign near Divide with brighter, more visible colors. Kristen will follow up with Public Works.
- Power Box Art: Sheilah re-established contact with CORE, which has indicated possible approval for painting electrical boxes. This project would require mapping box locations,



developing designs, and submitting for review. The committee agreed to target this as a 2026 initiative and explore collaboration with the Main Street Program.

- **Public Seating:** The committee discussed adding benches or large decorative “photo-op” chairs featuring the city logo to public spaces such as Memorial Park, Bergstrom Park, or the downtown area. Kristen will discuss the idea with the City Manager and identify potential locations.
  
- **Bike Racks:** Members expressed continued interest in installing bike racks in the downtown corridor, noting that costs may exceed the committee’s budget without external support.

### **C. City Clean Ups**

Creek Week Cleanup – Saturday, October 4, 2025

#### Logistics & Registration:

The cleanup will begin at 8:00 A.M. at Cavalier Park. Volunteers will use the same registration and waiver system from the citywide cleanup, updated for the Creek Week event. Kassidi will verify that the online form is active.

#### Supplies & Safety:

Sarah attended the Fountain Creek Watershed’s Crew Leader training and completed supply pickup, which included two buckets, two grabbers, gloves, and plastic bags. The committee will bring additional supplies and coolers. Leah will clean the water coolers stored in the shed, and Sheilah will transport them to Cavalier Park.

#### Waste Disposal:

Kristen will confirm if a city dumpster and Public Works truck can be used for collected waste.

#### Outreach & Marketing:

Fountain Creek Watershed requires their logo to appear on all promotional materials, flyers, and social media posts. Kristen will update communications accordingly. Sheilah, Kassidi, Sarah, Kristen, and Terry will attend the cleanup. Kristen will contact past June cleanup volunteers to invite participation. Approximately 10–15 volunteers are needed.

#### Coordination with Other Groups:

Another Woodland Park group is registered to clean near Crystola. Kristen will contact Charis to confirm their location and avoid duplication of effort.

#### Follow-Up:



Complete post-event surveys and report the number of trash bags collected for inclusion in the Fountain Creek Watershed's regional totals.

## 2. **Other Committee Business:**

Community and Education Outreach: Discussion of the proposed 2026 school beautification initiative was tabled until Claudia's return

Gateway Playground: Discussion was also tabled pending input from Council Liaison Seth Bryant, who received a citizen inquiry about ownership and maintenance of the playground area.

KAB Affiliation: No updates

## 3. **Chairman Report:**

### 2025 Spending and Budget Use

The committee discussed how to utilize remaining funds in the 2025 budget. Of the \$500 allocated for the year, \$154 has been spent to date. Funds do not roll over and will revert to the City's general fund if unspent.

Members proposed using the remaining budget to:

- Purchase or pre-order cleanup supplies for future events (e.g., gloves, grabbers, and protective equipment).
- Acquire durable storage containers and shelving for improved organization in the new shed.
- Replace damaged or missing items from the cleanup supply inventory.
- Leah will price supplies (gloves, grabbers, and totes) and report back with cost estimates.

### 2026 Budget and Priorities

Kassidi reminded members that September–October is when City Council reviews department and committee budget requests. The committee intends to maintain its current funding level while identifying a few small, high-impact beautification projects for 2026 consideration.

### Committee Binders

Kassidi reported that committee binders need to be finalized with current materials. Members are asked to bring their binders to the next meeting. Kristen will verify that the additional binders stored in the City office are available for new members. Kassidi and Kristen will coordinate on updating and assembling the complete sets.

### **City Liaison Report:**



City Liaison Kristen Higginbotham shared updates related to city coordination and future projects:

- Public Works will replace the existing KWPB storage shed later this year. The new shed will also be shared with Community Partnership.
- Kristen will follow up with City Manager Aaron Vassolotti regarding possible city-supported beautification projects that align with KWPB's mission and can be completed within budget parameters.
- Kristen will also confirm whether KWPB representatives need to attend upcoming City Council budget sessions in support of the 2026 committee budget request.

4. **Council Liaison Report:** Council Liaison Seth Bryant was not present. No report provided.

5. **Adjournment:** The meeting adjourned at 6:05 P.M. The next meeting is scheduled for October 9, 2025, at 5:00 P.M.

### **Action Items**

#### **Community and Education Outreach**

- Claudia: Continue development of the proposed community beautification event with local schools.

#### **Creek Week Cleanup**

- Kassidi: Confirm volunteer registration link and ensure waiver language reflects the Creek Week event.
- Kristen: Verify availability of city dumpster and truck for waste collection; update promotional materials with Fountain Creek Watershed logo.
- Leah: Clean water coolers prior to event.
- Sheilah: Transport water coolers to Cavalier Park on event day.
- Kristen: Email past June cleanup volunteers to invite participation.
- Kristen: Contact Charis to confirm cleanup location to prevent duplication.

#### **Beautification Awards**

- Leah: Send nomination criteria to Kristen for online form development.
- Sarah & Kassidi: Compile list of past Beautification Award winners for posting.
- Kristen: Create website subpage for Beautification Awards and update with historical recipients.

#### **Beautification Projects**



**KEEP  
WOODLAND PARK  
BEAUTIFUL**

- Kristen: Consult City staff on feasibility of tunnel repainting and potential high-visibility projects.
- Kristen: Follow up on repainting or replacement of the eastbound welcome sign.
- Kristen: Discuss bench or “photo-op chair” project with City Manager and identify suitable locations.
- Sheilah: Maintain correspondence with CORE regarding power box art project; begin mapping box locations for 2026 planning.
- Leah: Research cost of replacement supplies and durable storage totes for shed.

**Committee Organization**

- Kassidi & Kristen: Finalize committee binders; verify existing sets in City office and prepare complete materials for October meeting.
- Kristen: Determine whether KWPB needs to present at City Council's 2026 budget review session.