



Parks and Recreation Commission Meeting Minutes

Rebecca Dunn, Chair
Cat Evans, Vice Chair
Robert Coltin
Scott Dowis
Jessica Kallweit
Craig Kinnunen
Melissa Lindsay

Wednesday, June 18, 2025

5:00 PM

Central Service Center
1400 Caprice Drive
Castle Rock, CO 80109

Note: This meeting is open to the public. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed. If you are unable to access any portion of these materials due to a disability as defined under Colorado House Bill 21-1110, please call us at 303-663-4440, email the Town's accessibility team at accessibility@CRgov.com or submit an accommodation request form at CRgov.com/A11yRequest.

TIMES SHOWN ARE APPROXIMATE AND MAY BE ADJUSTED DUE TO CHANGES TO THE AGENDA.

CALL TO ORDER

ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA

Rebecca called the meeting to order at approximately 5:07 p.m. Jeff Smullen, Mike Kilman, Bob Maloney, Jennifer Martin and Maia Yates were also in attendance.

Present 4 - Chair Rebecca Dunn, Commissioner Robert Coltin, Commissioner Cat Evans, and Commissioner Jessica Kallweit

Not Present 2 - Commissioner Scott Dowis, and Commissioner Melissa Lindsay

PUBLIC COMMENT

DURING THIS TIME, MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE COMMISSION AND STAFF ON ITEMS THAT ARE NOT ON THE AGENDA. COMMENTS SHOULD BE LIMITED TO NO MORE THAN FOUR (4) MINUTES.

None.

WELCOME TO NEW MEMBERS AND INTRODUCTIONS

Chair Rebecca Dunn opened the meeting by welcoming newly appointed Commissioners Cat Evans and Robert Coltin. She expressed her enthusiasm about serving on the Parks and Recreation Commission, stating that it is the best in Town and a great opportunity to stay informed on the department's efforts to enhance the community.

Cat introduced herself, sharing that she moved to Castle Rock in 2014 after relocating from California. She previously lived in Denver, where she worked for Denver Health and in Denver Parks and Recreation, focusing on events and facilities management. She currently works in the nonprofit sector and actively seeks opportunities to engage in the community. Her interests include snowboarding, snowshoeing, backpacking,

yoga, and other outdoor activities.

Bob shared that he has a legal background and transferred to Castle Rock from Phoenix after 34 years with his company. He recently retired from his role as legal counsel for D.R. Horton, a homebuilding company. He's looking forward to giving back to the community through his role on the commission. Bob and his wife also maintain a residence in Jersey City to be close to their grandchildren and two sons in New York, as well as their daughter in California. A local outdoor enthusiast, he lives near and hikes daily at Ridgeline Open Space or Philip S. Miller Park.

MINUTES OF THE REGULAR MEETING

[PRC 2025-007](#) **Approval of the Minutes**

Bob Coltin motioned to approve the minutes of the April and May meetings, and Cat Evans seconded the motion; the motion passed unanimously.

"I move to approve the minutes of the April 10, 2025 and May 8, 2025 Parks and Recreation Commission meetings."

Yes: 4 - Chair Dunn, Commissioner Coltin, Commissioner Evans, and Commissioner Kallweit

Not Present: 3 - Commissioner Dowis, Commissioner Lindsay, and Morkes

AGENDA ITEMS

[PRC 2025-010](#) **Appointment of Chair and Vice Chair**

Jessica Kallweit motioned to appoint Rebecca Dunn to serve as Chair, and Bob Coltin seconded the motion; the motion passed unanimously 4-0. Bob also motioned to appoint Cat Evans to serve as Vice Chair, and Rebecca Dunn seconded the motion; the motion passed unanimously.

"I move to appoint Rebecca Dunn to serve as Chair and Cat Evans to serve as Vice Chair of the Parks and Recreation Commission from June 2025 through May 2026."

Yes: 4 - Chair Dunn, Commissioner Coltin, Commissioner Evans, and Commissioner Kallweit

Not Present: 3 - Commissioner Dowis, Commissioner Lindsay, and Morkes

[PRC 2025-011](#) **Approval of the Bylaws**

Bob Coltin motioned and Cat Evans seconded the motion to approve the bylaws with a proposed change to remove the redundant "on the" from Article Three; the motion passed unanimously.

"I move to approve the Parks and Recreation Commission Bylaws with the amendment to remove the redundant phrase 'on the' in Article Three."

Yes: 4 - Chair Dunn, Commissioner Coltin, Commissioner Evans, and Commissioner Kallweit

Not Present: 3 - Commissioner Dowis, Commissioner Lindsay, and Morkes

[PRC 2025-008](#) Draft Strategic Plan Review

Parks and Recreation Assistant Director Jeff Smullen introduced himself and welcomed the new Commissioners. He noted a gap in the previous strategic plan and the draft being presented due to COVID-19 and emphasized the department's focus on finalizing the direction and budget for the new indoor recreation facility before proceeding with a new plan.

The Strategic Plan is a short-term, goal-oriented document intended to guide department priorities and drive capital projects while remaining adaptable. It ties into the broader Parks and Recreation Comprehensive Master Plan. The department is now entering the public input phase. Outreach efforts will include: a dedicated webpage, office hours at the MAC and online and staff questionnaires. Feedback will inform final revisions before presentation to Town Council for approval.

Jeff outlined the department's various funding sources, including the Community Center Fund for recreation operations funded by user fees; the General Fund for core operations, maintenance and administration; the Golf Fund, which is a self-sustaining enterprise exempt from TABOR; the Parks and Recreation Capital Fund which is derived from development impact fees to provide new parks and recreation facilities; the Conservation Trust Fund which is composed of state lottery and county open space sales tax revenue; and the Lodging Tax Fund which supports eligible Parks and Recreation uses. Some of these funds are earmarked for specific uses, with prioritization guiding budget allocation.

The plan was organized around strategic themes, including enhancing quality of life, protecting natural resources, providing walkable access to parks, improving trail connectivity, supporting arts and cultural programming, maintaining safe and efficient operations and preserving historical and regionally significant spaces

The department includes five primary divisions, each with distinct focus areas:

- The Administrative Division works on planning, marketing, partnership development, volunteer coordination, ADA compliance and seeking external funding.
- The Park Operations and Maintenance Division focuses on trail and turf quality, downtown streetscape revitalization, technology adoption for streamlining operations, athletic facility maintenance, and asset management.
- Parks Planning and Construction prioritizes new park development, existing park renovations, trail and signage improvements, open space acquisition and facility construction.
- The Recreation Division provides a wide range of community programming such as youth camps, therapeutic recreation, aquatics, athletics, arts and cultural programming at Cantril School and community events. The division also works on existing facility management and enhancements at the Miller Activity Complex, Recreation Center and Cantril School. A key goal identified in the draft plan is to increase scholarship access and programming evaluations as part of CAPRA accreditation.

- The Golf Division runs Red Hawk Ridge Golf Course and strives to maintain and improve course quality and infrastructure - irrigation, parking and tee boxes will be improved throughout the plan.

The department uses the CAPRA accreditation framework to align with national industry standards. The self-assessment will be submitted in 2025, with a site visit and potential recognition at the NRPA Conference in fall 2026. Staff noted the process is ongoing and collaborative, involving continual input from all division and adapting to regulatory changes.

Cat Evans asked about how funds are prioritized. Jeff explained the department doesn't assign strict percentages to goals but uses priorities to guide phased implementation. Cat also complimented recent improvements in marketing and facilities, while noting that the only concern she has observed is capacity limitations due to high demand.

Bob Coltin noted the comprehensive nature of the work and asked about the planning process. Staff shared that planning is ongoing and integrates staff feedback across all divisions.

Rebecca Dunn asked about current golf course debt, and Jeff noted that the annual service payment is approximately \$500K and is set to be paid off in 2027, with funds then redirected to irrigation upgrades.

[PRC 2025-009](#) **Proposed Red Hawk Quarry Trail**

The Commission reviewed a proposal for a new two-mile, unpaved trail on Town-owned open space surrounding the Santa Fe Quarry Butte. The project originated from a resident request and would directly serve Red Hawk and the new development under construction near Coachline Road, consisting of 58 single-family homes. The planned alignment would connect Red Hawk Drive near Thatch Circle to Ridgeline Open Space, providing a sustainable and safe public route to the summit of the butte, which is already a popular destination among local hikers.

A public open house will be held on Monday, July 7, from 4 to 6 p.m. at the Red Hawk Ridge Golf Course clubhouse patio. An online questionnaire will also be available through Wednesday, July 16, to collect additional community feedback on the proposed alignment and trail access points.

Commissioner Jessica Kallweit asked whether the trail would be unpaved, and staff confirmed it would be a native surface trail.

Chair Rebecca Dunn asked about the trail's length, which staff confirmed would be approximately two miles. Rebecca also asked about project timing, and staff noted that the trail may be constructed before the Lost Canyon Ranch Open Space trails, but it will all depend on the timing of project approvals and the trail construction contractor's availability.

Vice Chair Cat Evans inquired about the division of maintenance responsibilities

between HOA and Town-owned open space. Staff explained that maintenance responsibilities vary by development; typically, HOAs maintain trails within their own properties, while the Town maintains trails on Town-owned land. In some cases, metro districts may request assistance with various upkeep.

Commissioner Bob Coltin asked whether Timberline TrailCraft had worked on previous projects such as Metzler Family Open Space and whether the work was bid or sole-sourced. Staff explained that larger projects are typically bid, although Timberline is retained through an on-call agreement for small, one-off projects. Construction of the trail is expected to move forward following completion of the public engagement process.

PARKS AND RECREATION DEPARTMENT COMMENTS

Mike Kilman reported that this year's Climb4Change event saw record attendance with over 130 participants-more than double past events-and raised nearly \$20,000 for Therapeutic Recreation. Additional upcoming fundraising events include Trails Fest and Zumba Glow. Due to the high cost of offering Therapeutic Recreation programs, these events are critical to the division and ensuring access remains affordable for these families in need. A new full-time Therapeutic Recreation Specialist will start on July 14.

Mike also highlighted a busy summer events schedule. That evening featured the South Metro Water Festival, with 30 tents and live music until 8 p.m. at Philip S. Miller Park. The following night would be the free Tunes for Trails concert featuring Heavy Diamond Ring. On Saturday, Sugar Ray is scheduled to perform with 1,000 tickets already sold out of a 2,200-2,300 capacity; 1,200 tickets are typically needed to break even. Other upcoming events include the Lost Canyon Ranch Open Space "Twilight on the Trails" gala on June 28, Fourth of July festivities at Festival Park with live music, a 5K, and fireworks at 9:30 p.m., and summer concerts including Gavin DeGraw (July 11), That Eighties Band (July 17), and Philadelphia Freedom (July 19). Mike also noted that summer camps are at capacity with 2,700 campers and over 2,000 on the waitlist. He praised Youth Supervisor Mindy for her outstanding work.

Maia Yates shared a public art update, noting that the Festival Park restroom will soon feature a vinyl art wrap titled *Complete Raccoonery*, which depicts ziplining raccoons. The installation is anticipated for late June or early July, pending vendor coordination.

Jennifer Martin reported on department-wide sponsorship efforts. Over the past year, multiple teams collaborated to create a comprehensive sponsorship policy for the Town and department. Nearly \$54,000 has been raised, including \$7,000 from the Pickleball banner program and \$5,350 from Post Partners dog waste station sponsors. Larger contributions came from CORE Electric and Adventist Health to help fund events, along with separate donations through Climb4Change.

Bob Maloney provided a parks update, noting a focus on tree planting. Staff are replacing 26 trees at Cobblestone Ranch Park due to warranty issues, and an additional 70 trees are planned. Trees were secured at a discount due to the closure of a local nursery in Franktown, and replacement efforts are underway before summer heat peaks.

Vice Chair Cat Evans asked about the Plum Creek Trail expansion. Jeff Smullen shared that the trail currently reaches the Brickyard and will eventually pass under Prairie Hawk Drive and connect to the East Plum Creek Trail near the Fifth Street Bridge. A grant is in place and design work is underway, though hydrology coordination with the railroad has caused delays. Bidding for construction is expected soon.

Other updates included the replacement of Festival Park's boardwalk with durable ipe wood to reduce long-term maintenance, an anticipated mid-August groundbreaking for the Sports Center at the Brickyard, and continued progress on infrastructure and approvals for the site. Staff also submitted the Lost Canyon Ranch Open Space Master Plan to Douglas Land Conservancy's Stewardship Committee for review as they are the conservation easement holders of the property.

COMMISSION COMMENTS

Bob Coltin thanked everyone for a very enlightening evening, and Chair Rebecca Dunn expressed appreciation to Bob Maloney for his team working so hard to keep the parks looking fabulous this time of year. Bob explained that he has a high number of seasonal staff this year, noting the extra work really helps to make a difference.

ADJOURN

The meeting adjourned at approximately 6:05 p.m.