



## Parks and Recreation Commission Meeting Minutes

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

---

Wednesday, April 15, 2026

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](mailto:accessibility@CRgov.com) or submit an accommodation request form at [CRgov.com/A11yRequest](http://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*

Chair Rebecca Dunn called the meeting to order at 5 p.m. Commissioners and staff welcomed visitors and guest presenters. Staff in attendance included Jeff Brauer, Jeff Smullen, Maia Yates, Jennifer Martin, Brian Peterson and Mike Kilman. Council Liaison Tim Dietz was also present.

**Present** 5 - Chair Rebecca Dunn, Commissioner Robert Coltin, Commissioner Scott Dowis, Commissioner Melissa Lindsay, and Commissioner Craig Kinnunen

**Not Present** 1 - Commissioner Cat Evans

### 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.*

During public comment, Maia Yates shared a written comment submitted by resident Annette Argo. The resident expressed concerns regarding children climbing decorative trees in parks, resulting in broken branches and potential safety issues. Additional concerns were raised regarding pet owners leaving dog waste bags along trails rather than disposing of them properly. The resident requested additional signage in parks and open spaces reminding visitors not to climb trees and encouraging proper disposal of pet waste bags.

### MINUTES OF THE REGULAR MEETING

**Yes:** 5 - Chair Dunn, Commissioner Coltin, Commissioner Dowis, Commissioner Lindsay, and Commissioner Kinnunen

**Not Present:** 1 - Commissioner Evans

### AGENDA ITEMS

**[PRC 2026-011](#) Teen Advisory Group Update**

Riley Butler presented an update on the Teen Advisory Group, also known as TAG. Butler explained that TAG is composed of students in grades seven through 12 who assist with planning, organizing, and supporting Parks and Recreation events and service projects throughout the community. Butler highlighted recent volunteer activities including the Giving Tree program, Reindeer Games, Storytelling and S'mores, Winter Ball, Foster's Lending Closet, and the Kindness Rock Garden project. Butler noted that TAG members helped raise approximately \$650 during Winter Ball fundraising efforts and emphasized the group's focus on developing leadership and public speaking skills among local teens.

Commissioners discussed the importance of promoting TAG and increasing awareness among local teens. Butler acknowledged that additional outreach efforts, including greater use of social media, would benefit recruitment.

Council Liaison Tim Dietz encouraged collaboration between TAG and the Youth Commission to further strengthen participation and engagement opportunities for teens in Castle Rock.

Discussion also centered on the ongoing community perception that additional teen activities and amenities are needed in Castle Rock. Commissioners and staff discussed future opportunities connected to the planned Sports Center, cultural programming, and potential recreational amenities.

Commissioners recognized Butler for outstanding leadership and contributions to TAG. Remarks highlighted Butler's professionalism, mentorship of younger participants, and positive impact on the organization over the past two years. A brief photo opportunity followed the presentation.

**[PRC 2026-012](#) Parks and Recreation Strategic Plan Update - Athletics Division**

Cory White, Kate Elliott, and Rebecca Erickson provided the Parks and Recreation Strategic Plan update for the Athletics Division. Staff shared an overview of the division's staffing structure, noting that the department oversees approximately 150 seasonal and part time personnel in addition to core staff. Staff discussed recent operational improvements, including the creation of a lead official coordinator position and implementation of improved scheduling and permitting systems.

The Athletics Division highlighted continued growth in youth and adult programming. Youth baseball remained the division's largest program with more than 1,000 participants across multiple age divisions. Youth volleyball participation continued to increase, including growth in boys participation. Staff also discussed Gold Medal Camps, which remain at capacity with more than 500 participants and more than 200 youth on waiting lists for 2026. Adult programming also experienced strong growth, particularly in volleyball, cornhole, pickleball and soccer participation.

Staff reviewed several successful community partnerships, including collaborations with the Colorado Rockies, Colorado Avalanche and Nike Community Ambassadors program. The Colorado Rockies partnership allowed youth participants to take part in a pre-game parade at Coors Field and resulted in

strong ticket sales and community engagement. The Colorado Avalanche partnership focused on youth street hockey programming at Metzler Ranch Community Park. Through the Nike partnership, volunteers assisted with Gold Medal Camps and supported inclusive youth sports programming.

The Athletics Division also discussed staff safety and volunteer training initiatives. Staff explained that all Parks and Recreation personnel maintain CPR, first aid, and AED certifications. Athletics staff now oversee much of the department's CPR training efforts, certifying more than 260 employees during 2025. Volunteer coaches are also required to complete annual background checks, concussion training, abuse prevention training and code of conduct requirements in compliance with Colorado law. Staff emphasized the importance of volunteer coaches, who contributed nearly 10,000 volunteer hours during 2025, representing an estimated value of nearly \$400,000 to the department.

Commissioners commended Athletics Division staff for their professionalism, organization, and strong operational management. Commissioners also expressed appreciation for the department's efforts to improve facility utilization, enhance programming opportunities, and support scholarships through sponsorship revenue.

#### [PRC 2026-013](#) **Lost Canyon Ranch Open Space Update**

Jeff Smullen presented an update on Lost Canyon Ranch Open Space. Staff reviewed progress on roadway improvements, trail construction, accessible pathways and trailhead development throughout the 681 acre property. Smullen explained that the Creekside Trailhead and Cattlemen's Trailhead are progressing well and that multiple accessible and natural surface trails are under construction. Staff highlighted the use of specialized trail construction equipment and the department's efforts to preserve sensitive environmental areas while expanding public access. Staff anticipates a soft opening of Lost Canyon Ranch Open Space in mid July 2026. Trail ambassadors, wayfinding signage, and visitor orientation efforts will be in place as the property opens to the public. Smullen also discussed future trail connectivity to Castlewood Canyon State Park and ongoing coordination with state park officials.

### **PARKS AND RECREATION DEPARTMENT COMMENTS**

During Parks and Recreation Department comments, staff shared updates on the Sports Center project. Construction milestones included removal of the final crane, installation of the indoor track structure, ongoing pool construction, and continued interior framing and flooring work. Staff confirmed the facility remains on schedule for a summer 2027 opening.

Staff also highlighted the upcoming summer concert series lineup and encouraged community participation in Town events.

In addition, Parks and Recreation leadership shared preliminary feedback from the department's recent CAPRA accreditation review. Reviewers praised the department's leadership, organizational culture, strategic planning, transparency, recreation programming, financial stewardship, and operational systems. Staff noted that only minor administrative items remained under review and expressed confidence that accreditation renewal had been met.

Maia Yates informed the commission that Commissioner Jessica Kallweit had resigned due to new professional responsibilities. Yates also reviewed the upcoming board and commission recruitment process and encouraged eligible commissioners to reapply for continued service.

### **COUNCIL AND COMMISSION COMMENTS**

Commissioners briefly revisited the earlier public comment regarding tree climbing and pet waste concerns. Staff explained that public concerns are reviewed internally and addressed when appropriate, including consideration of additional signage or operational responses.

### **ADJOURN**

Chair Rebecca Dunn adjourned the meeting at approximately 6:30 p.m.