

The meeting of the Parks, Recreation and Open Space Commission held on August 26, 2025 was not posted prior to the meeting. All business conducted on this date was ratified by the Parks, Recreation and Open Space Commission at their subsequent meeting on October 28, 2025 in accordance with the Colorado Open Meetings Law.



Parks, Recreation and Open Space (PROS) Commission Meeting Agenda

Meeting Title: PROS Commission

Meeting Date: August 26, 2025

Attendance:

- Matthew Lunn, Chair - present
- Candace Sotwick, Vice Chair - present
- Toby Levy, Secretary - present
- Heather Crosby, Member - present
- Andrei Teudean, Member - present
- Jody Walker, Member - present

Facilitator: Matthew Lunn, Chair

Meeting Timeframe: 5:30 p.m. until 7:30 p.m.

- Mary Colton, PROS Director - present
- Brett Collins, Parks Project Manager - present
- Jared Musil, Deputy Director of PFOS - present
- Meagan Arvidson, Deputy Director of Recreation - present
- Brenda Mooney, Special Projects Analyst - present
- Kelsey Hall, Assistant Town Attorney - present
- Nateal Wiepert, Recreation Supervisor – Aquatics - present
- Ashley Boyd, Recreation Coordinator – Aquatics - present

Meeting Items

Topic	Facilitator	Vote Required?	Details/Notes	Action Items?
Call to Order	Matthew		Meeting called to order at 5:33 p.m.	
Roll Call	Toby		See above	Yes
Public Comment	Matthew		No public comment and no public present	
Approval of August 26, 2025 Agenda	Matthew	Yes	Motion to approve: Toby Second: Candace In Favor: All	Yes
Approval of April 29, 2025 Minutes	Matthew	Yes	Motion to approve: Candace Second: Toby In Favor: All	Yes
Discussion Items - Below	Varies	Varies	Matt advised the group that member Mike Doyle has resigned due to his family moving to Connecticut. Applications will be taken to fill his seat.	Varies
Upcoming Engagement Opportunities	Brenda		See below	Yes
Next Meeting Date: October 28, 2025	Matthew			
Adjourn	Matthew		Meeting adjourned at 7:36 p.m.	

Discussion Items

Topic	Facilitator	Notes	Action Item?
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<p>Staff Spotlight: Aquatics Team (Nateal, Ashley)</p>	<p>Meagan and Staff</p>	<p><u>Nateal Wiepert – Recreation Supervisor Aquatics</u>. Nateal lives in Parker, is a 4th generation Coloradan and started working at the Rec Center as a lifeguard when she was 15. She has oversight of all things Aquatic. She is also the Swim and Dive coach at Ponderosa HS. She informed us all lifeguard positions at the Rec Center are now fully staffed. Our lifeguards are some of the highest paid in the area and all the training is done in house. Hiring process was changed to give pre-req skills test at the initial interview before they're hired as lifeguards. We have lifeguard teams that participate in skills competitions around the state. Swim lessons are very popular and usually fill up 10 minutes after they're posted online.</p> <p><u>Ashley Boyd-Recreation Coordinator, Guest Service Operations</u>. Ashley was recently married this June, moved to Parker from New Jersey in the 4th grade and began working for the Town of Parker when she was 16. She was the Facility Coordinator at the Fieldhouse before she moved into this position. She's looking forward to working at the Ice Trail this winter. When asked about lap lane rentals, she advised we rent lanes to boy scouts for merit badge assessments but not to anyone for outside swim lessons.</p>	
<p>Director Update</p> <ul style="list-style-type: none"> - Reminders from the Legal Team - Commission Manual and Onboarding 	<p>Kelsey Mary</p>	<p>Kelsey Hall, Asst. Town Atty gave a presentation on Open Meetings Law and CORA training. She noted that our group has not had any issues or complaints, and she liked our agenda and notes template. We need to be aware of the laws that pertain to a "local governmental body" i.e. PROS Commission. We serve as an advisor to Town Council and are considered an extension of Town Council so we must comply with the OML. The OML requires public bodies to conduct all public business in a meeting open to the public. A public meeting is any gathering of 3 or more members convened to discuss public business whether in person, by telephone, electronically or other means of</p>	

	<p>communication. Texts, emails, IM's, chats and comments on social media also count. When responding to emails sent to the entire group from staff, DO NOT hit "REPLY ALL" as this could be viewed as a public meeting. "Daisy Chain Meetings" are considered public meetings (a meeting that takes place between 2 or more members who are trying to build consensus in an indirect way). Notes taken during a meeting are open to the public. But if it is your habit to delete and/or shred notes after every meeting as a matter of course, that is allowed (although not after a CORA request). Chance meetings of members or social occasions where public business is not discussed ARE NOT public meetings. Emails that do not relate to the merits or substance of public business ARE NOT public meetings. Meetings must be properly noticed at least 24 hours in advance. Members are not required to have a separate email account for Commission related business but may have one if they want.</p> <p>CORA (Colorado Open Records Act) means all documents created and maintained by the government are open to inspection unless a statutory exception applies. Public records are all writings made or kept for use in the exercise of functions required or authorized by law. Includes: emails, calendar entries, text messages, recordings, contacts, notes, memos, etc. Using a private device does not make a record private if the record is created in one's official capacity. Exceptions to disclosure are: Attorney-client privilege, work product prepared for elected officials and deliberative process privileged materials. It is very rare to get a CORA request in the Town of Parker for materials created by the PROS Commission.</p> <p>Michael Lawson of the Town Managers Office recently released an SOP (Standard Operation Procedures) Manual for Town of Parker Boards and Commissions. It contains many policies and processes and is good to use as a guide for best practices. The</p>	
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		<p>document was recently emailed to all members to review at their earliest convenience.</p> <p>Mary reviewed the process for onboarding new Commission members. This includes a formal introduction to Town Council and key staff plus a photo op, tours of PROS facilities and properties, review of guiding documents (Master Plan, etc.) and an in-person meeting with Mary to get an overview of dept. operations and financing. After a review of the member benefits, Mary asked if the members had any suggestions or additions. Matt asked for volunteers who will individually review and make recommendations and/or comments at our next meeting. The members who will do this are Matt, Heather and Candace. Brenda will also work on letting us know when staff is presenting at Town Council meetings and/or Study sessions when Parks and Rec items are on the agenda.</p>	
<p>Department Update</p> <ul style="list-style-type: none"> - Trail Naming: Lemon Gulch, PSCO - Park Naming: Lost Pines - Update on Salisbury Regional Park <ul style="list-style-type: none"> o Friends of Salisbury Regional Park 	<p>Brett Brett Brett Mary</p>	<p>There is a new 10' wide concrete trail connecting Meadowlark, Trails at Crowfoot and Looking Glass neighborhoods to the Cherry Creek Trail. Staff recommends the trail be named "Lemon Gulch Trail". Andrei commented the trail is very useful. There is access to the trail from both sides of Stroh Rd. Matt looked up why it was named Lemon Gulch and it is from a type of iron ore found in this area of Douglas County called "Lemonite".</p> <p><u>Motion by Candace:</u> Move to follow staff recommendation and name the trail "Lemon Gulch Trail"</p> <p>Second: Toby</p> <p>In Favor: All</p> <p>The new 8' wide crushed granite trail that runs through the Villages at Canterbury, Willow Park, Rowley Downs and Turtle Creek neighborhoods needs to be named. It is currently called Parker PSCO Trail. Members had a number of names they suggested and liked. It was decided we would vote on the name at this meeting instead of sending out</p>	<p>No</p>

		<p>an email poll. Matt wrote all the suggested names on the white board and then each member voted. There was a tie between "Downs Crossing Trail" and "Sunset Ridge Trail". All members then agreed to combine the two names into "Sunset Crossing Trail".</p> <p><u>Motion by Candace:</u> Move to rename the "PSCO Trail" to the "Sunset Crossing Trail".</p> <p>Second: Jody</p> <p>In Favor: All</p> <p>There will be an 8-acre park in the new Pine Curve development. It will have a 1-mile concrete loop trail, a green lawn area, a native themed playground with a poured-in-place rubber surface, a bike pump track and low water shrubs and plants. Brett says the developer will be submitting the minor development plat in mid-Sept. The buildings and parking lots will be built first and the park will be last. The whole project will take 1 ½-2 years for completion. Candace would like to have a native demonstration garden in this park. She is willing to help with design and signage because she is a Certified Master Gardener. Jared mentioned perhaps Parker Adopt-a-Garden volunteer group can take it on as a project. Mary said Reuter-Hess may be getting a native demonstration garden. The developer recommends naming the park "Lost Pines Park". Members had many concerns about that name-mostly that it had a negative connotation (lost open space, loss of trees and land). Members came up with 4 alternative names. Brett said he would give the developer our feedback on why we don't like "Lost Pines Park" along with a list of possible names.</p> <p><u>Motion by Matt:</u> Move to advise developer that the Commission would discuss the naming further because they did not like "Lost Pines Park".</p> <p>Second: Jody</p> <p>In Favor: All</p> <p>Salisbury Regional Park Phase 1 will have a groundbreaking on Sept. 15th at 3:30 p.m. The Town Council approved Phase 1 Site</p>	
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		<p>Plan includes: 45 acre park expansion, 2 synthetic turf lighted multi-use fields, 4 lighted natural grass baseball/softball fields, covered bleachers, shaded playground, batting cages, connection to Cherry Creek Trail, parking/restrooms/landscape/utilities, update existing restrooms/concession stand and vehicular connection to southern fields. JHL Constructors, LLC won the project with the lowest conforming bid out of 5 with a bid of \$25,101,829.19. They are currently constructing the Town Hall expansion project and are doing excellent work. Salisbury Park Phase 1 construction will begin Sept. 2025 and be completed by Aug. 2026. Mary advised Douglas County approved our \$7.9M grant request as of 8/25/25. However, they want a phasing plan, so they probably want to distribute it over 3 years. An acceleration of the phases may be possible.</p> <p>Friends of Salisbury Regional Park now has its own tile on the front page of the website. Staff is exploring other ways to accept donations. Perhaps have a separate donate button from GPF, one that uses a different platform. Thinking about what we can give as recognition for donations-maybe an engraved metal leaf that will be displayed somewhere at the park. Maybe ask for donations for specific projects in the park such as the playground, pickleball courts, etc. Matt suggested the Town marketing team could help us determine goals and next steps.</p> <p><u>Motion by Matt:</u> Move to have staff recommend an estimate on the funds needed for the playground completion for fundraising purposes and also donor recognition threshold levels so we can discuss at the Oct. meeting.</p> <p>Second: Jody In Favor: All</p>	
<p>Commission Update: - New Business: o Safety on Trails (Cherry Creek)</p>	<p>Matt</p>	<p>Heather is concerned about the lack of sufficient lighting on Cherry Creek Trail, especially in the underpasses and crossings.</p>	<p>Yes</p>

<ul style="list-style-type: none"> ○ Reflect on Onboarding Components ○ Open Space Items - Meeting Considerations <ul style="list-style-type: none"> ○ Frequency, Timing ○ Optional Meeting Date: Oct. 28 - Upcoming Selection Process <ul style="list-style-type: none"> ○ Dec 2025 Expiring Terms: Matt, Jody, Heather 	<p>For bike riders who commute this is an issue when the days get shorter. She also asked if call boxes had ever been considered along the trail. Jared advised his department has not received any specific requests for more lighting. He says there is no infrastructure in place to put in more lighting. Baldwin Gulch is the only underpass not lit. Also, the biggest challenge is that people who live along the trail don't want lights shining into their backyards. There was a callbox in Salisbury for 15 years, but Parker PD asked for it to be removed because it was only being used for prank calls. There have been requests for striping and he has started doing that again in some areas. He would rather see the trail widened in some areas as opposed to putting in more lighting. Heather asked if more reflective signage could be installed and Jared agreed to look into that possibility.</p> <p>Matt asked members to consider if we should meet more frequently. This item will be on the agenda in Oct. so we should be prepared to discuss it then. We will be meeting on Oct. 28th.</p> <p>Members with expiring terms (Matt, Jody, Heather) do not need to submit an application but do need to interview if they want to be considered for another term appointment. They should email Brenda if they are interested in another term and she will send out dates and times for the interview.</p>	
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Upcoming Engagement Opportunities

Recap of Summer Events - Brenda

Event	Date	Contact	Location
So Long to Summer 5K/10K (TENT)	Sept 13	Todd Panik	Salisbury Regional Park
Salisbury Regional Park – Groundbreaking	Sept 15	Brenda Mooney	Salisbury Regional Park
Parker Proud Showcase (Help Needed!)	Sept 20	Brenda Mooney	O'Brien Park

Action Item Summary

Topic	Responsible Party	Due Date

Obtain signatures on April 29 minutes, Send to Town Clerk	Brenda	August 27
Add your name to the Engagement Opportunities listed in Teams	All	Varies

Parks, Recreation and Open Space Advisory Commission

August 26, 2025

Staff Spotlight– Aquatics

Nateal Wiepert

Work Life

- Division: Recreation
- Position: Recreation Supervisor – Aquatics
- Years of Service: 3 years FT, 13 years PT
- Office Location: Recreation Center
- Scope of Duties:
- Oversight of all things Aquatics
 - Swim lessons, lifeguards, Discovery Park Ice Trail, Recreation Center Pool, H2O'Brien Pool

Fun Facts

- Named after a Bronco football player- Ricky Nattiel
- Colorado Native
- High School Swim and Dive Coach- Ponderosa HS

Staff Spotlight– Aquatics

Ashley Boyd

Work Life

- Division: Recreation
- Position: Recreation Coordinator – Guest Service Operations
- Years of Service: 3 years FT, 6 years PT
- Office Location: Recreation Center
- Scope of Duties:
 - H2O- Front of House (Front Desk/Concessions), Rentals (shades, full facility), Salisbury Park Concessions, Discovery Park Ice Trail, PRC lap lane rentals

Fun Facts

- I just got married in June 2025
- I began working for the Town of Parker at 16 years old.
- Originally from New Jersey

Open Meetings Law and CORA Training

August 26, 2025



Parks, Recreation, and Open Space Commission

The Open Meetings Law

- Requires public bodies to conduct all public business and policymaking, including taking formal actions, in a meeting open to the public.
- “Local governmental body” is any board, *commission*, or other *advisory*, policy, or rule-making body of a political subdivision of the state.
 - PROS serves as an advisor to Town Council, so it must comply with the OML.
 - Commissions are considered an extension of Town Council.



What is a Public Meeting?

- Public meetings are:
 - Any kind of gathering convened to discuss public business or take formal action, whether in person, by telephone, electronically, or by other means of communication.
 - Includes emails and interactions on social media
 - DO NOT HIT “REPLY ALL”
 - At which 3 or more members are present.
- Public meetings are not:
 - Chance meetings or social occasions **where public business is not discussed**
 - Email communications that do not relate to the merits or substance of public business
- Meetings must be properly noticed at least 24 hours in advance.



Colorado Open Records Act (CORA)

- All documents created and maintained by the government are open to inspection unless a statutory exception applies
- Statutory presumption is towards disclosure. Exceptions construed narrowly.
- Public records are all writings made or kept for use in the exercise of functions required or authorized by law. Very broad! Includes:
 - Emails
 - Calendar entries
 - Text Messages
 - Recordings
 - Contracts, notes, memos, etc.
- Using a private device does not make a record private if the record is created in one's official capacity.



Exceptions to Disclosure

- Attorney-client privilege
- Work product prepared for elected officials
 - Deliberative or advisory in nature, assembled for the benefit of elected officials, and intended to assist EOs in reaching a decision
- Deliberative process privileged materials

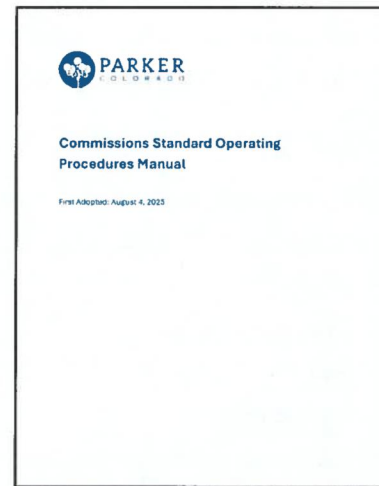


Commissions Standard Operating Procedures Manual

Town Manager's Office recently released an SOP for Boards and Commissions. Some highlights of the manual include:

- Information on vacancy, interview and appointment processes.
- Attendance policy
- Ethical guidelines, including detailed information on conflicts of interest
- Duties for staff liaisons

Please review at your earliest convenience.



Commission Onboarding



- Formal Introduction to Town Council and Key Staff
- Tours of PROS Facilities and Properties
- Overview of Department Operations, Financing
- Review of Guiding Documents

Review of Member Benefits...

- Recognition by Town Council at beginning of Appointment to PROS Commission
- Parks and Recreation Family Membership
- Invitations to attend Town Council meetings and/or Study sessions when Parks and Recreation items are on the agenda
- Commissioners invited to staff events
- Commissioners have a dinner with Town Council members every other year

PARKS, RECREATION AND OPEN SPACE

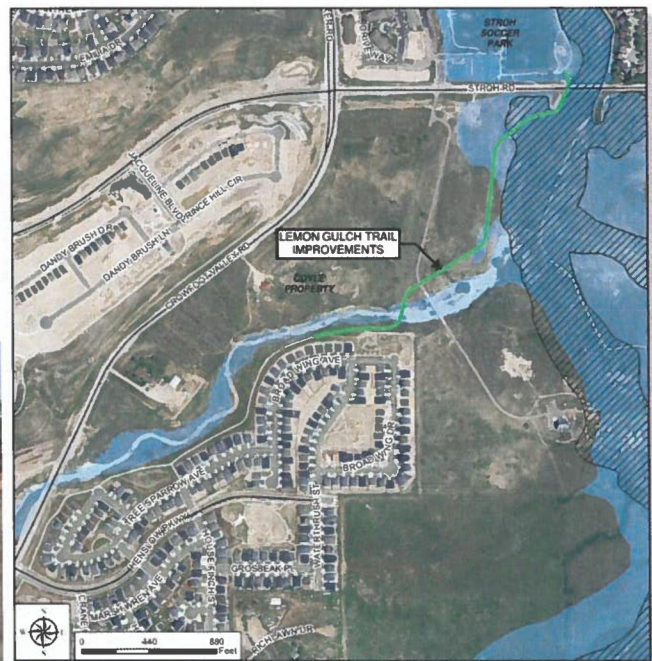


Trail Naming

The 10' wide concrete trail runs connects the following neighborhoods to the Cherry Creek Regional Trail.

- Meadowlark
- Trails at Crowfoot
- Looking Glass

Recommended name: Lemon Gulch Trail



PARKS, RECREATION AND OPEN SPACE



Trail Naming

The 8' wide crushed granite trail runs through the following neighborhoods:

- The Villages at Canterbury
- Willow Park
- Rowley Downs
- Turtle Creek

Recommended name: Staff is seeking input from the Commission on the naming of this trail.



PARKS, RECREATION AND OPEN SPACE



Park Naming – Lost Pine Park

PARK UPDATES Illustrative Plan

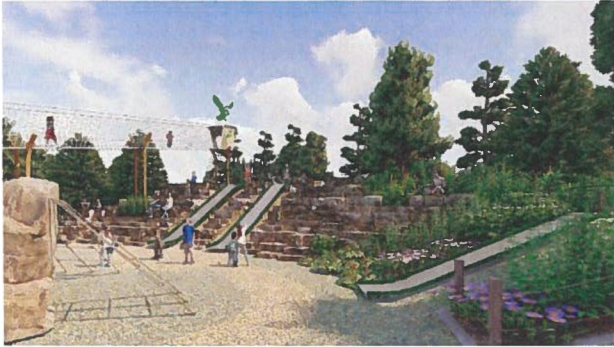


Pine Curve Park | Design Update

08-13-2025 wenk

PARKS, RECREATION AND OPEN SPACE





PARKS, RECREATION AND OPEN SPACE



PARKS, RECREATION AND OPEN SPACE



EMOTIONAL APPEAL:

The name *Lost Pines Park* evokes a sense of wonder and adventure. It suggests hidden paths, tucked-away spaces, and the promise of discovery. This name invites visitors to explore and connect with nature in a playful and imaginative way.



LOST PINES Park



STRATEGIC ALIGNMENT:

This name reflects the park's landscaping vision. Pines will be a key part of the tree canopy, supporting roosting and habitat for a variety of songbirds, owls and other raptors. This aligns with the park's bird-focused theme.

HISTORICAL CONNECTION:

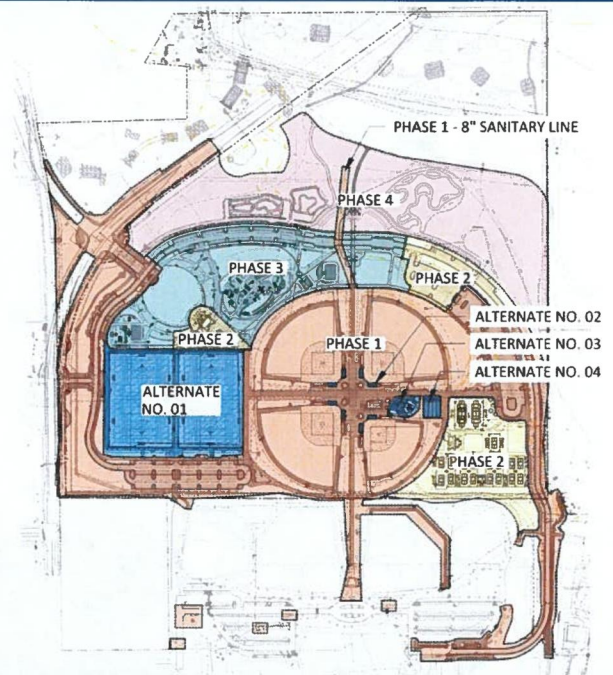
The word *Pines* honors the area's roots. Alfred Butters established a way station in the 1860s in a grove of pines, originally known as Pine Grove. The town was renamed Parker in 1862.

PARKS, RECREATION AND OPEN SPACE



In 2025, Town Council approved Salisbury Regional Park Phase 1 Site Plan including:

- 45-Acre Park Expansion
- (2) Synthetic Turf Lighted Multi-Use Fields (Alt. No. 1)
- (4) Lighted Natural Grass Baseball/Softball Fields
 - Covered Bleachers (Alt. No. 2)
 - Shaded Playground (Alt. No. 3)
 - Batting Cages (Alt. No. 4)
- Connection to the Cherry Creek Regional Trail
- Parking/Restrooms/Landscape/Utilities
- Update to Existing Restrooms/Concession Stand
- Vehicular Connection to Southern Fields



PARKS, RECREATION AND OPEN SPACE



Bidding

- Town staff prequalified six general contractors in June of 2025.
- Competitive sealed bids were received on August 4, 2025, at 3:00 pm for the Salisbury Regional Park Phase 1 Project (CIP23-017).

Five bids were received as follows:

JHL Constructors, LLC	\$25,101,829.19
ECI Site Construction Management, Inc.	\$25,423,745.00
FNF Construction, Inc.	\$26,911,295.00
Roche Constructors, Inc.	\$29,341,900.00
Concrete Express	\$34,495,567.35
FCI Constructors, Inc.	No Bid

- The lowest conforming bid was from JHL Constructors, LLC, in the amount of \$25,101,829.19. JHL is currently constructing the Town Hall Expansion Project and is performing excellent work.
- The project construction is anticipated to start in September 2025 and be completed by August 2026.



PARKS, RECREATION AND OPEN SPACE



Friends of Salisbury Regional Park

Updates to Website Coming

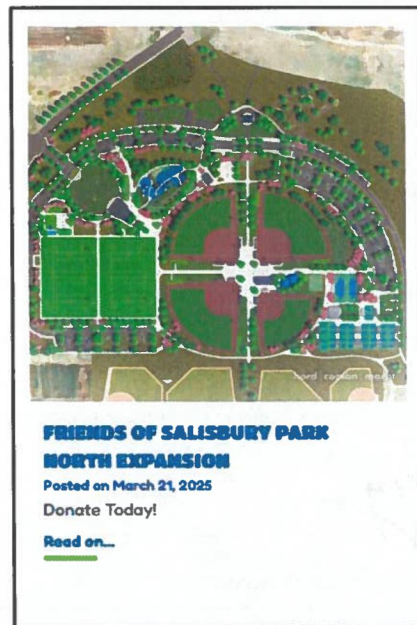
- Name Change
- Project Updates

Exploring Ways to Accept Donations

- Platforms
- Recognition

Scope and Timeline

- Identify Specific Project
- Understand Need
- Determine Goals and Next Steps



PARKS, RECREATION AND OPEN SPACE



Commission Update

New Business

- Safety on Trails
- Reflect on Onboarding Components
- Open Space Items

Meeting Considerations

- Frequency, Timing
- October 28 Meeting

Upcoming Selection Process

- Vacancy: 1
- Expiring Terms: 3

PARKS, RECREATION AND OPEN SPACE



Minutes Approved By:

A handwritten signature in black ink, appearing to read "Matthew Lunn", written over a horizontal line.

Matthew Lunn, Chair – PROS Commission

Minutes Prepared By:

A handwritten signature in black ink, appearing to read "Toby Levy", written over a horizontal line.

Toby Levy, Secretary – PROS Commission