



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Agenda

Open Space and Trails Advisory Board

Monday, June 8, 2026

6:30 PM

Community Room Town Hall

In Person
Doors close @ 6:45 p.m.

1. Call Meeting to Order

2. Roll Call and Verification of Quorum

3. Approval of the Agenda

4. Approval of Previous Meeting Minutes

[2026-377](#) Approval of Open Space and Trails Advisory Board April 12, 2026, Meeting Minutes

Attachments: [OSTAB 04-12-2026 Meeting Minutes](#)

5. Public Comment

6. General Business

[2026-359](#) Election of Chair, Vice Chair, and Secretary

[2026-365](#) 2027 Trails and Natural Areas Fund (TNAF) Budget Recommendation

Attachments: [OSTAB Recommendation of TNAF Budget Request](#)

[2026-144](#) OSTAB Annual Work Plan Discussion

Attachments: [Town of Erie Open Space and Trails Advisory Board DRAFT Work Plan](#)

[2026-360](#) Annual Council Presentation Discussion

Attachments: [Annual OSTAB Presentation - 2026_DRAFT](#)
[Fall OSTAB Presentation - September 2025](#)

7. Adjournment

Next regular in person meeting: Monday July 13, 2026 @ 6:30 p.m.

Translation Services

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or other accommodation should email the Town Clerk's Office at TownClerk@ErieCO.gov or call 303-926-2710. Please submit requests at least 48 hours prior to the meeting.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión del Consejo, por favor llame a la Ciudad al TownClerk@ErieCO.gov o 303-926-2710. Por favor envíe sus solicitudes al menos 48 horas antes de la reunión.



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Town Council

Board Meeting Date: 6/8/2026

File #: 2026-377, **Version:** 1

SUBJECT:

Approval of Open Space and Trails Advisory Board April 12, 2026, Meeting Minutes

DEPARTMENT: Administrative Operations

PRESENTER(S): Ken Martin, Chair

TIME ESTIMATE: 0 minutes

For time estimate: please put 0 for Consent items.

POLICY ISSUES:

N/A

STAFF RECOMMENDATION:

Approve the Open Space and Trails April 12, 2026, meeting minutes.

BACKGROUND OF SUBJECT MATTER:

N/A

ATTACHMENT(S):

Add items in a numbered list OR delete this list and change to N/A.

1. OSTAB 04-12-2026 Meeting Minutes



Meeting Minutes

Open Space and Trails Advisory Board

April 13, 2026

6:30 pm

Community Room, Town Hall

Regularly Scheduled Meeting

1. **Call Meeting to Order:** 6:30 pm
2. **Roll Call and Verification of Quorum:**
 - *Phil Brink*
 - *Christine Felz (Vice-Chair)*
 - *Ken Martin (Chair)*
 - *Tim Payne*
 - *Bill Rigler*
 - *Joe Swanson*
 - *Dave Tazik (Secretary)*
 - *John Montellero (Town Council Liaison)*
 - *Luke Bolinger (Town Staff Liaison)*
3. **Approval of the Agenda:** *Approved with addition of Town Council Liaison Report*
4. **Approval of Previous Meeting Minutes:** *March, 9, 2026, Meeting. Minutes: Approved with minor amendments*
5. **Public Comment:** *None*
6. **General Business**
 - a. Town Council Liaison Report:
 - i. *Makerspace construction is near completion. Expected to open this summer.*
 - ii. *Page property: The St. Scholastica pre-application has been withdrawn. Town Council will take up the matter at its 12 May 2026 meeting.*
 - b. Town Liaison Report:
 - i. *A Trails and Natural Areas Fund Supplemental budget change request will be submitted to Town Council for consideration at their next meeting as follows:*
 - a. *Move \$1.7M originally dedicated to the Coal Creek Reach #2 project to the Scholfield project.*
 - b. *Roll over \$110K budgeted last year to the Compass to Coal Creek trail connection.*
 - c. *Apply \$420K budgeted to Allen's Farm Open Space to the Prairie Run project. This includes a trail connection through Allen's Farm and Kenosha Farms subdivision to Lombardi Street Trail Kenosha Farms. The portion through Allen's Farm is completed. Trailhead parking will be established at the Wise Homestead Open Space as part of BoCo's future work on the overall Prairie Run Open Space project.*
 - d. *Provide \$20K for consulting services*

- e. *Appropriate \$437K to acquire Coal Miner Park*
- ii. *The projected ending balance for FY 2026 is \$3.2 M*

- c. Page Property Recommendation Letter to Council: *OSTAB reviewed and edited a letter prepared by the Town Liaison addressing OSTAB recommendations for disposition of the Page Property. The letter will be provided to Town Council for their consideration at their 12 May 2026 meeting.*
- d. Open Space and Trails Applicant Review and Recommendation to Town Council: *Applications from 12 candidates were reviewed, rated, and ranked IAW recently updated guidance provided by the Town Clerk's Office. Results will be submitted to Town Council for consideration.*
- e. Arbor/Earth Day and Town Fair (25 April 2026) Sign-Ups: *Chair Martin accepted volunteers to attend to the booth.*

7. Adjournment: 8:34 pm

DRAFT



Open Space and Trails Advisory Board

Board Meeting Date: 6/9/2026

File #: 2026-359, **Version:** 1

SUBJECT:

Election of Chair, Vice Chair, and Secretary

DEPARTMENT: Parks & Recreation

PRESENTER(S): Luke Bolinger, Director of Parks & Recreation

TIME ESTIMATE: 15 minutes

SUMMARY/KEY POINTS

According to Title 3, Chapter 2, Section 3-1-4 of the Erie Municipal Code, each board, commission, and committee shall elect a Chair, Vice Chair, and Secretary from among its full membership. Each officer serves a one-year term.

Members may either self-nominate or nominate another member for an open officer position. Voting will occur separately for each position, and members will vote on the nominees for that specific office before moving to the next position.

Members will elect a Chair first, Vice Chair second, and Secretary third. Officer duties include, but are not limited to:

Chair

The Chair leads board meetings, helps guide discussions, and works with the staff liaison to develop meeting agendas and priorities. The Chair also serves as the primary spokesperson for the board when needed.

Vice Chair

The Vice Chair supports the Chair and assumes the Chair's responsibilities when the Chair is absent or unable to serve. The Vice Chair may also assist with meeting facilitation and board coordination efforts.

Secretary

The Secretary assists with maintaining organization and continuity of board business, including helping ensure motions and key discussion items are clearly captured in the meeting minutes. The

File #: 2026-359, **Version:** 1

Secretary ensures timely delivery of final meeting minutes to the Town Clerk's office. The Secretary may also support coordination of board communications and follow-up items with the staff liaison.

ATTACHMENT(S):

None



Open Space and Trails Advisory Board

Board Meeting Date: 6/8/2026

File #: 2026-365, **Version:** 1

SUBJECT:

2027 Trails and Natural Areas Fund (TNAF) Budget Recommendation

DEPARTMENT: Parks & Recreation

PRESENTER(S): Luke Bolinger, Director of Parks & Recreation

TIME ESTIMATE: 20 minutes

FISCAL SUMMARY:

N/A

STAFF RECOMMENDATION:

Recommend the proposed budget requests from the Trails and Natural Areas Fund

BACKGROUND OF SUBJECT MATTER:

According to Title 3, Chapter 2, Section 3-2-4.B.9 of the Erie Municipal Code, the Open Space and Trails Advisory Board (OSTAB) is responsible for making recommendations regarding expenditures from the Trails and Natural Areas Fund (TNAF). Budget requests from all departments are due to Finance by June 12. Staff is recommending a TNAF appropriation of \$5,526,885 to support ongoing capital projects, planning efforts, and reimbursement of the General Fund for the Page property purchase. A detailed breakdown of the recommended expenditures is included in the attached budget recommendation memorandum.

According to Finance projections, the 2026 ending fund balance and 2027 beginning fund balance is estimated at \$3.8 million, assuming \$3.6 million in revenues and \$5.7 million in expenditures. However, 2026 revenues are expected to be closer to \$3.7 million, consistent with actual revenue levels in 2024 and 2025.

Based on projected 2027 expenditures of \$5.5 million and revenues of \$3.7 million, the fund balance is projected to end 2027 at approximately \$2 million.

ATTACHMENT(S):

1. OSTAB Recommendation of TNAF Budget Request



Memorandum

To: Town Council
From: Open Space and Trails Advisory Board
Luke Bolinger, Director of Parks & Recreation
Date: June 8, 2027
Re: 2027 Trails and Natural Areas Fund (TNAF) Budget Recommendation

Town staff and OSTAB are recommending the following appropriations from the Trails and Natural Areas Fund for the 2027 fiscal year:

Capital Projects

- \$15,000 – Ag Lease Program Improvements
 - o Improvements to the Allan Farms agricultural ditch and Parshall flume are necessary to maintain reliable water measurement and delivery, reduce maintenance demands, and protect surrounding infrastructure and open space lands. Portions of the ditch have deteriorated over time due to erosion, sediment buildup, and vegetation encroachment, reducing flow efficiency and increasing the potential for water loss. Additionally, the original ditch alignment is inefficient in certain areas, limiting conveyance performance and creating ongoing maintenance challenges. The original Parshall flume has also partially deteriorated due to age and general wear and tear, necessitating replacement. The proposed improvements will help improve water conveyance efficiency and support the long-term operational reliability of the system. These upgrades are also important to ensure the Town can continue utilizing its Lower Boulder Ditch shares and providing irrigation water to the agricultural tenant farmer, supporting ongoing agricultural operations while helping maintain the property’s long-term agricultural productivity and stewardship goals.

- \$189,315 – Coal Creek North – Open Space Restoration
 - o The project location is north of Mount Pleasant Cemetery and west of the Collier's Hill neighborhood. All the work will take place on town-owned and maintained open space. The goal of the project is to restore the land to a better functioning native landscape. The restored property will ultimately need less mowing and less herbicide to maintain, reducing the overall maintenance burden/cost while improving the landscape integrity and function. In the long term, the project will provide much improved ecological services including:
 - Increased wildlife habitat
 - Increased native plant species diversity
 - Better overall aesthetics
 - Lower noxious weed infestation

- Reduction in prairie dog activity
 - Work started in the spring of 2026 and continue through 2029. Residents will see activity off and on depending on the season, weather, and the maintenance task. In the early to mid-stages of the project (2027–2028), residents may see large farm equipment operating on the site. The remainder of the project (2029) will be tackled with smaller riding equipment or hand-held equipment.
- \$2.2M – Coal Creek Reach 2 Trail Connection
 - The Coal Creek restoration and flood mitigation project (Coal Creek Reach 2 & 4) does not include the Coal Creek Reach 2 trail due to federal FEMA funding. The trail project was designed in conjunction with the creek restoration project. However, the construction is being contracted separately. The proposed Coal Creek Reach 2 Trail is a 10' wide concrete trail extending from Reliance Park to King Open Space through Northridge Open Space along the proposed Coal Creek alignment. The Trail project includes an option for a pedestrian bridge across the creek to connect to Erie Wetlands and also includes a multi-use sidewalk connection along the west side of E. County Line Road connecting to CW Bixler Blvd. The creek restoration project includes a new vehicle bridge along County Line Road which will allow for a trail underpass below E. County Line Road. The proposed Reach 2 Trail is approximately 1-mile of trail which is the last section to complete the entire 6.25-mile Coal Creek Trail corridor through Erie. Design and biddable construction documents were completed in 2026 and the 2027 requested funding is for construction of the trail, sidewalk connections, and pedestrian bridge.
- \$83,550 – Signage program
 - Disc Golf Course Hole Signage
 - Due to the Coal Creek Park Pedestrian Bridge and Colliers Hill Trail Connector construction projects, the existing disc golf course footprint at Coal Creek Open Space was impacted. These projects fragmented the current course layout, necessitating the redesign, reorientation, and reinstallation of several disc golf holes and tee pads. New signage will need to be developed and installed to orient users.
 - Multi-Purpose Trails at Coal Creek Open Space User Safety and Wayfinding Improvements
 - Project goals include installing three new signs at the main entry points to the multipurpose trail network at Coal Creek Open Space. These signs will include area rules and regulations, a trail map showing overall trail connectivity, and trail spur names to help users better understand and navigate the system. In addition, smaller flexible Carsonite signs will be installed throughout the trail network to identify trail spur names, provide directional information, mark merging points, and share other relevant safety and way finding information. These improvements are intended to better orient trail users, reduce confusion, minimize user conflicts, and improve overall trail safety within the trail network.

- Schofield Interpretive Signs
 - o A history intern was hired in 2026 to develop a comprehensive history of Schofield Farm. Part of the intern's work included content development for interpretive signs throughout the farm. This project includes 11 interpretive signs, one rules and regulations sign, and a map sign kiosk for the property. Informational signs around the property will enhance the visitor experience and provide a sense of place for this historic farm property.
- \$863,520 – Sunset Area Plan Phase 2a
 - o The Sunset Area Plan encompasses the area that includes Erie Singletrack, Sunset Open Space and Coal Creek Open Space west of the Erie Singletrack trails. The goal of the plan is to provide multi-use trail connections to the Sunset development and an east/west multi-use trail connection from the Coal Creek Trail to Weld County Road 5, providing connectivity for all abilities of trail users to complement the existing singletrack trails in the area. The plan will be implemented in phases and will ultimately connect the Coal Creek Regional Trail, the Erie Singletrack trailhead, the Sunset development, and the Westerly development, filling a gap in trail connectivity in this area of Town.
 - o Phase 2a - 10' wide concrete trail from the west end of Weld County Road 5 to the Coal Creek Regional Trail.
- \$15,000 – Trail connectors
 - o As a result of the proposed concrete connector trail linking the Singletrack Trails at Sunset Open Space to the regional Coal Creek Trail, several existing natural-surface trail segments within the Coal Creek trail network will need to be modified. The new concrete trail bisects multiple existing trail spurs, requiring realignment to maintain connectivity, improve trail flow, and reduce user conflicts. Parks & Recreation staff will reroute select natural-surface trail segments to reconnect the trail network while minimizing unnecessary crossings of the new concrete trail. This work will improve overall safety by reducing conflict points between users on the regional trail and users on the natural-surface trail system. Trail segments that are no longer needed will be reclaimed and restored with native grasses to support open space restoration and reduce long-term maintenance needs. Project materials will include small equipment rental, native seed, soil amendments, erosion-control materials, and fencing or closure materials to guide users through the updated trail alignments and protect restored areas during establishment.
- \$1,405,000 – Schofield Farm Redevelopment
 - o Funds requested in 2027 will assist in completing restoration of the original shed, brooder house, loafing shed, and remaining site improvements.

Operations

- \$670,000 – Page property reimbursement (payment 1 of 5)
- \$115,000 – Consultation services

- Update 2019 Open Space Management Plan
- Page property study
- Surveys/appraisals
- \$27,000 – County Treasurers' Fees
- \$1,500 – Bank charges



Open Space and Trails Advisory Board

Board Meeting Date: 6/8/2026

File #: 2026-144, **Version:** 1

SUBJECT:

OSTAB Annual Work Plan Discussion

DEPARTMENT: Parks & Recreation

PRESENTER(S): Luke Bolinger, Director of Parks & Recreation

TIME ESTIMATE: 30 minutes

SUMMARY/KEY POINTS

The purpose of this memo is to provide a draft annual work plan framework for OSTAB's review and discussion. Establishing a predictable annual rhythm allows the Board to focus on strategic priorities, align with budget cycles, receive regular development updates, and ensure proactive oversight of land acquisition and stewardship initiatives.

A clearly defined work plan also sets expectations for Board members, staff, and the public regarding when key discussions will occur. It reduces reactive agenda setting, supports more meaningful preparation, and helps ensure that meetings are strategic rather than transactional. When the Board knows in advance when budget conversations, acquisition strategy reviews, or annual reporting will occur, members can prepare more thoughtfully and engage at a higher policy level.

In addition, a structured work plan improves transparency and accountability. It provides a roadmap for tracking progress on Trails and Natural Area Fund (TNAF) investments, land acquisition priorities, trail connectivity goals, and stewardship outcomes. It also helps staff sequence presentations and decision points in a way that aligns with fiscal deadlines, development cycles, and Council expectations.

This draft is intended to create structure while maintaining flexibility for emerging issues, referrals, and Council direction. Development applications, acquisition opportunities, requested project updates, and policy matters will continue to be incorporated as needed, but within a predictable governance framework.

Additional questions for members to consider:

- Should OSTAB hold one standing annual joint meeting with another board or commission to improve cross-board coordination?
- Should OSTAB schedule one formal field tour per year to review recent acquisitions, restoration sites, and future acquisition targets? A late summer tour often provides the best visibility of projects in progress.
- Does OSTAB wish to establish a clearer standard for canceling meetings when there are no action items or substantive updates? One option is to maintain 10-11 meetings annually, with cancellation occurring only when there are no development referrals, no action items, and no strategic updates requiring discussion.

Staff will finalize the remaining 2026 work plan for adoption at the July meeting.

ATTACHMENT(S):

1. Town of Erie Open Space and Trails Advisory Board DRAFT Work Plan

Month
January
February
March
April
May
June
July
August
September
October
November
December

DRAFT OSTAB Annual Work Plan

Primary Focus Areas

Budget/project review; quarterly development update

LAPS map review; acquisition scoring; conservation strategy discussion

Arbor Day / Earth Day planning; volunteer coordination

Annual Open Space Management Report; project updates; quarterly development update

Preliminary budget discussion;

Council presentation prep; budget recommendations

Present to Town Council (separate meeting); quarterly development update

Open Space Property Tour

Project Update

Joint meeting?; quarterly development update

Draft next year work plan; annual accomplishments review

Finalize next year work plan; year-end wrap-up



Open Space and Trails Advisory Board

Board Meeting Date: 6/9/2026

File #: 2026-360, **Version:** 1

SUBJECT:

Annual Council Presentation Discussion

DEPARTMENT: Parks & Recreation

PRESENTER(S): Luke Bolinger, Director of Parks & Recreation

TIME ESTIMATE: 30 minutes

SUMMARY/KEY POINTS

Per Title 3, Chapter 2, Section 3-1-5 of the Erie Municipal Code, each board, commission and committee shall annually prepare a written report which shall then be presented orally to the town council at a public meeting, with the report and presentation occurring prior to the start of the town's budget consideration for the following year, or at such other times as the town council may direct. This process differs from previous years, when boards and commissions presented twice annually. Boards and commissions are now only required to present once per year.

The purpose of tonight's discussion is to review last year's report and garner input from board members on content to present to Council, including but not limited to, past year's accomplishments, upcoming goals and initiatives, and budget requests.

After discussion, staff will update the report and prepare a final copy for the July 28 Council meeting.

ATTACHMENT(S):

1. Annual OSTAB Presentation - 2026_DRAFT
2. Fall OSTAB Presentation - September 2025



Open Space and Trails Advisory Board 2026 Annual Report

Town Council
July 28, 2026



Agenda

- Membership
- Acknowledgements
- Work Plan
- Highlights January – June 2026
- Going Forward July 2026 – June 2027



Membership

- Ken Martin
- Christine Felz
- Phil Brink
- Tim Payne
- Bill Rigler
- Ed Guignon
- Dave Tazik



Acknowledgements

- Town Council Liaisons
 - John Mortellaro
 - Dan Hoback
- Parks & Recreation Staff Liaisons
 - Luke Bolinger, Director of Parks & Recreation
 - Matt Spinner, Natural Resources Superintendent
- Town Clerk's Office



Work Plan 2026-2027

- Continue to work with Erie and Boulder County staff
 - Future sites for trailheads to BERT/Prairie Run Open Space
 - Trail connections to BERT/Prairie Run Open Space
- Page Property: continue to participate in the planning process for open space, facility, and trails.
- Long range planning
 - Land Acquisition and Protection Strategy
 - Trail connectivity
 - Habitat quality and connectivity
 - Opportunity for public engagement
- Continue outreach to property owners for fee simple acquisition and conservation easements
- Continue community outreach beyond Town Fair & Arbor Day



Highlights January – June 2026

- Closed on 32-acre Wildrose open space parcel
 - Will serve as multi-use path connection between Kenosha Farms and Canyon Creek
- Recommended funding to purchase Coal Miner Park
- Worked with staff on revising Land Acquisition and Protection Strategy
- Provided key input and recommendations for Page property
- Provided key input for the Prairie Run Open Space trail connections
- Conducted community engagement at Arbor Day and Town Fair
- Assisted staff in revamping agenda process, work plan,
- Elected new board member



Going Forward July 2026 – March 2027

- List
- Items the
- Advisory Board
- Is or will be working on



Questions & Discussion



OSTAB Status Report

Open Space and Trails Advisory Board

Presented by: Ken Martin

September 9, 2025



- Acknowledgements
- What does OSTAB do?
- Board Members
- Highlights
- Going Forward



Acknowledgements

- Town Council Liaisons
 - John Mortellaro (2025)
 - Dan Hoback (2024)
- Parks & Recreation
 - Luke Bolinger (Director)
 - Mike McGill
 - Matt Spinner
- Town Clerk's Office



What does OSTAB do?

- Evaluate OS&T during the development approval process and submit formal responses.
- Advise Town Council on planning, acquisition, development, and management of OS&T.
- Coordinate with BOCO and WECO, and nearby jurisdictions on identifying and acquiring open space and trails.
- Assess and recommend amendments to OS&T provisions in town plans and ordinances.



As a Community Liaison

- Ongoing involvement with Boulder County on the Boulder to Erie Regional Trail (BERT) and Prairie Run Management Plan.
- Serve as a liaison between the community and the town on questions and issues related to open space and trails.
- Participate in annual Town Fair in May and Earth/Arbor Day in April. Typically distribute about 300 paper trail maps to attendees, and answer questions.



Board Members

- **Ken Martin -- Chair:** Information Technology
 - Has worked on many town advisory boards -- conservation and outdoor recreation advocate (>25 years)
- **Christine Felz – Vice Chair:** Environmental Studies and Geography
 - Land and environmental project management (>10 yrs)
- **Phil Brink:** Animal and Environmental Sciences
 - Consults on compliance and water resource challenges (>20 yrs)
- **Tim Payne:** Engineering Manager -- Aerospace/Defense Industry (>20 years)
 - Passionate outdoorsman and cyclist and community volunteer
- **Bill Rigler:** Public relations and strategic communications
 - Active on multiple boards, Chambers, and EDCs throughout Boulder County
- **Joe Swanson:** Natural/Park Resource Management
 - BOCO Parks and Open Space Noxious Weed Dept (>10 yrs)
- **Dave Tazik:** Ecology, Regional/Environmental Planning
 - Research Ecologist/Project Scientist (>30 yrs)



Highlights

- Village at Coal Creek:
 - Lead/participated in 2 property walks;
 - Reviewed and submitted a written evaluation of the consultant's Background Information report;
 - Reviewed (yesterday) and will submit a written evaluation (tomorrow) of the consultant's 3 Concept Options.
- Reviewed a possible open space acquisition and recommended the price range
- Participated in a site walk of a section of the proposed Boulder to Erie Regional Trail (BERT) organized by Boulder County
- Discussed a likely new trail connecting the Compass subdivision with the Coal Creek Spine Trail. Approved negotiating to purchase an easement with funding from TNACC
- Approved proposed new cell towers in Highlands and Arapahoe Ridge on Town dedicated open space parcels
- Will be meeting with the Lafayette Open Space Advisory Board in late October to discuss coordination.



Going Forward

- Wise Homestead Open Space and BERT
 - Develop trails to connect the BERT trail and the 2 sections of Prairie Run Open Space
 - Possibly create a trailhead jointly with Boulder County to serve the above 3 trails
 - Develop town trails on the Wise Homestead Open Space
- Village at Coal Creek (VCC): continue to participate in the planning process for affordable housing, open space, and trails.
- Long range planning
 - Open space acquisition priorities
 - Trail connectivity
 - Habitat quality and connectivity
 - Opportunity for public engagement
- Outreach to property owners
- Town Fair & Arbor Day
- Support to Parks & Recreation and Planning Departments as needed