



PARKS AND TRAILS COMMISSION

Tuesday, June 10, 2025 at 5:30 PM

Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado

MINUTES

Call to Order - Chair Reid Wiecks called the meeting to order at 5:32 pm.

Roll Call - Present: Commissioners, John Tool, Reid Wiecks, Mike Pietsch, Jennifer Nilson. Others present: Trustee Dennis Stern, Supervisor Stacy DeLozier, Deputy Town Clerk Erica Romero. Kevin Magner noted as excused.

Pledge of Allegiance

Approval of Minutes

1. Minutes from May 13, 2025, Meeting. MOTION (Tool, Nilsen) to approve minutes as presented. Motion passed 4-0.

Petty Cash Report - Commissioner Pietsch reported expenses and contributions for a current balance of \$79.

Public Works Supervisor Report Public Works reported several seasonal updates and ongoing maintenance needs. Carson submitted his notice and is finishing his last week, while Cole is currently assisting in a seasonal role. Public Works supervisor Stacy DeLozier is working with the Town Administrator Collins to address summer staffing needs. Repairs are needed for dock components at the lake, and pee gravel has been ordered for Glen Park in advance of the scheduled July 2nd inspection. Bear-proof trash cans were discussed, though none have been purchased yet. Receptacle bottoms were installed recently, and the addition of three nearby trash cans was suggested. A pet waste station was installed near the pedestrian bridge, and a foot scrubber was added at the Pickleball Court. Restrooms are now open, but an issue with the County restroom lock was noted, and Thrifty Thrones will remove the temporary porta potty.

Town Administrator Report - Staffing updates from Deputy Clerk Erica Romero include Carson's two-week notice, with the Town posting a vacancy for a full-time maintenance position. Cole has been hired as seasonal summer help and is currently assisting the Public Works team. Regarding use of the pickleball courts during special events, a request was made to repurpose the courts for a non-sporting activity on the Fourth of July. Staff recommends locking the courts during large events utilizing the surrounding area—such as festivals—to avoid conflicts or damage. The PLP&T Commission wholeheartedly agreed that the courts should be locked throughout the event. A paddleboard race event has been administratively approved, as it does not meet the criteria for Commission review. As a

reminder, special events are reviewed by staff unless they are especially large or raise operational concerns. CivicRec implementation is progressing, with internal testing concluding this week and a soft launch involving 4–5 volunteer users scheduled for next week. Staff is entering existing reservations, resolving minor platform issues, and testing credit card processing with Card Pointe. Standard operating procedures (SOPs) are also being developed to support a successful public launch by the end of June.

Business Items

2. Report of Volunteer Hours and running total hours were included.
3. Kiosk Revenue. The total revenue was identified.
4. Report/Consider Items for Project List -. Discussion updated the current list pages 1 & 2 with completed projects. Reid updated that trail repair between Prairie and Creekside is completed along with #2 & #3 items. MOTION (Reid, Tool). Motion passed 4-0. Reid will update the list.
5. Review Amenities to Purchase - Kiosk, Table, Shade, Trash Container, Pet Waste - The Commission reviewed a partial list of proposed park amenity purchases, including four informational kiosks (2 for Centennial Park, 1 for Glen Park, and 1 for Elephant Rock), picnic tables (two to be assembled at Elephant Rock Pavilion), and ADA-compliant modifications recommended by Mike for future table designs. Additional items discussed included a shade structure for Columbine Park, a combination of regular and bear-proof trash cans (to be placed at Elephant Rock, the Pickleball Court, and near restrooms), and three pet waste stations (two for Elephant Rock and one for the Greeley parking lot, per Jennifer's request). A MOTION (Reid, Tool) with the remaining items to be tabled for further discussion at the June 24 workshop.
6. Recommendation on Posted Signs for Park Hours – Review Reids recommendation for signage and edits to include the updated recommendation to change Park Hours to Dusk to Dawn. MOTION (Reid, Nilsen) Motion passed 4-0

Trails and Bridges

7. Review/Update Kent to Prairie Trail Easement this item was tabled
8. Update on ER Planned Development (PD) as it Relates to Parks Reid presented an aerial boundary image and highlighted concerns regarding potential trail loss due to proposed development. The Commission discussed impacts to the meadow, ballfield, and upper areas, including conversations held with BOT liaisons Trustee Caves and Hutson. Ideas to preserve trail access were explored, such as establishing a permanent easement, constructing a double switchback, and considering alternate parking locations. Reid motioned to propose that the Willins fund a retaining wall and prioritize securing a permanent easement; Jennifer supported exploring alternative parking options. Additional options were discussed to conserve the trail, its intent, and the work already completed. The group expressed a strong preference to retain access through the meadow, with John Tool emphasizing that the Town should not lose the meadow easement. The proposed double switchback would require two retaining walls and significant effort. Jennifer recommended exploring an alternative parking location to reduce impact. Reid proposed that if the switchback is pursued, the Willins should fund the retaining wall. He emphasized that the first priority is to preserve the existing trail with a permanent easement, and if adjustments must be made through the meadow, it must also be secured with a permanent easement or be excluded from the sale

9. Review of ER Open Air Pavilion Project List Mike Pietsch reported that the exterior of the pavilion is in good condition and the interior is structurally sound. After discussion, Jennifer and John recommended leaving the structure as-is, with minor improvements including weatherproofing, removing the sink, and addressing the concrete walls. It was noted that the pavilion does not have active electricity and primarily needs paint and pressure washing. Electricity is available at the long building just north and within reach of extensions cords for tools. Public Works will use the water truck for cleaning. Reid also requested mowing around the pavilion and the adjacent trail area.

10. Update on MHYC Project Priority List- A small MHYC crew (approx. 7 members) worked Monday through Thursday last week and completed all tasks except for a small bridge near the swamp area, which was delayed due to rain. Most signs have been installed, with a few remaining. The crew also improved the trail from the north side of the Air Force Academy bridge #2 to Kent Prairie, widening it to accommodate strollers and all-terrain use. John requested that Public Works deliver about half a bucket of gravel near the bridge. The crew was noted to be excellent to work with. Emily, the MHYC coordinator, has requested a meeting with the Parks Commission; Reid suggested scheduling it within the next couple of weeks.

Centennial Park

11. Update on Palmer Divide Soccer Club & Soccer Field at Centennial Park - Reid met with Johan to review and revise the soccer field layout, with orange boundary markers now staked at the site. The Memorandum of Understanding (MOU) is still under development, pending availability of the Town Attorney. Next steps were discussed depending on the outcome of the GOCO grant, and Jennifer provided a general update on the grant timeline.
12. Update on Civic Rec – Deputy Clerk Romero reported that a soft launch of Civic Rec is scheduled for next week, with selected volunteers testing the platform. Feedback from this phase will support a full public launch by the end of the month. Current efforts include resolving reservation input issues (e.g., Pickleball), ongoing testing with Card Pointe, and development of internal SOPs.

Glen Park

13. Discussion of Mud Floods into Glen Park tennis/pickle ball courts- Reid and Stacy completed a site review and noted significant damage from recent mud floods, particularly impacting the court area. Stacy is working with GMC and Chavez to explore permanent solutions. While Public Works may implement a temporary fix, addressing the upper Glen area will likely require constructing a more substantial structure to divert rain runoffs from flooding the courts.

Public Comment - *This time is reserved for the public to speak to items not on the agenda.*

Report on Other Meetings

Next Meeting (Workshop 6/24) and Future Items

Adjourn