



## PARKS AND TRAILS COMMISSION MEETING

Tuesday, October 14, 2025 at 5:00 PM

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

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### MINUTES

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#### Call to Order/Roll Call

- Meeting called to order at 5:04PM.
- In Attendance: Reid Wiecks, Mike Pietsch, Jennifer Nilson, Lauren Penner, and Kevin Magner.  
Absent: John Tool

#### Pledge

#### Approval of Minutes

1. Minutes from August 26th, 2025, meeting
  - Corrections discussed including title updates (“Public Works Parks Supervisor”) and clarification of acronyms. (Wiecks, Nilson) **Motion to approve with corrections discussed** passed unanimously with an “Aye” vote.
2. Minutes from September 23rd, 2025, meeting
  - Added reference to \$50,000 kiosk fund allocation for field replacement. (Wiecks, Magner) **Motion to approve with corrections discussed** passed unanimously with an “Aye” vote.

#### Petty Cash Report

- Beginning balance of \$155.00
- Donations of \$11.00
- Expenses of \$74.00
- New Total of \$81.00

#### Public Works Supervisor Report

3. October 2025 Report
  - It was noted that the West side bathroom fixtures would not need to be winterized.
  - Commission discussed where the information boards would go.
  - A question was posed to the Public Works Supervisor about when the fountain would be taken out.

#### Town Administrator Report

- Discussion of volunteer hours; September hours pending.

- Kiosk revenue reports will now be one month in arrears due to the change in Parks Commission meetings and workshop timings.
- Meeting schedule adjustments due to holidays:
  - o November 4 confirmed for regular meeting (Veterans Day closure on 11th).
  - o December workshop to be determined—likely canceled or postponed.

### Business Items

4. Report of Volunteer Hours
  - Reviewed; service day hours to be added.
5. Kiosk Revenue
  - Deputy Town Clerk Grant Massey explained that future reports will be offset by one month.
6. Report/Consider Items for Project List
  - No Discussion.
7. Discussion of Park Amenities Purchase Proposal for 2025
  - Purchases highlighted for early ordering; coordination with Public Works Supervisor pending budget updates.
  - **Motion to provide recommendation to approve apple tree pruning and care by Great Western Tree.** (Wiecks, Nilson) Motion passed unanimously with an “Aye” vote.
8. Discussion on December Workshop Date. Currently set for December 23rd.
  - **Motion to not have a workshop on December 23<sup>rd</sup>.** (Magner, Penner) Motion passed unanimously with an “Aye” vote.
9. Discussion of Dates for Winterfest Broomball Tournament
  - Tentative January 18<sup>th</sup> or 25<sup>th</sup>, 2026; dependent on Hockey Tournament scheduling due to postponement for weather/ice conditions.
  - Town staff requested a flyer from the Parks Commission for this event.

### Trails and Bridges

- No Items discussed.

### Centennial Park

10. Discussion of Christmas Lights Decorations
  - Asked Town Staff to clarify if Awake the Lake group will handle installation; if not, Commission to potentially recruit volunteers.
  - Discussion on a possible workday before Chili Supper (Nov. 29) to put up Holiday Lights on the pedestrian bridge.
11. Update on Broomball Tournament Dates
  - Previously discussed under Business item #9. No Further Discussion.
12. Update on West Side Bathroom Fixtures
  - Update provided during Public Works Director Presentation. No Further Discussion.
13. Discussion of and Possible Recommendation on Ballfield Outfield Fence and other Fencing Requirements
  - Commissioner Wiecks updated the commission on backstop repairs, stating that it no longer needs to be included in bids.
  - Received three bids for fence replacement and field reconfiguration to support soccer use.

- Commission will coordinate with Public Works on potential joint contract for yard fencing.

### Glen Park

14. Discussion on MYHC Grant Regarding Creek Clean up and Future Work by MHYC
  - Update provided from Commissioner Magner on the current state of the creek after Creek Week. Also brought up when to apply for next year's grant.
  - Plans to post "No Trespassing" and "Trail Boundary" signs were discussed and passed on to the Public Works Director. Commissioner Magner noted that debris was left blocking nonofficial trails.
15. Final Update on Creekweek 2025
  - Update provided by Commissioner Pietsch spoke positively about the participation received and the completion of projects.
16. Discussion on and Possible Recommendation on Apple Trees Care Quote
  - Previously discussed under Business item #7. No Further Discussion.
17. Update on Recommendation to Make the Reservoir Trail Head, Creekside Trail, Kent and Prairie Trail, and the South Side of Monument Creek Adjacent to E-rock to Wildlife Area a Designated Park
  - Commissioner Magner gave update on the reasoning for making this area a park.
  - A discussion on what the potential name for this proposed park would be took place. No conclusions on this matter were drawn.
18. Update on Glen Park Drainage Issues and Engineer's Recommendation Plan
  - Commissioner Wiecks provided an update stating that besides the town getting the engineer's report, no further action had been taken.
  - Discussion then revolved around concerns of cost, drainage of debris & chemicals into the creek, and the potential need for up to three bridges to be constructed.
  - Commission expressed concerns about the expanded flood plain during a heavy rain event into private property along the north side of the creek. Commissioner Magner to reach out to Keith Curtis, EL Paso County for his opinion.
  - Commission concluded that further discussion is needed.
19. Discussion of and Possible Recommendation on the Parking Kiosk Funds at the Trail Head
  - Commissioner Wiecks reported that no resolution had been found about the designation of Kiosk funds. Further questions were directed to town staff about budgetary process.

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

- No public comments given.

### Report of Other Meetings

- Commissioner Penner gave a report on his meeting with Nick Daniels about noxious weed control efforts. Discussed the application of bio agents in the spring and provided county containment maps to Commissioner Penner as well. Commissioner Penner informed the commission about a mobile application for community mapping of noxious weeds, stating that

he would try out the application and then report further on whether the Parks Commission should promote this to the public.

**Next Meeting and Future Items**

- Discussion for the Christmas lights contest to take place during the November meeting on the 4<sup>th</sup>.

**Adjourn**

- Meeting Adjourned at 6:56PM.

Minutes by: Grant Massey – Deputy Town Clerk