



PARKS AND TRAILS COMMISSION

Tuesday, April 08, 2025 at 5:30 PM

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

MINUTES

Call to Order. Chair Wiecks called the meeting to order at 5:35 pm.

Roll Call. Present: Commission members Kevin Wagner, John Tool, Reid Wiecks, Mike Pietsch. Excused: Jen Nilson. Others present: Trustee Dennis Stern; and town staff Stacy DeLozier, Dawn Collins, and Erica Romero.

Approval of Minutes

1. Minutes from March 11, 2025, Meeting. MOTION (Tool, Wagner) to approve the minutes. Motion passed 4-0.

Petty Cash Report. Mike reported updates to petty cash including a correction/adjustment of \$6.00 for a total cash balance of \$87.00.

Public Works Supervisor Report. Stacy provided an update on several Public Works items. There is no significant update on the millings for the path around the lake, as there are currently not enough available. Reid recommended proceeding with partial work due to muddy conditions causing trail expansion in both directions. Regarding the dock addition at the lake, the new section will get installed while the weather permits but hip waders are needed for further work. Mike offered a pair. Dennis inquired about the background of the dock, and Stacy explained why the additional dock section is needed, since the lake level raised and adding a section will extend the dock appropriately. Stacy explained his plan with Habitat Management for noxious weed mitigation around the pedestrian bridge and the trail around the lake. He stated that progress continues on the new restroom, adding that landscape will incorporate xeriscape plans. Stacy reported that he has two new batteries for the leaf blower for the courts. He informed members about the repair to the net and suggested that a lock be considered for the net cranks on the courts. He and Reid will coordinate contacting Renner for options. El Paso County is scheduled to come out in mid-May to open the east side restroom. Colorado Parks & Wildlife (CPW) will be on-site to restock the lake in May. Stacy reported that he is working on an overview of parks staff schedules. Reid expressed appreciation to Stacy, Buzz, Carson, and the Fire Department for their help removing a dead tree that impacted a playground. Carson was also recognized for the assistance loading wood earlier in the day. It was agreed that the fountain should be installed before the end of May. Mike requested that the cottonwoods along the east side of the lake also be added to the tree maintenance list.

Town Administrator Report. Dawn provided the cost to publish an acknowledgement of the 2024 sponsor list. She stated that CivicRec implementation continues to progress positively. It was suggested

that the Public Works maintenance staff schedules be discussed in more detail at the next workshop on 4/22.

Business Items

Item 4 was skipped because the applicant was running late from traffic.

5. Report of Volunteer Hours. Commission members requested that volunteer hours be tracked with a running total moving forward, beginning with year-to-date hours for 2024. A summary will be provided at the next meeting.

6. Kiosk Revenue. Members reviewed the revenue funds, noting that the prior month's weather may have impacted the parking. Trustee Stern inquired how the funds are used. Kevin further explained that he continues to work on a budget for parks projects.

4. Consideration/Recommendation of Application for Appointment to Commission. Chair Wiecks introduced the applicant, Ms. Katie Brennan, for consideration. Katie explained that she has lived in the community for 13 years. While she does not have direct experience, she expressed a strong desire to get more involved and contribute to the community that she loves. John shared that he had worked with Katie and her father on the memorial tree project and spoke positively about her involvement. Katie asked thoughtful questions about where she could be of service and stated that she is an active trail user. Members emphasized the importance of involvement and the hands-on work they do and expressed the need for support in events and social media. Discussion ensued about bringing energy to the Commission and helping to round up additional support and volunteers. Discussion about the regular meetings took place. Reid explained the next step is for the Commission to make a recommendation to the Board of Trustees and encouraged Katie to attend the meeting when her appointment is considered. MOTION (Wiecks, Tool) to recommend the appointment of Katie Brennan to the Commission. Motion passed 4-0.

7. Report/Consider Items for Project List. Kevin Magner reported on his tour with Mile High Youth Corps, where he identified an approximate 6-8 ft section of trail with a significant amount of water running through it, causing a potential hazard toward Prairie. He emphasized the need for a solution for safe crossing. It was agreed to explore ideas with Public Works assistance. It was also suggested to move item 45 to the completed list. MOTION (Wiecks, Magner) to add the creation of a bridge/solution over the hazardous section in the Prairie-to-Creekside trail area and to move item 45 to the completed list. Motion passed 4-0.

8. Review/Approve to Publish in Tribune. Dawn provided the estimated cost of \$160 for the publication in the regular newspaper, Tribune. Discussion took place about a few corrections. It was suggested to also reach out to the OCN. MOTION (Wiecks, Tool) to approve the printing (approximately \$160) to acknowledge the 2024 list of contributors to Parks. Motion passed 4-0.

Deputy Clerk Romero left the meeting.

9. Reconsider Spring Clean Up Day moved to May 10. Discussion took place about where volunteers should meet. It was agreed to meet at the ballfield parking in case there are adequate volunteers to split into two groups. MOTION (Wiecks, Tool) to approve the date of May 10. Motion passed 4-0. Discussion of minor changes to the flyer took place, adding Parks and Trails and offering free T-shirts for volunteers. Motion passed 4-0. Stacy expressed concern about getting manufactured chips. Reid directed him to the vendors for the playground border. It was suggested to also remove the Fountain Creek from the flyer as the date will not collaborate on the May 3 America's clean up.

10. Review/Consideration of "Volunteer" Tee Design/Purchase. John Tool reviewed the graphic for the volunteer t-shirts noting single green color on natural color shirt. The various quantities of different sizes of shirts were discussed to total 50. MOTION (Tool, Magner) to approve the purchase not to exceed \$600. Motion passed 4-0. It was suggested that kiosk revenue cover the supplies cost.
11. Update to Continue Elephant Rock Zone 3 Clean Up & Vision Plan Response. The minutes from the Board meeting were reviewed noting that Commission members may continue the clean up and placement of benches as directed. Chair Wiecks reported a collapsed septic in the former cabin area to Stacy to check out, about 30 ft from a manhole, to fill for safety.
12. Update on PLES Arbor Day. Mike will work with the teachers and Jenn, town code compliance, stating that there are different age groups to present to on April 25.

Trails and Bridges

13. Update on USAFA Bridge #2 Progress. Kevin Magner thanked the Fire and Public Works personnel for assistance. He explained the foundation getting installed and explained the progress expected this weekend. Mike read the plaque ordered and the ribbon cutting will be early May. It was agreed to amend a small portion of the trail to access the new bridge. MOTION (Magner, Pietsch) to nominate Chair Wiecks to emcee the ribbon cutting event. Motion passed.
14. Kent to Prairie Trail Section Update. Discussion took place about reviewing this section of trail due to winter damage and possibly adjust the trail where a fence currently encroaches on the Kent public right of way. Collins will address the property owner. Volunteer training at this site may be considered after Memorial Day.
15. Update on MHYC Trail Signs and Creek Clean-up Walk Through. Review of signs received and additional signs coming. It was agreed to spray posts green. Stacy reported that he spoke with staff and the former made wood carved signs for parks will not be made. Discussion took place for staff to take care of the additional signs to identify Centennial Park and park hours at each access point. It was agreed to consider additional trees to be removed. The original work dates are moved to September.

Centennial Park

16. Proposed Fees to Reserve Pickleball Courts. John Tool reviewed the information from an assembly of national average of fees, proposed on the low end. Members also reviewed the reservable block times. It was noted that a cut off time will be established the night prior to posting reserved times each morning. MOTION (Tool, Magner) to recommend approval of the fees proposed with an adjustment of the tournament to 20% and the blocked time as proposed. Motion passed 4-0.
17. Review/Consider Pickleball Club MOU. Chair Wiecks provided an update on the discussion noting that a draft will be coming back to the Commission.
18. Update on Possible MOU with Palmer Divide Soccer Club and Possible Grant Submittal. Chair Wiecks provided an update on the meeting with the soccer reps, stating that he will combine lists of the key points for two agreements – one for construction and one for ongoing maintenance – for staff to coordinate drafts by the Town Attorney. The soccer club intends to submit for grant funds in July. It was recommended to review the GOCO concept submittal at the 4/22 workshop.

Glen Park

19. Review Playground Border Quotes. Discussion about extending the landing area border took place. Reid reviewed the vendor quotes. MOTION (Wiecks, Tool) to order borders from Kingdom for quoted \$1212.02. Motion passed 4-0. It was reiterated that Stacy will check into new cranks for the court nets with Renner. Trustee Stern suggested there are lower costs after a google search for suppliers, noting Recreational Unlimited. MOTION (Wiecks, Tool) to authorize staff to check for a lower cost. Motion passed 4-0. It was confirmed to utilize CTF funds for the playground supply purchase.

Public Comment – none.

Report of Other Meetings – no reports made.

Next Meeting (4/22 workshop) and Future Items

Adjourn. Chair Wiecks adjourned the meeting at 7:46 pm.

Minutes by: Erica Romero, Deputy Town Clerk, and Dawn A. Collins, Town Clerk