



PARKS AND TRAILS COMMISSION

Tuesday, August 26, 2025 at 5:00 PM

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

LIVE STREAM available on Town website

AGENDA

This agenda is subject to revision 24 hours prior to commencement of the meeting.

The Commission values public comment on issues relevant to Town government. To permit the fair and orderly expression of such comments, the Commission will adhere to the following rules for public comment, whether for an agenda item or during public comment for non-agenda items brought by the public.

A speaker must be recognized by the Chair to step to the podium, sign in, use the microphone, state name and address for the record, and address comments solely to the Commission, as a whole.

Each speaker is limited to 3 minutes, cannot pool time with another, and each speaker may only speak once per topic. Civility and respect is required. Comments should not be directed to Town staff, individual Commission members or to public members. Comments or disruption from audience members not recognized by the Chair are prohibited. Points already made should not be duplicated. Only written comments limited to one page will be permitted. Public members are also invited to submit comments by email to be distributed to the Commission separately. Note that comments submitted to the Town Commission are public record. Please understand that the Commission will listen and consider public comments; however, members will not discuss or take action on your comment but may refer it to staff and/or a future meeting for discussion.

Thank you for your cooperation.

Call to Order

Roll Call

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Approval of Minutes

- [1.](#) Minutes from June 10, 2025 Meeting
- [2.](#) Minutes from July 8, 2025 Meeting

Petty Cash Report

Public Works Supervisor Report

Town Administrator Report

Business Items

- [3.](#) Report of Volunteer Hours
4. Kiosk Revenue

- 5. Report/Consider Items for Project List
- [6.](#) Creek Week (Fountain Creek Watershed/service in the parks day) TBD September 27,2025
- [7.](#) Invasive and noxious weed killing and removal plan updates - Lauren
- 8. OPPI conference update - Jennifer Nielson and John Tool
- 9. Updates on any PD planning E-Rock and our vision plan, etc.
- 10. Columbine Park shade structures

Trails and Bridges

- 11. Updates on the MHYC project to begin in September
 - a. Brush removal plan with PW
 - b. Review Kevin's to-do list

- 12. Updates on USAFA project #3 for 25/26 academic year

Centennial Park

- [13.](#) Double sided sign kiosk for PB courts in Centennial Park

Glen Park

- 14. Pickle ball/ tennis court flooding review

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

Report of Other Meetings

Next Meeting and Future Items

- 15. Date selection for PLP&T meeting in Sep - moved due to election

Adjourn

Americans with Disabilities Act

Reasonable accommodations for persons with a disability will be made upon request. Please notify the Town of Palmer Lake (at 719-481-2953) at least 48 hours in advance. The Town of Palmer Lake will make every effort to accommodate the needs of the public.



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, Nilson) 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



PARKS AND TRAILS COMMISSION

Tuesday, July 08, 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 Kevin Magner. Others present: Trustee Dennis Stern, Supervisor Stacy DeLozier, Deputy Town Clerk Erica Romero. Jennifer Nilson noted as excused.

Pledge of Allegiance

Approval of Minutes – Minutes from June 10, 2025, was tabled until next regular meeting.

Petty Cash Report - Commissioner Pietsch reported expenses and contributions for a current balance of \$120

Public Works Supervisor Report – Public Works Supervisor Stacy DeLozier reported progress on several park-related items. Automated locks and foot cleaners for the bathrooms are currently being implemented. Luke White has been hired with dedicated responsibilities for Parks. Andrew continues to assist part-time, while Cole will complete his temporary assignment by the end of July. Additionally, the court maintenance supply order is being finalized and placed.

Administration Report - Deputy Town Clerk Erica Romero reported that the CivicRec reservation system is now live and available through the Town’s website. The system is designed to streamline reservations for all venues and park spaces in Palmer Lake. Signage has been prepared and will be posted in key areas to promote awareness. Erica noted that some minor glitches may occur and welcomed feedback to improve the system. She also presented a draft of the promotional signage.

Additionally, Erica informed the Commission that Town Administrator Dawn Collins will attend her final Board of Trustees meeting on Thursday, July 10, 2025. Parks Commission members are invited to attend in recognition of her years of dedicated service

Business Items

1. Review and Consideration of Applicant for Parks & Trails Commission Appointment - Mr. Lauren Penner's application was reviewed, and he was asked general questions regarding his interest in serving on the Parks and Planning Commissions. Mr. Penner shared that he has been a Palmer Lake resident since 2007 and is eager to give back to the community. He works in the IT field but enjoys spending time outdoors and has actively volunteered on several park

projects. He expressed his enthusiasm for contributing further in an official capacity, if appointed.

2. Report of Volunteer Hours and running total hours were included.
3. Kiosk Revenue discussed; police ticket enforcement request followed.
4. Report/Consider Items for Project List- no discussion.
5. Amenities for parks list review - discussed bathroom upgrades and new equipment purchases.
6. Make-up of the PLP&T Commission – no discussion pertaining to this at this time.

Trails and Bridges

Chicken coop fate - structure's future—pending BOT direction. No action taken

Open Air Pavilion - Renovation Tabled Due to easement concerns.

Update ER trail easement and options, Beaver Pond trail approval - Easement negotiation and designation processes reviewed Chairman Wiecks asked Deputy Town Clerk Erica to follow up with Town Admin, Bot and Attorney Krob and provide an update or coordinate a meeting to further discuss. No action taken

Kent / Prairie trail easement –Wiecks reviewed PLP&T's request re the boundary line and trail widening along the Kent to Prairie section that borders the Kite property, as the Kites redid the survey that widened the trail easement for the Town. No action taken

Fountain Creek Watershed grant and cooperative work opportunity – Commissioner Mike Pietsch discussed opportunities to align upcoming projects and timelines with Creek Week efforts, as both occur around the same time of year. Specifically, they considered how to coordinate the 2026 Mile High Youth Corps (MHYC) and GOCO grant-funded trails and parks work with Creek Week cleanup activities to maximize volunteer impact and project efficiency.

Mile High Youth Corp/GOCO Grant for Trails and Parks Work 2026 – Chairman Wiecks provided a copy of the grant application and opened a discussion about potential 2026 projects.

Due to the need for additional information regarding trail development at the Elephant Rock property and related planning details, the Commission agreed to table further discussion until the necessary updates are available.

USAFA 2025-2026 project update - Kevin Magner outlined the possibilities and also stressed that the uncertainty surrounding the E-Rock property is hampering the situation, but that some alternatives are being explored.

Centennial Park

7. Pickleball Court – Lights - The Commission discussed the installation of lights at the pickleball courts in relation to existing park hours, which are from dawn to dusk. Motions (Tool, Pietsch) was made and approved to not install lights at the pickleball court.
8. Signs on pickle ball courts fencing - The Commission discussed whether a formal policy is needed regarding signage on the pickleball court fencing. Deputy Town Clerk Erica Romero clarified that, under current rules, banners for special events are only permitted on the baseball field fence. The recent issue that prompted this discussion has been addressed, and

Town staff will continue to monitor signage going forward. Special event signs remain prohibited on the pickleball courts, with only sponsorship signage allowed.

9. GOCO Multi Use field grant discussion - The grant submission was tabled until the next cycle (5-0) due to the lack of an MOU with the Palmer Divide Soccer Club, which is required to complete the application. Although Jennifer was not present at the meeting, she advised Chairman Wiecks in advance to table the item.

Glen Park

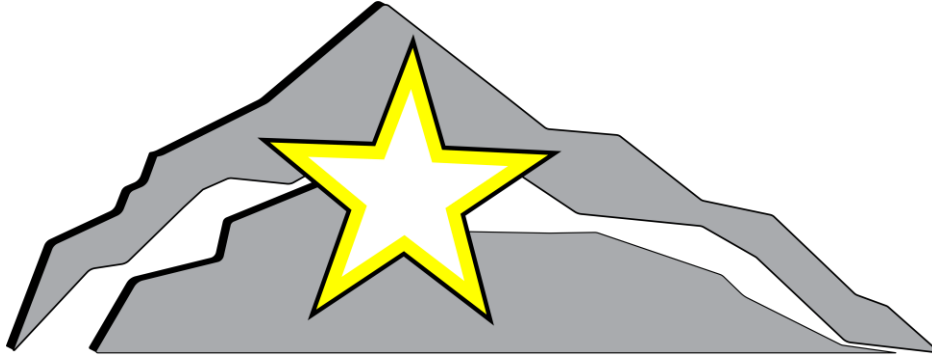
10. Pickle ball/ tennis court flooding review - Painting plans reviewed; professional support may be needed for older courts.

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

Report of Other Meetings -**Next Meeting and Future Items -**

11. **Workshop 7/22** MHYC/GOCO Grant final concept (due July 30th)
August PLP&T Meeting and Workshop

Adjourn -7:14PM



Town of Palmer Lake

Board of Trustees Summary Sheet

	JULY 2025
Title	PARKS Report
Date	Board Meeting 08/14/25 & 08/28/25 Parks Meeting 08/12/25
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 26.5 hr. Clerical (email, calls, grants, spreadsheets) : 24.75 hr. Miscellaneous Meetings (other than Parks) : 19.0 hr.
Total Volunteer Time	Total = 70.25 hours
Upcoming Activity	Workshop 08/26/25

Date	Hours	YTD
Jan-24	111	111
Feb-24	76.5	187.5
Mar-24	130	317.5
Apr-24	211	528.5
May-24	178	706.5
Jun-24	215	921.5
Jul-24	81	1002.5
Aug-24	71	1073.5
Sep-24	110.75	1184.25
Oct-24	58.5	1242.75
Nov-24	74.5	1317.25
Dec-24	60.75	1378
TOTAL 2024	1378	9970.75
Jan-25	43	1421
Feb-25	92	1513
Mar-25	90.5	1603.5
Apr-25	50	1653.5
May-25	82.5	1736
Jun-25	118.5	1854.5
Jul-25	70.25	1924.75
Aug-25		
Sep-25		
Oct-25		
Nov-25		
Dec-25		
TOTAL 2025	546.75	11706.25



Questions? Email:
PalmerLakeParksAndTrails@gmail.com

Item 6.

The Parks Commission Needs Your Help!

★ Join Us: Saturday, May 10
9am-12pm

Meet at the parking lot by
the baseball field at 9am

Be a Part of the Solution - Keep Palmer Lake Beautiful

▶ Join Your Friends and Neighbors
and Make a Difference to Your
Community! ★

With support from:

FOUNTAIN CREEK
WATERSHED DISTRICT



Palmer Lake Parks and Trails Commission

Invasive and Noxious Weed Removal - We need bugs!

Infestation Sites:

- ERC and Creekside Trail
 - Diffuse and Spotted Knapweed
 - Russian Knapweed
 - Poison Hemlock
 - Musk Thistle
 - Canada Thistle
 - Common Mullein

- Reservoir Trailhead area
 - Poison Hemlock
 - Common Mullein

- Centennial Park
 - Not yet surveyed

Available Services:

1. Colorado Department of Agriculture, Palisade - Request A Bug Programs for controlling:
 - a. Diffuse and Spotted Knapweed
 - b. Russian Knapweed
 - c. Musk Thistle

2. Integrated Weed Control, MT - Commercially available insects for controlling:
 - a. Canada Thistle
 - b. Poison Hemlock
 - c. Common Mullein

3. Pricing

Comments:

Start planning for 2026

Pending information from Palisade Insectary about their program.



COLORADO
Department of Agriculture

<https://ag.colorado.gov/conservation/biocontrol-at-palisade-insectary/request-a-bug>

Request-A-Bug is a service for Colorado land owners and land managers only. It is a fee-based service to request biological control agents for pest control. The Insectary serves requests in the order received. The amount of biological control agents available varies each year. The Insectary cannot guarantee a release for each request ordered. Requests are carried over year to year if not fulfilled. There are nine Request-A-Bug programs currently available.

Request-A-Bug Programs



Canada Thistle Biocontrol



Dalmatian Toadflax Biocontrol



Diff. & Spot. Knapweed Biocontrol



Field Bindweed Biocontrol



Leafy Spurge Biocontrol



Musk Thistle Biocontrol



Peach Moth Biocontrol



Puncturevine Biocontrol



Russian Knapweed Biocontrol



Tamarisk Biocontrol



Yellow Toadflax Biocontrol



<https://integratedweedcontrol.com/about>

Our Purpose

Integrated Weed Control was formed to provide quality products and consulting services for weed management. Our approach incorporates integrated pest management principles to provide products and services that achieve maximum control benefits economically. We will discuss and point you toward resources for land reclamation and restoration services to help improve forest, range, wildland, riparian, and fire-damaged habitats. We have provided numerous workshops and customized on-site training on weed surveying, assessment and monitoring; GPS mapping and training; GIS design, maintenance and instruction; and comprehensive weed management planning. These popular educational sessions were conducted for many Federal, State, and local agencies, as well as private sector clients. We are more than willing to pass our experience on to you in the form of tips, advice, and remote consulting. See our results page [here](#).

Noxious Weeds

Canada Thistle



[Learn More >>](#)

Knapweeds



[Learn More >>](#)

Leafy Spurge



[Learn More >>](#)

Purple Loosestrife



[Learn More >>](#)

Toadflax



[Learn More >>](#)

Poison Hemlock



[Learn More >>](#)

St. Johnswort



[Learn More >>](#)

Common Mullein



[Learn More >>](#)

CO Dept. of Agriculture, Palisade

Integrated Weed Control, MT

private land and home owners		
Fee	Description	Season
N/A	Canada Thistle (Not Available)	N/A
\$30	Dalmatian Toadflax	May - June
\$30	Diffuse Knapweed	July - Aug
\$35	Field Bindweed	June - Aug
\$30	Leafy Spurge	June - July
\$30	Musk Thistle	June - July
\$30	Puncturevine	Sept
\$0	Russian Knapweed	April - May
\$30	Spotted Knapweed	July - Aug
N/A	Yellow Toadflax (Not Available)	N/A
\$0	Mac for Grand Valley Orchards	May-Aug

Weeds / Insects	Quantity	Price	Type of Damage	Availability
Canada thistle 				
<i>Urophora cardui</i>	105	\$125.00	Stem gall fly	June-July
<i>Ceutorhynchus litura</i>	105	\$175.00	Stem and crown mining weevil	Aug-Oct
Leafy Spurge 				
<i>Aphthona mix (4-5 spp.)</i>	1200+	\$175.00	Root mining beetles	June-July/Aug
<i>Oberea erythrocephala</i>	105	\$175.00	Stem mining and girdling beetle	June-July/Aug
<i>Spurgia esulae</i>	50 galls	\$100.00	Gall forming midge	June-July/Aug
Knapweeds 				
<i>Larinus minutus/obtusus</i>	105	\$100.00	Seed head weevil	June-Sep
<i>Cyphocleonus achates</i>	105	\$150.00	Root boring weevil	July-Sep
Poison Hemlock 				
<i>Agonopterix alstroemeriana</i>	150+	\$150.00	Defoliating moth	June-July
Dalmatian and Yellow Toadflax 				
<i>Mecinus janthiniformus</i>	105	\$125.00	Stem boring weevil	May/Early June
<i>Mecinus janthinus</i>	105	\$125.00	Stem boring weevil	May/Early June
Saint Johnswort 				
<i>Chrysolina quadrigemina</i>	105	\$125.00	Foliage feeding beetle	June-Sep
<i>Aplocera plagiata</i>	105	\$200.00	Leaf eating moth	June-Sep
Common Mullein 				
<i>Gymnetron tetrum</i>	105	\$150.00	Seed eating weevil	May-July
Purple Loosestrife 				
<i>Galerucella californiensis</i>	105	\$150.00	Defoliating beetle	May/Early June



Large Vertical Message Boards

★★★★★ 1 Review

As low as

\$1,469.00 Quantity discounts available

SKU MC-13
DEPRECATED SKU TMC-13

Quantity Discounts

Quantity	2
Price	\$1,365.00

Product Configuration

Select Color



Mount Type



Sides



50 Years Guaranteed Against Breakage Eco Friendly

Medium Horizontal Message Boards

★★★★★ 2 Reviews

As low as \$1,415.00 Quantity discounts available

SKU KMC2086-BK
DEPRECATED SKU 9ZK8014-BK

Quantity Discounts

Quantity	2
Price	\$1,325.00

Product Configuration

Select Color



Mount Type



Sides

Double Sided

Qty