



PARKS AND TRAILS COMMISSION

Tuesday, December 09, 2025 at 5:30 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

Pledge

Approval of Minutes

- [1.](#) Parks Commission Minutes 11.04.2025

Petty Cash Report

Public Works Supervisor Report

- [2.](#) December 2025 report

Town Administrator Report

Business Items

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

5. Report/Consider Items for Project List
6. Discussion on December Workshop Date
7. MHYC 2026 POC
8. Christmas Lights contest update
9. PLP&T 2025 purchases update
- [10.](#) New park along Monument Creek update - letter & map
11. PLP&T Commissioner reappointments - term expiration dates
12. Fountain Creek Watershed District staff workshop meeting with PLP&T commissioners
13. PLPB club equipment inventory - 11/25 update

Elephant Rock

14. Updated Vision concept

Centennial Park

15. Broomball Tournament update
16. Discussion of Centennial Park identification sign design, rules signs placement, and info kiosk placement

Glen Park

17. PW working on Tennis court entrance
18. Quote from Renner Sports Court re resurfacing
19. Status of donation box removal and relocation

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

Report of Other Meetings

20. Planning Commission 12/3 report re PD E-rock

Next Meeting and Future Items**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, November 04, 2025 at 5:30 PM

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

MINUTES

Call to Order

- 5:31PM

Roll Call

- Present: Kevin Magner, Reid Wiecks, John Tool, Mike Pietsch, Lauren Penner, Jennifer Nilson

Pledge

Approval of Minutes

1. Minutes from October 14, 2025 meeting
 - a. **Motion** to approve. (Nilson, Wiecks) "Aye" vote. All in Favor. Motion passes.

Petty Cash Report

- October 14th Total: \$81.00
- Donations: \$9.00
- Total as of November 4th: \$90.00

Public Works Supervisor Report

2. Parks Report November 2025

Town Administrator Report

- Nothing to report.

Business Items

3. Report of Volunteer Hours
 4. Kiosk Revenue
 5. Report/Consider Items for Project List
- #26 (Pedestrian Bridge Lip): A four-to-five-inch lip on the east side of the pedestrian bridge (where the sidewalk meets the trail) is causing accessibility issues. A metal edging/angle iron retainer was suggested, and Public Works Supervisor will investigate the issue and solution.
 - #49 (Ball Field): Reconfiguring the baseball field to also accommodate a youth soccer field was discussed.

- #91 (Elephant Rock Trail): The perimeter trail along the left field bank was added to the project list for future consideration, but no immediate action will be taken.
 - **Motion** to approve the edits, additions, and deletions to the project list *except* for item #45 (Smith property private trail sign discussion). (Wiecks, Nilson) “Aye” vote. All in Favor. Motion passes.
6. Discussion of Christmas Lights Contest
- The commission discussed the categories expanding to five: Best Display, Wild Card, Most Creative, Clark Griswald, and Silent Night (new category for peaceful displays). The budget for prizes will remain \$100.00 and the judging will coincide with the Yuletide Log Hunt on Sunday December 14th at dusk.
7. Update on Parks Amenities Order
- Public Works Supervisor needs to meet with the Town Administrator to determine if funds are available for the pre-approved amenities order due to a directive to slow down spending. Commissioner Magner and Commissioner Wiecks will be present for the meeting.
8. Review and update on Public Works Supervisor's budget meeting on the 2026 budget
- The Public Works Supervisor's needs to meet with the Town Administrator to clarify funding, as noted in Item 7.
9. Review/Recommendation of Applicants for Appointment to Parks Commission.
- The Commission members conducted a short interview with the only applicant, Kevin Noleen.
 - Motion to recommend the appointment of Kevin Noleen to the Parks Commission. (Wiecks, Penner) “Aye” vote. All in Favor. Motion passes.
10. Discussion and Potential Recommendation on \$1000.00 Donation from 24 hours of Palmer Lake by Lance Pearce
- Commission inquired about the donation policy of the Town. Commissioner Magner and Wiecks will meet with Town Staff to clarify.

Trails and Bridges

Update and Discussion on Creekside Trail

- A proposal was discussed to designate the town land adjacent to Monument Creek as a Park. The Commission will aim to present this request to the Board of Trustees in January or February 2026, avoiding the Board's busy schedule at year-end.
 - Motion to name the proposed park “Cindy Allen Memorial Park.” (Penner, Tool) “Aye” vote. All in Favor. Motion passes.
11. Discussion on removal of the pergola on the west side of the park
- Commissioner Wiecks updated the commission that the pergola was removed and torn down prior to the meeting because it was falling apart.

Centennial Park

12. Update on holidays lights in Centennial Park
 - Town staff will coordinate putting the lights up and will reach out to the Parks Commission if more help is needed.
13. Discussion on holiday lights on the bridge entrances by PLP&T date(s)
 - Discussion took place during item #12.
14. Discussion on new signs and kiosk locations in Centennial Park for Public Works
 - Public Works Supervisor has at least six new Centennial Park rule signs. One has been placed by the memorial. The Public Works Supervisor requested a ride-along with a Commission member to decide on the final placement for the remaining signs.
15. Update on cracks on pickle ball courts 1&2
 - Commissioner Tool provided an update on the state of the pickleball courts. Stated that the recommendation of Renner Sports Court was to wait and assess, as damage is minor. There was a suggestion to fix any scuffs and divots before the first snow.

Glen Park

16. Glenn Park tennis/pickle ball court damage report and assessment by Renner Sports Court
 - Commissioner Tool provided an update on the state of the tennis and pickleball courts. Stated that Renner Sports Court will provide a couple of options for repairs with a focus on budget options.
17. Update on flood water control suggestions
 - Public Works Supervisor DeLozier stated that major projects would not be a priority in the budget. He also stated that smaller projects might be more feasible. Commission members raised concerns with environmental impacts of redirecting water runoff.
18. Update on the special workshop on Nov. 5th with Fountain Creek Watershed technical committee
 - Commissioner Pietsch provided an update on the time and place of the workshop.

Columbine Park

19. Update on Shade Structure Grant
 - Commissioner Wiecks Provided an update on the status of the grant. Concluded that due to some of the side activities that are expected, the Town's application would not be competitive enough to be granted. Will provide another update in six month's time.

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

- No Public Comment.

Report of Other Meetings

- No report of other meetings.

Next Meeting and Future Items

- A special workshop is scheduled for Monday, November 17th, at 5:30 PM.
- No workshop is planned for December 2025.

Adjourn

- Meeting adjourned at 7:19PM



Item 2.

**TOWN OF PALMER LAKE
PARKS & TRAILS COMMISSION - AGENDA MEMO**

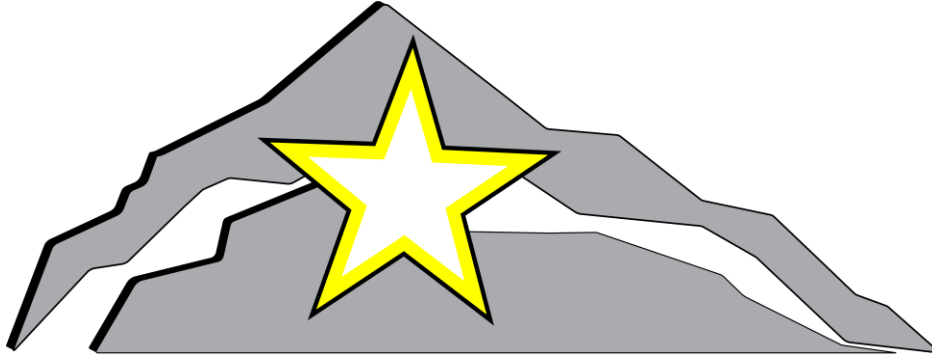
DATE: December 2025	ITEM NO.	SUBJECT: Parks Report For December 2025
Presented by: Stacy DeLozier PW/Parks Supervisor		

Ongoing/Completed:

- Installed Christmas lights around Town
- More brush clearing by Creekside Trail and Glen Park
- Started reconstructing the pathway to the Glen Park Tennis Courts.

Upcoming:

- I had Tish order the big Parks items. (Bear Proof trash cans, Message Boards, Pet Waste Stations etc.)
- I received 3 bids from Reid on the Baseball Field fencing. Need to discuss further to see where we go from here ie: timeframe, where the funding will come from, EVERYBODY including the Board members all agree with this ballfield upgrade.
- Follow through with turning the Creekside Trail into a designated Park. (CTF)
- Get documents from Reid on Village Green actually being a documented Park. (CTF)
- Have not installed the new Centennial Park signs yet.
- PW/Parks riding mower is in bad shape. It keeps chewing up blade bearings, definitely need a new mower for Spring/ Summer 2026.



Town of Palmer Lake

Board of Trustees Summary Sheet

	NOV 2025
Title	PARKS Report
Date	Board Meeting: 12/11 Parks Meeting: 12/9
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 15.00 hr. Clerical (email, calls, grants, spreadsheets) : 49.50 hr. Miscellaneous Meetings (other than Parks) : 14.0 hr.
Total Volunteer Time	Total = 78.50 hours
Upcoming Activity	Workshop:

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	61.5	1986.25
Sep-25	124.25	2110.5
Oct-25	62	2172.5
Nov-25	78.5	2251
Dec-25		
TOTAL 2025	873	20226.5

Palmer Lake Parks and Trails Commission Proposal for a New Park
 Palmer Lake Municipal Code Chapter 2.20.040 – Parks and Trails Commission Duties and Responsibilities: The commission shall advise on matters pertaining to the implementation and development of the town park areas, new parks, trails and open spaces subject to approval of the town board.

The Palmer Lake Parks and Trails Commission requests the Board of Trustees consider designating specific town property as Cindy Allen Memorial Park. Cindy Allen was a beloved and deeply involved member of the Palmer Lake community. She and her husband Tom built their home and spent decades enriching the town through civic engagement and volunteerism. Together, they founded the volunteer Parks and Recreation Committee, fostering outdoor spaces and community spirit. Cindy served as Mayor pro tem for 14 years and was a dedicated member of the Board of Trustees, contributing her leadership and vision to the town's development. Part of her lasting legacy in Palmer Lake is the Creekside Trail, a project she championed, built and brought to life for the enjoyment of future generations.

The attached maps identify the area that we are proposing for the new park. The PLP&T Commission believes dedicating this town property as a park will benefit the citizens of Palmer Lake and this area should be designated as a park for the following reasons.

1. This area is already a key part of the Palmer Lake Parks and Trails trail system.
 - See attached map of the existing trail system.
 - Creekside Trail from Walnut Ave to Spring Street along the north side of Lover's Lane was constructed approximately 30 years ago. This area is directly across Lover's Lane from Glen Park and has been maintained by the PLP&T Commission since 2018.
 - Palmer Lake Board of Trustees Resolution NO. 28-2023 authorized construction of a new trail beginning at the Kent Street platted right of way, to cross the creek, connect to the existing Creekside trail and follow southeast to the Elephant Rock town property to the open pavilion.
 - Resolution NO. 10-2024 authorized construction of walking bridges as part of the trail system.
2. Designating this area as a park or open space would make it eligible for Conservation Trust Funds.
 - Colorado Revised Statute Section 29-21-101 establishes the Conservation trust fund. Statutes
 - Conservation Trust Funds are the portion of Lottery proceeds constitutionally mandated to be distributed directly to local governments, based on population, for acquiring and maintaining parks, open space and recreational facilities. The funds are distributed and monitored through the Colorado Department of Local Affairs (DOLA).
3. The area has significant floodplain areas limiting the use of the property.
 - FEMA Floodplain map
 - The Pikes Peak Regional Building Department is the local Floodplain Administrator.
 - Areas identified as floodplain have significant restrictions on uses.
 - Parks and open space are allowable uses for floodplain areas.

4. The area proposed as Cindy Allen Memorial Park is recognized by the US Fish and Wildlife Service as Preble's Meadow Jumping Mouse habitat:

- The U.S. Fish and Wildlife Service added the Preble's meadow jumping mouse to the List of Endangered and Threatened Wildlife in 50 CFR 17.11 as a threatened species on May 13, 1998 (63 FR 26517). The U.S. Fish and Wildlife Service later designated critical habitat for the Preble's meadow jumping mouse in 50 CFR 17.68 on June 23, 2003, and revised critical habitat for the subspecies on December 15, 2010 (74 FR 52066). Critical habitat for the Preble's mouse includes approximately 411 miles (661 km) of rivers and streams and 34,935 acres (14,138 hectares) of lands in Colorado (75 FR 78430).

5. Palmer Lake Parks and Trails Maintenance

- PLP&T has spring and fall service days that focus on maintenance of park facilities. These service days have focused multiple times on the area(s) that PLP&T is requesting for Park designation.
- The area being requested for park designation is a critical part of the Fountain Creek Watershed Headwaters District. As such, the area is part of the annual Creek Week Service Days. The District supplies materials for creek cleanup and PLP&T organizes cleanup activities with the help of volunteers.
- PLP&T has been awarded multiple grants to improve the trail system, build new trails, and maintain the existing trail system in the proposed new park area.
- This year, the Mile High Youth Corp, through a grant, removed a huge amount of debris and foliage in the proposed new park area along North Monument Creek.
- PLP&T has already invested significant time and funding for improvements in the area we are proposing as a park.
- 4 bridges have been constructed giving access to downtown Palmer Lake and the Elephant Rock property from the existing trail system in the proposed new park.
- Trails have been constructed and maintained in the proposed new park area after approval from the Board of Trustees.
- Benches have been placed in various locations along the trail system in the proposed new park.

6. Palmer Lake Public Works Maintenance

- PLPW currently maintains the area as part of its ongoing Parks and Trails maintenance responsibilities

7. Attached letters of support.

- Fountain Creek Watershed District
- Trout Unlimited

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- This year, the Mile High Youth Corp, through a grant, removed a huge amount of debris and foliage in the proposed new park area along and in North Monument Creek. Another grant request has been submitted to MHYC for continued creek clean-up in 2026.
- PLP&T has already invested significant time and funding for improvements in the area we are proposing as a park.
- 4 bridges have been constructed since 2023 giving connectivity to downtown Palmer Lake and the Elephant Rock property from the existing trail system in the proposed new park, thus making it safer for pedestrians and bikers to travel between downtown and the Glen.
- Trails have been constructed and maintained in the proposed new park area after approval from the Board of Trustees.
- Benches have been and will be placed in various locations along the trail system in the proposed new park.

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