



PARKS AND TRAILS COMMISSION

Tuesday, March 10, 2026 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.](#) Minutes of February 10th, 2026

Petty Cash Report

Public Works Supervisor Report

- [2.](#) March 2026 Public Works Supervisor Report

Town Administrator Report

Business Items

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

5. Discussion/Update of Parks and Trails Commission Application
- [6.](#) Discussion/Update on Chapter 2.20 - Parks and Trails Commission
7. Discussion/Update on Election of Parks & Trails Commission Chair and Vice-Chair
8. Discussion/Update on Fountain Creek Watershed District Meeting
- [9.](#) Discussion/Update on Small District Association of Colorado "What makes a Board Effective."
10. Discussion/Update on Pikes Peak Outdoor Recreation Association Opportunity - PPO Industry Leadership Summit (April 10th)
11. Discussion/Update on Cindy Allen Memorial Park
12. Discussion/Update on Elephant Rock Concept Proposal
13. Discussion/Update on Potential Westward Lane park update

Trails and Bridges

Centennial Park

- [14.](#) Stars and Stripes American Heritage proposed project
15. Discussion/Update on Update on Pickle Ball Windscreens
16. Discussion/Update on Requested Soil Sample at the South End of the Lake
17. Discussion/Update on Little League Field
18. Discussion/Update on Memorial Bench at the Lake

Glen Park

19. Discussion/Update on Tennis Court Side Entrance, Landscaping Proposal, and Left Bank Entrance
20. Discussion/Update on Apple Tree Care Update, Cost & Company
21. Discussion/Update on Glen Park court resurfacing by Renner Sports Court

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

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, February 10, 2026 at 5:30 PM

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

MINUTES

Call to Order

5:32PM

Roll Call

Present: Kevin Noleen, Lauren Penner, Reid Wiecks, Mike Pietsch, Jennifer Nilson

Pledge

Approval of Minutes

- 1. Minutes of December 9th, 2025

Motion to approve Minutes of December 9th 2025 (Nilson, Pietsch) "Aye" Vote. Motion Passed unanimously.

- 2. Minutes of January 13th, 2026

Motion to approve Minutes of January 13th, 2026 (Pietsch, Wiecks) "Aye" Vote. Motion Passed unanimously.

Petty Cash Report

- Past meeting: \$52
- Donations: \$14
- Current meeting: \$66

Public Works Supervisor Report

- 3. Public Works Supervisor Report

Motion that the Public Works Supervisor move ahead with the proposed posts. (Nilson) No Second.

Motion that the Public Works Supervisor move ahead with the proposed posts and stonework. (Nilson, Wiecks) "Aye" Vote. Motion passed unanimously.

Town Administrator Report

Interim Town Administrator Glen Smith spoke on communication from Relay Across America, updated the Commission that MHYC had signed an agreement for parking, and updated the Commission on the current challenges inherent in not having legal representation.

Motion to move agenda item #15 up to after agenda item #6. (Wiecks, Nilson) "Aye" Vote. Motion passed unanimously.

Business Items

4. Report of Volunteer Hours

5. Kiosk Revenue

Totals will be reviewed at the next regular meeting.

6. Discussion/Action on Tri-lakes Little League use of Baseball Field

Bruce Deshantel and Chuck Menke came to speak on behalf of Tri-lakes Little League. In their discussion with the Commission they mentioned that they would like to enter into an agreement with Palmer Lake for use of the baseball field. They also mentioned a couple of safety concerns they had with the current state of the field and their league's proposed season schedule. Public Works Supervisor DeLozier indicated that he would contact companies for quotes on the moving of the outfield fence.

Motion that parks will pay for a new home plate. (Wiecks, Nilson) "Aye" Vote. Motion passed unanimously.

Motion that if the use fee for Tri Lakes Little league to use the baseball field cannot be waived administratively, that it be presented as a recommendation to the Board of Trustees to be waived for this year. (Nilson, Noleen) "Aye" Vote. Motion passed unanimously.

7. Report/Consider Items for Project List

Commissioner Wiecks presented the changes talked about in the previous workshop, noting the updated numbering system for 2026.

8. Discussion/Direction on 2026 Purchase List

Commissioner Wiecks presented the 2026 purchase list. He noted that the conversation at the previous workshop indicated to him that the commission should purchase everything but that related to Elephant Rock. Commissioner Penner still recommended buying the biologic pest control for noxious weed control and abatement.

Motion that Public Works Supervisor, move forward with purchasing materials for treating the apple trees, that the poison Hemlock weed mitigation is purchased, and that the noxious weed mitigation subscription is purchased. (Nilson, Penner) "Aye" Vote. Motion passed unanimously.

Motion to purchase woodchips and pea gravel for Glen Park, and purchase replacement and new fencing for the baseball field. (Nilson, Penner) "Aye" Vote. Motion passed unanimously.

9. Discussion/Update on Election of Parks & Trails Commission Chair and Vice-Chair

Direction from the commission to continue this agenda item to the next scheduled Regular Parks Meeting

10. Discussion/Update on potential Westward Lane park update

Direction from the commission to continue this agenda item to the next scheduled Regular Parks Meeting

11. Discussion/Update on proposed Mile High Youth Core vehicle parking agreement

Discussed during the Town Administrator's Report.

12. Discussion/Update on Broomball Tournament and Winterfest

The commission tabled this until May

13. Discussion/Update on Elephant Rock Parks Concept Vision and Planned Development Update

Motion to request to be put on the agenda for the planning commission meeting on the 18th for a presentation of Parks Commission's Elephant Rock and the Cindy Allen Memorial Parks plans. (Wiecks, Nilson) "Aye" Vote. Motion passed unanimously.

Trails and Bridges

Centennial Park

14. Discussion/Update on ideas for the baseball field and the south end of the lake

Commissioner Nilson updated the Commission that the Palmer Divide Soccer Club is still interested, but realize that the town has other pending issues to resolve first. She then said that she would set up a meeting to discuss further with them.

15. Discussion/Update and Discussion on Centennial Park Pickle Ball Court

David Jones came to speak on behalf of the Pickleball Club. He presented the club's request for the purchase of windscreens on the pickleball courts, giving out several quotes that they received.

Motion to recommend to town staff to go ahead with purchase of \$4,500 windscreen from Renner Sports in coordination with the Palmer Lake Pickle Ball Club. (Penner, Nilson) "Aye" Vote. Motion Passed Unanimously.

Motion to use CTF funds as an option for the purchase of the pickle ball wind screens at the discretion of town staff. (Nilson, Penner) Roll Call Vote.

Approve: Noleen, Penner, Nilson

Deny: Wiecks, Pietsch

Motion Passed.

Glen Park

16. Discussion/Update on Proposed Cindy Allen Memorial Park

No Further Discussion.

17. Discussion/Update on Apple Tree Pruning

No Further Discussion.

18. Discussion/Update on Glen Park court resurfacing by Renner Sports Court

Direction from the commission to continue this agenda item to the next scheduled Regular Parks Meeting

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

No Public Comment received.

Report of Other Meetings

19. Report from Commissioner Penner on the January 16, 2026 FCWD State of the Watershed Summit Conference

Commissioner Penner gave a recap of the conference. He also mentioned that the Watershed District had requested to meet with the Commission.

Next Meeting and Future Items

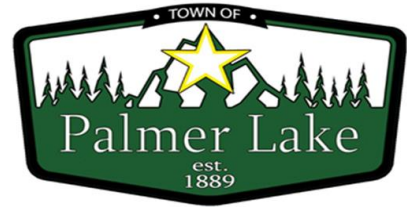
20. Parks and Trails Commission Workshop 02/24/2026

21. Parks and Trails Commission Regular Meeting 03/10/2026

Adjourn

- Adjourned at 7:42PM (Wiecks, Penner) "Aye" Vote. Motion passed unanimously.

DRAFT



Item 2.

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

DATE: March 2026	ITEM NO.	SUBJECT: Parks Report For March 2026
Presented by: Stacy DeLozier PW/Parks Supervisor		

Ongoing/Completed:

More brush clearing by Creekside Trail and Glen Park.

We started to work on the ballfield, we are nail dragging and grooming the infield/ warning lane daily. I have met up with 3 contractors for fence quotes on redoing ALL of the fencing. I should have all three quotes by the end of next week.

We are still putting finishing touches on the tennis court entrance walkway/ retaining wall.

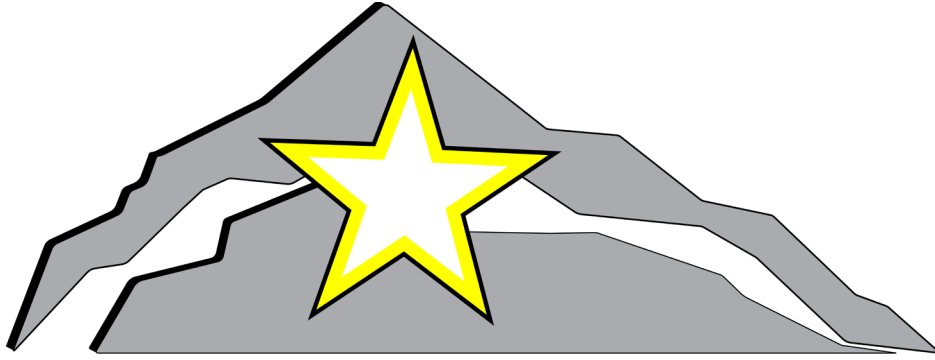
Will have meeting very soon with Habitat Management for starting our yearly noxious weed mitigation.

Upcoming:

Will pick up new riding mower hopefully next week, \$6000

Will be auguring a bunch of holes for new Centennial Park signs, information boards and other various signs very soon as soon as I get the new hole locations.

PLPC has ordered the new windscreens for the Pickleball Courts, delivery time approx.. 3-4 weeks.



Town of Palmer Lake

Summary Sheet

	FEB 2026
Title	PARKS Report
Date	Board Meeting: 2/12 & 2/26 Parks Meeting: 2/10
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 14 hr. Clerical (email, calls, grants, spreadsheets) : 33 hr. Miscellaneous Meetings (other than Parks) : 10 hr.
Total Volunteer Time	Total = 57 hours
Upcoming Activity	Workshop: 3/24

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	
Jan-25	43	43
Feb-25	92	135
Mar-25	90.5	225.5
Apr-25	50	275.5
May-25	82.5	358
Jun-25	118.5	476.5
Jul-25	70.25	546.75
Aug-25	61.5	608.25
Sep-25	124.25	732.5
Oct-25	62	794.5
Nov-25	78.5	873
Dec-25	76.5	949.5
TOTAL 2025	949.5	
Jan-26	38.5	38.5
Feb-26	57	95.5
Mar-26		
Apr-26		
May-26		
Jun-26		
Jul-26		
Aug-26		
Sep-26		
Oct-26		
Nov-26		
Dec-26		
TOTAL 2026	95.5	

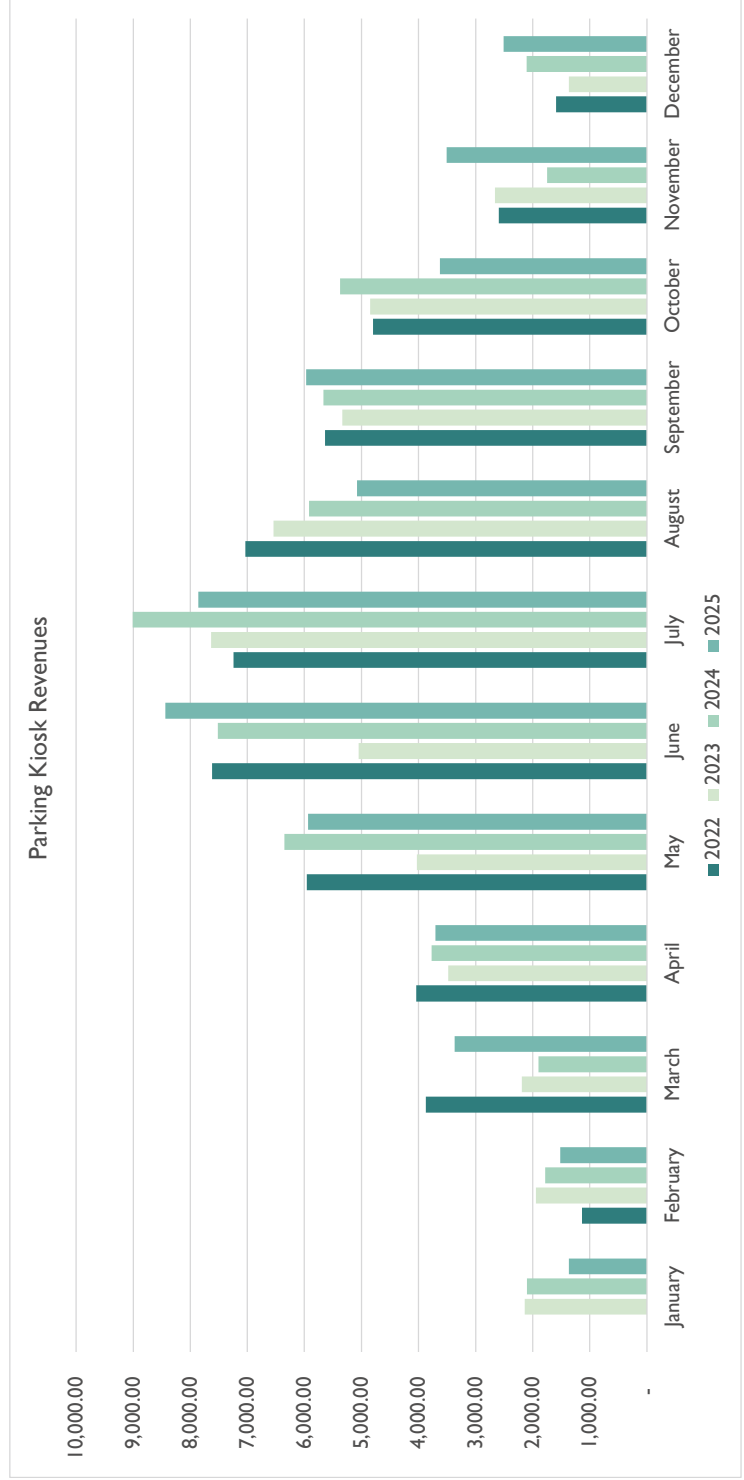
Town of Palmer Lake - Public Works Department - Parks

PARKING KIOSK REVENUE & EXPENDITURES

	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 DECEMBER ACTUAL
<i>FISCAL YEAR</i>				
Revenue	51,519	47,207	53,230	52,875
Expenditures	4,241	6,042	11,205	10,251
Total Expenditures	4,241	6,042	11,205	10,251
Fiscal Year Net Revenue (revenue minus expenditures)	47,278	41,165	42,025	42,624
<i>CUMULATIVE</i>				
Beginning Balance	-	47,278	88,443	130,468
Fiscal Year Net Revenue	47,278	41,165	42,025	42,624
Ending Balance	47,278	88,443	130,468	173,092

Parking Kiosk Revenues

Month	2022	2023	2024	2025
January	-	2,135.90	2,098.80	1,367.40
February	1,132.50	1,939.80	1,780.80	1,514.71
March	3,874.10	2,194.20	1,897.40	3,366.99
April	4,043.90	3,476.80	3,768.30	3,704.70
May	5,957.20	4,028.00	6,349.40	5,936.00
June	7,616.10	5,050.90	7,514.40	8,434.50
July	7,245.10	7,632.00	9,004.70	7,859.20
August	7,033.10	6,540.20	5,920.10	5,077.40
September	5,639.20	5,337.10	5,668.42	5,972.16
October	4,796.50	4,844.20	5,374.20	3,625.20
November	2,591.70	2,660.60	1,749.70	3,509.80
December	1,590.00	1,367.40	2,104.10	2,506.90
Total	51,519.40	47,207.10	53,230.32	52,874.96



CHAPTER 2.20. - PARKS AND TRAILS COMMISSION

2.20.010. - Creation and establishment of advisory parks and trails commission.

There is hereby created and established the parks and trails commission, hereinafter referred to as "commission" in this chapter, for the town, which shall consist of seven members, with an additional alternate member to fill in for a regular voting member as needed, who shall be town residents for a minimum of one year, and shall be appointed by the mayor with the approval of the town board of trustees.

(Code 1973, § 12.20.020; Ord. No. 4-1991, § 3, 1991; Ord. No. 3-2023, § 1, 1-26-2023)

2.20.020. - Term of office.

The terms of office for the appointed members shall be two-year staggered terms. Recommendation for re-appointment is an option. In the event that a vacancy occurs during the term of any member, his or her successor may be recommended by the commission and shall be appointed by the mayor, with the approval of the town board of trustees, for the unexpired portion of the term.

(Code 1973, § 12.20.030; Ord. No. 4-1991, § 4, 1991)

2.20.030. - Compensation.

Members shall serve without compensation.

(Code 1973, § 12.20.040; Ord. No. 4-1991, § 5, 1991; Ord. No. 9-1982, § 6, 1983)

2.20.040. - Duties and responsibilities.

It shall be the responsibility of the commission to solicit citizen input and volunteers to assist in the upkeep of town parks, trails, and trail bridges identified as work groups. 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 commission, when requested by the town board of

trustees, shall consider, investigate, make findings, report and recommend upon any special matter or question impacting parks and/or trails. It shall also be the responsibility of the commission to study, investigate, counsel, and develop and/or update a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees, shrubs and weeds; the care, creation, or preservation of trails, trail bridges in parks, and town property. Such plan(s) shall be presented to the town board of trustees and, upon their acceptance and approval, shall constitute the official comprehensive Palmer Lake Parks and Trails Plan for the town.

(Code 1973, § 12.20.050; Ord. No. 4-1991, § 6, 1991; Ord. No. 3-2023, § 1, 1-26-2023)

2.20.050. - Operation.

The commission shall meet monthly and follow Colorado Open Meeting rules and regulations and keep a journal of its proceedings. A quorum for the transaction of business shall consist of a majority of the members of the commission. All members present shall be required to vote in all matters where they do not have a declared conflict of interest.

The commission shall make its own rules, agreed upon by a majority of the commission members. The rules shall not conflict with existing Town Code or resolutions, policy, or laws of any government entity in the United States. It shall be the responsibility of commission members to participate as a point of contact (POC) to assist in specific areas of town parks and trails.

(Code 1973, § 12.20.060; Ord. No. 4-1991, § 7, 1991; Ord. No. 3-2023, § 1, 1-26-2023)

2.20.060. - Interference with commission.

It shall be unlawful for any person to prevent, delay or interfere with the work of the commission, or its work groups, or any of its agents, while engaging in and about the planting, cultivation, mulching, pruning, maintenance, spraying or removing of any park trees, shrubs, plants and property; creation or maintenance of trails, or trail bridges; adding to, or maintaining playgrounds, tennis/pickle ball courts, or other park facilities, as authorized in this chapter.

(Code 1973, § 12.20.090; Ord. No. 4-1991, § 12, 1991; Ord. No. 3-2023, § 1, 1-26-2023)

What Makes a Board Effective?

With the recent elections behind us, this is a timely moment to revisit the traits that contribute to a successful, high-functioning Board of Directors. Originally shared in the Ask Evan from the October-November 2017 newsletter, these qualities remain just as relevant today.

As you review the following characteristics, consider how they show up – or could be strengthened – within your district’s Board.

Foundations of a Healthy Board

- » **Open and honest communication:** fosters clarity and accountability.
- » **Trust:** the backbone of collaboration – essential for good governance.
- » **No secret agendas:** Board members should approach issues with transparency and integrity.
- » **Respect for all opinions,** even when there’s disagreement, leads to stronger outcomes.

Interpersonal Dynamics that Make a Difference

- » **Use a respectful tone of voice:** How something is said matters as much as what is said. Disagreements can be constructive when delivered with care and professionalism.
- » **De-escalate, don’t inflame:** Responding calmly during tense moments sets the tone for the entire Board and preserves credibility with the public.
- » **Mutual respect** is essential: even if Board members don’t become friends, they are still teammates in service to the public.
- » **You don’t have to be friends, but you do have to work together:** Boards that function well focus on collaboration, not camaraderie.
- » **Build and protect public trust:** Community confidence is hard-earned and quickly lost. Your interactions – with each other and with the public—reflect on the district as a whole.

Avoiding Harmful Patterns

- » **Avoid cliques:**
 - > Aligning votes outside of meetings undermines open dialogue.
 - > Frequent side conversations between select members can foster suspicion.
 - > Inclusion builds trust; exclusion erodes it.

- » **Avoid ambush:** Don’t surprise the Chair, District Manager, or Fire Chief with unexpected charges or issues during a public meeting. Bring concerns forward in a way that allows for preparation and thoughtful discussion.

- » **Avoid online conflict:** Social media is not the place for Board debates. Public arguments on digital platforms damage the Board’s credibility, escalate tensions, and reduce the chance for thoughtful resolution.

Staying Focused on the Right Work

- » **Keep your focus on policy:** The Board’s role is to set direction, not micromanage operations.
- » **Ask the right questions:**
 - > Is this truly a Board matter or should it be handled by staff?
 - > If this issue has been resolved before, what’s changed to warrant revisiting it?
- » **Be inclusive in communication:** Make sure all Board members are informed and engaged.
- » **Own the outcome:** Every Board member shares responsibility for decisions and the Board’s effectiveness.

Decision-Making and Moving Forward

- » **Nonpartisan by design:** Special district Boards exist to serve the public interest, not party platforms.
- » **The goal is not to win – it’s to develop sound policy and find the best solutions.**
- » **Good Boards think ahead:** Effective Boards peer into the future and shape policies that guide the district toward long-term success.
- » **Disagree without being disagreeable:** Debate the idea, not the person.
- » **Listen for value:** Every member has something to contribute. Seek the gem in every voice.
- » **Once a decision is made, support it:** Functioning Boards do not issue minority reports. Speaking with one voice—especially after robust deliberation—builds trust and shows leadership.

While every Board is different, the most successful ones share a few essential qualities: **clear communication, mutual respect, policy discipline, and a shared commitment to public service.** These traits help Boards navigate difficult issues, foster public confidence, and serve their communities well. 🌱

