



PARKS AND TRAILS COMMISSION

Tuesday, July 08, 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 of Allegiance

Approval of Minutes

Petty Cash Report

Public Works Supervisor Report

Administration Report

Business Items

1. Review and Consideration of Applicant for Parks & Trails Commission Appointment
- [2.](#) Report of Volunteer Hours
- [3.](#) Kiosk Revenue
4. Report/Consider Items for Project List

- 5. Amenities for parks list review
- 6. Make-up of the PLP&T Commission

Trails and Bridges

- 7. Chicken coop fate
- 8. Open air pavilion
- 9. Update ER trail easement and options, Beaver Pond trail approval
- 10. Kent / Prairie trail easement -
- 11. Fountain Creek Watershed grant and cooperative work opportunity - Mike
- 12. Mile High Youth Corp/GOCO Grant for Trails and Parks Work 2026
- 13. USAFA 2025-2026 project update

Centennial Park

- 14. Pickleball Court - Lights
- 15. Signs on pickle ball courts fencing - discussion of future policy
- 16. GOCO Multi Use field grant discussion

Glen Park

- 17. 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

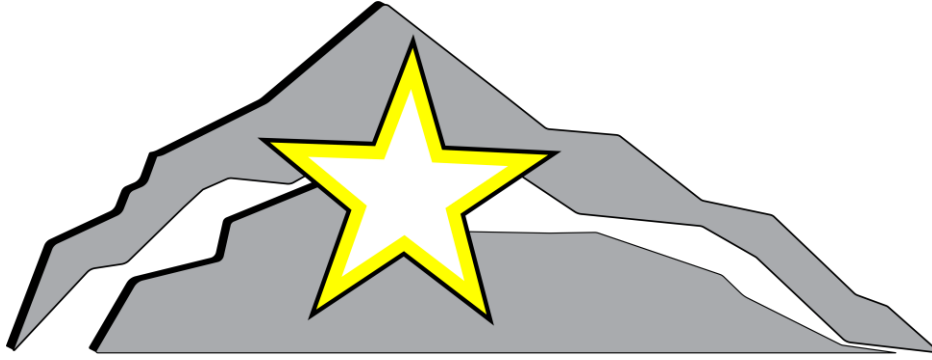
Next Meeting and Future Items

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

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.



Town of Palmer Lake

Board of Trustees Summary Sheet

	JUNE 2025
Title	PARKS Report
Date	Board Meeting 07/10/25 & 07/24/25 Parks Meeting 07/08/2025
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 72 hr. Clerical (email, calls, grants, spreadsheets) : 30.5 hr. Miscellaneous Meetings (other than Parks) : 18.0 hr.
Total Volunteer Time	Total = 118.50 hours
Upcoming Activity	Workshop 7/22 to discuss MHYC/GOCO Grant

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		
Aug-25		
Sep-25		
Oct-25		
Nov-25		
Dec-25		
TOTAL 2025	476.5	9781.5

Kiosk Revenue	June Collections for the Kiosk		
	8114.3	Gross Collections	(1531 Transactions)
	\$ (459.30)	Fees	
	\$ (70.00)	Monthly T2 Svc charge	
	<u>\$ 7,585.00</u>	Net Collections - June	
	YTD Collections 2025 - YTD Transactions: 4723		
	\$ 25,031.60	Gross Collections	<u>YTD # of Transactions</u>
	\$ (1,416.90)	Fees	4,723
	\$ -	Supplies (Kiosk Paper)	
	<u>\$ (420.00)</u>	Monthly T2 Svc charge	
\$ 23,194.70	Net Collections		
\$ (1,836.90)	Total Fees and Maintenance	8%	

Park amenities suggested purchase list (6/27/25)

Amenity	Location	Description	Size	Cost	Number	total cost
Weed sprayer	All	Battery operated for PW staff			1	
Brush Hog	All				1	
Picnic table shade	COL	Structures for Col. Park - 3 tables: 6' (2), 8' (1). project list #84			1-3	
CP rules sign	CP	Updated rules, see sign edits approved by BOT 6/12/25. at strategic locations so they'll be noticed	36" X 24"	Approx \$107.00	4	\$450.00
Ballfield Fencing	CP ballfields	Centennial Park ball field, expand the outfield to accommodate a youth soccer field. Add about 180'	Approx 180'			
Trash cans	CP bathroom outside	bathroom at CP round hole open top, heavy duty 32 gal. Flat lid & liner. Color?	24' dia x 30" h	600.00	1	500.00-600
Battery chargers	CP In w. Bathroom storage room	For existing battery powered tools			2	
Power strips	CP In w. Bathroom storage room	For battery chargers for power tools			2	
Hose holder reel type	CP In w. Bathroom storage room				1	
Baby diaper changing table	CP One in each if there is room	Mounted on the wall, make sure there are safety straps			2	
Bear proof trash can	CP PB courts	PB court in CP?		\$1350.00	1	1500.00
Lockable TP dispenser	CP W bathroom	Lockable, w/2 rolls, tamper proof			3	
Trash cans	CP W bathroom - womens	Small for inside			1	
Sanitary napkin disposal cans	CP W bathroom - womens	Mounted on stall walls?			2	
Park damage code sign	CP, GP	1 for each pickle ball gate door (CP & GP)			8	
Pet waste station	ER	For E-rock trail (2), Greeley parking (1), kent-Prairie (1). project list #84		\$675.00	4	\$3000.00
Park / Trail map for entrance display	ER CP GP	for CP (2), e-Rock(2), and GP(2) each. Wait until we have resolution of ER trail and open space issues			6	
Park entrance information kiosk	ER CP GP	Double sided, inground posts	43" x 8.5" x 110"	1400.00		
Hiker with arrow signs, or "Trail" w/ arrow	ER CRK GP K/P	Place at spots along the trail that aren't obvious or on roads that lead to the trail where there is no TH, i.e. Kent, Greeley parking	12" x 12" or 12" x 18"	16.22 or 22.35	5	81.10 to 111.75
Bear proof trash can	ER Pavilion	For E-rock pavilion		1350.00	1	1500.00
Picnic tables	ER Pavilion	For E-Rock pavilion, need only the wooden planks for the top and seats, plus hardware	8" w/2 feet ADA end		2-3	
Rock or concrete block trail wall	ER trail east end of ballfields area	Relocated trail in E-Rock at the east end, old ball field level because of Willan's new property boundary.				

Amenity	Location	Description	Size	Cost	Number	total cost

Amenity	Location	Source		
Weed sprayer	All			
Brush Hog	All			
Picnic table shade	COL		Stacy	
CP rules sign	CP	Tri-Lakes printing	Stacy, will add extras just in case	
Ballfield Fencing	CP ballfields	Share cost with ATL, 6/24 wksp 6/24 - fence or remove fence?	Reid	
Trash cans	CP bathroom outside	Treetop products		
Battery chargers	CP In w. Bathroom storage room		Stacy or John	
Power strips	CP In w. Bathroom storage room		Stacy or John	
Hose holder reel type	CP In w. Bathroom storage room		Stacy or John	
Baby diaper changing table	CP One in each if there is room		Stacy	
Bear proof trash can	CP PB courts	Plus shipping, Jamestown Products		
Lockable TP dispenser	CP W bathroom		Stacy	
Trash cans	CP W bathroom - womens			
Sanitary napkin disposal cans	CP W bathroom - womens		Stacy	
Park damage code sign	CP, GP		John	
Pet waste station	ER	Plus shipping, Jamestown Products	Stacy	
Park / Trail map for entrance display	ER CP GP	Terrabilt Design	Reid	
Park entrance information kiosk	ER CP GP	Treetop products		
Hiker with arrow signs, or "Trail" w/ arrow	ER CRK GP K/P	campground signs	Reid	
Bear proof trash can	ER Pavilion	Plus shipping, Jamestown Products		
Picnic tables	ER Pavilion	Have the frame for 2, need to appropriate boards for bench and top	Mike	
Rock or concrete block trail wall	ER trail east end of ballfields area			

Amenity	Location	Source		

Open air pavilion renovation punch list - updated 6/18/2025

Task	Projected Cost	Status	Note
Clean cement floor and seal it, but not paint it, so cracks don't expand. Approximate 720 sq ft	115.00		
Cement knee wall: in good shape - repaint.	100.00		
2x6 trim board frame around openings - sand and repaint, replace where necessary (see note)	100.00		
Remove the overhead lights	0	Done	
Is there power / wiring from to poles to the pavilion? No, but yes from the long building, chapel	0	Done	Yes
Cabinets: remove	0	Done	
West wall: after cabinets removed, leave the siding and repair unless it appears replacement would be necessary. Power wash and Repaint outside.	25.00		
Look at installing T111 on the inside of the west wall, measure wall 6/4/25(see notes). PLP&T decided to leave the inside wall as is. Is there an option between the two? See through cracks?			
Sink: - take out and store in parks maintenance room for now	0		
Repair fascia on west roof, especially NW corner	58.00	Done	Roofer - yes
Reroof contracting with professional roofing company - accepted quote (Angel roofing) 11/24	9339.57	Done	Jan. '25
Paint colors: trim & west wall: forest dark green; Cement knee wall: dark brown	\$25.00		
Misc. supplies	\$100.00		
Install bulletin board for Posted reservation by Town staff. Sample from Tree Top Products - single sided wall mount 40" x 30".	800 + shipping		Tree top products
Add corner support pieces for stability. Dennis offered some appropriate wood.	100.00		
Tongue and groove for upper end walls			
Remove original screening hardware on the outside	0		
Asked Stacy to have one of the staff mow about 6' all around the pavilion (6/10/25)			
Estimated Total			Needs updating
Notes: end wall size: top 34" x 19'5" (2) but reduce total by 15% because of angle; bottom 65" x 19'5"x2			
Knee wall frame: (3) 2"x6" x 10', (2) 2" x 6" x 8'. Side wall corners T111 (2) 30"w x 65"tall			
Need to mow around the building 6'; assemble and build picnic tables, 6' tables with 8' top (ADA)			