



PARKS AND TRAILS COMMISSION

Tuesday, June 10, 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

- [1.](#) Minutes from May 13th Meeting

Petty Cash Report

Public Works Supervisor Report

Town Administrator Report

Business Items

- [2.](#) Report of Volunteer Hours
- [3.](#) Kiosk Revenue
- [4.](#) Report/Consider Items for Project List

- 5. Review Amenities to Purchase - Kiosk, Table, Shade, Trash Container, Pet Waste
- [6.](#) Recommendation on Posted Signs for Park Hours

Trails and Bridges

- 7. Review/Update Kent to Prairie Trail Easement
- 8. Update on ER Planned Development (PD) as it Relates to Parks
- [9.](#) Review of ER Open Air Pavilion Project List
- 10. Update on MHYC Project Priority List

Centennial Park

- 11. Update on Palmer Divide Soccer Club & Soccer Field at Centennial Park
- 12. Update on Civic Rec

Glen Park

- 13. Discussion of Mud Slides into Glen Park

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

Report of Other Meetings

Next Meeting (Workshop 6/24) 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, May 13, 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 Kevin Magner, John Tool, Reid Wiecks, Mike Pietsch. Excused: Jennifer Nilson. Others present: Trustee Dennis Stern, Supervisor Stacy DeLozier, Administrator Dawn Collins.

Pledge of Allegiance

Approval of Minutes

1. Minutes from April 8th Meeting. MOTION (Tool, Magner) to approve minutes as presented. Motion passed 4-0.
2. Minutes from May 6th Special Meeting. MOTION (Tool, Wiecks) to approve minutes as presented. Motion passed 4-0.

Petty Cash Report. Commissioner Pietsch reported expenses and contributions for a current balance of \$103.

Public Works Supervisor Report. Supervisor DeLozier reported the work being completed at Centennial Park, including installing the fountain. Discussion took place about hauling gravel from Pioneer before the end of May.

Town Administrator Report. Administrator Collins inquired about keys for the west side restroom when completed, storage and pickleball courts.

Business Items

3. Report of Volunteer Hours. The running total of hours was noted as forthcoming.
4. Kiosk Revenue. The total revenue was identified.
5. Report/Consider Items for Project List. Discussion ensued about items including adding the repair of a section of trail along Kent and repainting the corner seats at the Glen Park playground. MOTION (Wiecks, Magner) to confirm or add these items to the project list. Motion passed 4-0. Reid will update the list.
6. Review of 5/10 Service Day. Discussion took place about the great energy of eleven volunteers and the work completed, including completing the playground borders and material, and clean up around the lake area. Commissioner Tool agreed to include volunteer hours in the next report and to forward photos to add to the town website.
7. Review Various Postings of Parks Hours. Collins explained the code reference that park hours are posted and further reviewed the various hours posted, including the lake area, Centennial Park, pickleball courts, Glen Park and tennis courts. After some discussion about standard hours, it was agreed to add this topic to the May 27 workshop.

Trails and Bridges

8. Review of AFA Bridge Ribbon Cutting. An update was provided about a very successful bridge dedication.

Centennial Park

9. Update of Centennial Park Projects and Maintenance. Collins and DeLozier generally reviewed the list of items and overall increased attention to Centennial Park directed by the Board of Trustees, noting that a seasonal hire will be advertised.

10. Distribution of Approved Pickleball Club Agreement. The approved agreement with the new Palmer Lake Pickleball Club was distributed to members for reference.

11. Update on Draft Agreement with Palmer Divide Soccer Club. Chair Wiecks provided an update from the review meeting with the soccer club representatives. He stated the members requested explanation of the last page by the town attorney. Collins will review with Attorney Krob. Discussion took place about the field size that the club is expecting. It was noted that the Centennial Park Master Plan identified a youth size field. The club intends to stake the area for different field sizes.

12. Discussion on Ballfield Long-term Improvement, Maintenance Plan and Consider Amending Fees. Supervisor DeLozier explained the work started by staff and the condition of the field. Chair Wiecks explained the reason to consider an hourly fee for youth practices including soccer or other use than baseball. MOTION (Wiecks, Tool) to recommend an hourly rate of \$15 per hour to the Board to amend the master fee schedule. Motion passed 4-0.

Glen Park

13. Update on Extending Glen Playground Borders. This item was addressed and completed on Service Day.

Chair Wiecks returned to the Centennial Park discussion and explained the individual golfing in the park. Commissioner Tool explained that he shared the photo on social media and encouraged a citizen to call PD if the individual is seen. He has removed several golf balls from the pickleball courts.

Chair Wiecks explained that the nets are still at the Glen Park courts. He stated that quotes will be gathered for the landscaping of the bridge abutments. Flowers will be planted by volunteer citizens.

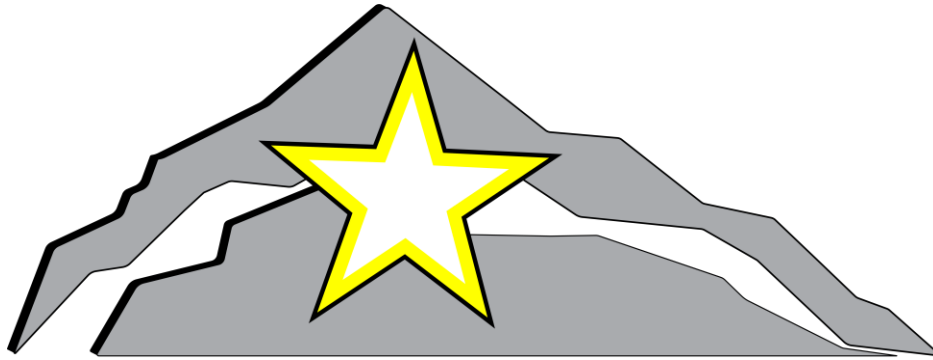
Public Comment. None.

Report of Other Meetings. None.

Next Meeting (Workshop 5/27) and Future Items. It was agreed to plan discussion of the park hours (to post), review the open air pavilion list, and review the MHYC work starting in June. Collins inquired about the need and location of a portable potty.

Adjourn. MOTION (Wiecks, Pietsch) to adjourn at 7:14 pm. Motion passed.

Minutes by: Dawn A. Collins, Town Clerk



Town of Palmer Lake

Board of Trustees Summary Sheet

	MAY 2025
Title	PARKS Report
Date	Board Meeting 06/12/25 & 06/30/25 Parks Meeting 06/10/2025
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 62.0 hr. Clerical (email, calls, grants, spreadsheets) : 12.0 hr. Miscellaneous Meetings (other than Parks) : 8.5 hr.
Total Volunteer Time	Total = 82.5 hours
Upcoming Activity	MHYC trail work starting in June

Volunteer Hours Year to Date

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		
Jul-25		
Aug-25		
Sep-25		
Oct-25		
Nov-25		
Dec-25		
TOTAL 2025	358	7927

Kiosk
Revenue

May Collections for the Kiosk

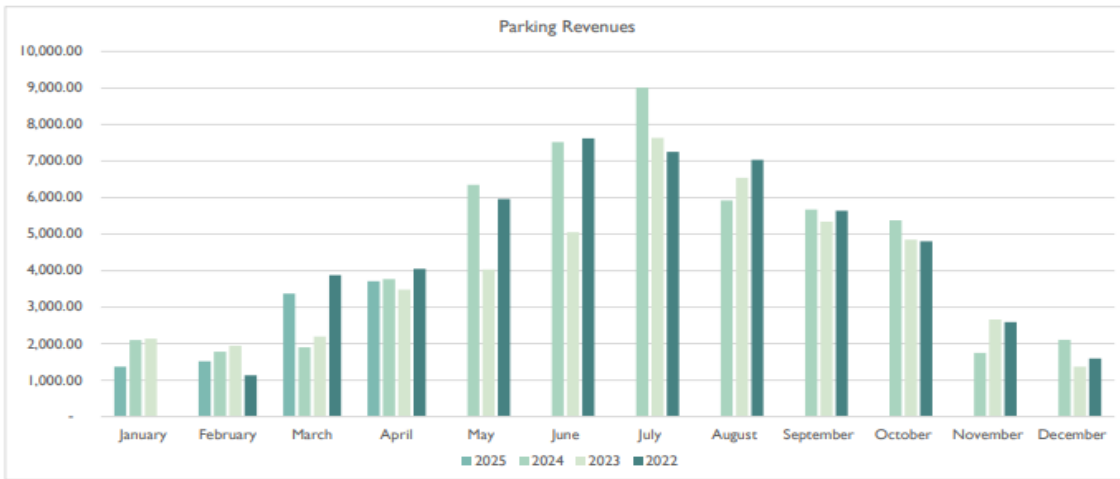
	Gross	
\$ 6,630.00	Collections	(1251 Transactions)
\$ (375.30)	Fees	
	Monthly T2 Svc	
<u>\$ (70.00)</u>	charge	
\$ 6,184.70	Net Collections - May	

YTD Collections 2025 - YTD Transactions: 3192

\$ 16,917.30	Gross Collections	<u>YTD # of Transactions</u>
\$ (957.60)	Fees	3,192
\$ -	Supplies (Kiosk Paper)	
<u>\$ (350.00)</u>	Monthly T2 Svc charge	
\$ 15,609.70	Net Collections	
\$ (1,307.60)	Total Fees and Maintenance	8%

Parking Revenues

Month	2025	2024	2023	2022
January	1,367.40	2,098.80	2,135.90	-
February	1,514.71	1,780.80	1,939.80	1,132.50
March	3,366.99	1,897.40	2,194.20	3,874.10
April	3,704.70	3,768.30	3,476.80	4,043.90
May		6,349.40	4,028.00	5,957.20
June		7,514.40	5,050.90	7,616.10
July		9,004.70	7,632.00	7,245.10
August		5,920.10	6,540.20	7,033.10
September		5,668.42	5,337.10	5,639.20
October		5,374.20	4,844.20	4,796.50
November		1,749.70	2,660.60	2,591.70
December		2,104.10	1,367.40	1,590.00
Total	9,953.80	53,230.32	47,207.10	51,519.40



Parking Revenue & Expenditures

	2025	2024	2023	2022
Revenue	9,953.80	53,230.32	47,207.10	51,519.40
Expenditures	4,776.01	11,205.06	6,042.32	4,241.27
Revenue (Less) Expenditures	5,177.79	42,025.26	41,164.78	47,278.13
Beginning Fund Balance	130,468.17	88,442.91	47,278.13	-
Ending Fund Balance	135,645.96	130,468.17	88,442.91	47,278.13

Palmer Lake Parks & Trails: Project List (New, In Progress, Completed, Ongoing, Removed) - updated 5/28/2025

CL- Columbine Park; ER- Elephant Rock; CRK - Creekside Trail; KNT - Kent St. to Creekside Trail; RES - Reser

CP - Centennial Park; GP- Glen Park;

Ref#	Park	PROJECT LIST:	Source of funds	PLP&T Project Lead(s)	Project Progress & Notes
		See also the proposed list of maintenance projects discussed at 4/22/25 workshop			
		This section is proposed project list additions to be voted on at the next PLP&T Commission meeting. Depending on the result it will be added to the appropriate section and provided a Ref. #			
	KNT	trail repair between Prairie and Creekside trail		Reid/ Kevin	MHYC June 2-5, 2025
	KNT	Build a small "bridge" Prairie to Creekside trail		Reid	Install by MHYC June 2-5, 2025, See #105
	KNT	Establish a new spur trail from N. Side of USAFA bridge #2 to Prairie / Creekside trail		Reid/ Kevin	MHYC June 2-5, 2025, See #107
	GP	Re-paint playground corner seats green			
	ALL	Make recommendation changes to BOT re the posted Park hours and rules			Workshop 5/27/25 to discuss
	CP	Get approval from BOT for edits/updates to Centennial Parks Rules sign, order and mount 4 of them in the park.			Provided to Town staff for BOT 5/28/25
	ER	Update open air pavilion punch list and add a POC		Mike	Workshop 5/27/25 to discuss: Mike to be POC, added west wall inside and outside repair - T111 panels
		USAFA project for 2025-2026 discussion		Kevin	Workshop to discuss 6/26/2025
	ALL	Develop a list of park amenities to be purchased ASAP		All	i.e. Bear proof trash cans, pet waste stations, picnic tables, brush hog, shade for Columbine Park table, battery operated weed sprayer, watering cans... More?
	GP	Create a way to prevent the mud flood on GP courts from the west side after a rain		PLP&T, Public Works	

	RES. TH	Upgrade the bulletin Board at the TH and display new, appropriate material & information			
	KNT	Receive permission through Town Staff to upgrade the trail from Kent to Prairie based on the recent survey expanding the trail easement			Requested permission spring 2025
	ER	Adjust trails in E-rock to improve safety			If MYHC doesn't get to it June 2-5, 2025
	CRK	Consider and research introduction of Beavers at far east end of E-rock			Cory Adler DOW/CPW 719 439-9637
	CRK	Repaint the steel joists on the USAFA Bridge #2 every 3-5 years			Next repaint 2028-2029
	KNT	Adjust the trail to prevent water flow straight downhill, and with proper boundary marked			
	GP	Repair the west entrance to the courts to prevent the mud flood with each rain		Public Works	ASAP as the mud flows across the Tennis courts, clogs the trench, and then flows into the PB courts. See #31 & #103
		Remove number 89. Kiosk grant for ER Trail			Purchase instead - see Park Amenities list
	CP	Solicit and install CP Park signs strategically at the Park entrances		Public works	Buzz to design? PLP&T mtg 3/11/25. At least 3, maybe 4., Discuss locations at PLP&T mtg.
	RES. TH	Upgrade the information kiosk at the TH			

Annual – Semi Annual Events / Projects

1	ALL	Service in the parks day - spring - Centennial Park & Glen Park		PLP&T	
2	ALL	Noxious weed workgroup			Recruit and form a workgroup to plan for and execute noxious weed removal in the Parks
3	GP	Order wood chip for Glen Park playground		Public works	PW – before Service Day in May/June, 6 cu yds
4	CP	Install the Lake fountain in the spring and remove in the fall		Staff	PW – Install in the spring, remove in the fall - annually
5	CRK	Organize & advertise annual Creek Week and Service in the parks day clean up along N. Monu. & Monu. Creeks & Lake, E-rock		Mike	Parks has participated for the last 4 years - continue annually in May - June, Sept - Oct. Coordinated with Great American Cleanup Day and Creek Week

ORDER 4 NEW SIGNS

cp.



CHANGE TO CIRCUMFLEX

CHANGES TO DAWN TO DUSK

ADD NO GOLFING

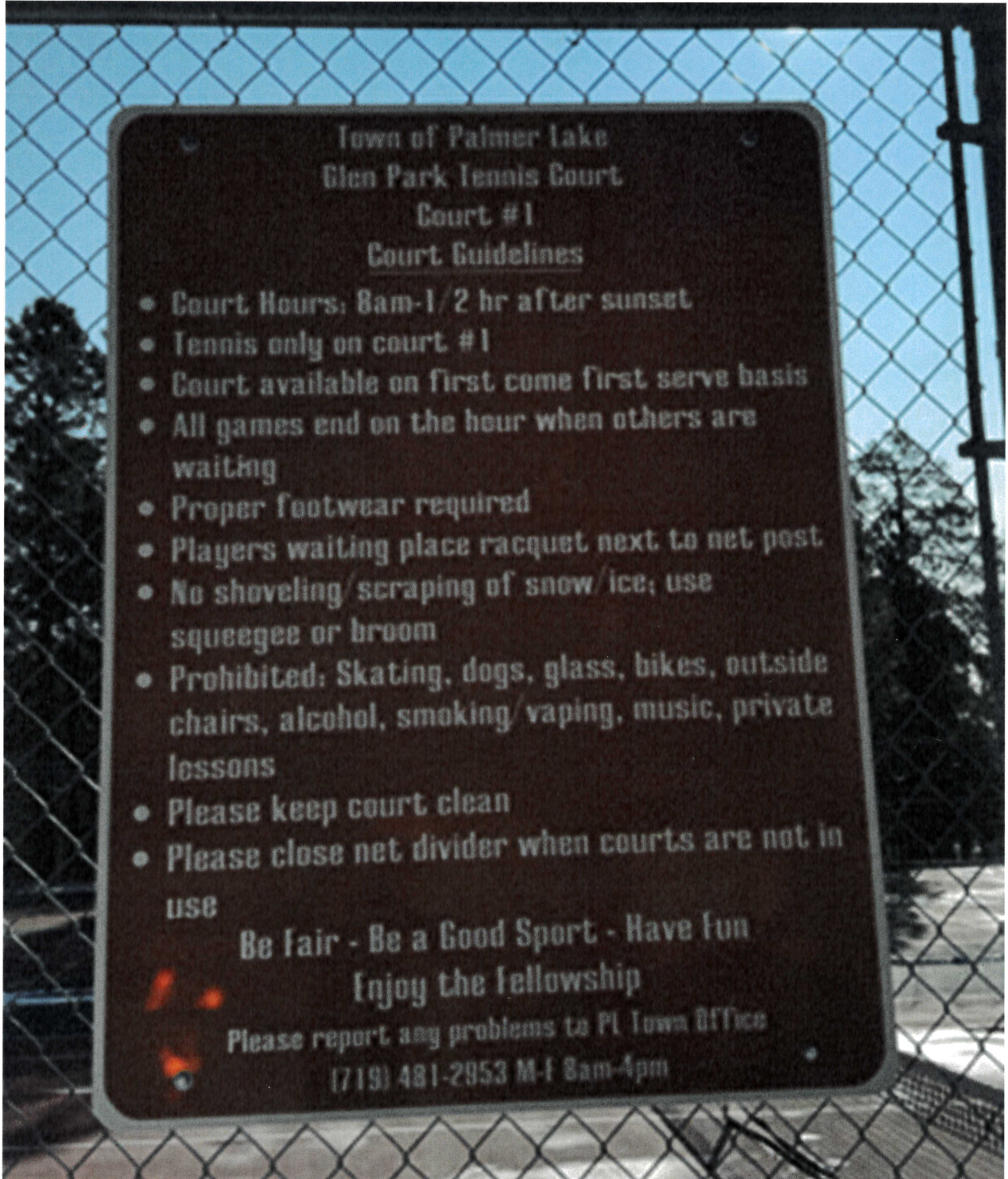
ADD EDITS TO SIGN TO PROJECTS LIST

INSIDE E-10212
②
E-120212 USAFA
M311D62 #1





- Leave as is for now
- up Grand Bull. Stand -
Add to project list

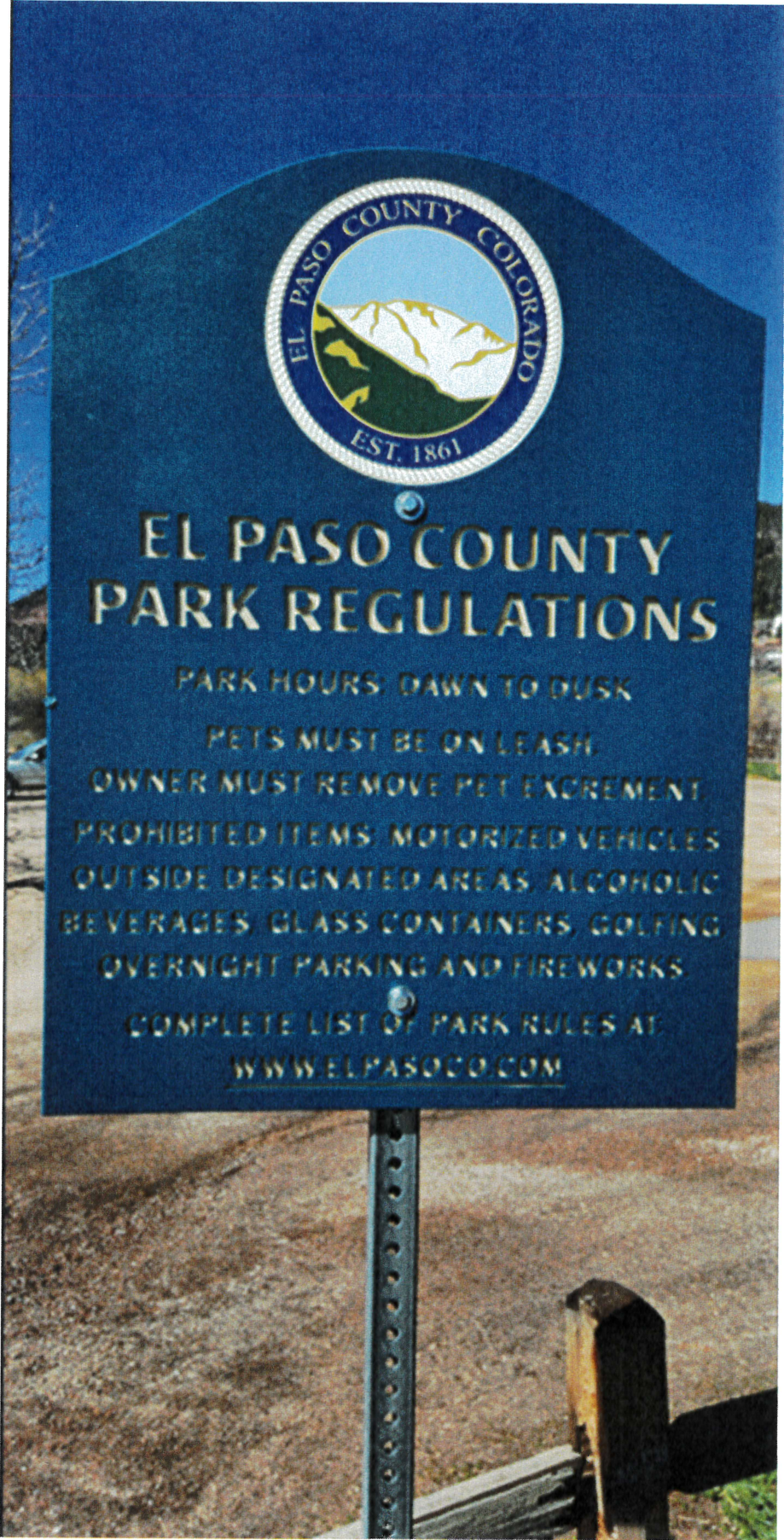


1. LEAVE AS IS FOR NOW.
2. ADD TO "CIVIC USE" RESERVATION SYSTEM, NOT NOW CONSIDER IN 2026 OR LATER

LEAVE AS IS



LEAVE NO TRAIL



LEAVE AS IS



LEAVE AS IS



Open air pavilion renovation punch list - updated 6/4/2025

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 frame around openings - sand and repaint, replace where necessary (see note)	50.00					
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	25.00					
Look at installing T111 on the outside and/or inside of the west wall, measure wall 6/4/25(see notes)						
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.	\$25.00					
Add corner support pieces for stability	100.00					
Tongue and groove for upper end walls						
Estimated Total	9937.57		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)						