



PARKS AND TRAILS COMMISSION

Tuesday, November 04, 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.](#) Minutes from October 14, 2025 meeting

Petty Cash Report

Public Works Supervisor Report

- [2.](#) Parks Report November 2025

Town Administrator Report

Business Items

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

5. [Report/Consider Items for Project List](#)
6. Discussion of Christmas Lights Contest
7. Update on Parks Amenities Order
8. Review and update on Public Works Supervisor's budget meeting on the 2026 budget
9. Review/Recommendation of Applicants for Appointment to Parks Commission
10. Discussion and Potential Recommendation on \$1000.00 Donation from 24 hours of Palmer Lake by Lance Pearce

Trails and Bridges

11. Update and Discussion on Creekside Trail

Centennial Park

12. [Discussion on removal of the pergola on the west side of the park](#)
13. Update on holidays lights in Centennial Park
14. Discussion on holiday lights on the bridge entrances by PLP&T date(s)
15. [Discussion on new signs and kiosk locations in Centennial Park for Public Works](#)
16. Update on cracks on pickle ball courts 1&2

Glen Park

17. Glenn Park tennis/pickle ball court damage report and assessment by Renner Sports Court
18. Update on flood water control suggestions
19. Update on the special workshop on Nov. 5th with Fountain Creek Watershed technical committee

Columbine Park

20. [Update on Shade Structure Grant](#)

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 MEETING

Tuesday, October 14, 2025 at 5:00 PM

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

MINUTES

Call to Order/Roll Call

- Meeting called to order at 5:04PM.
- In Attendance: Reid Wiecks, Mike Pietsch, Jennifer Nilson, Lauren Penner, and Kevin Magner.
Absent: John Tool

Pledge

Approval of Minutes

1. Minutes from August 26th, 2025, meeting
 - Corrections discussed including title updates (“Public Works Parks Supervisor”) and clarification of acronyms. (Wiecks, Nilson) **Motion to approve with corrections discussed** passed unanimously with an “Aye” vote.
2. Minutes from September 23rd, 2025, meeting
 - Added reference to \$50,000 kiosk fund allocation for field replacement. (Wiecks, Magner) **Motion to approve with corrections discussed** passed unanimously with an “Aye” vote.

Petty Cash Report

- Beginning balance of \$155.00
- Donations of \$11.00
- Expenses of \$74.00
- New Total of \$81.00

Public Works Supervisor Report

3. October 2025 Report
 - It was noted that the West side bathroom fixtures would not need to be winterized.
 - Commission discussed where the information boards would go.
 - A question was posed to the Public Works Supervisor about when the fountain would be taken out.

Town Administrator Report

- Discussion of volunteer hours; September hours pending.

- Kiosk revenue reports will now be one month in arrears due to the change in Parks Commission meetings and workshop timings.
- Meeting schedule adjustments due to holidays:
 - o November 4 confirmed for regular meeting (Veterans Day closure on 11th).
 - o December workshop to be determined—likely canceled or postponed.

Business Items

4. Report of Volunteer Hours
 - Reviewed; service day hours to be added.
5. Kiosk Revenue
 - Deputy Town Clerk Grant Massey explained that future reports will be offset by one month.
6. Report/Consider Items for Project List
 - No Discussion.
7. Discussion of Park Amenities Purchase Proposal for 2025
 - Purchases highlighted for early ordering; coordination with Public Works Supervisor pending budget updates.
 - **Motion to provide recommendation to approve apple tree pruning and care by Great Western Tree.** (Wiecks, Nilson) Motion passed unanimously with an “Aye” vote.
8. Discussion on December Workshop Date. Currently set for December 23rd.
 - **Motion to not have a workshop on December 23rd.** (Magner, Penner) Motion passed unanimously with an “Aye” vote.
9. Discussion of Dates for Winterfest Broomball Tournament
 - Tentative January 18th or 25th, 2026; dependent on Hockey Tournament scheduling due to postponement for weather/ice conditions.
 - Town staff requested a flyer from the Parks Commission for this event.

Trails and Bridges

- No Items discussed.

Centennial Park

10. Discussion of Christmas Lights Decorations
 - Asked Town Staff to clarify if Awake the Lake group will handle installation; if not, Commission to potentially recruit volunteers.
 - Discussion on a possible workday before Chili Supper (Nov. 29) to put up Holiday Lights on the pedestrian bridge.
11. Update on Broomball Tournament Dates
 - Previously discussed under Business item #9. No Further Discussion.
12. Update on West Side Bathroom Fixtures
 - Update provided during Public Works Director Presentation. No Further Discussion.
13. Discussion of and Possible Recommendation on Ballfield Outfield Fence and other Fencing Requirements
 - Commissioner Wiecks updated the commission on backstop repairs, stating that it no longer needs to be included in bids.
 - Received three bids for fence replacement and field reconfiguration to support soccer use.

- Commission will coordinate with Public Works on potential joint contract for yard fencing.

Glen Park

14. Discussion on MYHC Grant Regarding Creek Clean up and Future Work by MHYC
 - Update provided from Commissioner Magner on the current state of the creek after Creek Week. Also brought up when to apply for next year's grant.
 - Plans to post "No Trespassing" and "Trail Boundary" signs were discussed and passed on to the Public Works Director. Commissioner Magner noted that debris was left blocking nonofficial trails.
15. Final Update on Creekweek 2025
 - Update provided by Commissioner Pietsch spoke positively about the participation received and the completion of projects.
16. Discussion on and Possible Recommendation on Apple Trees Care Quote
 - Previously discussed under Business item #7. No Further Discussion.
17. Update on Recommendation to Make the Reservoir Trail Head, Creekside Trail, Kent and Prairie Trail, and the South Side of Monument Creek Adjacent to E-rock to Wildlife Area a Designated Park
 - Commissioner Magner gave update on the reasoning for making this area a park.
 - A discussion on what the potential name for this proposed park would be took place. No conclusions on this matter were drawn.
18. Update on Glen Park Drainage Issues and Engineer's Recommendation Plan
 - Commissioner Wiecks provided an update stating that besides the town getting the engineer's report, no further action had been taken.
 - Discussion then revolved around concerns of cost, drainage of debris & chemicals into the creek, and the potential need for up to three bridges to be constructed.
 - Commission expressed concerns about the expanded flood plain during a heavy rain event into private property along the north side of the creek. Commissioner Magner to reach out to Keith Curtis, EL Paso County for his opinion.
 - Commission concluded that further discussion is needed.
19. Discussion of and Possible Recommendation on the Parking Kiosk Funds at the Trail Head
 - Commissioner Wiecks reported that no resolution had been found about the designation of Kiosk funds. Further questions were directed to town staff about budgetary process.

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

- No public comments given.

Report of Other Meetings

- Commissioner Penner gave a report on his meeting with Nick Daniels about noxious weed control efforts. Discussed the application of bio agents in the spring and provided county containment maps to Commissioner Penner as well. Commissioner Penner informed the commission about a mobile application for community mapping of noxious weeds, stating that

he would try out the application and then report further on whether the Parks Commission should promote this to the public.

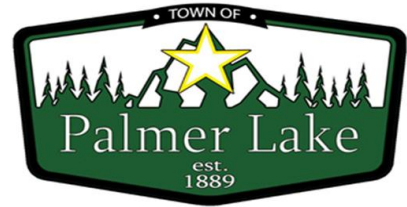
Next Meeting and Future Items

- Discussion for the Christmas lights contest to take place during the November meeting on the 4th.

Adjourn

- Meeting Adjourned at 6:56PM.

Minutes by: Grant Massey – Deputy Town Clerk



Item 2.

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

DATE: October 31, 2025	ITEM NO.	SUBJECT: Parks Report For November '25
Presented by: Stacy DeLozier		

Ongoing/Completed:

Pickleball court bathrooms will NOT be winterized as per the Board. We installed auto door close mechanisms, set the electric heaters to a decent temp (removed control knobs), and we removed the hose bib handles.

We sprayed the weeds around PB bathrooms.

Winterized the Village Green sprinkler system.

Lake Fountain has been removed for the winter.

EPC bathroom on east side of the lake has been winterized.

Upcoming:

I need to order Bear Proof Trash Cans (4), Message Boards (4-5), Signs etc. I will order when things settle a bit from Budget Planning and when I find out where the money will come from and if we can indeed order now. I had a chat with Reid, and I have documentation on what Parks Committee likes.

Need info on the Pickleball info holders for the PB gates. I got info from Reid and John, they just have to decide if that is what they want?

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.

I requested \$25k for Parks 2026 budget for projects like, Shade Structures.

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)

New Centennial Parks signs, need guidance on where to place them?

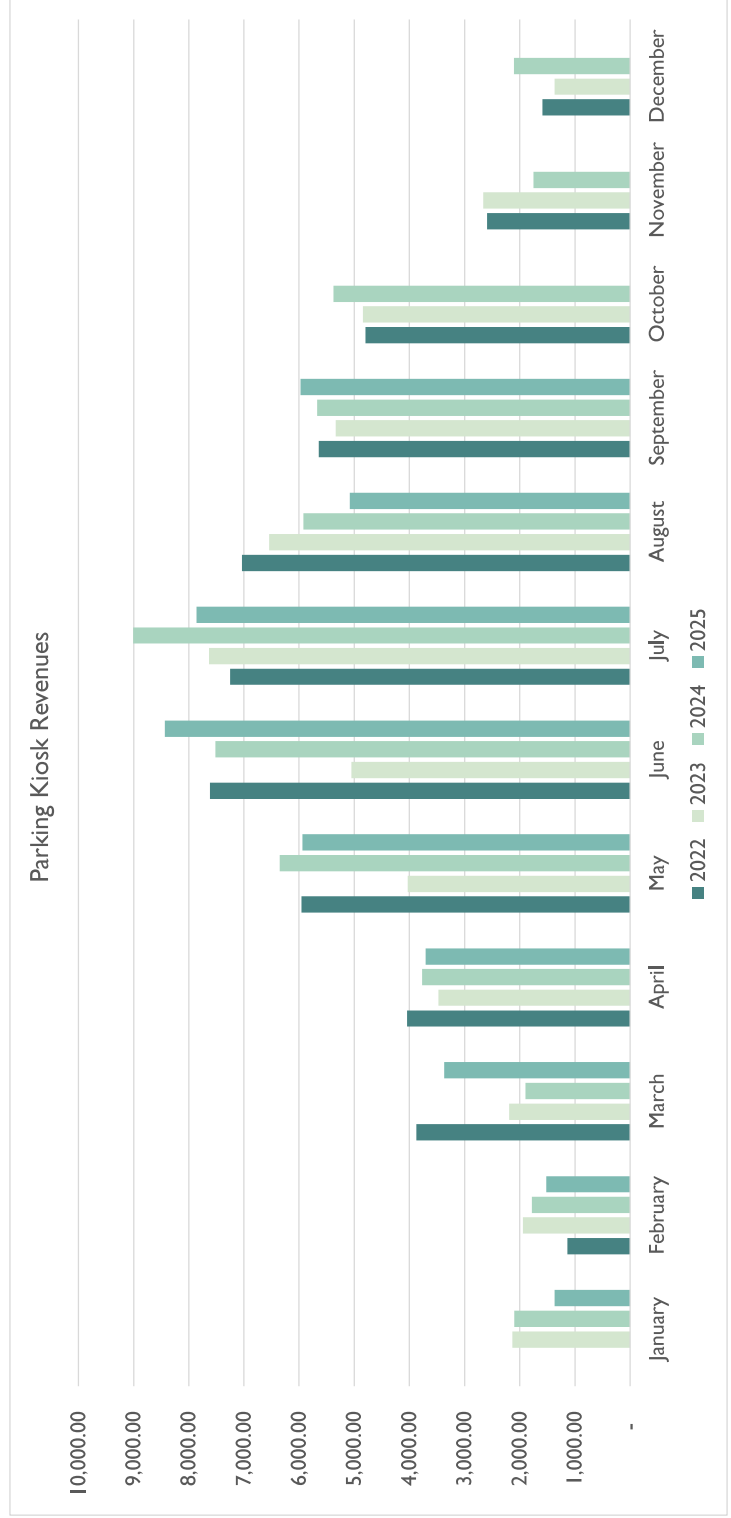
Town of Palmer Lake - Public Works Department - Parks

PARKING KIOSK REVENUE & EXPENDITURES

	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 SEPTEMBER ACTUAL
-				
<i>FISCAL YEAR</i>				
Revenue	51,519	47,207	53,230	43,233
Expenditures	4,241	6,042	11,205	9,111
Total Expenditures	4,241	6,042	11,205	9,111
Fiscal Year Net Revenue (revenue minus expenditures)	47,278	41,165	42,025	34,122
<i>CUMULATIVE</i>				
Beginning Balance	-	47,278	88,443	130,468
Fiscal Year Net Revenue	47,278	41,165	42,025	34,122
Ending Balance	47,278	88,443	130,468	164,590

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	
November	2,591.70	2,660.60	1,749.70	
December	1,590.00	1,367.40	2,104.10	
Total	51,519.40	47,207.10	53,230.32	43,233.06



Palmer Lake Parks & Trails: Project List (New, In Progress, Completed, Ongoing, Removed) - updated 10/28/2025

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

CP - Centennial Park; GP- Glen Park;

Ref#	Park	PROJECT LIST:	Source of funds	PLP&T Project Lead(s)	Project Progress & Notes
		The proposed list of maintenance projects presented by Stacy to Parks and the BOT at 4/22/25 workshop		Public Works	

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
6	ALL	Organize Noxious weed service day at least once per year - in one of the Parks		PLP&T	One conducted 5/11/2024 - location Make sure it is in one of the parks or on one of the trails
7	CP	Arrange for noxious and non-noxious weed mitigation around the lake and bridge.		Public works	PW – Contract with qualified weed eradicator, see Jason departure list or Steve Orcutt for contractor.
8	ALL	Holiday lights contest		Jennifer	Revise the rules & categories - December before Christmas.
9	CP	Coordinate with April Veley (Rest. Grp.) for putting up and taking down holiday lights.		PLP&T	Per the adopted plan between April & Reid 3/24. 1 Year trial. PLP&T responsibility is to take down the lights: mid January to end of February
10					
11	GP	Store the PLP&T PB net & secure the dividing net/screen against the fence.		Public Works	November 1st to April 1st

12	CRK	Repaint the steel joists on the USAFA Bridge #2 every 3-5 years			Next repaint 2028-2029
13	ER/CRK	USAFA 1st Bridge Maintenance / Re-seal	Volunteers	Kevin	USAFA maintenance plan calls for reseal every 2-5 years. Future bridges will be added to this list as they are constructed.
14	CP	Conduct an annual Broomball Tournament in the winter.		Jennifer	Changed from Winterfest to Broom ball Tournament
15	CRK	Reinforce the temporary log bridge banks & refill gravel sections with road base or gravel at the N. Monument /Creekside Trail		Kevin	Use the rocks & road base available first. Moved to annual projects 9/24/25
Weekly / Monthly / OnGoing					
14	CP	Clean out fishing line disposal tubes once per month		Staff	Possibly recycle the lines
15	CP	Update the info kiosk at W. Bridge entrance		Mike	
16	CP	Mow heavily weeded areas around the Lake: N of pavilion, SE of lake shore in trees, gazebo area W side of park		Public Works	
17	GP	Mow western grass areas starting at the tennis court side, trim & remove dead branches & trees, limb up live trees,		Public Works staff	Leave the eastern part native.
18	GP	Transplant fir saplings to east end replacing dying aspen trees			Andrew's project list suggestions
19	CRK	Remove deadfall from Creekside Trail areas		CYCA	CYCA(MHYC) grant 2025 project - September '25 3 weeks
20	COL	Get a Columbine Park neighbor to volunteer to plant and care for flowers in the park			
21	ALL	Eradicate the myrtle spurge		Public Works	Combination effort- PLP&T service day and/or weed-eradication by Public works
22	Res	Trim brush at Reservoir Trail Head			Andrew is willing to do this
23	ER/CRK	Mow or weedwack 1 - 2 mower width on each side of the trail where it goes through the grass		Public Works staff	Plan with PLP&T to fit the E-Rock Vision plan once approved

24	ALL	PLP&T commission develop a proposed budget for the next calendar year, and for long term expenses projected out for multiple years		PLP&T lead - Kevin	
25	CRK	Maintain wilderness bridge across Monument Crk at Greeley Bridge add gravel to the bridge as needed.		PLP&T	Add gravel at both ends as needed, make sure planks are secure
26 add, new?	CP	Maintain the pedestrian bridge sidewalk entrances so that there isn't an extreme "lip" that prevents it from being ADA compliant		Public Works	Add gravel or road base as needed
27	ALL	Trash clean-up at all parks, weekly		Public Works	"Q" is doing it 2-3 days/wk summer
28	GP	Put up the GP dividing net between tennis courts April 1, take down & store 11/1		Public works	
	RES. TH	Upgrade the bulletin Board at the TH and display new, appropriate material & information			
Possible Community Service or Service in the Parks Day projects					
A	GP	Spread wood chips in Glen Park playground		PLP&T	Service in the Parks Day May/ June
B	ALL	Trail Maintenance		PLP&T	Volunteer Service Day (Trail TBD) As needed
C	CP	Clean out fishing line disposal tubes one per month		Public Works staff	Possibly recycle the lines
D	GP	Move rocks to along trails - defining the trail - from grassy areas			
E	ALL	Eradicate the myrtle spurge			Combination effort- PLP&T service day and/or weed-eradication by Public works
F	CP	Remove stone fire ring near pavilion			Take rocks to the Greeley / Monument Creek bridge
G	GP	Remove stone fire ring near tennis court			Take rocks to the Greeley / Monument Creek bridge
I	CP	Replace / repair cedar rails and posts along north end and west side along RR tracks and Lake trail		Mike / Reid	Service group – check number needed: 11 8'rails (at \$14 ea = \$154) and 3 2 rail posts (18.00ea = \$54.00) for ref. = \$208.00
J					

K	GP	Consider moving the donation box at the GP PB / tennis court to the PB side, or add another box			Approved to move on March 11, 2025 by PLP&T
L	GP	Replacing/sanding & painting the plywood practice wall at Glen Park tennis court Add 1 panel on each side.		Reid, PW,	(2 4'x8' exterior treated / severe weather plywood + clamps) @ \$45.00 / sheet plus green exterior paint - 1 gallon (\$65)
M	ER	Cut into firewood size downed oak, stack, removed brush to PLFD burn area, in E-rock on the hillside below the lodges, & NE side of E-rock trail		PLP&T, Public Works	PLP&T service day, or
N edited 9/24/25**	ER	Clean up the former cabin foundation spaces			Rake out and pickup all glass, wood & metal fragments, concrete left by evacuators. **On hold until the BOT decides on the fate of PLP&T vision plan with the PD.
O					
P					

One and Done Projects

29	CP	Remove stone fire ring near pavilion			Take rocks to the Greeley / Monument Creek bridge
30	GP	Remove stone fire ring near tennis court			Take rocks to the Greeley / Monument Creek bridge
31	GP	Place millings in the pathway from the tennis court side gate to the first path step toward the parking lot. Repair the west entrance to the courts to prevent the mud flood with each rain. Create a way to prevent the mud flood on GP courts from the west side after a rain		Public Works	Very muddy or icy depending on the temperature - water puddles there. ASAP as the mud flows across the Tennis courts, clogs the trench, and then flows into the PB courts. See #103
32	CP	Design a "strip" park along the west side of large south parking lot and behind the restaurants along St. Hwy 105, in the trees. Consider logical pedestrian and ADA path location. Connecting restroom, ball field, restaurants, and parking lot		Reid	Picnic tables could be manufactured from logs at the Upper Res. In corporation with the PLVFD, picnic tables approx. \$200-800 if we purchase rather than build them Once built, we will need to include annual maintenance of the tables. Researching grants for this as well.
33	CP	Construct strip park to begin with brush & tree clean up day for the area between back of restaurants and ballfield parking lot			Organize and oversee the building of the park per the design agreed upon by PLP&T. A strip park w/picnic tables, trees, path. Research designs and/or reach out to landscaping company. Trees grant? Some in May '24. MHYC did some trail work June 2024

34	CP	When planning the strip park consider logical pedestrian and ADA paths connecting ballfields, bridge, strip park, parking, and restroom		Reid	Input from Bill Fischer an possible consulting with him as we tackle the design for the area, including the parking lot. Did rough planning and flagging for PLVFD mitigation May '24
35 edited 10/26/25	COL & CP	Research and install a shade structure(s) at Columbine (small former picnic table) & playground structures at Centennial Park			For a 8' x 9' shelter, consider log shelter working with PLVFD, possible capital improvement funds, or CTF. Dermatology Assoc. grant ? Decide on design at 11/4/25 workshop
36					
37	ALL	Develop the specification for the needed logs for bench projects. 4' &/or 6'		John, Reid	Work with PLFD to move logs to bridge locations or cutting them in-place to size for bridges, picnic tables, benches. Use the unused logs at Creekside log bridge site.
38**	ALL	Develop a list of park amenities to be purchased ASAP. Done but will remove this item once the purchases are approved and ordered.		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? Approved half 6/10/25. Next half 7/8/25. See amenities list 9/23/25
39	KNT	Receive permission through Town Staff to upgrade the trail from Kent to Prairie based on the recent survey expanding the trail easement. Adjust the trail to prevent water flow straight downhill, and with proper boundary marked			Requested permission spring 2025
40	CP	Repair and or replace sections of the wildlife areas fencing and warning signs		Mike	The signs may be underwater so look first before ordering.
42 Remove **	CP	Get approval from BOT for edits/updates to Centennial Parks Rules sign, order and <u>mount 4 of them in the park.</u>			Provided to Town staff for BOT 5/28/25, approved 6/12/25. **As of 9/23/25 they are onhand and will remove this item once mounted.
43	CP	Replace / repair cedar rails and posts along north end and west side along RR tracks and Lake trail, & in west side wildlife area (one section)		Mike / Reid	Service group – check number needed: 11 8'rails (at \$14 ea = \$154) and 3 2 rail posts (18.00ea = \$54.00) for ref. = \$208.00
44 edited 9/24/25 **	GP	Reinstall the Handicapped Parking sign at the playground parking area. ** remove once the sign is installed		Public Works staff	Sign should be in the yard somewhere. Stacy to check on if they have the sign and get it mounted next to the ADA path.
45 New - add?	CRK	Purchase and install “private property, not a trail” signs along Smith’s property N. Side of the creek		PLP&T, Public Works	Signs and vendor given to PW 10/22/25 to order

46	ER	Open Air Pavilion Restoration, clean up and repair, work days etc. See the Open air pavilion punch list		PLP&T	Start in 2024, work on cost estimates, look into the use of CTF money, part of BOT Resolution 10-2024. Assessment at pavilion Parks wksp 7/23/24, 5/31/25 workshop onsite
47	ER	Work with the Willans and the BOT to insure that PLP&T has the necessary trail right of way through the property being leased and eventually purchased by the Willans		Reid, Dawn	See map presented the BOT by the Willans 2/22/2024 and the diagrammed property lines in relation to the proposed perimeter trail. This needs to be a revision in Willans lease so that it is permanent easement. 25-30' width.
48	CP	Remove the 3 park benches across the street from the Art Center and install them in a better location to be determined by the Parks Commission. Reid & John to assess condition		Reid, John	Propose possible installation sites to PLP&T Commission ASAP once cleaned up. Place 2 on top of the RR viewing hill in CP south, or above the PB courts at CP
49 Add?	CP	Measure and reconfigure ballfields fence for a multi-use field & get quotes for the fencing adjustments and additions		Reid, PW,	Received 3 quotes and passed them on to PW for inclusion in a fence addition around the yard 10/22/25
50 edited 10/26/25	CRK	Consider and research introduction of Beavers at far east end of Monument Creek in Town wetland/wildlife area, SE of -Erock			Cory Adler DOW/CPW 719 439-9637. Ask Cory or appropriate person to provide guidance and cost on reintroduction of Beavers and built dams. Wait until the E-rock PD is done & there effect on PLP&T
51					
52	ER	Determine how many bear proof trash cans & pet waste stations will be needed on the trail and at the pavilion. Research cost and order for 2025. Done - to PW 10/22/25 for purchase		PLP&T	PLP&T should only supply one in E-rock - near the open air pavilion. Once the field use or parking areas are determined we could add another. See amenities list 6/25. Will remove once purchased.
53 edited 9/24/25**	ER	Develop a plan/vision for proposed E-Rock park and trail now approved by BOT as part of the E-Rock advisory committee for BOT consideration by mid to late summer 2024. Vision plan asked for by BOT late October '24; **Waiting for the PD to be completed and how the vision plan from Parks fits in.		John, Reid	Develop a projects list specifically for E-Rock as a starting point. With Resolution 10-2024 now Parks should do this ASAP. Vision statement from Parks developed spring 2024 by PLP&T and presented to E-Rock advisory committee. May 2024. July ERAC presentation 7/10/24. Comments to Town 7/17; 4th draft 12/24 edited, final draft 1/6/25; presented to BOT 1/21/25 and co-wrksp w/BOT 3/6. BOT members agreed to include PLP&T commissioners in discussions creating the PD - June 2025

54	CP	Develop a plan for the bulletin board at the East side restroom - PL parks, El Paso city parks, Hist. Society.		Jennifer	
56	CP	Clean up the trail to the RR overlook hill at the south end of the Park and install a bench.		Jennifer & Reid	Bench could be a log bench manufactured by Parks and PLVFD, Reid already has some sample designs and log source - PLVFD. CYCA grant 2025?
58	CP	Develop a 3-5 year plan for the Little League field. Town researching fees for baseball field use.		Dawn & PLP&T	Connect with Little League to develop a plan, 3-5 year for improvements. See lists Kirk and Reid created in 2020-21? We need to start charging them a use fee for practices and games! Meeting w/Dawn, Jason, Dion, Del and Reid 8/23/22, need to meet with them prior to the season to discuss their plans for field improvements this year, and to have them develop a 5 year plan as promised 8/23/22. Dawn asked for meeting with LL Jan. 2023 - waiting to hear back. Zoom mtg w/Dion early May '23, in-person mtg scheduled for June 22, 2023. It looks like that once a plan is completed, we are good for the length of the plan. Then annual / semi-annual monitoring. Zoom meeting 3/22/24 w/ Dawn & Reid. Since LL - Dion didn't submit a plan look to have prepaid fees for 2025.
59	CP	Review and identify issue in the PL Master Plan as it relates to All Parks.		Mike	ATL – Now that the survey for Centennial Park improvements and new facilities is completed, master plan done, the site plan will map out the suggestions. Waited for 2nd draft completion. Centennial park area adjustments and modifications done written CP Master Plan completed. Site map completed and approved by BOT - spring 2024
61	CP	Expand the east side off County Line Rd CP parking lot, also, Crawford Memorial responsibility discussed with EPCP - waiting for their approval or arrangement proposal.		Dawn, PW, & Parks, EPCP	Work with El Paso County Parks to research the possibility of expanding the parking from the County Line entrance along the east side of the entrance driveway. Met with El Paso county parks summer 2021 or 2022, and again 8/29/24. They made diagram of the proposal. EPCP in control at this point. On-going discussions - scheduled mtg w/EPCP 10/15/2025

62 edited 9/24/25**	CP	Disc golf hole relocation of holes #1 and #2. One of the holes will be relocated to the area 100' south ion the VB court on ELCP property.		Disc golf club	Received permission from EPCP to do so on October 2024. Disc golf club to do the work. The other hole will be relocated to the SE corner of the Lake adjacent to the small wildlife area. ** Lauren has been in contact w/disc golf folks and will set-up a meeting to discuss this with them.
63 edited 9/24/25**	CP	Solicit and install CP Park signs strategically at the Park entrances - where?		Public works	Buzz to design? PLP&T mtg 3/11/25. At least 3, maybe 4., Discuss locations at PLP&T mtg. ** to be discussed at Oct.'25 workshop
65	CP	Install an information kiosk at entrance to Ped. Bridge on west side along sidewalk		Public works	Added 9/24/25; PW has the design & vendor as of 10/22/25. They will order.
66					
67	CP	Add Gravel to the Lake loop trail from the north entrance to the south entrance along the west side of the Lake to prevent mud.		Public Works staff	Use millings as they become available, some added under Ped. Bridge Spring '24. Stacy informed us that it is toxic to the water to use along trail that is too close. How far and add where we can? What other surface to mitigate the mud?
68	GP	Consider moving the donation box at the GP PB / tennis court to the PB side, or add another box			
69	GP & CP	Consider adding to rules a statement that "it is illegal to deface the courts, including to mark them or lay down any tape on the surface" and a fine for doing so.		Public Works and Mike	
72	CP	Establish a handicapped parking area and install the appropriate sign in the parking area across from the Depot, O'Malley's.		Dawn & Public Works	Dawn – On Hold until sidewalk design is completed with CDOT
73	CP	Close any entrance to the dirt road along the west side RR tracks across from the PO or Art Center entrance. Especially once the pickle ball courts are in.		PW & John	Work with PL Sanitation, PLVFD, and PLPD. This would be a movable/lockable gate like on the east side of the Park. Check with Centennial Park Master Plan and site map.
74	CP	Place barriers across the south and north entrances to the dirt road between the RR tracks and the fencing to prevent cars from using that area as a thoroughfare.		PW Reid	Work with PL Sanitation, PLVFD, and PLPD. This would be a movable gate like on the east side of the Park. Traffic Safety Store/Tractor Supply \$200.00 approx. each

75	ER	Manufacture and install 5-6 log benches along the E-Rock perimeter trail		Reid, Kevin & PLFD	With the help of there PLVFD, timber lag screws \$25 x 2
76	ER	If the BOT designates the ballfields at E-Rock part of PLP&T, work with PDSC and other groups on a renovation plan		PLP&T	Wait for BOT PD plan
77 edited 10/25/25	ER	Develop a plan for the chicken coop and seek BOT approval for it's renovation or removal as a trail shelter.		PLP&T	Discussed at the PLP&T Commission workshop Nov. 2024 as part of the E-Rock vision concept. Wait for BOT PD plan
78	ER	Fundraiser / Donor / Sponsor for multiple signage at various trail entrances for Trail markers, Historic Signage placards, Benches, QR Code Signs for donations, Donation Boxes, fundraising, possible. naming rights		PLP&T	
79 edited	ALL	Send some commissioners to the Trail Syposium - 2 day event 1st week of September 2026? RMFI		Jennifer	\$35 / person. What expenses besides symposium fee are we willing to pay and for how many?
80	ALL	Coordinate Earth Day, Leave no Trace Event			
81					
82	GP	Replacing/sanding & painting the plywood practice wall at Glen Park tennis court Add 1 panel on each side.		Reid, PW,	(2 4'x8' exterior treated / severe weather plywood + clamps) @ \$45.00 / sheet plus green exterior paint - 1 gallon (\$65)
83	CP	Plant evergreen trees in the strip park behind the restaurants.			Research a grant for evergreen trees to be planted in the stripe park behind the restaurant. One planted November 2024 as a memorial.
84 edited 10/26/25	KNT	Install 1 or 2 pet waste stations at the top of Kent St. and at the bottom where Kent and Prairie intersect.		CYCA, Public Works	@ \$180 ea, research possible grants for them. Approved by PLP&T 10/14/25 on amenities list. Design & cost passed on to PW 10/22/25
85	ER	Devise Pre-tours with public schools, homeschool & private schools for age appropriate historic talks		PLP&T	Wait until after the trail is beyond the pavilion and the area is actually open to the public, and PD plan by BOT

87 edited 10/26/25	CRK	Develop a plan to mitigate N. Monument Creek from USAFA bridge #2 to the Beaver ponds at the SE end of E-Rock property		CYCA, PLP&T	Part of CYCA (MHYC) grant for 2025 - at least 3 weeks of stream mitigation - chainsaw crew. Rec'd grant. Planned for September 2025 - 3 weeks; MHYC 2026 Grant submitted - waiting for approval & dates
88 edited 9/24/25**	CP	Apply for GOCO grant for a multi-use field, or for part of the cost, partnering with other fund source organizations, draft MOU(s) with PDSC. Construction & post construction. Develop a plan for the soccer field including an improvement agreement with PDSC. Improvement agreement set-up as a first step in late summer 2024. **9/24/25 Need to get the MOU w/PDSC done and move forward toward a single use field in partnership w/PDSC. Jennifer suggested setting aside \$50,000.00 from kiosk funds as an initial investment toward the field. If the partnership doesn't happen it would go toward another big project: I.e shade structure over CP playground.		Reid, Jennifer PDSC	Submitted a concept to GOCO on July 2023 and it was not accepted (heard back Aug. 16, 2023. Heard suggestions from GOCO 9/23. Edited and submitted concept 1/25/24. Didn't get - reapply next cycle. Search for new options. Meeting with GOCO team 3/18/24 for feedback, w/DOLA rep 6/3/24. Decided 7/9/24 (3-2) to table until 2025. 4/25 Working w/PDSC develop MOU's, GOCO grant & fund raising for field. 8/1/22 connected with PDSC and gave them the survey (see # 19); 8/3/22 reached out to lacrosse (no reply as of 9/12) finally established a contact 1/7/23. Pride SC 1/20/23; met w/PDSC 1-17-23 & 6/18/24, 7/24. & 8/7/24. PDSC submitted to CSA a grant request 10-10-24; **Jennifer informed the PLP&T Comm. 9/23/25 that its is very unlikely that GOCO would fund a single use (soccer) field. Request by PLP&T Commission for Town attorney to review MOU wordage asap to move forward w/PDSC.
90	ER	A separate task item to determine the need & install a restroom / porta potty to service the new trail system, pavilion, etc. with a tasteful surround, a la tennis courts		PLP&T	Wait for BOT PD plan for E-rock
91 new - add?	ER	Create a design, order material, and build a ramp to connect the loop trail segments lost with the Willan's property expansion in E-Rock		PLP&T, Public Works	Wait for BOT PD plan for E-rock
92					
93	ER	Develop a plan for Small bridges & trails in the Beaver Pond area		Kevin,	2026 if approved by the BOT, part of the E-Rock vision concept. MHYC 2026?
94	ER	Create a Nature Center in part of the chapel building near the pavilion		Jennifer	Depends on BOT determination of the buildings. Possible CTF money - Dawn to look into.

95	CRK	Design and build a 3rd permanent break-away bridge or project in 2026-2027 with the USAFA Engineering Dpt., TBD by PLP&T Commission by August 2026	Kiosk / Grant / USAFA	Kevin	Wait until 2026 and PD by the BOT for E-rock
96 edited 9/24/25		Collaborate & Develop a 4th project with the USAFA Engineering Dept and PLP&T Commission in 2027-8.		Kevin	If the popularity of the joint projects continues with the USAFA cadets.
97 edit?	RES. TH	Create a picnic area with tables (3-4), and benches made from logs at the Upper Reservoir and near the Res. TH parking area & <u>at the upper Reservoir.remove?</u>		PLP&T & PLFD & PW	Enlist PLVFD and a local mill to create the tables
98	CP	Reach out to Kurt Ehrhardt about playground equipment for small playground at baseball field		Reid	
99	ALL	Look into various professional organizations that focus on parks, trails, and facilities within for possible organization and individual membership			
100	ER	Look into Establishing a parking lot(s) at E-rock entrance off St.Hwy 105, and along the entrance driveway - small 4-5 car parking islands - satellite parking		John	Coordinate with Roads, PLFD, PLPD on location and size, about 25-30 spaces (near entrance). Get approval from BOT and staff. It is not uncommon for parents and young athletes to all 300-400 yards to an athletic field for practice or games. Field side parking is a luxury. Satellite parking - 4-6 spaces.
102 edited	ER	Clean up the cabin foundation spaces			Rake out and pickup all glass, wood 7 metal fragments, concrete left by evacuators.Planned for 5/10/25 Service in the Parks Day, Wait until PD by BOT
103 remove?	GP	Fill in the tennis/PB court trench with appropriate filling for safety			Small river rock, cement? Reconsider approach given the spring 2025 mud slides.
104	All	Create a thank you list of donors, contributors, sponsors for parks projects in 2024 and publish			Initiated list 3/25 and distributed to the commissioners for additions.
Projects that PLP&T hopes will be accomplished dependent upon funds, grants etc.					
	CP, CL	Install a free standing shade structure for over the playground. 1 st quote is over the swings, 2nd over playground.			Cindy researched & reported at the 8/22/2023 Parks Workshop - over \$100,000. Need to discuss alternatives. Too expensive. Grants- AAD ? Dermatology Grant?

Projects removed from the lists for various reasons (keep for one year and delete)					
	Location	Project		Date added to this list	Description
Removed	CP & GP	Create & mount "No Dogs Allowed Fine \$200		John	Signs at PB courts. Get Ordinance approved by the BOT asap. Is this included in new signs? Removed by PLP&T Comm. 9/23/25
Removed 89	ER/CRK	Apply for a Kiwanis donation for an information kiosk at the Chicken Coop bridge exit into E-rock trail		Reid	Deadline is mid-May - didn't get submitted in time. Look to 2025 submission
	ER	Decide on if this is desired and, if so, Develop a plan for community garden boxes: 32' X 32', 9 garden boxes		11/24	Late 2024 into 2025 with BOT permission. Research costs to construct and water availability. Dependent on E-Rock use decision by BOT. Add to E-Rock vision plan. Decided it was not desired late 2024.
	ER	Decide which of the cabins we would like to not have torn down to use as a nature center & pavilion - if we have the option.		11/24	Some research happening 11/29/23 re cost to develop a nature center/pavilion
	ALL	Develop a "New Parks and Trails Commissioner" packet		11/24	Talked with her 3/3/24 about approaches for packet content gathering. The Town staff may be doing this
	ER, CP	Apply for exercise equipment stations grants for space if cabins are removed at ER, and for between Pavilion & playground at CP		11/24	
	CRK	Reapply for NM grant for bridges after receiving feedback		11/24	Fall 2024, possible slide show from Chicken Coop bridge and letter from Brad Wambeke, USAFA. The timing for the grant and building the USAFA bridges doesn't work
	ER, CP	Research grants for exercise equipment		11/24	E-rock and CP playground.
	ER	Construct a wooden USFS style inside Burlidge's property from logs at the Upper Reservoir. Discussed a policy on 11-12-24 to limit PLP&T responsibility to mounting "Please Respect Private Property" signs along boundaries.		11/24	Question about if we do this or not based on 9/3/24 communication with Burlidge? Per Dawn the Town has no obligation to build fences etc.

38	ER/CRK	Start brainstorming and planning for fund raisers to help pay for the permanent bridges 2025 & 2026.	Remove per PLP&T 3/11/25	3/25	Need to plan ahead. Asked Gene 3/12/24 to start working on this as he has stated there are many who want to contribute. Outlined the possible need due to declining kiosk revenue. 3/21/24 asked Dawn for current funds available to us through CTF, Kiosk, & donations
41	GP	Update or add to the Glen Park playground rules signs to specify that the parking is for Playground Users only	Remove per PLP&T 3/11/25	3/25	It is on the sign already
42	CP	Determine a place for and install donated wire fencing? It might not be fencing but concrete mesh - offered to Tim Caves for pickle ball courts at CP 1/12/24	Remove per PLP&T 3/11/25	3/25	Tim to look at it for the pickle ball courts or west side restroom. If not here then perhaps along the property line down Kent right of way - 1st property at the top. Tim decided not to use it.
55	CP	Create a high interest MM fund for an annual savings toward replacing soccer field once built, and the new PB courts	Done, remove from list by PLP&T	3/25	Either a set amount each year or a percentage of out annual kiosk fees, once GOCO grant is awarded or partnership with youth group (MOU) is established & PB sub-committee. Also reach out to ATL for an annual funds commitment. PLP&T agreed to set aside \$5000 annually, AT: agreed to set aside \$5000 annually once we receive the field grant.
57	CP	Build a non-motorized boat launch area at the S. End of the Lake, possibly fence off or use boulders for boundary and bring in sand.	Remove per PLP&T 3/11/25	3/25	Moved a few rocks to the area 9/23, sand about \$40 / cu yd need about 5 yards
70	ER	Decide on a name for the proposed E Rock property park if approved by the BOT, contest?, historical? Announce Park Naming Contest, Parks Commission can suggest categories.	Remove per PLP&T 3/11/25	3/25	Wait until the trail, Willans, and ?, plus the Chicken Coop bridge are past their initial stages so that we don't get folks wandering the property too soon. CDOT issues along 105
71	ER	Announce Name of Park after presentations to the Parks Comm., Historical Society, BOT and MP workgroup	Remove per PLP&T 3/11/25	3/25	

86	ALL	Research and develop E-Bike use recommendation for the BOT on each PL trail that PLP&T has authority over	Remove per PLP&T 3/11/25	0	Conduct a trail users survey to help make decision. Beta tested 2/26 at Parks workshop, the revised survey put out for public input 2/28/24 on social media & Town newsletter. Continue collecting data and comments until 3/24 & discuss at 3/26/24 & 4/23/24 workshops, voted May '24 PLP&T mtg to table until 2025.
New add on? - NO	GP	Discuss and create a fee structure with GP PB group for being able to reserve the courts	Remove per PLP&T 3/11/25	3/25	Per John - the GP PB group may meld into the CP BP club, also the PLP&T commission discussed removing the GP PB courts and reverting back to tennis courts when resurfacing is next needed.
2025 Completed Projects by Palmer Lake Parks and Trails Commission and Roads Department (report to the Board of Trustees in					
41 Done	GP	Re-paint playground corner seats and the tic tac toe game board uprights green			Service day 9/27
64 - new, add? Done	CP	Tear down & remove pergola on the west side of the lake - falling apart.		Reid, PW,	Notified by Town staff 10/25/25 of its condition. Completed tear down by PLP&T commissioners 10/27/25
Done	CRK	Mowed and weed wacked grassy areas along Creekside Trail from Spring St. to 100 Lovers Lane entrance		Public works	Done 10/24/25
Done	CRK	Removed 3 trees that were across the trail north of log bridge. 10/23/25		Reid	With volunteers & PW
Done	CP	Pickle Ball workgroup, subcommittee, edited 9/24/25		John	Recruit and form a workgroup to address the issues around managing, maintaining, policy etc. the 6 PB courts & 4 GP courts. Palmer Lake Pickle Ball club formed spring 2025. 501C3, and MOU with Town
Done	ALL	Town staff researching different programs that allow online reservations and payments. This would be for all Town facilities to include PLP&T facilities.		Staff and John	Civic Rec program, Went live in Summer 2025
Done	ALL	Fall Service in the Parks Day, September 27		John, Mike	Focused on Glen Park playground and then clean-up in Creek
Done	CRK	Mitigate the trail and stream from Walnut to Day's property driveway - check property lines, actually all the way to the 2nd USAFA bridge.		CYCA	Service day or Andrew. Reid to talk with Day's. CYCA (MHYC) grant for 2025. Did about 100 yards 9-28-2024 service day the east side of Day's property. Completed 9/15-9/25/25

Done	CP	Develop a plan to manage and maintain the Pickle Ball courts -PLP&T Pickle ball sub-committee.		John	Form a pickle ball club, 501C3 for raising funds etc. Done
60	ER	Design and construct a permanent break-away bridge, a 2nd bridge in 2024-2025 with USAFA. Location up stream from Creekside wilderness log bridge by PLP&T Commission on 7/9/24	Kiosk / Grant / USAFA	Kevin	Key Partners – USAFA engineering dept. - to submit to Parks Comm. for decision, at a presentation to be designed by USAFA & installed May 2025, 2 - 3 designs, present to BOT & Staff for input, PLP&T to do a summer '24 field trip to the 2 potential sites. Reid informed BOT 7/11/24, Kevin and John assessed site with USAFA Brad Aug. 2024, PLP&T decided on a design 11/24. Completed May '25
45	KNT, CRK, ER	Put together a list of trail signs for purchase with the Lions Club Grant Rec'd 4/19/24 and order.	Lions club donation	Reid	Once planned present to PLP&T with a map for approval. Jennifer please add to the MHYC grant submission the installation of the trail signs by the MHYC. Done and waiting for final proof - 3/6/25
101	ER	Research, collect quotes, get approval and contract for E-Rock pavilion re-roofing. Begin ASAP to reroof.		Reid	Contracted with Angle Roofing in late November 1st half of payment given Dec. 6th.. Completed 1/16/25
	ALL	Design and created PLP&T t-shirts for volun- teers		John	Done May 2025
	GP	Expand the hill & tall swing border & add pea gravel to increase safety		Public Works	Done May 2025
	CP	Revised the Ballfields fee to include a per hour fee of \$15/hour for the first 3 hours		PLP&T	Approved by the BOT 5/25
50	CP	Determine how many boulders are needed for Pickle ball court landscaping and move the rest to line the parking area across from Art Ctr.		Staff and Reid	Boulders moved to along the tree line of the strip park, May '24
	ALL	Reviewed and recommended changes to the Parks rules signs, including making the hours consistent		PLP&T	5/27/25 workshop,
	CP	Worked with PL PB Group to create an MOU including fees for BOT approval		John	Done May 2025
	CP	Added fees structure for Parks, including PB courts. Civic Rec app for reservations		John, Town staff	Done May

	CP	Researched and received approval from the BOT for a change in the baseball field fee.			May 2025, \$15/hr for the 1st 3 hours then \$50 for a 4 hr block
Done	KNT	trail repair between Prairie and Creekside trail		Reid/Kevin	MHYC June 2-5, 2025
Done	KNT	Build a small “bridge” Prairie to Creekside trail, intermittent creek.		Reid/John	Install by MHYC June 2-5, 2025
Done	ALL	Make recommendation changes to BOT re the posted Park hours and rules			Workshop 5/27/25 to discuss, rec. to BOT 6/10/25, approved by BOT 6/12/25
Done	ER	Adjust trails in E-rock to improve safety			Done by MHYC June 2-5, 2025
Done	KNT	Establish a new spur trail from N. Side of USAFA bridge #2 to Prairie / Creekside trail		Reid/Kevin	MHYC June 2-5, 2025
	GP	Spread wood chips in Glen Park playground		PLP&T	Service in the Parks Day May
1	ALL	Service in the parks day - spring - Centennial Park & Glen Park playground		PLP&T	
91	ER/CRK	Install trail signs from Kent St. into and around E-rock trail and Creekside trails		CYCA	CYCA grant request for 2025 - received 12/24. Planned for June '25. CYCA & MHYC. Done June '25
Done	ER/CRK K edited	Build a temporary style bridge at Greeley Bridge crossing. Designed and started May '24. Still need to complete the transition ramp on each side.	Volunteers	Kevin, Reid, John	Key Partners – Gene (Lead Volunteer until June 24th, 2024) This bridge will be a simple bridge for bikes and pedestrians. VOC helped move logs into place 5/29-30 (20 hrs). Completed decking 8/24. Transition completed June '25
49	KNT	Place a “please respect private property” and “please don’t feed the animals” signs where the trail borders each private property - Kent & Prairie, E-rock, Creekside		Staff and Reid	Same size as pickleball curtain signs - part of the trail signs donation list. Done April '25





Including Some
El Paso County Parks & Rec
Facilities

PROJECT DESCRIPTION:
PALMER LAKE RECREATION
AREA,
AREA,
CENTENNIAL PARK MASTER PLAN

DRAWINGS PROVIDED BY:
TOWN OF PALMER LAKE
PARKS AND TRAILS
COMMISSION

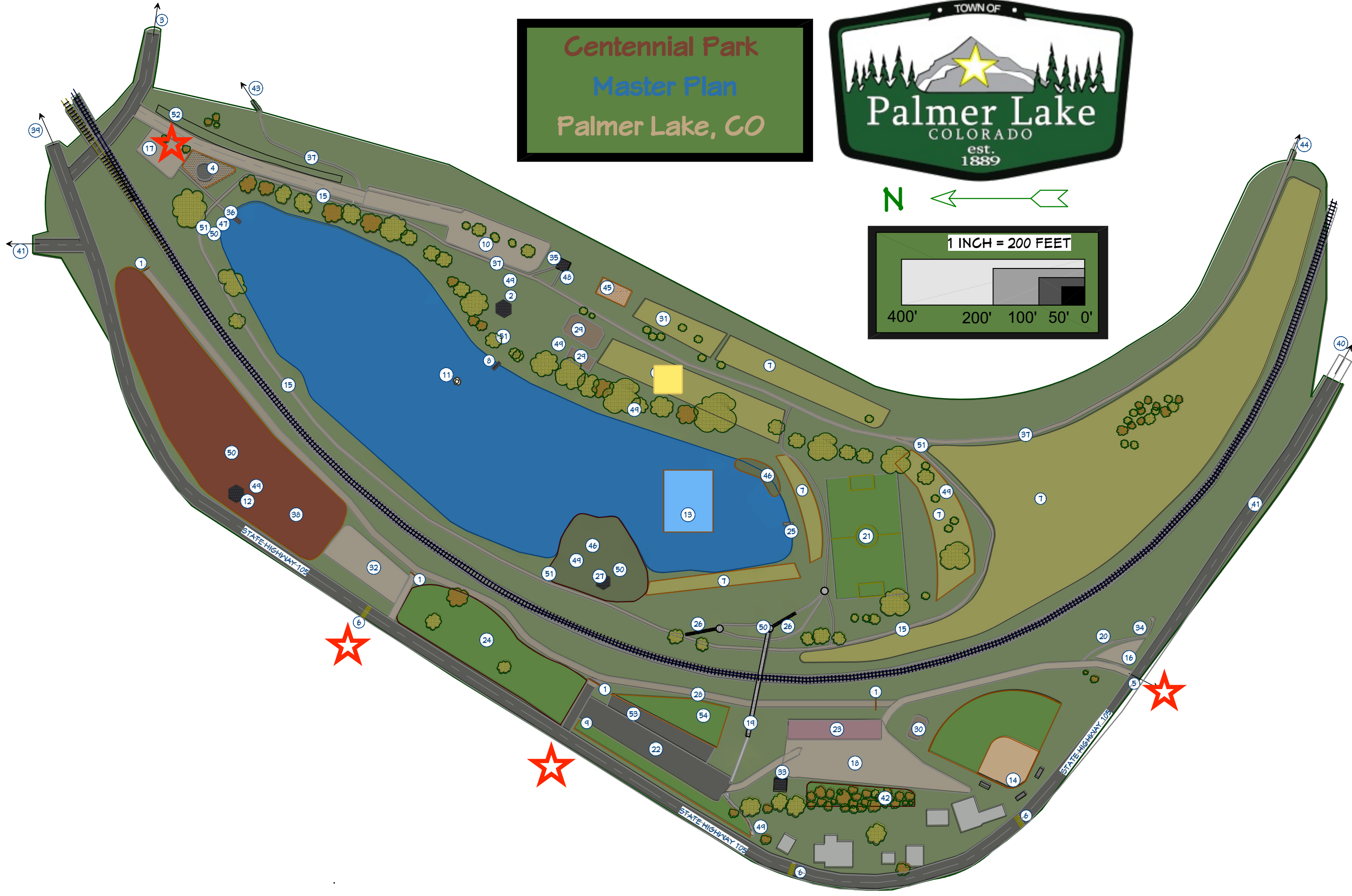
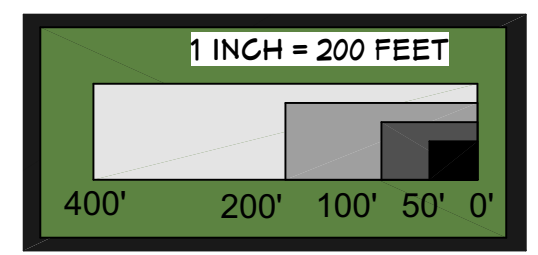
DATE:

2/5/2024

SCALE:

1" = 200'
when printed
at 11"x17"

Centennial Park Master Plan Palmer Lake, CO



APPROXIMATE LOCATIONS/
DIMENSIONS
FOR MASTER PLAN PURPOSES.
ACCURACY NOT GUARANTEED.

