



PARKS COMMISSION

Tuesday, March 12, 2024 at 5:00 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.

Call to Order

Roll Call

Approval of Minutes

- [1.](#) Minutes from February 13, 2024

Petty Cash Report

Town Administrator Report

- [2.](#) Fishing Derby Special Event on 6/1

Business Items

3. Consider Recommendation on Application for Commission Member
4. Proposal of Art Walk Trail in Conjunction with Art Group (by Jeff Hulsmann)
- [5.](#) Holiday Lights Proposal
- [6.](#) Kiosk Revenue
- [7.](#) Parks - Volunteer Hours
8. Consider Cancellation of Earth Day Reserved 4/20/2024
9. Contribution/Item for Parks - Tri-lakes Lions Club Request
10. Review of Parks Project List
- [11.](#) Update on Topic of E-Bikes on Town Trails, including Final Survey
12. Update on the Chicken Coop Bridge
13. Update on the MHYC Trail Work Plan News Opportunity
- [14.](#) Discussion and Consideration of Recommendation for Support of BOT Resolution No. 83-2023
15. Review Chain of Command for Public Works Projects

[16.](#) Review Noxious Weeds Flyer

17. Grants Activity/Update -

> Trees at Centennial Park

> Shade at Columbine/Centennial

> Exercise Stations (Trail)

Centennial Park

[18.](#) Consider Final Centennial Park Master Site Map

Glen Park

Public Comment

This time is reserved for the public to speak to items not on the agenda. Individuals must state name and limit comments to (3) minutes unless extended.

Report of Other Meetings

Next Meeting (Workshop 3/26) 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.

Notice

Notice is hereby given that more than two members of the Board of Trustees may be present; however, there will be no action taken by the Board of Trustees at this meeting.



PARKS AND TRAILS COMMISSION

Tuesday, February 13, 2024 at 5:00 PM

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

MINUTES

Call to Order. Commission Chair Reid Wiecks called the meeting to order at 5:03 PM.

Roll Call. Kevin Magner, Cindy Powell, Phyllis Head, Reid Wiecks, Mike Pietsch. Excused/tardy: Jennifer Nilson. Others present: Trustee Nick Ehrhardt, Jason Dosch, Dawn Collins, Tish Torweihe.

Approval of Minutes.

1. Minutes from January 9, 2024, Meeting. MOTION (Phyllis, Cindy) to approve the minutes as presented. Motion passed 5-0.

Petty Cash Report. Mike reported a new balance of \$306.

Public Works Supervisor Report. Blue Tree is cutting willows by the lake. Kevin and Jason purchased the building materials for the USAFA/chicken coop bridge. Jason said his farewell to the Parks Commission, he starts a new job with El Paso County on 2/20/2024. Reid thanked Jason for all his support to the Parks Commission.

Town Administrator Report

2. Kiosk Revenue Report. Reviewed report.

3. Distribute Resolution 10-2024 to Authorize Parks and Trails Commission. The resolution to build bridge with USAFA to the elephant rock property, renovate the open-air pavilion and develop a perimeter trail on the property was adopted by the Board of Trustees and a copy provided to members.

4. Distribute Adopted Public Comment Policy for Town Meetings. Collins referred to the rules adopted for public comments at town meetings.

Collins reported that the position of equipment operator was posted and with slight modification, the Public Works Supervisor position will be posted. Dawn thanked Jason for his valuable contribution to the Town, stating that he would be missed. There are interim plans in place and any Parks needs should go through the Town office.

Dawn reported the GOCO concept was not invited forward for application. She suggested scheduling a feedback call with GoCo to pursue a plan to move forward. Reid stated that he and Jen will join in.

Business Items

5. Consider Chair for Parks and Trails Commission. MOTION (Cindy, Kevin) to nominate Reid as Chair. Motion passed 5-0.
6. Consider Vice Chair for Parks Commission. MOTION (Reid, Phyllis) to nominate Mike as Vice Chair. Motion passed 5-0.
7. Report of Volunteer Hours. Reminder was made to report volunteer hours to Tish.
8. Update on Festival on the Fourth/Fireworks. Discussion took place regarding a meeting with Awake the Lake reps, department heads, Mayor, and Mike attended from Parks. Security was discussed as a big concern and having a plan for an emergency is a high priority. More volunteers are needed for the event. Awake The Lake is wanting to move forward with the event and looking for a Chair to spearhead coordinating the event. Discussion took place to consider scaling it down with less attendance to have more safety for the event. Staff is unable to safely manage the size of the event, additional help is needed at a greater cost. Staff will work on establishing what the town needs for a safe event. Mike reported that Jeff Hulsman told them the event will go forward. The Fun Run is also getting bigger each year and it was agreed that both parties need to collaborate on the event on the fourth. Reid expressed concern about special events at the lake/CP not coming before the Parks Commission prior to the Board for approval. Discussion took place about events – this being an Awake the Lake event, and discussion took place about bringing events to Parks as information. Trustee Ehrhardt reviewed how he could assist with special event applications that are presented to the Board. Dawn reviewed the process for Special Events and department review meeting before the Board reviews and votes on the events.
9. Consider Recommendation Relating to E-bikes on Trails and Bridges Study (Glen Park, Creekside Trail, Kent and Prairie Trail and ER). Reid proposed an E-bike survey study be done. He will share the 20 pages of information he has gathered from other communities. Many studies are available online. Reid offered that he and Jen will draft a survey for the next workshop.
10. Update 2024 Project List. Kevin will be reworking the project list, showing project cost, volunteer hours to complete the project and have Parks members sign up. The POC will see the project get done from start to end. Reid suggested each member sign up for at least ten and rank priority of the projects. The list will be reviewed at the next workshop.
11. Update on the E-rock Trail and Bridge Activity. The meeting with Mile High Youth Core was postponed and no update is available. The logs are being scraped and materials were purchased. The bridge grant organization has been emailing clarification questions, which is a good sign.

Centennial Park

12. Review Pickleball Relocation. The Board was concerned about the water line and costs for future repair if needed. Dawn commented that Steve Orcutt stated a rough estimate is closer to \$40,000. Tim Caves proposed to move the courts south of the bridge near the railroad fence. Discussion took place about close parking to the courts and how parking along Hwy 105 and restaurants will benefit the community. The bathroom design will be reduced by one toilet on each side. The Board will consider the revised MOU without the funds for the water line. MOTION (Reid, Phyllis) to make a recommendation to the Board to accept the relocation of the pickleball courts and the reduced size of the bathroom. Motion passed 5-0. It was stated that Josh Mabe offered to do the exterior design of the restroom to make it aesthetically pleasing. Reid and Mike discussed with Tim Caves that the

orientation of the restroom entrance should be more southeast rather than north because of snow and ice buildup.

13. Final Review Winterfest Broomball Tournament 1/20. The OCN had it on the front page. The event made money and Jen will provide a future detailed report.

14. Update on Removal Holiday Lights. Reid thanked Kevin and Mike for helping remove the holiday lights in Centennial Park. April and Reid will meet and come up with a light plan and ideas for more volunteers. Reid suggested any questions or concerns be emailed to him.

15. Review of Centennial Park Master Plan Site Map. Reid reviewed the site map and thanked Trustee Nick for working on the map. The pickleball court was relocated on the site map.

16. Update GOCO Grant for Multi-Use Field. Dawn covered this under Town Administrator Report.

17. Little League Use & Field Fees. There is not a current MOU in place and discussion took place about charging for the use of the field. Dawn will research what other communities are charging. MOTION (Reid, Cindy) to pursue fees for the use of the field. Motion passed 5-0.

Glen Park. None

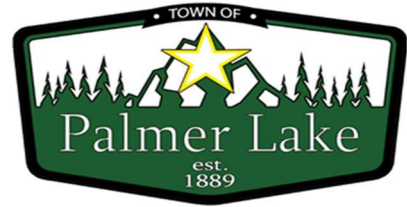
Public Comment. None

Report of Other Meetings. Previously discussed.

Next Meeting (Workshop 2/27) and Future Items. Earth Day event, E-Bikes, Noxious weeds were mentioned.

Adjourn. Reid adjourned the meeting at 6:28 PM. Happy Valentines Day!

Minutes by: Tish Torweihe, Administrative Specialist



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

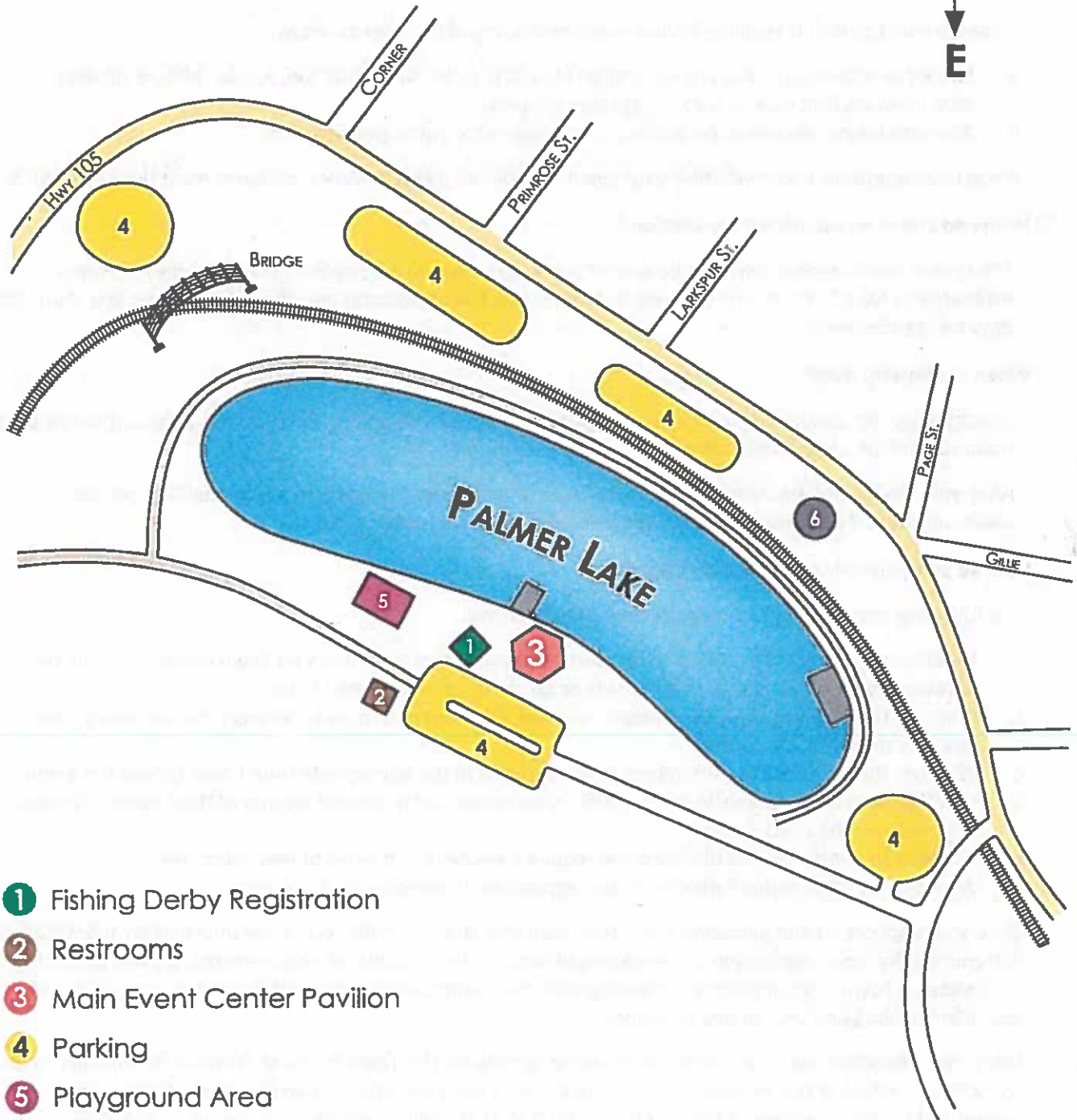
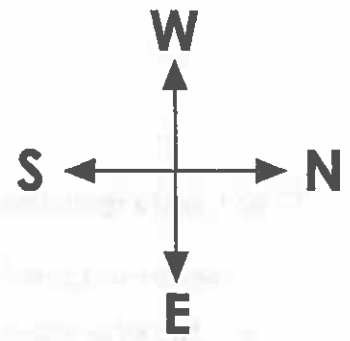
DATE: March 2024	ITEM NO.	SUBJECT: FYI - Fishing Derby Event on June 1
Presented by: Town Administrator /Clerk		

Background

The Fishing Derby is planned to take place on June 1. They anticipate about 300 in attendance. The town staff reviewed this event with the Tri-lakes Lions Club and will go before the Board of Trustees on 3/28.

- Staff will cut lawn and check roadway/drive area for damage the week prior.
- A key for the gate will be provided to the Lion
- One PLPD officer will be on duty for the event
- Set up will begin on 6/1 at 6 am
- The fishing derby will start at 8 am until about 11 am
- Clean up will be completed by about 1 pm

TRI-LAKES LIONS CLUB FISHING DERBY MAP



- 1 Fishing Derby Registration
- 2 Restrooms
- 3 Main Event Center Pavilion
- 4 Parking
- 5 Playground Area
- 6 Gazebo

1. The Christmas/Holiday lights are something that enhances the visual experience in Palmer Lake in the Winter Holidays and should continue.
2. Both groups, Restaurant/APL and Parks, have limited and inconsistent volunteers to accomplish the decorating on their own.
3. We currently have a good collection of lights and accessories - extension cords, storage bins, misc. decorations.
4. The wooden train and Christmas trees need enhancement to improve their usability and appearance.
5. April will approach Jeff and some “artists” about the train enhancements.
6. April will discuss with Jeff the idea of adjusting it so it could be mounted on both the north and south sides of the gazebo.
7. If Jeff agrees Reid could “adjust” the train before the enhancements in #5
8. With the adjustment the train could be stored in the parks storage room at E-rock by Parks* if not adjusted then storage would have to be elsewhere.
9. April will work on the wooden trees to make them more stable for use on their around the gazebo.
10. Storage for the trees could be at the Parks room at E-rock*
11. Storage for the lights would be in bins labeled as such with a copy the decoration plans/design done by April in the bins (I already have 10 copies minus the gazebo plan).
12. The lights bins can be stored in the northern most shed behind the Town Hall, and maybe moved to the west side restroom storage room if it has enough space.
13. April will put out a call for volunteers, including an email to Parks, in the late fall for putting up the decorations. Date and times weather dependent.
14. Parks will put out a call for volunteers, including an email to April, for distribution to April’s volunteer groups, after the Holidays for taking down the decorations and storing them. Date and times weather dependent.
15. Funds for lights replacement and additions will through April’s Holiday lights account.
16. Any changes in the holiday decoration design will be coordinated by April or her designee.
17. April, Jeff, and Parks will continue to solicit for volunteers, and research for financially viable options for businesses that put up holiday lights.
18. There will be power for decorations at both ends of the pedestrian bridge for this coming winter so extension cords at the bridge won’t be necessary.
19. This plan is for the holiday season 2024-2025. If we both have trouble getting volunteers then we will have to take another look at wether or not we continue decorating for the holidays.
20. We discussed the possibility of keeping the white lights up at the gazebo throughout the year. April are they ice-cycle lights or just strands? Dawn is this okay from a Town perspective?

* storage at Parks room at E-rock would be until the storage space in the new restroom on the west side of Centennial Park is completed.

Dawn Collins**Subject:** Kiosk Revenue**KIOSK REVENUE****February** Collections for the Kiosk / Transactions: 326

\$ 1,727.80 Gross Collections (326 Transactions)

\$ (97.80) Fees

\$ (70.00) Monthly T2 Svc charge

\$ 1,560.00 Net Collections - February

Collections 2024 **YTD** / YTD Transactions: 650

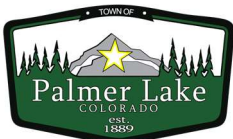
\$ 3,445.00 Gross Collections

\$ (195.00) Fees

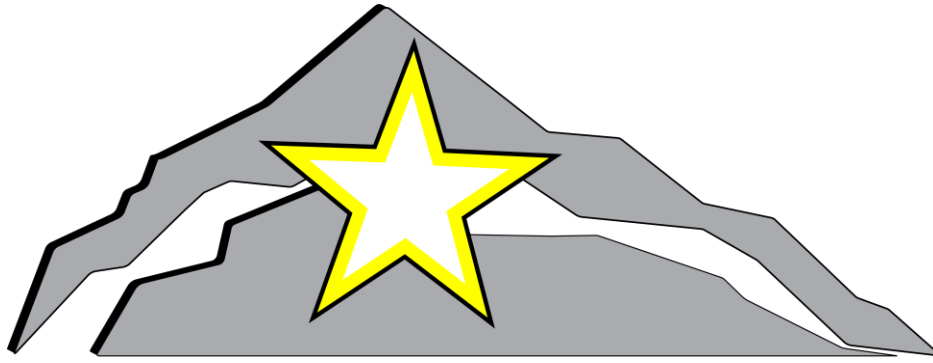
\$ - Supplies (Kiosk Paper)

\$ (140.00) Monthly T2 Svc charge\$ **3,110.00** **Net Collections**

\$ (335.00) Total Fees and Maintenance 11%

Dawn A. Collins, CMC
Town Administrator/Clerk

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Town of Palmer Lake

Board of Trustees Summary Sheet

	January and February 2024
Title	PARKS Report
Date	3/28/2024 Board meeting; 3/12/2024 Parks meeting
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 22 hr Clerical (email, calls, grants, spreadsheets) : 32 hr Miscellaneous Meetings (other than Parks) : 22.50 hr
Total Volunteer Time	Total = 76.50 hours
Upcoming Activity	Bridge Prep

E-bikes on Palmer Lake Trails

Palmer Lake Parks and Trails Commission is seeking citizen input on the use of e-bikes and traditional bikes on Palmer Lake's trails.

toplmeetings@gmail.com Switch account



Not shared

* Indicates required question

What is the zip code of your residence? *

Your answer

What is your age? *

- ☐ Under 18
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65+



What kind of bike do you own? *

(select all that apply)

- ☐ E-bike
- ☐ Mountain bike
- ☐ Road Bike
- ☐ No bicycle

How do you use the trails in Palmer Lake? *

(select all that apply)

- ☐ Hiking
- ☐ Biking
- ☐ Running
- ☐ Walking with a pet/walking to enjoy nature
- ☐ Walking with young children
- ☐ Other:

What trails have you used? *

(select all that apply?)

- ☐ West side of the Lake Loop trail
- ☐ Kent Street to Prairie St. Trail (developing 2024)
- ☐ Prairie to Creekside across bridge
- ☐ Creekside West: Walnut to Spring St. Bridge
- ☐ Creekside East: Spring St. bridge to Chicken Coop bridge (developing 2024)
- ☐ Glen Park Loop Trail
- ☐ Elephant Rock Perimeter Trail (developing 2024)
- ☐ Reservoir Road Trail

Which trails should allow e-bike use? *

(select all that apply?)

- ☐ West side of the Lake Loop trail
- ☐ Kent Street to Prairie St. Trail (developing 2024)
- ☐ Prairie to Creekside across bridge
- ☐ Creekside West: Walnut to Spring St. Bridge
- ☐ Creekside East: Spring St. bridge to Chicken Coop bridge (developing 2024)
- ☐ Glen Park Loop Trail
- ☐ Elephant Rock Perimeter Trail (developing 2024)
- ☐ Reservoir Road Trail (for information only, not under Palmer Lake jurisdiction)



Which trails should allow traditional bike use? *

(select all that apply?)

- ☐ West side of the Lake Loop trail
- ☐ Kent Street to Prairie St. Trail (developing 2024)
- ☐ Prairie to Creekside across bridge
- ☐ Creekside West: Walnut to Spring St. Bridge
- ☐ Creekside East: Spring St. bridge to Chicken Coop bridge (developing 2024)
- ☐ Glen Park Loop Trail
- ☐ Elephant Rock Perimeter Trail (developing 2024)
- ☐ Reservoir Road Trail (for information only, not under Palmer Lake jurisdiction)

Comments

Your answer

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TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 83 - 2023

A RESOLUTION TO AUTHORIZE THE DEMOLITION PROCESS FOR SPECIFIC ELEPHANT ROCK STRUCTURES, HWY 105, PALMER LAKE, COLORADO

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, the Town Board directed staff to develop a plan to remove certain structures from the elephant rock property; and

WHEREAS, in doing so, learned the necessity to test for asbestos and likely abatement before department training and/or demolition; and

WHEREAS, staff solicited quotes from contractors for activity and will initiate asbestos testing for \$4095 from the 2023 budget funds; and

WHEREAS, the activity to follow testing is likely abatement, personnel training, and subsequently complete demolition.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:

1. The Town Board of Trustees hereby authorizes staff to complete the demolition of six cabins and one long structure on elephant rock property with asbestos abatement and demolition costs to come back to the Board.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 14th DAY OF DECEMBER 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO









Dawn A. Collins
Town Administrator/Clerk










BY: 
Grant Havenar
Mayor

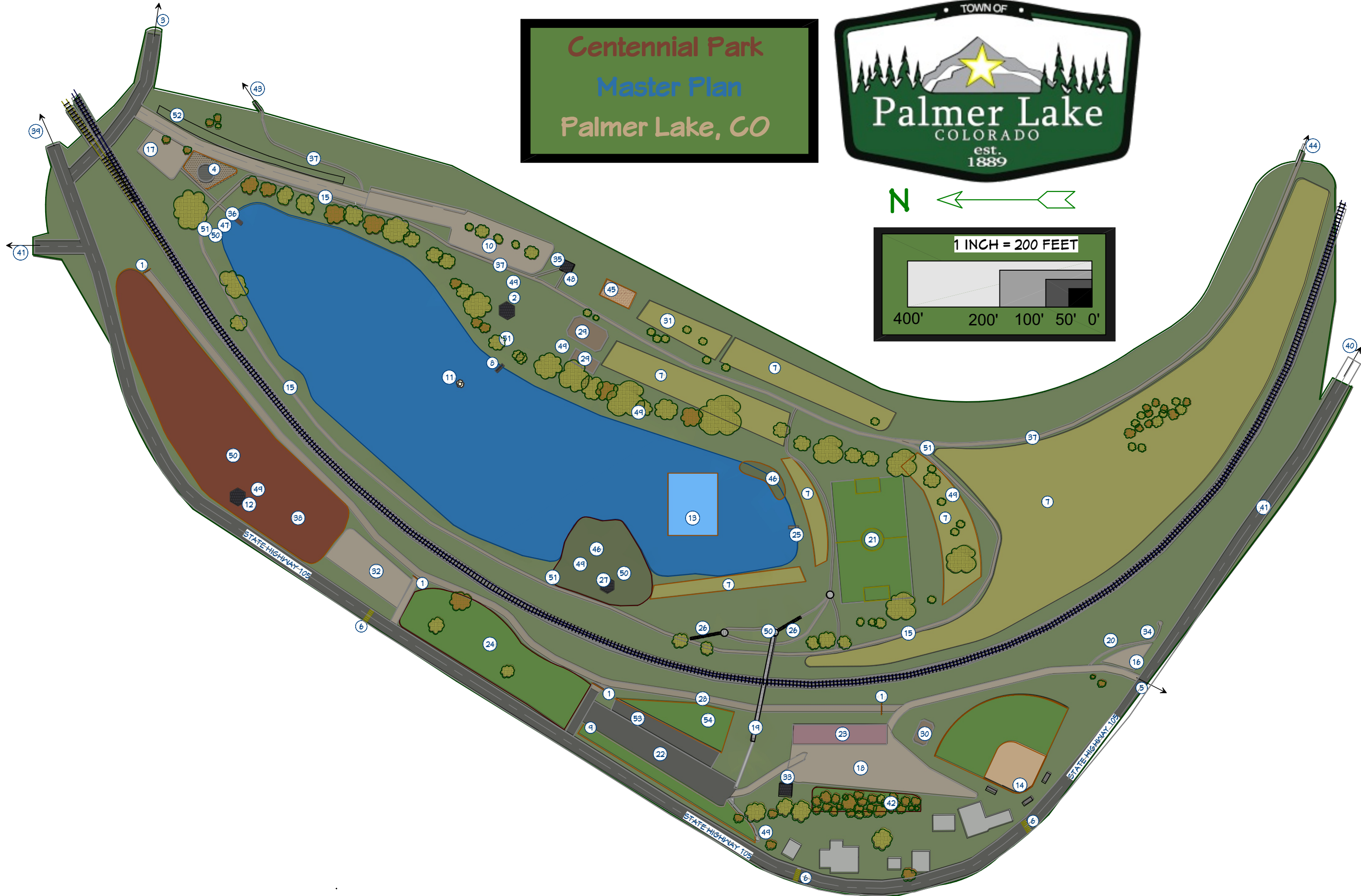
Noxious Weed Removal

Item 16.

Noxious weeds produce thousands of seeds which can be viable for 80 years. In addition to these invasive species crowding out native plants, some are poisonous to animals including humans. Most of these weeds are mandated to be removed by the state and/or county. Removal also reduces fire risk.

Type of Noxious Weeds	When to Eradicate	How to Eradicate	Type of Noxious Weeds	When to Eradicate	How to Eradicate
Myrtle Spurge Aka "Donkey Tail" (Perennial) 	March – May (before or when blooming)	Dig or pull root in springtime. White sap is toxic, causing chemical burns Wear long sleeves, pants, gloves. Bag plant and discard	Redstem Filaree aka "Stork Bill" (Winter annual or biannual) 	Feb-Jul Remove before fruit develops: flower stalks support two to twelve vibrant pink/purple flowers with five petals and a long, beak-like fruit.	Manually pull and place in bag
Downey Broom aka "Cheat Grass" (Summer & Winter annual) 	Can be removed all year before seeds form (in spring and fall)	Mow or till and bag clippings or pull by hand	Common and Cut leaf Teasel 	Blooms April -September The left picture shows the first year of the plant. The second year, it forms a stalk with flower and seeds.	Dig up the plant before it blooms the second year. If it has a stalk, cut off stalk containing seeds and bag. Remove entire plant.
Knapweed 	Blooms June-Oct Remove in fall to allow weevils to lay eggs that kills the plant. The weevils are tiny.	Cut plant at the base and bag. 	Poison Hemlock <i>Queen Ann's Lace has fine hairs up the stem, while poison hemlock has a smooth stem and purple blotches.</i>	Blooms June-July 	Use protective gear. Bag entire plant. Toxic if ingested.

<p>Common Mullein <i>The leaves are soft and the flowering stalk is tall and has yellow flowers.</i></p> 	<p>Blooms June-August</p> 	<p>Pull up plant including tap root before stalk forms. Bag and dispose.</p>	<p>Common Burdock</p> 	<p>Blooms July-Oct; Best to remove in fall</p> 	<p>Vinegar or salt solutions can be poured on this weed or pull it including all roots. Bag and throw away.</p>	
<p>Hound's Tongue</p> 	<p>Blooms May-July Pull before blooming. Left picture shows the purple coloring on the edges of the leaves. The bottom picture shows the flowers.</p> 	<p>Pull out entire plant including tap root. Bag.</p>	<p>Musk Thistle</p> 	<p>Scotch thistle</p> 	<p>Blooms May-Sept The purple flower must be removed before the seeds are dispersed. It is best to remove these thistle plants before the stalk forms. The plant in the rosette form looks like a dandelion plant with thorns.</p>	<p>Wear gloves to protect from spines.</p> <p>Dig up plant and bag</p>
				<p>Bull Thistle</p>		



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

Centennial Park Master Plan Site Map Legend (2-5-24)

1	Proposed road barrier(s) with emergency access	27	Small Gazebo (planned)
2	Centennial Park Pavilion	28	Walking / bike path (planned)
3	County Line Road to I-25	29	Playground
4	William Crawford Memorial - Medal of Honor Recipient	30	Playground (proposed)
5	Cross State Hwy 105 to Kent St. Connection Trail to Creekside Trail in Glen Park	31	Disc Golf holes (planned relocation to accommodate moving others)
6	Crosswalk	32	Parking (proposed paid, currently free)
7	Disc Golf holes	33	Restroom - west side (planned)
8	Canoe, SUP, and Kayak boat dock	34	Railroad observation hill - formalized w/bench & path (proposed)
9	E-V Charging Station (CORE)	35	Restroom - east side (EPCP owned, PL maintained)
10	EPCP Parking (42 spaces)	36	SUP, kayak, canoe launch area
11	Fountain (seasonal)	37	Santa Fe Regional Trail (EPCP)
12	Gazebo	38	Special Events area
13	Skating rink (seasonal)	39	Spruce Mountain Road to Larkspur (6 miles)
14	Youth baseball field	40	State HWY 105 to Monument (3 miles)
15	Palmer Lake Loop Trail	41	State HWY 105 to Sedalia (23 miles)
16	Parking (15 spaces)	42	Strip Park behind restaurants in trees, picnic tables (planned)
17	Parking (17 spaces)	43	To Greenland Open Space trail (.75 miles)
18	Parking (approx. 100 spaces)	44	To New Santa Fe Open Space along Santa Fe Reg. Trail (.5 miles)
19	Pedestrian Bridge over RR tracks	45	Sand Volleyball court (EPCP)
20	Picnic Table (proposed)	46	Wildlife area
21	Multi-Use youth field (proposed, GOCO grant)	47	Observation Deck with benches
22	Paved Parking (60 spaces) (planned)	48	Bicycle pump station
23	Pickle Ball Courts (6) (planned, grant funds)	49	Picnic table(s)
24	Planned relocation of Disc Golf holes 1 & 2 to create picnic area	50	Benches
25	SUP / kayak launch site (planned)	51	Pet Waste stations
26	Stone Steps down bridge path north & south sides	52	Parking (additional proposed to EPCP)
		53	1 row of car parking (possible)
		54	Grassy area with picnic tables and benches (possible)

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