



PARKS AND TRAILS COMMISSION - RESCHEDULED FROM 1/14

Monday, January 06, 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.

Call to Order

Roll Call

Approval of Minutes

- [1.](#) Minutes from December 10, 2024 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. Update of Holiday Lights Contest Winners
6. Review Take Down Town Holiday Lights Plan
- [7.](#) Award of GOCO - MHYC Letter

Trails and Bridges

8. Update E-Rock Open Pavilion Renovation
- [9.](#) ERock Vision Concept

Centennial Park

10. Pickleball Workgroup Update
- [11.](#) Review Winterfest Broomball Event Details & Rescheduled Outdoor Classic to 1/18
12. Review Proposed Fees for Pickleball Use, Ballfield Use

13. Update Leaf Blower & Other Items Purchased

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 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, December 10, 2024 at 5:30 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 5:00 PM.

Roll Call. Members present: Kevin Magner, John Tool, Jennifer Nilson, Reid Wiecks, Mike Pietsch. Others: Trustee Nick Ehrhardt, Dawn Collins, Tish Torweihe.

Approval of Minutes

1. Minutes from November 12, 2024 Meeting. MOTION (Jennifer, Kevin) to approve the minutes from November 12, 2024. Motion passed 5-0.

Petty Cash Report. Mike reported no new expenses, donations, for a balance of \$199.

Public Works Supervisor Report. Dawn reported that Public Works installed three new signs near the Glen parking kiosk. The Outdoor Classic is grooming ice on the lake. The structures on elephant rock property are in process of demolition.

Town Administrator Report. Dawn reported that the bridge material was ordered. Discussion took place about gift cards for the parks staff. MOTION (Reid, Kevin) to get two Visa cash cards - one for Carson and one for Q. Motion passed 5-0. Mike will provide from petty cash.

Business Items

2. Report of Volunteer Hours. Hours were reviewed.

3. Kiosk Revenue. Revenue was reviewed. The new signs may help increase awareness and revenue.

4. Report/Consider Items for Project List. Reid edited the list and reviewed project updates. Reid will renumber the list. The pickleball net in the Glen has been stored for the season. The court is iced over. MOTION (Reid, John) to accept the new project list. Motion passed 5-0.

5. Update Holiday Lights Contest & Winners Plaque. Discussion of the lights contest details, map and winner plaque options took place. The Best Display would be the best category to place on a plaque. MOTION (Jennifer, Kevin) to purchase a plaque that displays the Best Display year after year. Motion passed 5-0.

6. Review Parks & Trails Meeting Time. Discussion to move all Parks meetings and workshops to 5:30 PM going forward.

7. Proposal to Purchase a Leaf Blower. Review of purchase options of a leaf blower took place. Courts have been locked due to weather, ice and mud. The leaf blower will be stored at the new restroom

facility storage. Dawn will confirm with Stacy any duplicate equipment currently at the shop. Discussion took place about various tools needed to help keep the courts clean. MOTION (John, Reid) to purchase the Dewalt brand with two back up rechargeable batteries. Motion passed 5-0. An additional list will be forwarded for consideration.

8. Community Service Issued By Court. Discussion ensued about community service issued by the Palmer Lake Municipal Court. Recently, two adults have been assigned duty. Commission members will provide the project list highlighting community service opportunities for Public Works to assign and oversee approval of hours completed.

9. E-Rock Vision Concept. Reviewed with members and John will email Reid additional edits.

10. Update Open Air Pavilion Renovation. Angel roofing received the deposit to order supplies. They anticipate completing the work by year end.

11. Review January Meetings & Workshops. Review of meeting dates and member availability took place. The January meetings will be rescheduled to Monday, January 6th at 5:30 PM. No workshop will be scheduled unless necessary as determined by members. The regular February meeting will be rescheduled to Tuesday, February 25th at 5:30 PM, and if a workshop is needed it will begin at 5 PM.

Trails and Bridges

12. Update USAFA Bridge. Kevin reviewed activity for the awarded MHYC labor (\$49k value) including three weeks of chain saw work and one week of trail work. Walking out the specifics will take place prior to the work in spring. Staff will plan for required restrooms. Additionally, members reviewed the railing design as presented. The steel Joist has been ordered and will be delivered the first week in March with construction to follow. Discussion took place about the current bridge having a damaged cable. Along with new rail cabling, additional (spare) cables will be ordered for future repairs. Acknowledging the award should include review of the publishing guidelines page. Reid will write a thank you letter.

Centennial Park

13. Memorial Update: Nothing new to report.

14. Broomball Tournament - Winterfest Plans. Discussion took place about donations and review of the business list to not duplicate requests. Logos of contributors will be advertised in promotional materials and recognition on social media. Jennifer will compile a list of items needed. This event is scheduled for January 11th with a backup date following the Outdoor Classic, if needed.

15. Update Pickleball Work Group. John reported that progress is slow and two individuals are currently interested. John suggested \$20 per hour for each court. This camp would be a total of \$2160 for a multi-day clinic. Dawn suggested starting fees simple and then modify over time. Civic Rec is anticipated to be installed/built in the first quarter due to limited staffing. John will gather more fee information to bring back to the January meeting.

16. Holiday Lights Removal. Holiday lights will be unplugged in mid-January and be removed as weather permits.

Glen Park

17. Update Pickleball Court. Parks will provide a schedule of maintenance to complete each year for staff.

Reid expressed a special thank you to Nick Ehrhardt for his commitment to the Parks Commission and keeping the Board updated, and wished everyone a Merry Christmas and Happy New Year.

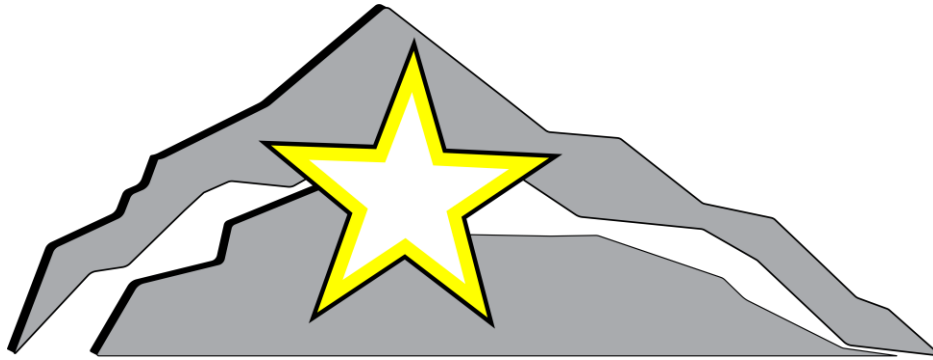
Public Comment. None.

Report of Other Meetings. None.

Next Meeting (1/6) and Future Items. The next meeting will be 1/6.

Adjourn. Commissioner Reid Wiecks adjourned the meeting at 6:59 PM.

Minutes by: Tish Torweihe, Administrative Specialist



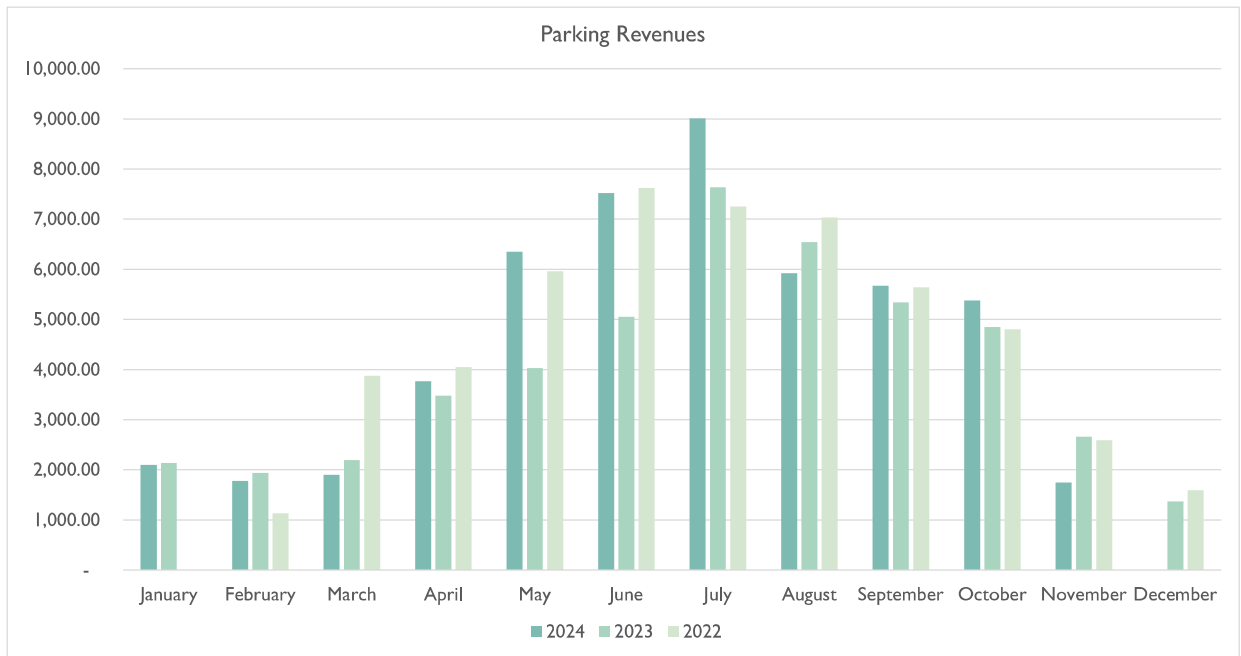
Town of Palmer Lake

Board of Trustees Summary Sheet

	November & December 2024
Title	PARKS Report
Date	1/6/2025 Board meeting; 1/13/2025 Parks meeting
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 11.50 hr. Clerical (email, calls, grants, spreadsheets) : 47.75 hr. Miscellaneous Meetings (other than Parks) : 1.5 hr.
Total Volunteer Time	Total = 60.75 hours
Upcoming Activity	Parks Meeting 1/13, Workshop (none at this time)

Parking Revenues

Month	2024	2023	2022
January	2,098.80	2,135.90	-
February	1,780.80	1,939.80	1,132.50
March	1,897.40	2,194.20	3,874.10
April	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	-	1,367.40	1,590.00
Total	51,126.22	47,207.10	51,519.40



Parking Revenue & Expenditures

	2024	2023	2022
Revenue	51,126.22	47,207.10	51,519.40
Expenditures	2,878.24	6,042.32	4,241.27
Revenue (Less) Expenditures	48,247.98	41,164.78	47,278.13
Beginning Fund Balance	88,442.91	47,278.13	-
Ending Fund Balance	136,690.89	88,442.91	47,278.13

Palmer Lake Parks & Trails: Project List (New, In Progress, Completed, Ongoing, Removed) - updated 12/29/2024

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
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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		Mike	Parks has participated for the last 3 years - continue annually in Sept - Oct. 9/28/2024. Coordinated with Service in the Parks Day at the Lake
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	CP	Pickle Ball workgroup, subcommittee		John, Mike	Recruit and form a workgroup to address the issues around managing, maintaining, policy etc. the 6 PB courts & 4 GP courts
11	GP	Store the PLP&T PB net & secure the dividing net/screen against the fence.		Public Works	November 1st to April 1st
12					
13					

Weekly / Monthly / OnGoing

14	CP	Clean out fishing line disposal tubes once per month		Staff	Possibly recycle the lines
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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		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	
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 grant 2025 project
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 temp log bridge across N. Monument Crk - add gravel to the bridge as needed or 2x4 decking		Kevin	
26	CP	Develop a plan to manage and maintain the Pickle Ball courts -PLP&T Pickle ball sub-committee.		Mike, John	Form a pickle ball club, 501C3 for raising funds etc.
27	ALL	Trash clean-up at all parks, weekly		Public Works	"Q" is doing it 2-3 days/wk summer
28					
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
H	ER/CRK	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.
I	CP	Replace / repair cedar rails and posts along north end and west side along RR tracks and		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. =
J	CRK	Reinforce the temporary log bridge banks & refill gravel sections with road base or gravel at the N. Monument /Creekside Trail		Kevin, Reid, John	Use the rocks & road base available first.
K	GP	Consider moving the donation box at the GP PB / tennis court to the PB side, or add			
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		PLP&T, Public Works	PLP&T service day, or
N					
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		Public Works	Very muddy or icy depending on the temperature - water puddles there

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	COL & CP	Research and install a shade structure 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. Dermatology Assoc. grant ?
36	CRK	Clean fallen trees etc from the Creek between Day's property and Spring Street		CYCA	Special service day, did about 100 yards fall 2024 service day. CYCA grant for 2025
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	ER/CRK	Start brainstorming and planning for fund raisers to help pay for the permanent bridges 2025 & 2026.		Kevin, Reid	Need to plan ahead. Asked Gene 3/12/24 to start working on this as he has stated their 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
39	ER/CRK 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.
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.
41	GP	Update or add to the Glen Park playground rules signs to specific that the parking is for Playground Users only		Mike	

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		Mike	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.
43	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
44	GP	Reinstall the Handicapped Parking sign at the reservoir trail head parking area.		Public Works staff	Sign should be in the yard somewhere
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.
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
47	ER	Work with the Willans and the Town 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
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	KNT	Place a “please respect private property” 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
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
51	CRK	Reinforce the temporary log bridge banks & refill gravel sections with road base or gravel at the N. Monument /Creekside Trail		Kevin, Reid, John	Use the rocks & road base available first.
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		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.

53	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		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
54	CP	Develop a plan for the bulletin board at the East side restroom - PL parks, El Paso city parks, Hist. Society.		Jennifer	
55	CP	Create a high interest MM fund for an annual savings toward replacing soccer field once built, and the new PB courts			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.
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?
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.			Moved a few rocks to the area 9/23, sand about \$40 / cu yd need about 5 yards
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

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
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.
62	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.
63	GP, KNT	Create and install trail markers and mileage signs for the perimeter trail in Glen Park, Kent Street end , N.Monument Creek crossing (4), and E-Rock trail		Reid and CYCA	Approximately 20 4' posts, include in Lions Club donation if possible. 4 x 4 x 8' posts treated - 1 post makes 2 sign/ marker posts at \$14 per 8' post. Metal sign post cost & yard scrap pile harvest. Plus cement cost. CYCA grant 2025
64	CRK	Mitigate the trail and stream from Walnut to Day's property driveway - check property lines		CYCA	Service day or Andrew. Reid to talk with Day's. CYCA grant for 2025? Did about 100 yards 9-28-2024 service day the east side of Day's property.
65	CP	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		Reid and Dawn	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
66	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	
67	CP	Add millings 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
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	
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.		Parks & Staff	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		Announce Name of Park after presentations to the Parks Comm., Historical Society, BOT and MP workgroup		Parks	
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	
77	ER	Develop a plan for the chicken coop and seek BOT approval for it's renovation as a trail shelter.		PLP&T	Discussed at the PLP&T Commission workshop Nov. 2024 as part of the E-Rock vision concept.
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	ALL	Send some commissioners to the Trail Symposium - 2 day event 1st week of September 2025. 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	CP	Conduct an annual Broomball Tournament in the winter.		Jennifer	Changed from Winterfest to Broom ball Tournament
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	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
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
86	ALL	Research and develop E-Bike use recommendation for the BOT on each PL trail that PLP&T has authority over		Jennifer	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.
87	CRK	Develop a plan to mitigate N. Monument Creek from Day's property to the Beaver ponds at the SE end of E-Rock property		CYCA, PLP&T	Part of CYCA grant for 2025 - at least 3 weeks of stream mitigation - chainsaw crew.
88	CP	Apply for GOCO grant for a multi-use field, or for part of the cost, partnering with other fund source organizations, improvement agreement with Palmer Divide SC, then an MOU		Reid, Jennifer Dawn	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.
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
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	

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.
92	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.
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
94	ER	Create a Nature Center in part of the dining cabin 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 in 2025-2026 across N.Monument, Monument Creek with the USAFA Engineering Dpt., location TBD by PLP&T Commission by August 2025	Kiosk / Grant / USAFA	Kevin	USAFA eng. dept. - Dec.2025 to submit to Parks Comm. 3 designs for decision to be presented to the BOT. Build spring 2026. Is it necessary and is there a logical location, maybe another type of project - playground? Workshop item for late winter, early spring 2025.
96		Collaborate & Develop a 4th project with the USAFA Engineering Dept and PLP&T Commission in 2026-27.		Kevin	If the popularity of the joint projects continues with the USAFA cadets.
97	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 & at the upper Reservoir.		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.
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.

102					
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
	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.
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2025 Completed Projects by Palmer Lake Parks and Trails Commission and Roads Department (report to the Board of Trustees in December and then archive)



January 2, 2025

Nancy B. Weil & Tom Dillow, CYCA Associate Director, Colorado Youth Corps Association
1640 Grant St., Suite 210, Denver, CO 80203

CJ Runge, Regional Director, Southern Front Range Land Conservation, Mile High Youth Corps
17 E Vermijo Ave., Colorado Springs, CO 80903

Diane Metzger, Great Outdoors Colorado, dmetzger@goco.org

Dear Nancy, Tom, Diane, and CJ:

On behalf of the Palmer Lake Parks and Trails Commission and the Town of Palmer Lake, I would formally like to thank you so very much for the approval of a slate of projects approved by the GOCO Board of Trustees for 2025. This grant for four total weeks of Youth Corp work on our trails and in the adjacent North Monument and Monument Creeks will go a long way toward completion of the trail work that began last year.

This will also continue our great relationship with the Youth Corp that established the perimeter trail on the Elephant Rock property and the Kent-Prairie trail connection last year.

We will of course adhere to the required language and the 2025 GOCO-funded Conservation Service Corps Project Media Guide provided and contact Tom or Diane should we have any questions.

Our point of contact for the project is Palmer Lake Parks and Trails (PLP&T) Commissioner Kevin Magner, kmag728@gmail.com or (303) 329-8589. We look forward to scheduling the work weeks and Kevin will be in touch.

Please do not hesitate to reach out for any relevant information or questions. Thank you again for your support for our projects.

All the best for a great 2025!

Sincerely,

Reid Wiecks, Chair
Palmer Lake Parks and Trails Commission

cc: Kevin Magner

Re: From Palmer Lake Parks & Trails Commission

From Diane Metzger <dmetzger@goco.org>
Date Thu 1/2/2025 2:48 PM
To Tish Torweihe <tish@palmer-lake.org>

-----**WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.**-----

Thanks so much, Tish! Big congrats to you and your team. Will share with everyone at GOCO!

Diane Metzger (she/her)
Communications Manager
Great Outdoors Colorado (GOCO)
303.226.4507

From: Tish Torweihe <tish@palmer-lake.org>
Sent: Thursday, January 2, 2025 10:49 AM
To: Diane Metzger <dmetzger@goco.org>
Subject: From Palmer Lake Parks & Trails Commission



Integr8is couldn't recognize this email as this is the first time you received an email from this sender tish@palmer-lake.org

Good morning,

Here is a letter from the Palmer Lake Parks & Trails Commission and the Town of Palmer Lake.

Thank you!

Tish Torweihe
Town Administrative Specialist

Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133
719-481-2953
tish@palmer-lake.org
www.townofpalmerlake.com

E-Rock PLP&T vision 5th abbreviated draft in response to Board of Trustees' request October 2024

November 14, 2024 BOT minutes: "clarified the scope of the vision that the Board wanted from the Parks Commission and it was agreed to focus on the space that the cabins will leave vacant while providing n overall concept if Parks has an idea."

The Town of Palmer Lake Parks and Trails (and Open Space) Plan is an integrated, visionary plan to guide the development of Palmer Lake's parks, recreation, open space, and trails facilities, programs and services for up to ten years. As a companion document to the Palmer Lake Comprehensive Plan (dated, 2022), the Plan responds to and builds on other long-range planning documents and recommends the Town, Public Works, and Parks and Trails Commission develop management plans for key open space areas such as E-Rock (to include possibly a new name).

The Town is moving forward with a mission to protect and enhance the natural, cultural, and scenic resources unique to the open spaces of its planning area. This Open Space Management Plan (OSMP) is designed to guide the management of undeveloped areas, like E-Rock, that are recommended to be permanently maintained in a natural state for the near future, with added recreation amenities considered in the future, e.g. athletic field, nature center, etc.

In general this scope is a long-range plan developed by Palmer Lake Parks and Trails (PLP&T) for the immediate and future use of the portion of E-Rock property along Monument Creek to the south, the two large buildings (lodge and office/dormitory) to the north, gym/Annex and maintenance building to the east, and USAFA bridge #1 to the west, the trail that was established in June 2024 that runs inside the perimeter of the entire property. The area includes the open air pavilion that is being renovated by the PLP&T Commission, areas where the cabins were, and one remaining chapel building whose fate has not been addressed by the BOT, yet most feel that it should be put to some use, and the small chicken coop just inside the property next to the bridge (which PLP&T would like to turn into a temporary weather shelter for trail users).

PLP&T will "provide an overall concept (vision)" of the rest of the property (ball-field, perimeter trail corridor, open field areas north of the lodge and dorm buildings and Willan's lead area, "beaver pond" area SE of ball field, and recently mitigated slope just south and adjacent to the above two buildings. This vision/concept excludes the future Public Safety area along State Hwy 105 (2-3 acres), Willan's leased 2.8 acres, and the large lodge / dorm buildings, and former "caretaker house" next to the large buildings.

As the PLP&T Commission is made up of volunteers, relying on help from Palmer Lake Public Works department, we suggest going slowly with quality and timely additions to the property, i.e. additional trails, athletic field, designated wildlife and open space areas, and nature center all driven by public input, and available funds to maintain a mostly passive park and open space environment **with no large scale events and no new building construction put forth by the Elephant Rock Advisory Committee (2024)**. Palmer Lake is fortunate to have Centennial Park which has successfully hosted numerous large scale events, thus a second venue of this sort in E-Rock would be contraindicated.

The attached map outlines the suggested use and maintenance zones for the entire property.

Purpose and Intent

Open space is defined as: protected lands of significant value that are conserved in their natural state, restored, or improved with appropriate native landscaping to retain a natural or natural-appearing condition.

This OSMP is different from the Comprehensive Plan and its companion Glen Park or Centennial Park Master Plans because it does not provide land use policies or development design guidelines; it is a roadmap of sustainable practices for maintaining and managing lands the Town has acquired for an open space park. These open space parcels and passive park differ from traditional park developments because infrastructure is focused to provide passive recreational uses that are more aligned to natural areas such as hiking and birdwatching and are not irrigated, nor is there active park amenities such as playground equipment.

MISSION STATEMENT

To protect and enhance the natural, cultural, and scenic resources unique to the Town of Palmer Lake through:

- Thoughtful land acquisition;
- Appropriate land stewardship;
- Sustainable management.

in order to:

- Provide exceptional passive recreational opportunities;
- Preserve open space and wildlife habitat;
- Connect the community with each other and the natural environment;
- Respect the nearby residents.

Taking this context into consideration, the OSMP intends to:

- Define Palmer Lake’s mission for open space management and identify objectives and strategies to satisfy its mission;
- Adhere to federal, state, and regional regulations and guidance as applicable;
- Provide sustainable actions to manage natural areas well into the future; and
- Identify a framework and tools to aid in ecological assessments and monitoring

Palmer Lake is a community which recognizes the importance of:

- Conserving and enhancing its historic small-town character, the roots from which it grew, preserving the natural environment in which it resides;
- A caring community which offers its residents an environment in which to seek a high quality of life;

- A balanced community with a diverse range of housing, employment, educational, shopping, and recreational opportunities; and
- A vital community which provides financial and social support for quality of life

Once PLP&T has more guidance from the BOT we will outline in more detail:

GUIDING PRINCIPLES FOR OPEN SPACE

Stewardship of the Natural Environment

Protected Lands Program

General Management Objectives for:

- Vegetation
- Restoration and enhancement
- Open Space Management Plan
- Maintenance of Primitive Trails
- Maintenance of Picnic Areas and Benches
- Maintenance of Hardscapes - parking areas, trailheads, ADA designated areas
- Fencing and Signage
- Control of Hazardous Weeds

Zones - areas divided into zones for recreational use and maintenance

Maintenance/Use zones will inform Town management objectives and public access policies, in turn it can help improve efficiency by focusing efforts where it is needed most.

Specifically, proposed use/maintenance zones may be used to:

- Identify high public use areas;
- Protect ecologically sensitive areas;
- Designate the level of maintenance intensity required within each zone; and
- Track the acreage associated with each maintenance zone across the Town's open space.

Additionally, if the Town determines an average cost per acre associated with each management zone, this method can be used to support budget forecasting for annual maintenance/use activities, or as part of the parcel acquisition due diligence process to estimate maintenance cost of a potential purchase analyzed against the value of the site to the Town. **PLP&T would like to see the open space areas addressed in this concept preserved permanently for future generations.**

Maintenance/use zones can be a valuable planning and evaluation tool that can scale as the Town's open space portfolio grows.

PROPOSED USE/MAINTENANCE ZONE DESCRIPTIONS

Rating	Allocation	Public Use	Description
Zone 0	Closed	None	Access restricted due to lack of public amenities, wildlife refuge, leased lands, safety concerns, etc.
Zone 1	Protected	Limited	Areas with high conservation value. Access limited to designated trails and amenities.
Zone 2	Nature Escape	Moderate	Off-trail access permitted for passive recreation activities such as wildlife viewing, serenity path, nature education, etc.
Zone 3	Recreation Area	Moderate to active	Developed areas which receive moderate use and provide access to picnic areas, open pavilion, creekside benches, trails, etc.
Zone 4	Athletic	Substantial	Sports field

Description of possible amenities and /or needs for each zone:

Zone 0: limited use single track trail, 1 or 2 benches, signage

Zone 1: Strategic mowing, 3’ each side of single track trails, natural areas leave wild except for mowing strategically as outlines on more detailed maintenance description. Wildflower ID signage, Plant native grasses and pollinator plants, remove noxious/invasive weeds, Place 2-3 benches along the east fence and in the oak groves with views toward the mountains and Ben Lomond, benches placed below the PS area facing the south, SW.

Zone 2: Single track nature trail with education and ID signage. No benches, tables etc.

Zone 3: Picnic tables (away from the creek, in the shade, spaced well away from each other on the space left by the cabin foundations removal), Bear proof trash cans (2) placed at either end of the area, benches along the creek and trail (2-4 to start), benches (1-2) above the USAFA bridge area along the trail with views of the mountains, 1-2 along the trail above the Willan’s property. Open pavilion & trails along the creek, 1 porta potty with wooden tasteful surround placed at the east end of the area where it can be serviced easily, barriers/gates placed at both ends of the area to limit vehicle traffic to PLPD, PLFD, PLPW, and PLSD, create a boulder barrier/fence along the east boundary of Zone 3, remove the fire ring near the pavilion, plant ground cover or use PLFD generated wood chips, from mitigation, where the cabin foundations were.

Zone 4: work with athletic clubs and organizations to renovate the ball-field and a parking area adjacent to it.

Additional notes/suggestions/vision from PLP&T Commission Workshop 11/26/2024

The PLP&T Commission reiterated that the overall concept would be of a mainly “passive park” that contains no playground equipment, athletic courts, hosting of large events, etc. as these facilities are available in Glen Park, Centennial Parks, or Columbine Park.

A. Where the former cabin foundations are, everyone felt that leaving them with planted ground cover, sand, or wood-chips as the surface would mean less or no maintenance. Primary uses would be for picnicking (tables from logs at the reservoir with help from PLFD and PW), possibly horse shoe pit on one or two. Need for bear proof trash can and pet waste station(s). Parking possible for 4-5 cars in the area just inside the USAFA bridge where it is flat. Create a weather or rest shelter out of the chicken coop just inside the USAFA bridge. Possible memorial garden, serenity path on the hill below the lodge where the PLFD cleared scrub oak this summer. The memorial garden idea was mentioned by one of the victims of the Living Word Chapel abuse - Reid to follow up to get the contact info. Caution in the creation of the memorial garden is needed especially if there is going to be a plaque of some sort (regarding the wording).

B. Benches along the creek, above the aforementioned parking area, along the trail, especially the east and northeast sections at beautiful view spots toward the mountains, with enough space between them to afford uninterrupted appreciation of the natural surroundings and views . The benches would be constructed of wood harvested from the Upper Reservoir in partnership with the PLFD and PW as part of the mitigation of the logs.

C. Initially one information kiosk just inside the USAFA bridge #1 showing trails and difficulty symbols, rules, facilities, cautions. Once the rest of the property use is decided a second kiosk would be erected at the shared with Public Safety parking lot/area near the trail at the entrance off State Hwy 105.

D. Additional detailed information, uses, maintenance will be included in the overall vision once decided upon, including the athletic field which the commission would like to leave natural for the time being and work on renovating it with a partnership at a future date.

E. Leave the rest of the property north of the large buildings in their nature state with a “strategic mowing plan” developed with Public Works.

palmer lake parks department

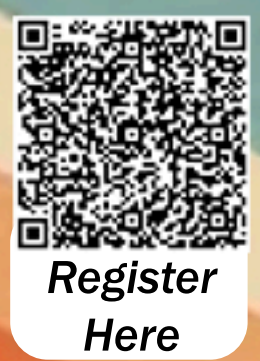
PRESENTS SOME GOOD OLD FASHION BUFFOONERY

broomball tournament

JANUARY 25th

1 - 3:30 PM AT PALMER LAKE, CO

*For the World's Okayest
Broomball Players*



**BASICALLY IT'S LIKE HOCKEY BUT WITH BROOMS AND TENNIS SHOES.
NO EXPERIENCE REQUIRED. ONLY SENSE OF HUMOR. BYOBROOM.**

BE A PART OF THE OKAYEST EVENT OF THE YEAR!

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EMAIL PalmerLakeParksandTrails@gmail.com

FOR MORE INFORMATION

**Discounted food at Sundance Barbeque
for all broomball participants**

**MORE INFO: WWW.TOWNOFPALMERLAKE.COM
[OR FACEBOOK.COM/PALMERLAKEPARKS](https://FACEBOOK.COM/PALMERLAKEPARKS)**