



PARKS COMMISSION

Tuesday, April 11, 2023 at 5:00 PM

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

AGENDA

This agenda is subject to revision 24 hours prior to commencement of the meeting.

Call to Order

- [1.](#) Minutes from March 14, 2023

Roll Call

Approval of Minutes

Petty Cash Report

Public Works Supervisor Report

- Lake Level - Fountain Install

Town Administrator Report

- [3.](#) Kiosk Revenue Update (March)
- Parks Report of Volunteer Hours

Business Items

- Update/Status of Elephant Rock Property
- [6.](#) Review/Consider Phase 1 of New Trail
- Review Grant Activity for Parks
- [8.](#) Point of Contact Responsibilities
- Review of 2023 Projects to Complete
- Consider New Shed Storage Purchase
- Review Noxious Weeds List/Table
- [12.](#) Chautauqua Project List

Centennial Park

- Update CORE Power Installation

[14.](#) Stairs and Landscape Plan at East Side of Pedestrian Bridge

15. Update on Eagle Scout Projects

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 (4/25) 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 COMMISSION

Tuesday, March 14, 2023 at 5:00 PM

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

MINUTES

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

Roll Call. Present Cindy Powell, Gene Kalesti, Phyllis Head, Reid Wiecks, Mike Pietsch, Samantha Deeder. Absent excused: Ande Furrer. Others present: Staff – Tish Torweihe; Public – Wesley Trimble, Richard Willan, Trustee Jessica Farr, Mayor Glant Havenar.

Approval of Minutes

1. Minutes from February 14, 2023. MOTION (Cindy, Gene) to approve the minutes from February 14, 2023. Motion passed 6-0.
2. Minutes from "Special Meeting" February 21, 2023. MOTION (Gene, Reid) to approve the minutes from February 21, 2023. Motion passed 6-0.

Petty Cash Report. Mike Pietsch reported donations from Winterfest and drop box donations with a new balance of \$622 minus \$100 brought to Julia for Deposit into (Parks) account.

3. Parks Report of Hours. Commissioners were asked to report their hours to Ande by email.

Public Works Supervisor Report. Out of Town.

Town Administrator Report. Out of Town.

4. Parks Maintenance Personnel Update. The Town has hired two new part-time employees, Quentin Davis and Andrew Rudnicki. They will be in training for the next few weeks.
5. Kiosk Revenue Update. The February net collection was \$1,830 with a YTD of \$3560 and total fees of \$362. Discussion took place to collect raw data from the kiosk system to gather more information, understanding peak times and possible future kiosks in other locations. Reid will check with staff.

Reid introduced Wesley Trimble, a resident of Palmer Lake. He has four seasons of working with trails and agencies such as the US Forest Service, Bureau of Land Management, and Colorado Wildlife. He has worked with Creekside trail projects and is well versed in trail design and cleanup. He can assist by providing suggestions for the design and perimeter of the trail. Pikes Peak National Park is offering a twelve-hour training and there are currently four available slots for commissioner or subcommittee members to attend. Day 1 will be on trail construction and Day 2 on restoration work. Training was discussed along with the benefits for the trail development at Elephant Rock property.

Business Items

6. Commission Member Expenditures. Discussion of expenditures for a total of \$360.79 took place and will be submitted by Gene. Gene stated that he mentioned the printing cost at the last two meetings, but no approval was granted by the Commission because receipts were not submitted. Gene stated that Cross Paths wants \$600 per rendering. Gene completed two at his cost, and Trustee Nick Ehrhart and Gene did another six at their cost for a total of \$4800. The total cost is for eight renderings instead of the \$360.79 copies submitted. Trustee Farr stated that going forward, the Commission should agree to preapprove this amount of expenditure. Gene offered to make this a gift to the Town. MOTION (Mike, Cindy) to reimburse Gene the full amount of \$360.79 from the Town Parks account. Motion passed 6-0.

7. Update on Elephant Rock Proposals; including Review of Lists (Gene, Reid). This item was tabled to the workshop on March 28th. Richard Willian stated he will work closely with Parks to get estimates. He asked if three estimates were submitted for the tennis court repair. Reid stated no and that Renner's is the best in the business for tennis court repairs and does local high schools and El Paso County courts.

8. Review Grant Activity - Mile High Youth Corps (Visit and Ideas). Cindy, Mike and Phyllis met with CJ Rogee at Mile High Youth Corps. Discussion took place about grant details and requirements needed. It is a matching grant, and the town would need another \$8,600. It was mentioned that Walmart and Waste Management also have grants available. Kiosk funds are not eligible. Congratulations were given to Cindy for the award of \$25,500 grant for the Fire Department. CJ with MHYC stated they are looking for a new partner for next year and the deadline is September 30th. Cindy proposed they plan this for next year, raise the money and apply for grants.

9. Update Point of Contact Responsibilities. Discussion took place about some committee members not completing the report. Samantha proposed a vote at this meeting for her spreadsheet to get the task completed at this meeting. Reid disagreed and encouraged committee members to complete their assignment as originally requested in January. Mayor Havenar stated how difficult it has been for her and Trustee Farr with all the emails and disagreements with Commission members. She asked that Chair Reid Wiecks to be contacted first, instead of her or Jess, and follow the chain of command. She commended everyone for all their hard work, passion, and commitment. Mayor Havenar stated that no one will be removed from their positions and encouraged everyone to work together. Reid and Samantha will work together to compile the information and use Samantha's spreadsheets. This item will be addressed at the March 28th workshop.

10. Update/Review Projects for 2023. Samantha agreed to work on some of the grants for outdoor exercise equipment. This will be added to the projects list. Mike and Reid have completed several projects on the list and Samantha will assist in updating the project sheet for the March 28th workshop.

11. Discussion to Replace/Add Shed for Storage. Discussion to get a new large shed because the small shed is completely full. Phyllis proposed the small shed be a seasonal shed. Richard Willan mentioned that sheds at the Elephant Rock property could be shared but getting access during the winter could be a challenge. Mayor Havenar stated the town insurance is also a factor to keep in mind. It was agreed to wait for Board direction for Elephant Rock property; at which time, the Commission can determine best storage and if a new shed is needed.

Centennial Park

12. Review Winterfest 2023. Lindsey Leiker submitted receipts for broomball equipment purchased. This equipment will be available for future Winterfests. Donations came in and Lindsey's expenses were taken from that amount with the remaining balance to be deposited to the Town (Parks).

13. Update CORE Power Installation at Pedestrian Bridge. Reid, Tim Caves & Jason Dosch had a meeting on site with CORE. This project is near the ped bridge. A dumpster will be needed to clear the brush behind the restaurants. Power will be installed by CORE to the bridge walkway to accommodate the lighting for the bridge as well as future parking lot lights and other development. A thank you was expressed to Jeff Hulsmann for his efforts assisting with the vandalism clean up.

14. Review Grant Activity - CORE donation/grant. Discussion took place about various grants, including an in-kind installation of pole and amp service. Cindy reviewed a tree grant for \$3500 that would be approximately five trees. A boat launch, baseball and waste management grants are available. These grants are not matching grants and a decision needs to be made. Cindy will earmark the dollar amounts on the grants and bring it back to a future meeting. The lake fountain will be added to the projects list.

15. Update on Christmas Lights & Candy Cane Removal. Reid, Tim Caves and Mike removed all the lights and stored them in the small shed. They were told by April with the restaurant group that the candy cane lights stay up. Trustee Farr asked that the candy canes in the fence be removed. Lights remaining will be removed.

Discussion took place regarding the stairs at the east end of the bridge, to expand them further down, add fencing and allow gaps for sledding. The original estimate was \$27,000 and with additional items requested, the cost will be higher. Awake the Lake is a fundraising group that supports these projects. Discussion also took place about adding dirt between the trail and lake, adding landscaping rocks and natural grasses to improve the muddy area. Reid reported that Awake Palmer Lake suggested millings be added to the trail along the west side of the lake over a 3-year period to prevent future muddy conditions. Commissioners agreed.

Glen Park

16. Review Grant Activity – USTA. Reid will be submitting the request for \$5,000 to resurface the tennis court only to the regional rep. Handicap access is required and a cement ramp can be constructed by Commission members. Discussion took place about a wildlife nature center grant. It was discussed that Phyllis help with her knowledge of noxious weeds.

Phyllis stated she will provide a noxious weeds list/table at the April 11th meeting. Reid would like to include follow-up on the Waste Management grant. Samantha requested that a welcome packet be put together for new Commission members to help get up to speed. This will be added to the projects list.

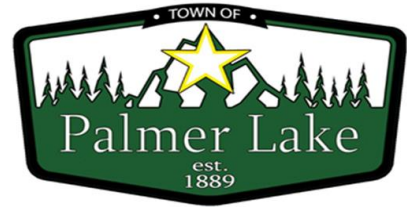
Public Comment. Tish Torweihe stated that she has worked in security in public schools for over 15 years. It is best practice to immediately paint over or remove “tagging” on Town property. The paint may not match at the time and later can be repainted or removed to send a clear message to gang activity.

Report of Other Meetings. None.

Next Meeting (3/28 workshop) and Future Items.

Adjourn. Reid adjourned the meeting at 7:12 PM.

Minutes by: Tish Torweihe, Admin Specialist



Item 3.

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

DATE: April 2023	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Kiosk Revenue

Kiosk Revenue 2023:

Collections for **March** / Kiosk Transactions: 420

\$ 2,226.00	Gross Collections
\$ (126.00)	Fees
\$ (70.00)	Monthly T2 Svc charge
<u>\$ 2,030.00</u>	Net Collections – March

Collections 2023 **YTD** / YTD Transactions: 740

\$ 6,148.00	Gross Collections
\$ (304.00)	Fees
\$ (254.00)	Monthly T2 Svc charge
<u>\$ 5,590.00</u>	Net Collections

CROSSED PATHS SURVEYING SERVICES, INC.

Where our path meets yours

Item 6.

P.O. Box 49742 Colorado Springs, CO 80949-9742
Phone: 719-661-2349 E-mail: jimpls@xpathinc.com

April 02, 2023

Estimate for Survey:

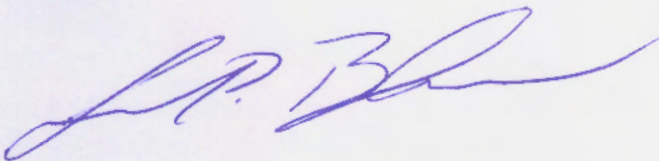
Request to find & flag corners for parcels shown as tax numbers 7108101001, 7108100016, 7105400005. Indicate limits of ownership to ensure there is no trespassing on Adjacent properties.

An actual on the ground Survey is not requested at this time.

To find and flag the Lot corners, related to the Town of Palmer Parks Department Project as referenced above, the Fee is estimated at \$1400;

Due to the size of the project survey techniques would be applied to establish Site control aiding in finding the corners; this work would be applied to the fee associated with a Full Survey if/when needed. Searching for corners does not guarantee finding the corners, Corners not found will not be flagged or marked in any way; Fees will remain as estimated whether corners are found or not. Found/flagged Corners are for reference only and do not imply a Survey corner; a CERTIFIED SURVEY needs to be performed. Points online between found corners will not be set without a Full Survey. Limits of Ownership will not be indicated until a Full Survey is requested and completed.

Sincerely,



James P. Brinkman

CROSSED PATHS SURVEYING

Job no. 2210260P.02

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Palmer Lake Parks Point of Contact going forward 2023 & descriptions/Expectations

Item 8.

Who- current	Who 2023	Point of Contact area
Greg/ Andy	Greg	Disc Golf
Cindy G.	Tim/Laurie Caves, APL, Sam	Fireworks committee
Lindsey		Awake Palmer Lake Liaison
Ande/ Lindsey	Ande,	Columbine Park
Reid	Reid, Mike	Centennial Park over-all
Ande & Lindsey	Reid, Dawn	Baseball Field/Little League
Mike	Mike	The Lake, dock, wading area
Ande	Ande	Lake Fountain
Mike	Mike	Crawford Memorial
Parks & Town	Parks & Town	Gazebo and Pavilion
Reid & Lindsey	Ande, Reid	Lake Playground
Mike	Mike	Lake wildlife areas
Lindsey	Sam, Ande	xmas lights contest
Ande	Ande, Sam	Winterfest
Reid / Cindy P.	Reid, Cindy	Glen Park - overall
Mike / Cindy P.	Reid, Phyllis, Cindy	Creekside Trail - west/old section
	Gene, Reid, Sam	Extension of Creekside Trail - east/new section
	Gene, Reid	New trail down Kent St. to Creekside Trail

Reid	Reid, Cindy, Sam	Tennis courts
Reid / Andy	Reid, Phyllis, Cindy	Reservoir Trailhead area
Ande & Reid	Reid, Mike	Town Administrative Liaison
Lindsey	Ande,	Fund-raising, donations
Cindy P. & Ande	Cindy P./ Reid (GOCO)	Town Grant writing committee member
Lindsey, Mike, Reid	Sam, Mike, Reid	Service in the Parks days; Creek Week
Lindsey, Tish, Julia	Sam	Annual calendar
Reid & Tish	Dawn, Tish & Reid, then to Commissioners for review	Parks Commission Agendas and minutes
Ande	Ande	Monthly Reports
	Reid	Soccer, Lacrosse, football clubs liaison
Mike	Mike	Petty Cash pick-up from donation boxes and report
Lindsey	Lindsey, Ande, Sam	Social Media
Mike	Mike, Phyllis	Eagle Scout projects liaison
	Gene, Ande, Reid, Sam	Elephant Rock proposed park property liaison. Gene will act as the "point" person, the other Commissioners as back-ups. Parks chair person must be CC'd on all communications.
Phyllis	Phyllis	Noxious weed
	Reid, Matt Stephens, Mike	Master Plan writing - Centennial Park, work with PLEDG
	Reid, Gene, Cindy, Sam	Master Plan writing - E-Rock Park, work with PLEDG and Arts Council as a MP committee.
	Sammie	New Parks and Trail Commissioner orientation packet

	Sammie	Possible skate park
Possible sub-committee		Special Events: Fireworks, Service Days, Winterfest, Lights Contest, fund raising
		Centennial Park: Lake/dock, Ball field, Wildlife area, Memorial, Disc Golf/playground
		Glen Park: Creekside trail, Res, trailhead, The park & playground, tennis court
		Proposed E-Rock park: trails, pavilion, amenities (benches etc.),
4/9/2023		

Item 8.

Description/expectation of area
Report as needed to Parks needs and events, keep master plan progress up to date
Member of committee, provide information between the 2 groups for coordination of projects & needs.
Attend APL meetings as needed, coordinate efforts between the two entities for Centennial Park projects & funding.
Monitor use & needs, report to Parks as needed, work with residents to develop a master plan for the park
Monitor use & needs, report to Parks as needed, work with APL to develop a master plan for the park
Develop better communication with LL to facilitate the MOU & a 5 year master plan approved by Parks & Town staff, and the funding for the projects by LL.
Oversee needs and research solutions, present to Parks for input and approval.
Organizing the installing (spring) and fall removal of the fountain
Monitor use and needs, report to Parks as needed
Monitor use and needs, report to Parks as needed
Oversee needs and research solutions, present to Parks for input and approval.
Monitor use and needs, report to Parks as needed
Work together, possibly with Lindsey, to develop the prizes, dates, judging, fee (if any) and categories.
Work together to advertise, solicit broom ball entries, volunteers, sponsors, and support activities.
Monitor use & needs, report to Parks as needed, keep master plan up to date.
Oversee needs and research solutions, present to Parks for input and approval.
Work w/Town staff, adjoining residents, & trail developers to facilitate the creation and maintenance of the trail & a bridge into the E-Rock proposed park.
Work w/Town staff, adjoining residents, & trail developers to facilitate the creation and maintenance of the trail & bridge to connect to Creekside trail.

Oversee needs and research solutions, present to Parks for input and approval.
Oversee needs and research solutions, present to Parks for input and approval.
Coordinate and communicate between Parks and Town staff the issue that arise on an on-going basis to facilitate good communication, efficiency, and smooth working relationships.
Research, be aware of park needs for funds and/or materials, reach out appropriate sources to solicit donations. Communicate & coordinate with Grants
Research and write grants for Parks & Trails Commission projects getting input from the Commission before pursuing.
Organize & lead the 2-3 Service in the Parks and Creekweek days annually.
Gather new & edit old event information coordinating with Parks and Town staff by the end of January
Proof read and suggest additions and edits before each Parks meeting & workshop
Gather data from Commissioners by 5th of each month and report to the Town staff
At this time: work with the 3 groups for support & coordination for Parks' long term goal of providing more field space in
Collect cash donations from the boxes, report to Parks monthly, deposit as appropriate in petty cash
Lindsey and Ande are the lead POC. Sammie must route through them until she learns the "ropes."
Gather project ideas from Parks and present to Scouts, oversee project to completion.
Coordinate and communicate between Parks and Town staff the issue that arise on an on-going basis to facilitate good communication, efficiency, and smooth working relationships specific to E-Rock.
Plan, organize, educate & execution for removal and containment
Research, write, and present to Parks, Town staff, and BOT for adoption.
Research, write, and present to Parks, Town staff, and BOT for adoption.
Develop, collect and assemble appropriate materials, present to Parks & Town staff

Research, write, and present to Parks, Town staff, and BOT for adoption. If adopted by all above work with the appropriate POC to chose a site for

Item 8.

Palmer Lake Parks: Project / Chautauqua Punch List 2023 (New, In Progress, Completed, Ongoing) - DRAFT 4/10/2023)

Item 12.

Proj #		PROJECT LIST: Please rank each of the projects below using this scale: 1 - PRIORITY, 2 - HIGH, 3 - NEUTRAL, 4 - LOW, 5 - NONE.	RANKING (1-5) BY COMMISSIONERS							PRIORITY TOTAL	EST. COST	Project Lead(s)	Status	Project Progress & Notes
			MIK	REI	CIN	PHY	AND	GEN	SAM					
		Change this ranking description back to its original wording: 1 = most important (to be done in 2023), 5 = least important (to be done 2025 and later)							0					
1	1	Connect with ATL to develop a plan for Centennial Park projects	1	1		1	2	3	3	1.428571429	\$ -		Ongoing	ATL mtg 4/6/22; Parks workshop with ATL 1-17-23, and 2-8-23
2	2	Build a dirt barrier along Walnut to prevent water from running off into the Glen Park playground, and add boulders to prevent parking on Walnut near the playground	2	1	5	2	3	3	2	2.285714286	\$ -	Jason & parks		
3	3	Replace cedar rail posts and rails along south end of Reservoir Trail Head parking area, and other parking areas along Lovers Lane	2	2		2	3	2	2	1.571428571	\$ -	Jason, parks		170' long with donated boulders. Rails removed late June '22. Revised to be boulders acquired by Jason instead of cedar fencing. High on Jason D.'s list of to-dos
4	4	Remove dead trees/brush from around lake, trim dead branches etc.	2	2		1	2	3	2	1.428571429	\$ -	Jason, service day		Service day: ongoing spring/summer '23
5	7	Safety fence at the east end of the Pedestrian bridge exit, along the top directing pedestrians away from the slope. Extend the fence to the bridge suggested by CIRSA ins, rip rap the slope to the NW & SE, stone stairs on the N/NE & S/SE slopes. Rip Rap retaining wall top on west side.	1	1	1	1	1	3	2	1.285714286		Landscaper, Reid, APL		Bids received from 3 landscapers. APL chose one and is willing to pay all with conditions
6	8	Replace / repair cedar rail posts along north end along RR tracks and Lake trail	3	3	5	5	3	3	3	3.142857143		Mike, Reid service group		check number needed: 9 10' rails and 3 2 rail posts for ref. #'s 8 and 9
7	9	Replace / repair cedar rail posts and rails along west side of the Lake trail.	3	3	5	5	3	3	3	3.142857143		Mike, Reid service group		check number needed
8	10	Begin planning for a non-motorized boat launch area at the S. End of the Lake, possibly fence or boulder off or use boulders for boundary and bring in sand.	3	3	5	5	5	3	1	3.142857143		Jason & parks		Okay with Jason D. 1-31-23
9	11	Remove the wooden kiosk at Fletchers Drilling and reinstall at Res. Trailhead or west side of ped. Bridge.	4	1	5	1	4	3	3	2.428571429	\$ 30	Parks		
10	12	Additional signs at information kiosk for trailhead: reason for the fees; more reminder signs along the South side of parking - relocate kiosk from Fletcher's drilling.	2	4	5	2	3	3	3	2.857142857	\$ 100	Parks		
11	13	Do noxious and non-weed mitigation around the lake and bridge.	5	1		1	2	3	2	1.285714286		Parks	Ongoing	

12	15	Develop a plan for the bulletin board at the restroom - PL parks, El Paso city parks, Hist. Society.	2	2	5		2	3	2		2	\$ 82	Parks	Need 2 4"x6" x 8' treated posts \$16.00/ea, 4 lag bolts (approx \$20.00 + 6 bags (\$30.00). Determine best location for 2nd B. Board
13	16	Complete research on the multi-use athletic field at the south end of the Lake: artificial turf, try to reach a consensus with ATL.	1	1	1	3	1	3	3		1.714285714	\$ 425,000	Reid & Town	(they agreed with it 1-17-23 parks workshop), vote by Parks. Received a specific quotation 1/2023 still obtaining another quote (Ross)
			MIK	REI	CIN	PHY	AND	GEN	SAM		0			
14	17	Contribute to the research and development, and writing of a GOCO grant for multi-use field with ATL	1	1	1		1	3	3		1.285714286	\$ -	Reid & Town	
15	18	Look at replacing the wood, plywood practice wall at Glen Park tennis court Do attachment cost research. Possible Adopt a Court grant from Colorado Tennis Association.	2	2	4	2	3	3	4		2.571428571		Reid & Cindy	(8 4'x8' exterior treated plywood + clamps) @ \$25.00 / sheet. Do before resurfacing.
16	19	Begin brainstorming Centennial park area adjustments and modifications. Make sure we coordinate this activity planning with the Centennial Park, Palmer Lake Master plans, and Awake the Lake plus (see #1).	2	1	1	3	1	3	2		1.571428571	\$ -	All parks members, ATL	Now that the survey for Centennial Park improvements and new facilities is completed
17	20	Design and conduct a 2nd survey to establish what the potential users (soccer and lacrosse), Town departments, ATL, Parks, and citizens would support: artificial multi-use field. Get input from PLES students.	2	1	1	5	1	3	2		1.857142857	\$ -	Reid	
18	21	Remove random "t" posts and save for other Park uses, possibly a proposed dog park	4	5	5		4	3	3		2.857142857	\$ -	Reid, Mike	
19	22	Sand for VB court.	2	1	1		3	3			1.142857143		Parks & Town	DONE Sand = approx. \$33.00/cu yard/ 70'x40', 2" deep = 17 cu yds. Is it used often enough to warrant expense now? El Paso County parks?
20	23	Connect with Soccer, football, and lacrosse groups to develop a plan and involvement with multi-use field.	2	1	1	3	1	3	3		1.714285714	\$ -	Reid	, 8/1/22 connected with PDSC and gave them the survey (see # 19); 8/3 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
21	26	Place boulders along the parking area/ped. Bridge SW side slope now that we know the steps exit location.	1	3	2		3	3	2		1.857142857		Jason & parks	Okay w/Jason D. 1-31-23
22	27	Determine a place for and install donated wire fencing.	3	5		1	4	3	3		2.285714286		Parks, Jason	4' x 500': along Kent Street? (See #46); possible proposed dog park somewhere in Palmer Lake.

Item 12.

23	28	Develop a pedestrian bridge lighting plan to be submitted to RR, and shared with ATL & Rest.	1	3	2	3	1	3	2	2		Reid, Dawn, Jason	Group, plan developed discussions to determine with ATL, RR, electricians. Sent lighting plan proposals to Greater Grounds 2/3/23 as their electrician might be interested. APL not interested in participating if it involves the RR 2-8-231. Met with Dail landscapers 2/10/23 & gave them lighting plan.	Item 12.
24	29	Once # 28 above is approved install the electrical and lighting per code	1	4	2	3	2	3	2	2.285714286		Jason & parks		
25	30	Trim, mulch, berm, stake and fence the older memorial tree near the playground	2	3	5	2	4	3	2	2.714285714	\$ 30	Reid		
26	31	Gather and haul limbs and trees between Creekside Trail and into N. Monument Creek out to Lover's Lane and pile correctly for pick-up by Roads or chipping. PLFD chain saw training?	2	1		1	4	2	3	1.571428571	\$ -	Jason, parks	September Service Day	
27	32	Order and spread wood chip in Glen Park playground	2	1		1	4	3	2	1.571428571	\$ 450	Parks, Jason	September Service Day	
			MIK	REI	CIN	PHY	AND	GEN	SAM	0				
28	33	Replace the "s" hooks on the swings in Glen Park with "clevis" attachments, already have Clevis	1	1		1	1	3	2	1.142857143	\$ -	Reid & Jason	Before May 12th	
29	34	Connect with Little League to develop a plan.	1	3	3	3	1	3	3	2.285714286	\$ -	Dawn & Reid	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	
30	35	Connect with the PL Master plan committee to merge ideas for Centennial Park.	2	2	3		2	3	2	1.714285714	\$ -	Reid	Ongoing - done 4/11	
31	37	Reinstall the Handicapped Parking sign at the reservoir trail head parking area.	1	2	5	1	1	3	2	2	\$ -	Jason, parks		
32	38	Establish a handicapped parking area and install the appropriate sign in the parking area across from the Depot, O'Malley's.	2	2	5	1	2	3	2	2.142857143		Town, Parks		
33	40	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.	3	5		4	3	3	2	2.428571429	\$ 30	Reid, Jason		
34	42	Install 2 park benches along the to be installed fence line at the east end of the pedestrian bridge lake-side slope.	3	3	3		3	3	2	2	\$ -	Mike & Eagle Scouts	Eagle Scout project 1-23 they have obtained the funds.	

35	43	Install new power pole and electrical service to the west parking lot N.of baseball field + survey, approach APL for funds.	2	2		3	3	3	3		2	\$ 11,260	Jason, parks, APL		- they approved 2-8-23, at the install sight 2/23. dependent install date but soon. APL funding.	Item 12.
36	45	Complete the rest of the free boulder placement (not including ref. # 3 & 26) in the Glen Park parking areas.		3	3	2	4	3	3		2.571428571	\$ -	Jason & parks			
37	46	Explore and plot for a trail down Kent Street to the Creekside Trail, don't advertise - local knowledge only		1			3	1	1		0.857142857	\$ -	Reid, Gene			
38	47	Explore and plot for a trail extension along Creekside Trail east into E. Rock property & bridge locations if BOT approves the project		1			2	3	1		1	\$ -	Gene, Reid, volunteers			
39	48	Decide on log bridge design for wilderness pedestrian bridges (3-4) across N. Monument Creek		2	3		1	1	1		1.142857143	\$ -	Parks			
40	49	Work with PLFD to move logs to bridge locations (see # 47), or cutting them in place to size for bridges, picnic tables, benches, emergency shelter at Upper Reservoir.		1	3		2	1	2		1.285714286		Parks, PLVFD			
41	50	Update the tennis/pickle ball rules sign and mount at least 2 at the tennis courts		1			4	5	4		2		Reid, Mike			
				MIK	REI	CIN	PHY	AND	GEN	SAM	0					
42	51	Update or add to the Glen Park playground rules signs to specific that the parking is for Playground Users only		1			2	3	3		1.285714286		Mike			
43	52	Quotation 1/20/23 from Churchich, Miracle Recreation secure funds and schedule repair (see # 39)	2	1	5		3	3	3		2.142857143		Reid, Dawn		- received: 10003.50, APL funding?	
44	53	Develop a 3-5 year master plan for proposed E-Rock park if approved by BOT. See projects list specifically for E-Rock as a starting point.		1			2	1	2		0.857142857		Reid, Gene		Work with PLEDG and Arts Group	
45	54	Decide on a name for the proposed E Rock property park if approved by the BOT, contest?, historical?		1			2	1	3		1		Gene, Reid			
46	55	Research grant for tennis court resurfacing.		1			2				0.428571429		Reid	DONE	applied 3/17/23- waiting and negotiating. No go - has to be tennis only, no pickle ball	
47	56	Ask Phyllis to develop a table for noxious weed control - time of year, type of control, specific weeds to Palmer Lake and where		1			2	1	2		0.857142857	\$ -	Phyllis			
48	57	Brush clean up day for the area between back of restaurants and ballfield parking lot		2			4	3	2		1.571428571		Parks			
49	58	Develop a survey of Lake/Centennial Park use for PLES students - suggested by Chris A. (GOCO Grant) to get more input from potential users.		1			1	3	3		1.142857143		Reid			
50	59	Start writing a master plan update for Centennial Park ASAP to formalize the long & short term projects with the Town and BOT and APL		1			2	2	2		1		Parks			

51	60	Write a CORE grant for an In-Kind donation to the cost of the 400amp pole installation.	1		2			0.428571429		Reid	DONE	Submitted 3/16/23	Item 12.
52	61	Move one or both of the park benches from the yard to the tennis court and attach to the fence.	1		3	3	3	1.428571429		Parks			
53	62	Working with pickle ball players to raise money for 4 portable nets and standards.	1		4	3	4	1.714285714		Reid		In the works - 3/7/23	
54	63	Connect with the PL Master plan committee to merge ideas for E-Rock property master plan	1		2	1	3	1		Gene , Reid		Directed by the BOT 4/5	
55	64	Install the Lake fountain in the spring and remove in the fall	1		1	1	1	0.571428571	\$ -	Ande & Jason			
56	65	Develop a "New Parks and Trails Commissioner" packet	2		3	2	2	1.285714286		Sammantha			
57	41	Install about 7 climbing handholds on the climbing ramp on the Glen Park playground hill. Finished 2-25-23						0			DONE	donation	
58	36	Develop a plan for presentation at Parks, 2/14, and then if there is a recommendation from Parks, to the BOT, 2/23, for the creation of a new open space, park, and Creekside Trail extension from Spring Street into the Elephant Rock property along N. Monument Creek, and then a trail circling the Elephant Rock property.						0			DONE	Now waiting for BOT to decide what concept airports of the concepts if any they approve.	
59	5	Finish the wildlife area at the SE end of the lake: fencing wire and signs, 150' on water and land sides: fence posts installed - we already bought fence wire. Mike has 2-3 signs. Finished 2-18-23						0	\$ -		DONE		
60	6	Complete the boundary of the wildlife area at the Sw end of the lake: fencing and signs, land side last 50' to water from installed cedar rail fence.						0	\$ -		DONE	Bought the fence wire already. 2-3 signs. Mike has 3. Finished 2-18-23	
61	14	Procure the items Parks wants to use from Elephant Rock property and store in shed:						0	\$ -		DONE	picked up 2 benches 7/26/22; sleds for Winterfest '23, pickle ball net & paddles	
62	24	Finish specifications, receive bid, and vote on the tennis court improvement so that work can be scheduled.						0	\$ 31,533		DONE		
63	39	Obtain an updated bid for repair of the Centennial Park playground surface, Churchich-Cook, Miracle Recreation, 1/20/23						0	\$ 10,004		DONE		
64	44	Install memorial bench N/NW side of Lake,						0	\$ -		DONE	received & assembled 1/31/23, installed 2/5 with family & friends	
65	25	Collect (by 2/2/23) wood and store it in the yard for Winterfest barrel fires:						0	\$ -		DONE	started spring '22. Not used.	
								0					

66	Flagging Trail, First Flagging 30' to 50' with Gene, Wesley, Nick, Phyllis and Terri on TRAIL AROUND THE PARAMETER 1.7 MILES. 20' BORDER around and 20' from all lower buildings to include open air pavilion. Up to 50 yards from 105 temporarily for better hiking experience until the trail becomes an easement over any entity later. Won't flag entrances for 100 yards otherwise curious people will be in the way.					1	1	1	0.428571429	GENE, CPSC	EDIT	Volunteer and Professional And Certified Crew Leader Trail Builder Flagging	Item 12.
67	Flagging Trail, Second Flagging 10' to 15' with Gene, Wesley, Nick, Phyllis and Terri on TRAIL AROUND THE PARAMETER 1.7 MILES. 20' BORDER around and 20' from all lower buildings to include open air pavilion. Up to 50 yards from 105 temporarily for better hiking experience until the trail becomes an easement over any entity later. Won't flag entrances for 100 yards otherwise curious people will be in the way.					2	1	2	0.714285714	GENE, CPSC	EDIT	Volunteer and Professional And Certified Crew Leader Trail Builder Flagging	
68	Form or Re-form "Build Palmer Lake Parks Volunteers" a NEW Palmer Lake Parks Volunteer Program from the current 17 member New Park Subcommittee. New recruits tasked directly for New Park at historic Chautauqua Reserve. Training program included, constant recruiting & training from veteran trail crews					2	1	1	0.571428571	GENE, CPSC	EDIT	This program will be lead by Gene Kalesti and any other Commissioners that want to join.	
69	Two Commissioners + for 2023 Pikes Peak Regional Crew Leadership training		1			2	1	2	0.857142857	GENE, CPSC		https://www.rmfi.org/crew-leader-training	
70	Devise Pre-tours with public schools, homeschool & private schools for age appropriate historic talks		2			1	1	2	0.857142857	GENE, CPSC		Wait until after the trail is beyond the pavilion	
	Announce Park Naming Contest, Parks Commission can suggest categories for fall 2023		2						0.285714286			Wait until the trail, Willans, and ? Are past their initial stages so that we don't get folks wandering the property too soon.	
71	USAFA Engineering program confirmation by 5.12.23 for bridge design		1			1	1	1	0.571428571	GENE, CPSC			
72	Parameter Pin Survey Work					2	1	2	0.714285714	GENE, CPSC		CrossPaths Surveying	
73	Announce Name of Park after presentations to the Parks Comm., Historical Society and BOT		2			2	1	2	1	Gene , Reid		Parks Media and Marketing Commissioners	
74	Fundraiser / Donor / Sponsor for multiple signage at 105 and S. Valley Rd, in-front of Tim & Laurie Caves' Home, Spring Street and Greeley, Epworth and Greeley, Epworth Parking Lot, 105 Entrance, Trail markers, Historic Signage placards, Benches, Toilet Huts for portable toilets, QR Code Signs for donations, Donation Boxes,		?				1	2	0.428571429	GENE, CPSC	EDIT	Parks Media and Marketing Commissioners	

		MIK	REI	CIN	PHY	AND	GEN	SAM	0					Item 12.
75	Work with Certified Trail Crew Leaders in groups of 12, 100 yards in from each entrance. This will keep curious hikers / bikers from disturbing or being in our work.		X				1	1	0.285714286		GENE, CPSC			Wesley Trimble, Gene Kalesti and 1 to 2 more Certified Trail Crew Leaders with at least 12 volunteers per Crew Leader
76	Epworth PARKING Clear Trash, Mulch, Mow, Grade per FEMA. Bargin Bin 20 Yard \$295 per week plus \$25 field charge or 2.5 tons after . Gloves, Water and energy snack will be donated.		X				1	2	0.428571429		GENE, CPSC			Park Subcommittee Leader with at least 12 volunteers for clean up for 2 days.
77	TEMPORARY BRIDGE TILL MAY 1ST 2024. FEMA BREAKAWAY TETHERED TO JOIN CURRENT GLEN PARK TRAIL . PE design approved and signed of on Pikes Peak Regional Building permit aquired by Town Staff and Subcommittee member Kevin Magner, Materials on hand brought to site, experience and non experienced volunteers. This bridge will move to Epworth historic Bridge #10 location in May 2024 when permanent USAFA Civil Engineering Bridge is built. Hardware for tethering are estimated at \$550. FROM Where?						1	1	0.285714286		GENE, CPSC	EDIT		Gene Kalesti, Nick Erhardt, Kevin Magner and several more volunteers
78	Open Air Pavilion Restoration		1				2	2	0.714285714		GENE, CPSC			
79	LOWER SW AND NE ? PARKING LOTS AT EPWORTH AND 105 WITH PAY POLL		2				1	2	0.714285714		GENE, CPSC			Discuss - NE or NW? Data?
80	LOWER AND UPPER PORTABLE TOILETS. Huts built for both.		2				2	2	0.857142857		GENE, CPSC			VOLUNTEER AND ERHARDT'S WILL HELP BUILD STRUCTURES
81	Pop-Up Dog Park BUILD, T-Post Ranch FENCED 2 ACRES PARK, , 1300 FT OF RANCH FENCING 4 TO 5' HIGH, DOUBLE ENTRY GATES, DONATION BOX, SIGNAGE, CLEAN UP STATIONS.		5				2	1	1.142857143		GENE, CPSC			BOT MUST RESPOND TO MARCH 23RD REGULAR MEETING OF 3 PARKS PROPOSALS FOR DOG PARK. WORKING WITH 2 EL PASO COUNTY PARKS COMMISSIONERS AND 3 CURRENT DOG PARK GROUPS
84	Fall semester (mid AUG - early DEC 2023): * Late August / Early September: Conduct joint site visit and discuss needs with stakeholders. * Cadets would develop two design alternatives (probably 65% design with rough cost estimates, pros/cons for each, and a recommendation) - plan to brief stakeholders around Thanksgiving. Stakeholders select preferred design.		1			2						EDIT		
85	NATURE CENTER, FOR NOW, PROPERTY CAN SIT IDLE TILL PROFESSION CWB WORK IS COMPLETE, GRANTS ARE ALLOCATED AND RESTORATION WORK CAN BEGIN.		3				2	2	2	1.285714286				
86	SMALL BRIDGES AND TRAILS IN AND AROUND ALL PUBLIC BEAVER PONDS.		3				2	2	2	1.285714286				
		MIK	REI	CIN	PHY	AND	GEN	SAM	0					
87	COMMUNITY GARDEN BOXES, 32' X 32' WITH 9 EACH 10' X 10' BOXES		2				4	2	2	1.428571429				

88	THREE BRIDGES TO BE DESIGNED AND INSTALLED BY USAF CIVIL ENGINEERING, ONE BRIDGE PER SPRING INCLUDING 2023					2	1	2	0.714285714			EDIT	Break into 3 separate tasks <div style="border: 1px solid black; padding: 2px; display: inline-block;">Item 12.</div>
89	MAINTENCE BUILDING shared between Parks and Willans.		2			2	2	2	1.142857143			EDIT	
90	CREATE A PL DOG PARK SUB COMMITTEE		5		2		1	1	1.285714286		SAMMI		3 PROPOSALS WERE GIVEN TO THE BOT ON 3/23, IN A REGULAR PUBLIC MEETING. YET TO HEAR BACK.
91	Mitigate the trail area from Spring Street to Monument Creek E-Rock chicken coop crossing. Pile on Epworth		1						0.142857143		Parks, Jason		Directed by the BOT 4/5 use volunteers

Fwd: Parks Landscaping Project

Reid Wiecks <reidwiecks@gmail.com>

Mon 4/10/2023 10:07 AM

To: Tish Torweihe <tish@palmer-lake.org>

Cc: Dawn Collins <dawn@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.**-----

Tish would you please include the entire string of emails below as part of the Parks packet under bridge landscaping item (Centennial Park).

Thanks

Begin forwarded message:

From: brad daillandscaping.com <brad@daillandscaping.com>

Subject: Re: Parks Landscaping Project

Date: April 6, 2023 at 8:28:54 PM MDT

To: Reid Wiecks <reidwiecks@gmail.com>

Ried good evening, thank you for the opportunity to see this project through. I will try and break down what I think your asking. Here is the material take off for the project.

Fencing- (paid by ATL, invoice will directly go to them once they have submitted their tax exempt paper work. This is supplied by Rocky Mtn Forest Products.)

50 rails

8 end posts

14 line posts

- we are picking this material up so that we keep the cost down and we aren't charging for the pick up

Rip rap- (paid by us and supplied by us within the \$25k price. This includes the grading, fabric, material and labor)

76 tons

Steps- (paid by ATL, invoice will directly go to them once they have submitted their tax exempt paper work. This is supplied by Siloam stone)

1 flat bed truck load

- we need approximately 75 stones to make a this work. We would always order more than we need in the event they are needed and then we would own the material and haul it off. In this case because ATL is paying, we agreed that we would just get

a truck load and then whatever is left over, they (ATL) would own and could use elsewhere.

- That was that estimated price I gave you, however weight is the determining factor for cost once the truck is loaded and then delivery is based on how long the delivery takes. Thus the reason for an "estimation" on that.
- Typical job, I would have marked up all material and items needed for the project, then owned whatever material is left over. Because of the in kind donation we are doing, we are trying to keep costs down everywhere. Therefore, some prices aren't finalized until the tax exempt paper work is submitted and then the weight has to be applied after material is loaded.
- As for the start time, we are wanting to start prior to May 1. However, there seems to be more delays in getting approvals than I would have thought and if more continue, that date might be hard to hit. I will say that we won't start until material is on-site. That being said, I will have to call the suppliers tomorrow and let them know that we are moving forward and then find out what the material lead time will be.

Let me know if you have any other questions

Thank you!!

Respectfully,
Brad S. Dail
719.243.1057 (text capable)

From: Reid Wiecks <reidwiecks@gmail.com>
Sent: Thursday, April 6, 2023 6:48:39 PM
To: brad [dailandscaping.com](mailto:brad@dailandscaping.com) <brad@dailandscaping.com>
Subject: Fwd: Parks Landscaping Project

Good evening Brad

Below please find the response from Awake Palmer Lake re your "winning" bid for the Lake bridge landscaping project. You can see that APL has put some conditions on the acceptance and payment for the project.

Would you please respond to these conditions with the necessary documents back to me ASAP? I am available tomorrow morning until about 11:00 (doctor's appointment) if you have any questions.

I will need to take this before the Parks Commission on Tuesday for a recommendation to the Board of Trustees (formality).

Thanks and congrats
Reid
PL parks
719 208-5826

Begin forwarded message:

From: Chris Cummins <cdc@cowaterlaw.com>
Subject: RE: Parks Landscaping Project
Date: April 6, 2023 at 10:19:58 AM MDT
To: Jeff O'Malley <punchyco@gmail.com>, Reid Wiecks <reidwiecks@gmail.com>
Cc: "tlccaves@yahoo.com" <tlccaves@yahoo.com>, Nicole Currier <nicole.l.currier@gmail.com>, Cindy Graff <ctgraff@gmail.com>, Linda Vier <lek588588@gmail.com>, Jeannine Engel <engelicecream@gmail.com>, "Nikki McDonald" <nikki@cateringbynikki.com>, Cathy Wilcox <cfishwil@comcast.net>, "J B" <jsb195941@yahoo.com>, Darin Dawson <darin@bombbomb.com>, Lindsey Leiker <lindseyleiker@gmail.com>, Jason Phillips <jason.p.phillips@gmail.com>

Reid:

The Awake the Lake Board did during last nights' meeting approve the lowest bid for the landscaping project proposed by Parks, with a couple conditions: (1) we need to see the complete bid package, including quantities and pricing; and (2) the approval is conditioned upon the anticipated May start date (or earlier) so that this work can be timely completed. Once these conditions are met, we can coordinate (Jeff or Nicole) getting funds to the contractor. We appreciate you getting some written materials to us prior to our meeting per Jeff's request. Please understand, however, that Awake the Lake will not be approving or allocating funds for future projects without detailed and complete materials to consider (i.e. complete bid packages and design). Had Tim Caves not been involved in this bidding process and had some background as to who is who from the prospective bids, we would not have been able to approve this project, as we could not have known any of the relevant details of the bids outside of pricing, and as you know, the low bid is not always the best bid (though it is here).

Feel free to reply to all on this email chain so that we can keep everyone apprised of the progress on this important, visible, and cool project.

Thanks!

Chris D. Cummins
MONSON, CUMMINS, SHOHET & FARR, LLC
13511 Northgate Estates Dr., Ste. 250
Colorado Springs, Colorado 80921
(719) 471-1212
cdc@cowaterlaw.com
www.cowaterlaw.com

"send lawyers, guns and money, the sh!t has hit the fan" – W. Zevon

Notice: I am currently splitting my time working from home, our forthcoming new office in Oak Creek, Colorado, and our main office in Colorado Springs. I will be checking voicemail occasionally when in the office, but email remains the best way to contact me.

E-MAIL NOTICE: This e-mail message (and any attachments) may contain information belonging to the sender which may be confidential and legally privileged. If you are not the intended recipient, you are hereby notified that any disclosure, copying or distribution of this information, or any action taken in reliance on the information within this e-mail, is strictly prohibited. If you have received this e-mail message in error, please notify the sender and then delete the message (and any attachments) from your computer and/or network. Thank you.

-----Original Message-----

From: Jeff O'Malley <punchyco@gmail.com>
Sent: Wednesday, April 5, 2023 12:03 PM
To: Reid Wiecks <reidwiecks@gmail.com>
Cc: Chris Cummins <cdc@cowaterlaw.com>; tlccaves@yahoo.com; Nicole Currier <nicole.l.currier@gmail.com>; Cindy Graff <ctgraff@gmail.com>; Linda Vier <lek588588@gmail.com>; Jeannine Engel <engeliccream@gmail.com>; Nikki McDonald <nikki@cateringbynikki.com>; Cathy Wilcox <cfishwil@comcast.net>; J B <jsb195941@yahoo.com>; Darin Dawson <darin@bombbomb.com>; Lindsey Leiker <lindseyleiker@gmail.com>; Jason Phillips <jason.p.phillips@gmail.com>
Subject: Re: APL meeting?

Reid,

At our last meeting in order to be conscious of our volunteer time the board decided that moving forward we will only be entertaining funding projects that are submitted in writing. If you have landscaping quotes you would like us to consider this evening feel free to give them to Tim or drop them off a O'Malley's and I will add them to tonight's agenda for review.

Jeff

On Apr 5, 2023, at 9:06 AM, Reid Wiecks <reidwiecks@gmail.com> wrote:

Good morning Jeff

Is there a APL meeting this evening? If so where and when? I'd like to bring you up to date on the bridge landscaping quotes and funding.
Thanks
Reid

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>
