



## **PARKS AND TRAILS COMMISSION**

**Tuesday, December 10, 2024 at 5:30 PM**

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

**\*LIVE STREAM available on Town website\***

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### **AGENDA**

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*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 November 12, 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 Holiday Lights Contest & Winners Plaque
6. Review Parks & Trails Meeting Time
- [7.](#) Proposal to Purchase a Leaf Blower
- [8.](#) Community Service Issued By Court
- [9.](#) E-Rock Vision Concept
10. Update Open Air Pavilion Renovation
- [11.](#) Review January Meetings & Workshops

#### **Trails and Bridges**

- [12. Update](#) USAFA Bridge

**Centennial Park**

- 13. Update on Memorial (Jen)
- 14. Broomball Tourney - Winterfest Plans
- 15. Update Pickleball Work Group
- 16. Holiday Lights Take Down

**Glen Park**

- 16. Update Pickleball Court

**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 (1/14) and Future Items**

**Adjourn**

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**Americans with Disabilities Act**

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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.

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**Notice**

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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, November 12, 2024 at 5:00 PM

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

### MINUTES

**Call to Order.** Commission Chair Reid Wiecks called the meeting to order at 5:00 PM.

**Roll Call.** Kevin Magner, John Tool, Reid Wiecks, Mike Pietsch. Excused: Jennifer Nilson. Staff present: Dawn Collins, Stacy DeLozier, Tish Torweihe. Others present: Richard Willan, Kevin Dreher and Glant Havenar. Trustee Nick Ehrhardt arrived late.

#### Approval of Minutes

1. Minutes from October 8, 2024, Meeting. MOTION (Reid, Mike) to approve the minutes from October 8, 2024. Motion passed 4-0.

**Petty Cash Report.** Mike reported expenses, donations, and a new cash balance of \$199.

#### Public Works Supervisor Report

2. Update Palmer Lake Fountain and Dock. The fountain was removed and in good condition. The new dock section was delivered to the yard and will wait to install in spring, unless weather allows it.

3. Update New Reservoir Trail Head Parking Signs. Signs have arrived and will be installed in the next few weeks. Discussion ensued about benches and large rocks around the courts, and locking the courts when snow and ice are on the courts. Park style signs will be assembled for trails.

**Town Administrator Report.** Review took place of the proposed budget and line items relating to Parks activity going before the Board. Adoption is planned for the December 12 Board meeting.

Trustee Nick Ehrhardt arrived.

#### Business Items

4. Report of Volunteer Hours. Review of hours.

5. Kiosk Revenue. Reviewed revenue – it was suggested that Code Compliance coordinate with PD to check the parking in the Glen, at the trailhead. Mayor Glant Havenar asked why there was a decrease in revenue from the prior year, and it was clarified that the reference was kiosk expenditures. Discussion took place about vehicles parking by the Estemere and walking by the treatment plant to avoid paying for parking.

6. Report/Consider Items for Project List. No report of additional projects. Stacy mentioned that Home Depot sells manufactured playground chips in bags and will purchase now for lower pricing. Discussion of the project list included removing item #19 and #45 from the list to completed.

7. Update Holiday Lights Contest. It has been posted on the website and Town electronic sign. Town staff can assist Jennifer to assemble winner prizes. Dawn will reach out to Jennifer and add this to the 12/10 meeting.

8. Update BOT E-Rock Cabin Vision. Reid reviewed a three-page document to consider presenting to the Board. Mayor Glant Havenar suggested providing the Parks vision in the Board packet. Trustee Kevin Dreher agreed. Richard Willan asked about keeping one of the cabins for a restroom. It was responded that the Board already made the decision, and the abatement was completed for demo, demo is scheduled and under permit to remove, already in progress. Discussion took place about not requiring another restroom to clean but utilize serviced porta potties and enclose one, similar to Glen Park. Collins suggested that she clarify what the Board wanted at the next meeting and report back to the Commission.

9. Update E-Rock Open Pavilion Renovation. Review of the roofing materials and quotes took place. Discussion took place about the roofing material differences. The Commission agreed to order the quotes as follows - #1-Angel, #2-Raptor, and #3-Campbel. Collins requested contact of the contractor. Reid will reach out to Angel Roofing to confirm the material gauge used and will copy Dawn.

10. Parks Trails - Sign & Fence Policy Near Private Property. Reid will submit the sign trail list including prices to the Town office and table this item. Discussion took place about installing any fencing or signs on private property, and it was clarified that the town has no obligation nor is it a good idea as staff or representatives of the town to construct anything on private property. Signs will be placed on public property only.

### **Trails and Bridges**

11. Update/Action on USAFA Bridge Design. Kevin explained the involvement of cadets on the project because the bridge is larger – 44 ft long and 5 ft wide. He reviewed the design options and the AFA recommendation with members. Trustee Kevin Dreher asked whether the bridge will be out of the floodplain due to some high rain events. It was explained that the bridge will be designed to break away and the bridge ends are outside the water area. Discussion of the material options took place and considering logs from the reservoir. AFA Cadets stated they want to design the bridge to look different than the first bridge making it unique to the class. Parks agreed on the following – steel joist would be the best option for stability, weight and allowing water flow, and the material cost and construction would come in under proposed \$20,000 budget. MOTION (Kevin, John) to approve the steel joist. Motion passed 4-0. Discussion about the pros and cons of the surface decking took place. MOTION (Reid, Kevin) to approve the pressure treated wood decking. Motion passed 4-0. Discussion took place about the bridge railing options. MOTION (Kevin, John) to approve the truss railing system and include cable, considering adjustment as it is designed and built. Motion passed 4-0. Discussion of the timeline took place – design over the winter with a presentation in March and construction in spring.

12. Update Sign List for Parks & Trails. This item will be forwarded for review with staff to order.

### **Centennial Park**

13. Present Artist Drawing of Troll - Awake The Lake. None at this time and confirm for future meeting.

14. Update Pickleball Work Group. John explained discussions with Jane Fredman and Dave Jones about priorities and goals and they agreed to advise but recommended the following 2 items – 1) commit to a 3-day clinic in September 2025; and 2) solicit volunteers to form a Pickleball Club as a 501c(3) to oversee/manage courts. Collins stated that when the grant was requested and written, the

completion, management, and maintenance of courts would be to the Town not an association. She said that it would need to be a partnership, as the town cannot compel a volunteer group to do anything nor share funds - the partnership would need to be very specifically laid out. Discussion took place about maintenance and improvements, social media, and volunteers. Trustee Dreher suggested a reservation kiosk. The restroom will be maintained by town staff, and current exploration for a reservation system would maintain teams that pay to play, and it was agreed that the public would have open play. MOTION (John, Mike) to commit to the (Mark Price) clinic in September 2025. Motion passed 4-0. A news item will be posted soliciting volunteers to attend the next workshop. Discussion was added to consider a windsock to indicate courts open, and Collins suggested confirming the sign code of prohibited signs.

15. Update Holiday Lights. The rope lights were found, and Scouts will assist April to complete installation of lights. They will be turned on beginning Thanksgiving weekend.

16. Update Memorial Requests. John reported that the tree will be planted behind the new restroom in the triangle grass area. There is not a bench planned. Staff will follow up with Jennifer about the memorial she was working on.

17. Review Winterfest / Broomball Tournament Dates & Details. Review of dates and backup dates took place. This item will be at the next meeting.

18. Update Soccer Field Grants & Organization Funds Commitment. Reid explained that Palmer Divide Soccer submitted two quotes for one youth and one adult size field for the CSA grant. A commitment to fund a capital fund for 10 to 15 years for improvement will be required. Reid has reached out to Palmer Divide and Awake Palmer Lake for assistance.

19. Update Disc Golf Holes #1 & #2 Relocation. Reid reviewed his discussion with Greg to relocate the hole with permission from El Paso County Parks on the east side of the lake, specifically not less than 100 ft from the trail. Reid will follow up on timeline for the installation.

#### **Glen Park**

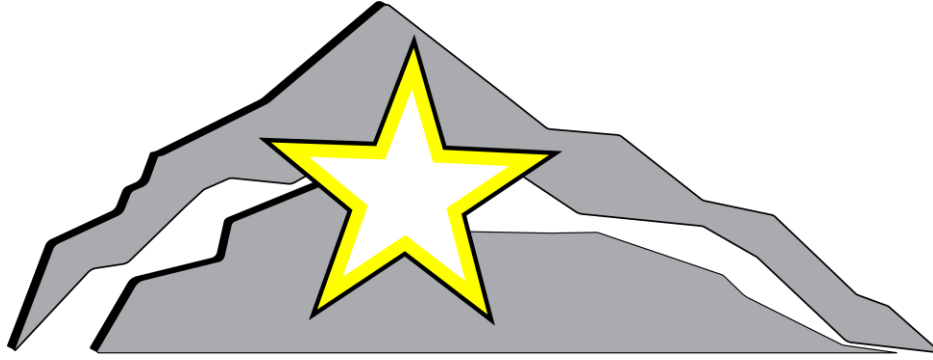
**Public Comment.** Trustee Dreher thanked the members for their dedicated work.

**Report of Other Meetings.** None.

**Next Meeting (Workshop 11/26) and Future Items.** The workshop was mentioned.

**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*

	<b>October &amp; November 2024</b>
Title	<b>PARKS Report</b>
Date	12/12/2024 Board meeting; 12/10/2024 Parks meeting
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 27.50 hr. Clerical (email, calls, grants, spreadsheets) : 45.50 hr. Miscellaneous Meetings (other than Parks) : 16.50 hr.
Total Volunteer Time	Total = 74.50 hours
Upcoming Activity	Parks Meeting 12/10 Workshop (none at this time due to holiday)

**Dawn Collins**

**Subject:** Kiosk Revenue - November

Kiosk Revenue	<b>November Collections for the Kiosk</b>	
	\$ 1,982.20	Gross Collections (374 Transactions)
	\$ (112.20)	Fees
	\$ (70.00)	Monthly T2 Svc charge
	<u>\$ 1,800.00</u>	Net Collections - November
	<b>YTD Collections 2024 - YTD Transactions: 9863</b>	
	\$ 52,273.90	Gross Collections
	\$ (2,958.90)	Fees
	\$ -	Supplies (Kiosk Paper)
	\$ (770.00)	Monthly T2 Svc charge
<u>\$ 48,545.00</u>	Net Collections	
\$ (3,728.90)	Total Fees and Maintenance 8%	

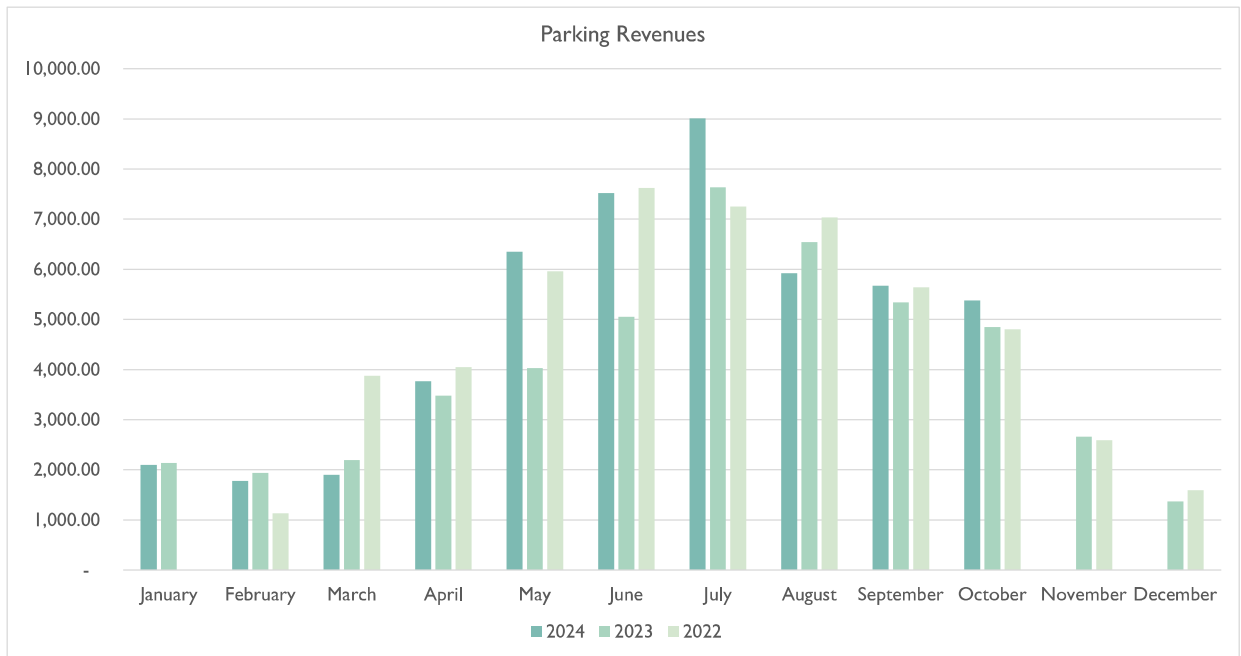
Dawn A. Collins, CMC  
Town Administrator/Clerk



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### 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	-	2,660.60	2,591.70
December	-	1,367.40	1,590.00
<b>Total</b>	<b>49,376.52</b>	<b>47,207.10</b>	<b>51,519.40</b>



## Parking Revenue & Expenditures

	<b>2024</b>	<b>2023</b>	<b>2022</b>
Revenue	49,376.52	47,207.10	51,519.40
Expenditures	2,611.91	6,042.32	4,241.27
Revenue (Less) Expenditures	46,764.61	41,164.78	47,278.13
Beginning Fund Balance	88,442.91	47,278.13	-
<b>Ending Fund Balance</b>	<b>135,207.52</b>	<b>88,442.91</b>	<b>47,278.13</b>

**Palmer Lake Parks & Trails: Project List (New, In Progress, Completed, Ongoing, Removed) - updated 12/8/2024**

**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**

<b>Vote to add</b>	GP	Store GP portable pickle ball net Nov. 1 to April 1			
1	ALL	Service in the parks day - spring - Centennial Park & Glen Park			
2	ALL	Noxious weed workgroup			Recruit and form a workgroup to plan for and execute noxious weed removal in the Parks
3	GP	Order and spread wood chip in Glen Park			PW – Service Day in May/June, possible fall load, 6 cu yds
4	ALL	Trail Maintenance			Volunteer Service Day (Trail TBD) As needed
5					
6	CP	Install the Lake fountain in the spring and remove in the fall		Staff	PW – Install in the spring, remove in the fall - annually
7	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
8	ALL	Noxious weed service day at least once per year - in one of the Parks		?	One conducted 5/11/2024 - location Make sure it is in one of the parks or on one of the trails
9	CP	Arrange for noxious and non-noxious weed mitigation around the lake and bridge.			PW – Contract with qualified weed eradicator, see Jason departure list or Steve Orcutt for contractor.
10	ALL	Holiday lights contest		Jennifer	Revise the rules & categories - December a week before Christmas. Completed 4/11/24
11	CP	Coordinate with April Veley (Rest. Grp.) for putting up and taking down holiday lights.		Reid	Per the adopted plan between April & Reid 3/24. 1 Year trial. PLP&T responsibility is to take down the lights
<b>12, New edited</b>	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
<b>New</b>	GP	Store the PLP&T PB net & secure the dividing net/screen against the fence starting with the first snow in the fall until April 1st		PLP&T	

**Weekly / Monthly / OnGoing**

	ALL	Trash clean-up at all parks, weekly		Staff	“Q” is doing it 2-3 days/wk summer
	CP	Clean out fishing line disposal tubes one per		Staff	Possibly recycle the lines
13	CP	Update the info kiosk at W. Bridge entrance		Mike	
	CP	Mow heavily weeded areas around the Lake: N of pavilion, SE of lake shore in trees		Andrew	Andrew’s project list suggestions
	GP	Mow western grass areas starting at the tennis court side, trim & remove dead branches & trees. Limb up live trees		Andrew	Andrew’s project list suggestions, done July 2024
	GP	Move rocks to along trails from grassy areas		Andrew	Andrew’s project list suggestions
	GP	Transplant fir saplings to east end replacing dying aspen trees		Staff	Andrew’s project list suggestions
	CRK	Remove deadfall from Creekside Trail areas		Staff	Andrew’s project list suggestions. MHYC grant 2025
	COL	Get a Columbine Park neighbor to volunteer to plant and care for flowers in the park			Andrew’s project list suggestions
	ALL	Eradicate the myrtle spurge			Andrew is willing to do this and seeks Phyllis’ input
	Res	Trim brush at Reservoir Trail Head			Andrew is willing to do this
	ER/CRK	Mow or weedwack 1 - 2 mower width on each side of the trail where it goes through the grass		Staff	Andrew - staff as directed by Public works, patricianly done July 2024 - upper trail.
	ALL	PLP&T commission develop a proposed budget for the next calendar year, and for long tern expenses projected out for multiple years		PLP&T lead - Kevin	
38	CRK	Maintain temp log bridge across N. Monument Crk - add gravel to the bridge as needed or 2x4 decking		Kevin	
45B New, vote to add	CP	Develop a plan to manage and maintain the courts -PLP&T Pickle ball sub-committee.		Mike, John	Form a pickle ball club, 501C3 for raising funds etc.
<b>One and Done Projects</b>					
Vote to add	CP	Remove stone fire ring near pavilion			Take rocks to the Greeley / Monument Creek bridge
Vote to add	GP	Remove stone fire ring near tennis court			Take rocks to the Greeley / Monument Creek bridge

Vote to add	GP	Place millings in the pathway from the tennis court side gate to the first path step toward the parking lot			Very muddy or icy depending on the temperature - water puddles there
2	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.
3	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
4	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
6	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 ?
9	CRK	Clean fallen trees etc from the Creek between Day's property and Spring Street		Jennifer & Reid	Special service day - spring 2024 or MHYC grant for 2025, did about 100 yards fall 2024 service day
11	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.
12	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
13	ER/CRK edited	Build a temporary style bridge at Greeley Bridge crossing. Designed and started May '24. <b>Still need to complete the transition ramp on each side.</b>	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). <b>Completed decking 8/24.</b>
15	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.

16	GP	Update or add to the Glen Park playground rules signs to specific that the parking is for Playground Users only		Mike	
17	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.
18	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
21	GP	Reinstall the Handicapped Parking sign at the reservoir trail head parking area.		PW staff	Sign should be in the yard somewhere
22	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.
24 edited	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
25	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
26	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
27	KNT	Place a “please respect private property” signs where the trail borders each private property		Staff and Reid	Same size as pickleball curtain signs - part of the trail signs donation list
28	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
30	CRK	Reinforce the temporary log bridge banks & refill gravel sections with road base. Greeley Bridge - Monument Creek		Kevin, Reid, John	Use the rocks & road base available first.
32	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 should only supply one in E-rock - near the open air pavilion. Once the field use or poking areas are determined we could add another.

33, edited	ER	Develop a plan/ <b>vision</b> 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 due to Town 7/17, <b>resolution ??</b>
35	CP	Develop a plan for the bulletin board at the East side restroom - PL parks, El Paso city parks, Hist. Society.		Jennifer	
36, edited	CP	Create a high interest MM fund for an annual savings toward replacing <b>soccer</b> field once built, <b>and the new PB courts</b>			Either a set amount each year or a percentage of out annual kiosk fees, once GOCO grant is awarded or <b>partnership with youth group (MOU) is established &amp; PB sub-committee</b>
37	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. MHYC grant 2025?
40	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.			Okay with Jason D. 1-31-23, moved a few rocks to the area 9/23, sand about \$40 / cu yd need about 5 yards
41	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.
42	CP	Research, propose to PLP&T, Town staff, and BOT for the appropriate fee for baseball field.		Dawn and Jennifer	Check with other entities and work with LL if they respond, on an appropriate fee for practice and games. Dawn - how to manage? No response as of 7/9/24. Get approval for the fee from BOT.

43	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
44 move to completed	GP	Additional signs at kiosk for Res. trailhead: reason for the fees; more reminder signs along the South side of parking.	Public works	Public works	Jennifer to research and present wording to PLP&T, <b>draft to be presented at Sept. '24 PLP&amp;T mtg. Signs received by PW October '24. Waited to be mounted. Mounted Nov. 2024</b>
	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, <b>Kevin and John assessed site with USAFA Brad Aug. 2024, PLP&amp;T decided on a design 11/24</b>
47 Move to completed	CP	Relocate disk golf holes 1 & 2 so that all the holes are on the east side of the bridge. 1 hole in EPCP property SE of VB court, other hole along the lake SE shore (approved by PLP&T 5/24)		Disc golf club	Greg – Hole 1 and 18 would star and end , respectively, at the pedestrian bridge. Talked with Greg in mid-summer. No decision yet. Called Greg 4/17/24 to set up a mtg. - done May '24. Presented to PLP&T May '24. Meeting w/EPCP 7/22/24 <b>moved to 8/29/24 - done. Approved by EPCP 10/24</b>
48, edited	CP	Expand the east side off County Line Rd CP parking lot, <b>also, Crawford Memorial responsibility?</b>		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 <b>8/29/24</b> . They made diagram of the proposal. EPCP in control at this point.
48 A New, voice to add	CP	<b>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.</b>		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.
49, edited	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), <b>and E-Rock trail</b>		Reid, Kevin	Approximately 10 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. MHYC grant 2025?
50	CRK	Mitigate the trail and stream from Walnut to Day's property driveway - check property lines			Service day or Andrew. Reid to talk with Day's. MHYC grant for 2025? <b>Did about 100 yards 9-28-2024 service day the east side of Day's property.</b>

52, edited	CP	Develop a plan for the soccer field including an improvement agreement with PDSC. Improvement agreement set-up as a first step		Reid	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
53	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	
54	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.		PW Reid	Use millings as they become available, some added under Ped. Bridge Spring '24
New	GP	Consider moving the donation box at the GP PB / tennis court to the PB side, or add another box			
New	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.		Town, Mike or John	
56	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
57		Announce Name of Park after presentations to the Parks Comm., Historical Society, BOT and MP workgroup		Parks	
58	CP	Establish a handicapped parking area and install the appropriate sign in the parking area across from the Depot, O'Malley's.		Dawn & Reid	Dawn – On Hold until sidewalk design is completed with CDOT
59	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.
60	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

61	ER	Manufacture and install 5-6 log benches along the E-Rock perimeter trail		Reid, Kevin	With the help of there PLVFD, timber lag screws \$25 x 2
Vote to remove	ER	Decide on if this is desired and, if so, Develop a plan for community garden boxes: 32' X 32', 9 garden boxes			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?
62	ER	If the BOT designates the ballfields at E-Rock part of PLP&T, work with PDSC and other groups on a renovation plan			
Vote to add	ER	Develop a plan for the chicken coop and seek BOT approval if renovation is the plan			
31, edited.	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, naming rights			
39	CP	Repair and add to the existing dock at the N. End of the Lake		Staff	Funding source? PW took care of this (bought bridge section) September-October 2024. New section to be installed springs 2025.
51	ALL	Send some commissioners to the Trail Syposium - 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?
	ALL	Coordinate Earth Day, Leave no Trace Event			
	CP	Conduct an annual Broomball Tournament in the winter.		Jennifer	Changed from Winterfest to Broom ball Tournament
	GP	Replacing/sanding & painting the plywood practice wall at Glen Park tennis court Add 1 panel on each side.		Reid	( 2 4'x8' exterior treated / severe weather plywood + clamps) @ \$45.00 / sheet plus green exterior paint - 1 gallon (\$65)
	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.
	KNT	Install 1 or 2 pet waste stations at the top of Kent St. and at the bottom where Kent and Prairie intersect.			@ \$180 ea, research possible grants for them
	ER	Devise Pre-tours with public schools, homeschool & private schools for age appropriate historic talks			Wait until after the trail is beyond the pavilion and the area is actually open to the public

	ALL	Research and develop E-Bike use recommendation to 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.
	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			Part of MHYC grant for 2025 - at least 2 weeks of stream mitigation - chainsaw crew.
	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, <b>then an MOU</b>		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.
	ER/CRK	Apply for a Kiwanis donation for an information kiosk at the Chicken Coop bridge exit into Erock trail		Reid	Deadline is mid-May - didn't get submitted in time. Look to 2025 submission
	ER	A separate task item to determine the need and install a restroom (maybe a porta potty?) to service the new trail system, nature center, etc.			
	ER/CRK	Install trail signs from Kent St. into and around E-rock trail and Creekside trails			Jennifer please add this task to the MHYC grant request for 2025.
	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.
	ER	Develop a plan for Small bridges & trails in the Beaver Pond area		Kevin,	
	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.
<b>Discuss at PLP&amp;T mtg.</b>	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. <b>Is it necessary and is there a logical location, maybe another type of project - playground?</b>

		Collaborate & Develop a 4th project with the USAFA Engineering Dept and PLP&T Commission in 2025-26.		Kevin	If the popularity of the joint projects continues with the USAFA cadets.
	RES. TH	Create a picnic area with tables (3-4), made from logs at the Upper Reservoir, near the Res. TH parking area			Enlist PLVFD and a local mill to create the tables
	RES.	Cut and manufacture 5-6 log benches from logs at the Upper Res., then install around the Upper Res.			With the help of there PLVFD, timber lag screws \$25 x 2
	CP	Reach out to Kurt Ehrhardt about playground equipment for small playground at baseball field			
	ALL	Look into various professional organizations that focus on parks, trails, and facilities within for possible organization and individual membership			
	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		John	Coordinate with Roads, PLFD, PLPD on location and size, about 25-30 spaces. 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.

**Projects that PLP&T hopes will be accomplished dependent upon funds, grants etc.**

5	CP, CL	Install a free standing shade structure for over the playground. 1 <sup>st</sup> 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)**

				Date added to this list	
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7	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
1	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
8	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	
10	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
34	ER, CP	Research grants for exercise equipment		11/24	E-rock and CP playground.
New edited	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.

**2024 Completed Projects by Palmer Lake Parks and Trails Commission and Roads Department (report to the Board of Trustees in December and then archive)**

42B new	CP	Research and propose field fees for soccer field to build into fee schedule and MUF budget		Reid	Received email from PDSC outlining field fees that Monument charges for soccer. Passed onto Dawn 11/24
23	ER	develop a punch list of necessary tasks and material to accomplish Open Air pavilion at ER. Break into smaller tasks and spread over time?		PLP&T	Start with an assessment of needs, dimensions, etc. Consultants if need be, research grants & donations for materials, brainstormed ideas May 28 workshop - plan field trip to site. Done summer 2024
20	GP	Install an adequate ADA path from the handicapped parking spot into the playground.		PW Reid	Recommended by CIRSA May 2023, June 8th service day. Doing by Public works department early fall 2024
45, edited	CP	Complete the 6 pickle ball courts and the restroom on the west side of the RR tracks.		Mike, John	APL liaison : Tim Caves, updated Parks at 1/9/24 meeting, received a waiver of tap fee from PLSD 1/10/24, as early as August per Tim C. (4/17/24), started earth work May 2024
New	ER	Safety cable installed at the E-Rock bridge per PPRB code		Kevin & John	

55, New, edited, done?	ER	Construct a fence along the Burlidge's property line in the open area at east fence. Donated wire on the southern end,		Kevin	Materials came from the Burlidge's. Completed? 9/3/24
29 remove? Unnessary.	CP	Move some of the boulders protecting the RR fence on the south side of the ped. Bridge to define the parking area across from art center before the pickle ball courts construction begins		Staff and Reid	Leave a few for the pickle ball landscaping. Most were moved to the pickle ball area summer 2024.
19	CP	Insure restroom on west side, south parking lot near ped bridge sidewalk is connected to paths and is safest orientation and design		Mike /, John	Work with Tim Caves, APL funded
14	GP	Purchased a pickle ball net for open use at GP courts. Will remain available for public.		Jennifer	Approved by PLP&T commission July 2024, placed in service - August 1, 2024
	CP	Remove dead trees/brush from around lake, trim dead branches etc.		Jennifer	PW – Service day: ongoing spring/summer. Tree service taking down large daed trees etc. Some done 6/8/24 along NW shore. Part of service day
14	ER/CRK	Planning meeting with Kevin, Reid & Gene to work out and plan for the details so that they can be arranged well ahead of time. April 18, 2024. Gene never responded to the 2 invitations to meet. Priority work areas, porta potty location, workday treats, flagging, etc.		Kevin, Reid, John	Cost for materials, tools, porta potty locations , etc TBD. Dates to be accomplished by and who. Snacks & water. Trail section priorities. Possible walk with Phillip or trail developer between now and mid-June. Gene (lead volunteer). Numerous flagging walks April-June '24 w/VOC, MHYC, Wesley
	ER	E-Rock advisory sub-committee		John, Cindy	Meet to develop a master plan process for E-Rock - 2 reps, started 5/6/2024? Presented July 2024
	ER	Flag the perimeter trail in E-Rock with consideration of a 20' - 30' permanent easement. Try to complete by 4/14/2024	Kiosk	Reid, Kevin	Easement would be through the Willan's property currently leased and to be purchased by them in 6-7 years. Detail flagging w/ MHYC if possible. Reid & Richard walked it & agreed on location. Reflagged May & June '24
	ER/CRK	Install a porta potty for work being performed by MHYC - June 3-28, 2024		Town / Kevin	Location TBD by trail location MHYC will be working on - relocate as needed. Location decided 4/18/24
	ER/CRK	Build the rest of the approved trail system.	Grant	Kevin, Reid, John	Key Partners – Gene (Lead Volunteer) and Mile High Youth Corps We have 4 weeks 16 days) of trail work in the summer of 2024 to be done by the MHYC (grant funded). Project scheduling mtg with MHYC 3-4-24. Won't flag entrances otherwise curious people will be in the way. Schedule June 3-28. Flag Perimeter Trail every 10' to 15'. MHYC completed trail June 25, 2024

	CP	Repair gazebo weather vane	Public works	Public works	Completed by Stacy, Buzz, and Andrew June 2024
	CRK	Formalize a 5-7 cars parking area at the intersection of Walnut and Greeley for trail parking. Wood logs or donated stone barriers	Kiosk	Reid & Public works	Key Partners – PLPW Cost would for parking strips, 6’ rubber parking blocks \$50.00 ea. Presented to Town staff a diagram of the project - google map view, on 4/15/24. Done 6/24
	ALL	Continue to work with Eagle Scouts to add to facilities and amenities in the Park(s).	Scouts	Mike	Eagle Scouts - going to build a small pavilion in wildlife area on west side of lake, presented at May 2024 PLP&T mtg. Design doesn’t do the job it is intended to do. Ask Mike to inquire if another scout would like to add to this project.
	CP	Stain / Paint Gazebo Deck	Parks budget	Cindy	Need to research material costs & obtain, and organize a day for the staining. Done late May ‘24
	CRK	Build the trail from Spring Street bridge to Greeley Bridge crossing & Greeley steps & east section by USAFA bridge into E-rock. Mostly done 4/2-4/24 and May 28-31 by VOC & MHYC trainees.	Training for VOC & MHYC	Kevin, Reid, John	Gene (lead volunteer) – Directed by the BOT 4/5/23, use volunteers; started 6/23/23, Used MHYC (grant). Cost was for ice cream. Need to access the trail surface for any additional gravel & completion of the steps @ Greeley
	ALL	Research and develop E-Bike use recommendation to the BoT on each PL trail that PLP&T has authority over	NA	Jennifer & Reid	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.
	ER	Apply for a Kiwanis donation for an information kiosk at the Chicken Coop bridge exit into Erock trail	NA	Reid	Deadline is mid-May - didn’t get submitted in time. Look to 2025 submission
		Removed a large tree at the Chicken Coop, 1st USAFA bridge site		Reid, Kevin	Necessary to meet the PPRB break-away bridge requirement . Done by Blue Tree - Yonny
	KNT	Complete Kent Street to the Creekside Trail, don’t advertise - local knowledge only	Training grant	Reid, Kevin	Gene (lead volunteer) Work w/neighbors’ concerns, completed with VOC trainee volunteers May 2024
	CP	Install railroad bridge lighting.	Town	Duke & Porche Electric, staff, Reid	BOT at 10/23 meeting asked for additional bids; asked APL for a share of the cost, declined 1/3/24; BOT approved expenditure 1/11/24, work to begin 4/29/24 possibly per Bill Porche(4/22/24). Completed May 2024
	CP	Spray paint the galvanized conduit brown or black once the lighting is done so it blends in with the bridge steel beams.	NA	Staff and Reid	Staff decided and with Reid’s agreement, not to paint it at this time - not necessary.
	ALL	Service in the parks day - spring - Centennial Park only 2024	NA	Reid, Cindy	June 8th. advertising starting early May (hrs. Including Commissioners)
	GP	Repaired Little Free Library box at playground	Donation	Cindy	Hinges, latch

CP	Establish a plan for the Holiday lights - putting up and taking down	Rest. Grp	Reid & April	April Veley and Reid met to develop a proposal for the 2024 - 2025 winter lights. To PLP&T Comm. 3/12/24 - adopted
ER/CRK	Submit / present an explanation plan to the BOT for the bridges and trail beyond their 1st resolution.	NA	Reid, Kevin, Jennifer	1st draft created 11/23, Presentation at the BOT mtg 12/14/23. Resolution for BOT consideration 1/11/24; adopted 1/11/24 by BOT
ER	Seek a resolution from the BOT for the E-Rock perimeter trail inside the E-Rock property to start sometime in 2024	NA	Reid, Kevin	Resolution approved by BOT 1/11/24; Res. 10-2024 to build trail and renovate the pavilion.
ER/CRK	Apply for MHYC/GOCO grant to pay for trail building along N. Monument and Monument Creek into E-Rock	NA	Cindy, Jennifer	Received 12/23, received the grant jan. 2024
ER/CRK	Work with and check with the appropriate wildlife division for rules and restrictions to placing a single track trail in a potential Treble Mouse and / or wetlands area.		Gene, Kevin	Document : Who when authority
ER	Apply for Non-motorize grant to pay for the 2 <sup>nd</sup> and 3 <sup>rd</sup> bridges		Jennifer, Kevin	Done in October '23 for 2024 award. We asked for \$60,000. Presentation 1/17/2024; didn't get the grant. Reapply 2024
CP	Add some protection around the edge of the roof of the information kiosk at the west end of the pedestrian bridge	Parks budget	Reid	Eagle Scouts – Low and sharp - a bit dangerous - done 2/2024
GP	Create and install 2 signs for the center post reminding users to close the center net after using the courts.		Mike / Reid	Draft 11/2023, created 12/23, mount ASAP in 2024 - done 2/2024
GP	Update the tennis/pickle ball rules sign and mount at least 2 at the tennis courts		Mike / Reid	Draft 11/2023, created 12/23, mount ASAP in 2024 - done 2/2024
ER	Build permanent bridge for Chicken Coop crossing	Kiosk / USAFA	Kevin	Key Partners – Gene (Lead Volunteer / USAFA ) Parks reviewed USAFA presentation Dec. '23 and decided on design. USAFA installation is scheduled for May 2024. Willans agreed 3/7/24 to let the cadets use the porta potty at the Anex during installation of the bridge. Started physical work 3/21/24. Dedicated 5/6/24
ALL	Develop a list of trail signs for parks & trails that we can use in the application for a Lions Club donation.		Reid	Check with Dawn re the process as she told me verbally about the donation 3/11/2024. Okayed by PLP&T comm. 3/12/24. Received donation 4/11/24.
CRK	Expand log bridge and add hand rail on one side		Gene	3/12/24 Gene and Kevin felt it is unnecessary so proposed waiting
CRK	Plan a trail training area for MHYC training - April 2,3, or 4 (2 of the 3 days)		Kevin	Gene (lead volunteer) Another free trail work training day provided by MHYC. 20-25 trainees. Ice cream only expense

	ALL	Develop a table / flyer for noxious weed control - time of year, type of control, specific weeds to Palmer Lake		Phyllis, Cindy, John	Publish on Town weekly newsletter. Phyllis is already working with a couple of entities to accomplish this. Phyllis wanted to do more 3/12/24.
	ALL	Once Phyllis has brought it back to PLP&T at the 3/26/24 workshop & if it is adopted. Adopted by PLP&T 4/9/24		Phyllis, Tish/ John	Put onto social media, Town website, Parks media, and see about printing 2 page (front & back) flyer that is specific to PL and can be supplemented by the Colorado Nox. Weed book.
	CP	Removed Holiday lights and stored in Madelines shed for 2024. Labeled bins		April, Reid	See agreement between parks and April for 2024-2025 Holiday lighting plan adopted by PLP&T Feb. ? 2024, see #10
	CP	Develop a Centennial Park Master Plan site map per Planning Commission		Reid and Nick E.	Started and completed 1st draft Nov. '23, 2nd draft 11/27/23, to Parks commission on 3/12/2024 for recommendation. Ran the site map by Bill Fischer 3/7/24 for his input. Adopted by the PLP&T Commission 3/12/24 Submitted to BOT for adoption and inclusion to the CP Master Plan
	ER	Install a porta potty for work being performed by USAFA If necessary - see comments		Kevin	Wait until after it is scheduled.. Used Kevins house.
	BL	Monitor and participate when appropriate in the development of the Ben Lomand Mountain Trail and Open Space in conjunction with the Ben Lomand property development Annexation into PL.		Reid	Reid attended the BOT meeting to determine eligibility for annexation - passed by Resolution. Application has been withdrawn by them.
	CP	Install electric charging station in one of the parking areas along st. hwy 105. Across from Depot		Dawn, PW, & CORE	CORE is interested and has reached out to the Town and mayor, presented to BOT and Staff, Started May 2024, completed 6/2024

# Holiday Lights Contest!

Brought to you by the Palmer Lake Parks and Trails Commission

Judging takes place December 15<sup>th</sup> after dusk.

Win prizes AND bragging rights!

Questions? Email [PalmerLakeParksandTrails@gmail.com](mailto:PalmerLakeParksandTrails@gmail.com)

To Enter Fill Out the Form at <https://forms.gle/sher8JmNBmtoTw6g6>  
Or scan the QR Code Below





★★★★★ 1,000

15% off Limited time deal

Sponsored ⓘ

Brand: Stihl

4.6 ★★★★★ (64)

Stihl BGA 57 Compact Battery Blower with AK 20 and AL 101, White / Black



\$375<sup>99</sup>

Or \$94.00 /2 weeks (x4). Select from 2 plans

FREE delivery **Tuesday, December 10.** [Details](#)

**EXCLUSIVE** [homedepot.com/milwaukee](http://homedepot.com/milwaukee)

**BUY ONE**

**\$397 VALUE**

**\$199**

**WILE SUPPLIES LAST**  
**2-Pack M18™ 18V Battery 5.0Ah Kit**  
 Includes two batteries and charger 1007516307

**GET 1 FREE**  
 Valid 10/21/2024-2/2/2025.

**\$179 Value**  
**18V Brushless Blower**  
 1010187515 Tool only



**DEWALT** [homedepot.com/dewalt](http://homedepot.com/dewalt)

**BUY ONE**

**\$397 VALUE**

**\$199**

**SPECIAL BUY**

**WILE SUPPLIES LAST**  
**EXCLUSIVE 2-Pack 20V Max Battery 4.0Ah/6.0Ah Kit**  
 Includes two batteries and charger 1006511270

**GET 1 FREE**  
 Valid 10/21/2024-2/2/2025.

**\$159 Value**  
**EXCLUSIVE 20V Max XR® Brushless Blower**  
 1004773268 Tool only



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**BUY ONE**

**\$99**

**SPECIAL BUY**

**WILE SUPPLIES LAST**  
**2-Pack One+™ 18V Battery 2.0Ah/4.0Ah Kit**  
 Includes two batteries and charger 1016632298

**GET 1 FREE**  
 Valid 10/21/2024-2/2/2025.

**\$59.97 Value**  
**One+™ 18V Workshop Blower**  
 1002351655 Tool only



TOWN OF PALMER LAKE  
COMMUNITY SERVICE TIME SHEET AND EVALUATION

Item 8.

Name: \_\_\_\_\_ Case# \_\_\_\_\_ Hours to Complete \_\_\_\_\_

Agency where UPS to be performed: \_\_\_\_\_

Supervisor \_\_\_\_\_ Contact # \_\_\_\_\_

Overall Quality of Work Performed (please circle)

PUNCTUALITY	ATTITUDE	QUALITY OF WORK
EXCELLENT	EXCELLENT	EXCELLENT
GOOD	GOOD	GOOD
FAIR	FAIR	FAIR
POOR	POOR	POOR

Description of Activities performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE	TIME IN	LUNCH BREAK	TIME OUT	HOURS	SIGNATURE

**TOTAL HOURS** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

E-Rock PLP&T vision 3rd 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, 20??), 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 cabin 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.

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, "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, Willan's 2.8 acres, and the large lodge 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. 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 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.

**MISSION STATEMENT**

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

- Appropriate land stewardship; and
- Sustainable management.

in order to:

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

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

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&Y would like to see the open 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, 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 cabin foundations are everyone felt that leaving them with 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 shoes 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 clear scrub oak this summer. The memorial garden idea was mentioned by one of the victims of the Living Word chapel - 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. 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 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 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 "strategic mowing? Plan developed with Public Works.

Reservation - Town Hall

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 29 8 AM Holiday Party - Yo	30	31	Jan 1	2	3	4
5	6	7 4 PM BOA	8	9 4 PM BOT	10	11
12	13	14 4 PM Parks Commission	15 4 PM Planning Commiss	16	17	18
19	20	21	22	23 4 PM BOT	24	25
26	27	28 4 PM Parks Commission	29	30	31	Feb 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 26	27	28 4 PM Parks Commission	29	30	31	Feb 1
1	3	4 4 PM BOA	5	6	7	8
9	10 (Tentative) Set Up & Rehearsal	11 4 PM Parks Commission	12	13 4 PM BOT	14 (Tentative) Love Letters	15
16 (Tentative) Love Letters	17	18 2 PM (Tentative) Chamber	19 4 PM Planning Commission	20	21	22
23	24	25 4 PM Parks Commission	26	27 4 PM BOT	28	Mar 1

