



## **PARKS AND TRAILS COMMISSION**

**Tuesday, June 11, 2024 at 5:00 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 May 14, 2024 Meeting

#### **Petty Cash Report**

#### **Public Works Supervisor Report**

#### **Town Administrator Report**

2. Update El Paso County Parks Planning Meeting

#### **Business Items**

3. Review and Consideration of Application for Appointment
- [4.](#) Kiosk Revenue
- [5.](#) Report of Volunteer Hours
- [6.](#) Update from Member About Project List
- [7.](#) Update Service In The Parks Day
8. Update on Parks Grant Activity
9. VOC Training Review and Summary
10. Update Mile High Youth Activity
11. Update on E-Rock Advisory Committee Meetings (John)

#### **Centennial Park**

12. Update on Little League Improvement Plan
13. Update on Pickleball Court/Restroom Activity by APL

- 14. Progress on Eagle Scout Pavilion
- 15. Discussion of Lake SUP/Kayak Launch Dock

**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 (6/25 Workshop) and Future Items**

- 16. Set Date of Field Trip To ER - Brainstorm Pavilion Renovation & Bridge #2 Location

**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, May 14, 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 5:09 PM.

**Roll Call.** Commission members present: Kevin Magner, Cindy Powell, John Tool, Jennifer Nilson, Reid Wiecks, Mike Pietsch. Others presents: Trustee Nick Erhardt, Dawn Collins, Stacy DeLozier, Blake (Buzz) Bloom, Tish Torweihe. Former member Phyllis Head was present briefly.

#### Approval of Minutes

1. Minutes from April 9, 2024. MOTION (Jennifer, Cindy) to approve minutes from April 9, 2024. Motion passed 6-0.

2. Minutes from Special Meeting on April 23, 2024. MOTION (Reid, Cindy) to approve the minutes of the special meeting from April 23, 2024. Motion passed 6-0.

Reid Wiecks thanked Buzz from Public Works for volunteering to paint the Glen Park and Creekside Trail signs. A thank you was made to Stacy and Buzz for taking Commissioners to the top of the reservoir to measure, cut, and load logs for the trail building and steps at the Kent trail.

A special thank you was made to Phyllis Head for her years of service to the Parks Commission. Phyllis presented a shovel and a squeegee to the Parks Commission.

Reid suggested taking item 7 next.

7. Update on Eagle Scout Project. Reid Leahy is heading up his Eagle Scout project at the south end of Palmer Lake to build a pergola at the nature wildlife area. The pergola will be 8' x 8' x 8' and estimated to be completed in late June.

**Petty Cash Report.** Mike Pietsch reported donations and expenses with a new balance of \$62.

**Public Works Supervisor Report.** None.

**Town Administrator Report.** Collins provided the Commission members with a thank you for the great bridge ribbon cutting ceremony. Discussion took place about sharing and posting the ceremony videos and social media postings. Collins reported that the Parks Commission recruitment will run to the end of May with a review at the June meeting. Recruitment for the permanent Public Works Supervisor will run to May 26<sup>th</sup> and will be reviewed in early June. Discussion took place about creating one list for signs needed to order. An additional porta potty will be placed at Greeley and Walnut on May 28<sup>th</sup>-31<sup>st</sup> for the trail crew and then move on June 3<sup>rd</sup> to the elephant rock property east of the annex (gym), then reassessed depending on the Mile High Youth Corp progress. Discussion took place about

meals and ice cream for volunteers over the four weeks. A virtual meeting is set up for representatives for GOCO, DOLA, Karen Rowe - PPACG Grant Navigator, Reid and Jennifer for review of Centennial Park funding resources. The list of items needed from Gene was brought up and Reid will work with Kevin. An item will be added to the agenda for members to regularly report on the projects list.

### **Business Items**

3. Volunteer Hours Reported. Reviewed March and April with over 200 hours reported to the Board to justify the work of Parks volunteers.
4. Kiosk Revenue Report. Review of the bar graph took place.
5. Review E-Bike and Mountain Bike Use on Trails. MOTION (Kevin, Jennifer) to table all discussions of E-bikes on trails until October of 2025. Motion passed 5-1 (Reid).
6. Update on ER Vision Advisory Committee. John briefed the Parks Commission that two citizens members were selected, Larry Bobo and Cathy Wilcox. On 5/6, members reviewed the Willans plans for the 2.8 acre area. Discussion took place about cabins being directed by resolution and now up for discussion is the open air pavilion that Parks suggested repairing. Reid expressed concern of resolutions being overturned. Collins mentioned review of all development plans by internal and outside agencies before anything can be opened for public use.
8. Update on Bridge Dedication and Upcoming Trail/Bridge Activity. Reid expressed a thank you to Kevin for his help in the last 6 months. Kevin discussed the steps at Greeley being worked on and the several weeks of trail work starting June 3rd. Cindy and Kevin will work on the Mile High Youth Core grant, which opens June 20<sup>th</sup>. The next bridge will be a simple design with straight planking, no rails and curbing.
9. Review June Service Day. Jennifer will work on the event flyer for June 8<sup>th</sup> and meet by the library. Invite friends and neighbors.
10. Update on Parks Grant Activity. Cindy is looking for funds for trees, such as Walmart and Home Depot. Reid suggested asking Home Depot for donations. Cindy will pursue the dermatology letter for the prior completed grant application.

### **Centennial Park**

11. Update on Installing the Fountain in Lake. Public Works staff were thanked for installing the fountain in the lake and repairing a lighting fixture.
12. Update Ped Bridge Lighting. Reid reported that the project went well with lighting for the ped bridge and adding power at each end. The conduit will be spray painted by Town staff.
13. Update Disc Golf Work (Greg). Reid had a meeting with Greg and reviewed moving hole #1 and #2. The club would like to have two water holes and will post signs declaring disc golf having the right of way. He explained the southeast corner of the lake was the preferred area for a second water hole. Reid requested that El Paso County Parks be included in the discussion when a meeting is made about the Crawford Memorial.
14. Update on Parks Grant Activity. Reid is in the process of writing a grant for a donation from the Kiwanis Club.

15. Review of Centennial Strip Park Plan. Chief Vincent, Cindy and Reid had met regarding mitigation and marking dead trees to chip behind the restaurants north of the ballfield. Picnic tables will be located in this area for shade. Flags marked utility lines and the proposed trail through the area.

16. Update on Little League Ballfield Improvement. Collins noted an email in April reporting that the fence was fixed. She also requested the bigger improvement plan be submitted to the Town. The league has made minimal effort in completing what was promised in the discussion. Collins agreed to inform the Little League (Dion) of fees that will be charged for use of the field if there is not a plan to the town by the end of May.

17. Update on Parking Area and Pickleball Court/Restroom Activity. Discussion and review of site map provided by Tim Caves. Parks will reach out to Tim regarding any suggestions and stay in communication. John plans to meet with the Pikes Peak Pickleball Association to gather information and ideas for managing play. Mike has checked into a reservation system and suggested waiting until next year to put it in place. A paddle up system should be in place along with signage for rules. Discussion took place about landscaping and a future pavilion. John researched a pavilion with a concrete slab at a cost of approximately \$20,000. Metal roofing was also suggested.

#### **Glen Park**

18. Update on Parking Area and Pickleball Court/Restroom Activity. Noted as duplicate item.

**Public Comment.** None.

**Report of Other Meetings.** Kevin reported on his recent activity. The Air Force bridge breakaway cable is ready to install. Kevin will monitor the ramps leading up to bridge and if it will hold up in the rain. Cables will be installed in late June. Kevin would like everyone to consider how many hours they worked on the bridge project and report to him in the coming weeks. Discussion about the second bridge location took place and it was suggested to notice a field trip prior to an upcoming meeting.

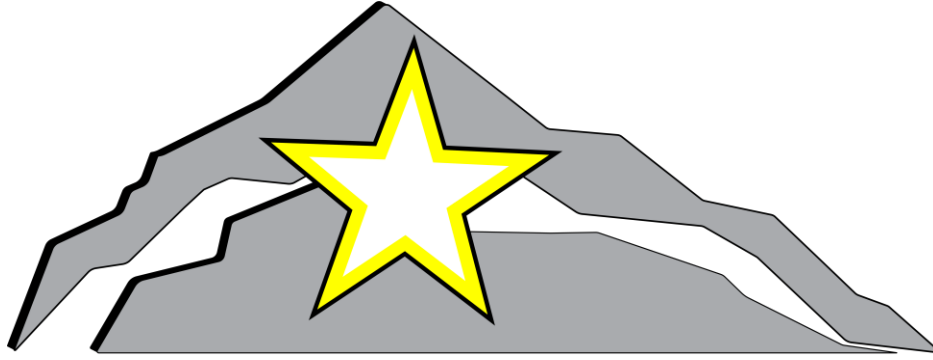
**Next Meeting (5/28 workshop) and Future Items.** Service Day, update on Mile High Youth Corp projects, and brainstorming for the open air pavilion repair.

**Adjourn.** Reid adjourned the meeting at 6:40 PM. Motion passed.

*Minutes by: Tish Torweihe, Administrative Specialist*

KIOSK REVENUE REPORT

Kiosk Revenue	May Collections for the Kiosk / Transactions: 1235	
	\$ 6,545.50	Gross Collections (1235 Transactions)
	\$ (370.50)	Fees
	\$ (70.00)	Monthly T2 Svc charge
	<b>\$ 6,105.00</b>	<b>Net Collections - May</b>
	Collections 2024 YTD / YTD Transactions: 2999	
	\$ 15,894.70	Gross Collections
	\$ (899.70)	Fees
	\$ -	Supplies (Kiosk Paper)
	\$ (350.00)	Monthly T2 Svc charge
<b>\$ 14,645.00</b>	<b>Net Collections</b>	
\$ (1,249.70)	Total Fees and Maintenance 9%	



# Town of Palmer Lake

## *Board of Trustees Summary Sheet*

	<b>April &amp; May 2024</b>
Title	<b>PARKS Report</b>
Date	6/13/2024 Board meeting; 6/11/2024 Parks meeting
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 124 hr. Clerical (email, calls, grants, spreadsheets) : 22.0 hr. Miscellaneous Meetings (other than Parks) : 32.0 hr.
Total Volunteer Time	Total = 178 hours
Upcoming Activity	Parks Workshop 6/25

**Palmer Lake Parks & Trails: Project List 2024 (New, In Progress, Completed, Ongoing) - updated 6/9/2024**

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

**CP - Centennial Park; GP- Glen Park; BL - Ben Lomand**

Ref#	Park	PROJECT LIST:	Source of funds	PLP&T Project Lead(s)	Cost	Hours	Complete Target	Project Progress & Notes
<b>Annual – Semi Annual Events / Projects</b>								
1	CP	Stain / Paint Gazebo Deck	Parks budget	Cindy	Office?		2024	Need to research material costs & obtain, and organize a day for the staining. Done late May '24
2	CP	Remove dead trees/brush from around lake, trim dead branches etc.		Jennifer			2024	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
3	GP	Order and spread wood chip in Glen Park					2024	PW – Service Day in May/June, possible fall load
4	ALL	Trail Maintenance					2024	Volunteer Service Day (Trail TBD) As needed
5	CP	Conduct an annual Broomball Tournament in the winter.		Jennifer	\$1,000	60	2024	Changed from Winterfest to Broom ball Tournament
6	CP	Install the Lake fountain in the spring and remove in the fall		Staff	\$0	4	2024	PW – Install in the spring, remove in the fall - annually
7	CRK	Organize & advertise annual Creek Week clean up along N. Monu. & Monu. Creeks		Mike			2024	Parks has participated for the last 3 years - continue annually in Sept - Oct.
8	ALL	Noxious weed service day at least once per year - in one of the Parks					2024	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.					2024	PW – Contract with qualified weed eradicator, see Jason departure list or Steve Orcutt for contractor.
11	CP	Coordinate with April Veley (Rest. Grp.) for putting up and taking down holiday lights.		Reid	\$0	5	2024 - 2025	Per the adopted plan between April & Reid 3/24. 1 Year trial.
10	ALL	Holiday lights contest		Jennifer	\$100	10	2024-5	Revise the rules & categories - December a week before Christmas. Completed 4/11/24
12	ER/CRK	Chicken Coop Bridge Maintenance / Re-seal	Volunteers	Kevin	\$100	10	2026	USAFA maintenance plan calls for reseal every 2-5 years. Future bridges will be added to this list as they are constructed.
	ALL	Service in the parks day - spring - Centennial Park only 2024	NA	Jennifer Reid, Cindy	\$0	19	2024	June 8th. advertising starting early May (hrs. Including Commissioners)
	ALL	Service in the parks day - fall		Mike			2024	September 28th, in conjunction w/ County wide Creek Week

	ER	E-Rock advisory sub-committee		John, Cindy			2024	Meet to develop a master plan process for E-Rock - 2 reps, started 5/6/2024?
	ALL	Noxious weed workgroup		Cindy			2024	Recruit and form a workgroup to plan for and execute noxious weed removal in the Parks
	CP	Pickle Ball workgroup		John, Mike			2024 -5	Recruit and form a workgroup to address the issues around managing, maintaining, policy etc. the 6 PB courts

**Weekly / Monthly / OnGoing**

	ALL	Trash clean-up at all parks, weekly		Staff			2024	Madeline and/or “Q” are doing it 2-3 days/wk summer
	CP	Clean out fishing line disposal tubes one per					2024	Possibly recycle the lines
13	CP	Update the info kiosk at W. Bridge entrance		Mike			2024	

**One and Done Projects**

**2024**

15	ALL	Develop a “New Parks and Trails Commissioner” packet		Cindy			2024	Talked with her 3/3/24 about approaches for packet content gathering
30	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 & PW	\$350	8	2024	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
17B	CP	Construct strip park to begin with brush & tree clean up day for the area between back of restaurants and ballfield parking lot		Cindy			2024	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
18A	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			2024	Cindy researched & reported at the 8/22/2023 Parks Workshop - over \$100,000. Need to discuss alternatives. Too expensive. Grants- AAD ? Dermatology Grant?
18B	COL & CP	Research and install a shade structure at Columbine (small former picnic table) & playground structures at Centennial Park		Cindy			2024	For a 8’ x 9’ shelter, consider log shelter working with PLVFD, possible capital improvement funds. Dermatology Assoc. grant ?
88	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.		Cindy			2024	Some research happening 11/29/23 re cost to develop a nature center/pavilion
16B	ER, CP	Apply for exercise equipment stations grants for space if cabins are removed at ER, and for between Pavilion & playground at CP		Cindy, Jennifer			2024	

17A	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		Cindy, Reid	\$0	1	2024	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. <b>Researching grants for this as well.</b>
40	CP	When planning the strip park consider logical pedestrian and ADA paths connecting ballfields, bridge, strip park, parking, and restroom		Cindy, Reid			2024	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
26	ALL	Research and develop E-Bike use recommendation to the BoT on each PL trail that PLP&T has authority over		Jennifer & Reid			2024	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.
27	CRK	Clean fallen trees etc from the Creek between Day's property and Spring Street		Jennifer & Reid			2024	Special service day - spring 2024
58	CRK	Reapply for NM grant for bridges after receiving feedback		Jennifer Kevin	\$0		2024	Fall 2024, possible slide show from Chicken Coop bridge and letter from Brad Wambeke, USAFA
28	ALL	Develop the specification for the needed logs for bench and table projects. 4' &/or 6'		John, Reid			2024	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.
33B	ER/C	Build the rest of the approved trail system.	Grant	Kevin, Reid, John	TBD	160 hours	2024	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'.
19	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	\$96 + \$161 = \$257	286 + 540 = 826	2024	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

24	ER/C	Start brainstorming and planning for fund raisers to help pay for the permanent bridges 2025 & 2026.		Kevin, Reid			2024	Gene (lead volunteer) Need to plan ahead. Asked Gene 3/12/24 to start working on this as he has stated there are many who want to contribute. Outlined the possible need due to declining kiosk revenue. 3/21/24 asked Dawn for current funds available to us through CTF, Kiosk, & donations
29	ER/CRK	Build a temporary style bridge at Greeley Bridge crossing. Designed and started May '24.	Volunteers	Kevin, Reid, John	\$314.00	36 +10 + 20 +?	2024	Key Partners – Gene (Lead Volunteer) This bridge will be a simple bridge for bikes and pedestrians. VOC helped move logs into place 5/29-30 (20 hrs)
33A	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	\$0.00	\$10	2024	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
22	CP	Repair and or replace sections of the wildlife areas fencing and warning signs		Mike			2024	The signs may be underwater so look first before ordering.
34	GP	Update or add to the Glen Park playground rules signs to specific that the parking is for Playground Users only		Mike			2024	
35	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			2024	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.
36	CP	Replace / repair cedar rails and posts along north end and west side along RR tracks and Lake trail		Mike / Reid			2024	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
52	CP	Insure restroom on west side, south parking lot near ped bridge sidewalk is connected to paths and is safest orientation and design		Mike / Reid, John	\$0		2024	Work with Tim Caves, APL funded
37	ALL	Continue to work with Eagle Scouts to add to facilities and amenities in the Park(s).		Mike			2024	Eagle Scouts - going to build a small pavilion in wildlife area on west side of lake, presented at May 2024 PLP&T mtg
45	GP	Install an adequate ADA path from the handicapped parking spot into the playground.		PW Reid			2024	Recommended by CIRSA May 2023, June 8th service day
44	GP	Reinstall the Handicapped Parking sign at the reservoir trail head parking area.		PW staff			2024	Sign should be in the yard somewhere

23	KNT, CRK , ER	Put together a list of trail signs for purchase with the Lions Club Grant Rec'd 4/19/24		Reid	\$1,000		2024	Once planned present to PLP&T with a map for approval
38A	ER	Apply for a Kiwanis donation for an information kiosk at the Chicken Coop bridge exit into Erock trail		Reid	\$0	3	2024	Deadline is mid-May - didn't get submitted in time. Look to 2025 submission
39A	ER	develop a punch list of necessary tasks and material to accomplish 39B		Reid & Cindy			2024	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
39B	ER	Open Air Pavilion Restoration, clean up and repair, work days etc.		Reid & Cindy			2024	Start in early 2024, work on cost estimates, look into the use of CTF money, part of BOT Resolution 10-2024
32B	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	\$0	2	2024	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
42B	CP	Apply for GOCO grant for a multi-use field.		Reid, Jennifer Dawn	\$0	4	2024	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
43	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	\$50		2024	Propose possible installation sites to PLP&T Commission ASAP once cleaned up. Place 2 on top of the RR viewing hill in CP south
32A	ER	Flag the perimeter trail in E-Rock with consideration of a 20' - 30' permanent easement. Try to complete by 4/14/2024		Reid, Kevin	\$0	4	2024	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
47	KNT	Place a "please respect private property" signs where the trail borders each private property		Staff and Reid			2024	Same size as pickleball curtain signs - about 4 at \$25 ea, probably. The installation?
60	CP	Determine how many boulders APL needs for Pickle ball court landscaping and move the rest if this along the RR fence to line the parking area across from Art Ctr.		Staff and Reid			2024	Boulders moved to along the tree line of the strip park, May '24

62	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			2024	Leave a few for the pickle ball landscaping
31B	ER/CRK	Install a porta potty for work being performed by MHYC - June 3-28, 2024		Town / Kevin		4	2024	Location TBD by trail location MHYC will be working on - relocate as needed. Location decided 4/18/24
20	CRK	Reinforce the temporary log bridge banks					2024	Gene (lead volunteer) Use the rocks available first. Wait until ground thaws a bit.
21	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.					2024	Gene (lead volunteer)
41	ER	Determine how many bear proof trash cans & pet waste stations will be needed on the trail					2024	
68	ER	Develop a plan 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		John, Cindy			2024	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
16A	ER, CP	Research grants for exercise equipment		Cindy			2025	E-rock and CP playground
62	ER	Devise Pre-tours with public schools, homeschool & private schools for age appropriate historic talks		Cindy			2025	Wait until after the trail is beyond the pavilion
64	CP	Develop a plan for the bulletin board at the East side restroom - PL parks, El Paso city parks, Hist. Society.		Jennifer			2025	
65	CP	Create a high interest MM fund for an annual savings toward replacing multi-use field once built		Jennifer			2025	Either a set amount each year or a percentage of out annual kiosk fees, once GOCO grant is awarded.
66	CP	Clean up the trail to the RR overlook hill at the south end of the Park and install a bench.		Jennifer & Reid			2025	Bench could be a log bench manufactured by Parks and PLVFD, Reid already has some sample designs and log source - PLVFD
63	ER	Develop a plan for community garden boxes: 32' X 32', 9 garden boxes					2025	Gene (lead volunteer) Late 2024 into 2025 with BOT permission. Research costs to construct and water availability

69	ALL	Coordinate Earth Day, Leave no Trace Event					2025	
70	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.					2025	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
72	ER	Create a Nature Center in part of a cabin if they are not torn down.		Jennifer Cindy			2026	Depends on BOT determination of the buildings. Possible CTF money - Dawn to look into.
73A	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	\$15,000	TBD	2026	Key Partners – Gene (Lead Volunteer) / USAFA eng. dept. - Dec.2025 to submit to Parks Comm. 3 designs for decision to be presented to the BOT.
71	ER	Develop a plan for Small bridges & trails in the Beaver Pond area		Kevin,			2026	Gene (lead volunteer) Look to 2025-2026 to develop a plan, design, and present to Parks Commission
74	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.					2026	
49	CP	Develop a 3-5 year plan for the Little League field.		Dawn & Reid	\$0		2024	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
50	CP	Research, propose to PLP&T and BOT for the appropriate fee for baseball field.		Dawn & Reid			2024	Check with other entities and work with LL if they respond, on an appropriate fee for practice and games. Dawn - how to manage?
53A	CP	Install railroad bridge lighting.	Town	Duke & Porche Electric, staff, Reid	\$25,000	20+	2023-2024	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 Porche(4/22/24). Completed May 2024

48	CP	Review and identify issue in the PL Master Plan as it relates to All Parks.		Mike	\$0		2024	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. Coordinate with Palmer Lake Master plans, Awake the Lake plus and Disc Golf. Once site map is done.
51	CP	Complete the 6 pickle ball courts and the restroom on the west side of the RR tracks		Mike, John	\$0		2024	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
42A	CP	Develop a plan for the multi-use field that includes soccer, football, and lacrosse groups.		Reid	\$0		2024	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
53B	CP	Spray paint the galvanized conduit brown or black once the lighting is done so it blends in with the bridge steel beams.		Staff and Reid			2024	Staff decided and with Reid’s agreement, not to paint it at this time - not necessary.
67	ER	Design and construct a permanent break-away bridge, a 2nd bridge in 2024-2025 with USAFA. Location TBD by PLP&T Commission by August 2024 meeting.	Kiosk / Grant / USAFA	Kevin	\$15,000	TBD	2024 - 2025	Key Partners – Gene (Lead Volunteer) / 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.
56	CP	Relocate disk golf holes 1 & 2 so that all the holes are on the east side of the bridge.		Reid		4	2024 - 2025	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. Asked for mtg with ELCP .
46	KNT	Complete Kent Street to the Creekside Trail, don't advertise - local knowledge only	Training grant	Reid, Kevin	\$0	220	2024 - 2025	Gene (lead volunteer) Work w/neighbors' concerns, completed with VOC trainee volunteers May 2024
59	GP, KNT	Create and install trail markers and mileage signs for the perimeter trail in Glen Park and the Kent Street end and N.Monument Creek crossing (4)		Reid, Kevin			2024 - 2025	Gene (lead volunteer) 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? Plus cement cost.
25	CRK	Mitigate the trail and stream from Walnut to Day's property driveway - check property lines					2024 - 2025	Service day or Andrew. Reid to talk with Day's

57	ALL	Send some commissioners to the Trail Syposium - 2 day event 1st week of September 2024. RMFI		Jennifer			2024 and/or 2025	Gene has the information and encourages 4-6 members to go, \$35 / person. What expenses besides symposium fee are we willing to pay and for how many?
17C	CP	Plant evergreen trees in the strip park behind the restaurants.		Cindy			2024 or 2025	Research a grant for evergreen trees to be planted in the stripe park behind the restaurant
54	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			2024 or 2025	Gene (lead volunteer) 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.
55		Announce Name of Park after presentations to the Parks Comm., Historical Society, BOT and MP workgroup		Parks			2024 or 2025	Gene (lead volunteer)
73B		Collaborate & Develop a 4th project with the USAFA Engineering Dept and PLP&T Commission in 2025-26.		Kevin	TBD		2026, 2027	If the popularity of the joint projects continues with the USAFA cadets.
75	CP	Establish a handicapped parking area and install the appropriate sign in the parking area across from the Depot, O'Malley's.		Dawn & Reid			On Hold	Dawn – On Hold until sidewalk design is completed with CDOT
		<b>TBD</b>					<b>TBD</b>	
86	KNT	Install 1 or 2 pet waste stations at the top of Kent St. and at the bottom where Kent and Prairie intersect.		Cindy				@ \$180 ea, research possible grants for them
79	CP	Expand the east side off County Line Rd CP parking lot.		Dawn, PW, & Parks				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. They made diagram of the proposal. EPCP in control at this point.
81	CP	Install electric charging station in one of the parking areas along st. hwy 105. Across from Depot		Dawn, PW, & Parks				CORE is interested and has reached out to the Town and mayor, presented to BOT and Staff, Started May 2024
82	CP	Install a paid parking kiosk in the parking area across from to old Art Center		Dawn, PW, & Parks				Research and present a proposal to Town and BOT at the right time

77	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.
61	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
80	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
78	GP	Replacing/sanding & painting the plywood practice wall at Glen Park tennis court Add 1 panel on each side.		Reid & Cindy				( 2 4'x8' exterior treated / severe weather plywood + clamps) @ \$45.00 / sheet plus green exterior paint - 1 gallon (\$65)
76	ER	Manufacture and install 5-6 log benches along the E-Rock perimeter trail		Reid, Kevin				Gene (lead volunteer) With the help of there PLVFD, timber lag screws \$25 x 2
<b>2025</b>								
<b>2026</b>								
83	CP	Repair gazebo weather vane						Work with PLFD
84	RES	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
85	GP	Additional signs at information kiosk for trailhead: reason for the fees; more reminder signs along the South side of parking.						Renovate / repair the existing information kiosk
87	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
89	CP	Reach out to Kurt Ehrhardt about playground equipment for small playground at baseball field						

90	ALL	Look into various professional organizations that focus on parks, trails, and facilities within for possible organization and individual membership						
91	ER	Look into Establishing a parking lot at E-rock entrance off St.Hwy 105						Coordinate with Roads, PLFD, PLPD on location and size, about 25-30 spaces.

**2024 Completed Projects by Palmer Lake Parks and Trails Commission and Roads Department**

		Removed a large tree at the Chicken Coop bridge site		Reid, Kevin	\$480	1.5 hrs	Done 3/28/24	Necessary to meet the PPRB break-away bridge requirement . Done by Blue Tree - Yonny
	CP	Establish a plan for the Holiday lights - putting up and taking down	Rest. Grp	Reid & April	\$0	2	Done 3-24	April Velej 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.		Reid, Kevin, Jennifer	\$0	2		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		Reid, Kevin	\$0	1	1/24	Resolution approved by BOT 1/11/24; Res. 10-2024 to build trail and renovate the pavilion.
	ER/C	Apply for MHYC/GOCO grant to pay for trail building along N. Monument and Monument Creek into E-Rock		Cindy, Jennifer	\$0			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	\$0			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	\$0	30		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		Reid	\$14	2		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	\$52	2		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		3		Draft 11/2023, created 12/23, mount ASAP in 2024 - done 2/2024

14	ER	Build permanent bridge for Chicken Coop crossing	Kiosk / USAFA	Kevin	\$15,000	TBD	2024	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
22	ALL	Develop a list of trail signs for parks & trails that we can use in the application for a Lions Club donation.		Reid	<\$1000		2024	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 4/112/24.
On-hold	CRK	Expand log bridge and add hand rail on one side		Gene			On Hold	3/12/24 Gene and Kevin felt it is unnecessary so proposed waiting
25	CRK	Plan a trail training area for MHYC training - April 2,3, or 4 (2 of the 3 days)		Kevin	\$0	10	2024	Gene (lead volunteer) Another free trail work training day provided by MHYC. 20-25 trainees. Ice cream only expense
38A	ALL	Develop a table / flyer for noxious weed control - time of year, type of control, specific weeds to Palmer Lake		Phyllis, Cindy, John			2024	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.
38B	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	\$0	2	2024	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	\$5.00	15	2024	See agreement between parks and April for 2024-2025 Holiday lighting plan adopted by PLP&T Feb. ? 2024, see #10
41	CP	Develop a Centennial Park Master Plan site map per Planning Commission		Reid and Nick E.	\$0	20+	2024	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
31A	ER	Install a porta potty for work being performed by USAFA If necessary - see comments		Kevin	\$0	1	2024	Wait until after it is scheduled.. Used Kevins house.
92	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	\$0		2024-2025	Reid attended the BOT meeting to determine eligibility for annexation - passed by Resolution. Application has been withdrawn by them.


# Palmer Lake

## Parks & Trails Commission

Invites you to our annual

### Parks and Trails Cleanup Day

### Saturday, June 8<sup>th</sup> 9:00 - 12:00

**What:** A fun morning of trail maintenance, dead tree mitigation, weeding, and an assortment of other outdoor tasks!

**Who:** You! All ages and abilities welcome.

**Where:** Meet at the parking lot by the Palmer Lake Library and Town Hall

\*\*All participants (or parents for those under 18) must sign a Town of Palmer Lake waiver. The form is available at [this link](#). Send completed forms to [PalmerLakeParksandTrails@gmail.com](mailto:PalmerLakeParksandTrails@gmail.com). Waivers will be available to sign June 8th.\*\*



Questions?

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