



PARKS COMMISSION

Tuesday, December 12, 2023 at 5:00 PM

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

LIVE STREAM available on Town website

AGENDA

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

Call to Order

Roll Call

Approval of Minutes

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

Petty Cash Report

Public Works Supervisor Report

Town Administrator Report

Business Items

- [2.](#) Current Volunteer Hours Report
- [3.](#) Kiosk Revenue Report
- [4.](#) 2024 Parks Project List
5. Review Noxious Weeds Workday
- [6.](#) Review Christmas Lights Contest
7. Consider Recommendation to Board for Trail and Bridge Activity
- [8.](#) Switchback Unified Team's Donation Request
9. Christmas Bonus for Parks Maintenance Staff
10. Introduction to Parks Budget for Planning Purpose

Centennial Park

11. Review Winterfest - Broomball Tournament
12. Multi-Use Field Future Replacement Funds
13. Review Centennial Park Master Plan Site Map

Glen Park**Public Comment**

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

Report of Other Meetings

- 14. Mile High Youth Corp Open House, 11/30
- 15. USAFA Engineering Department, 12/4

Next Meeting (1/9/2024) and Future Items**Adjourn**

Americans with Disabilities Act

Reasonable accommodations for persons with a disability will be made upon request. Please notify the Town of Palmer Lake (at 719-481-2953) at least 48 hours in advance. The Town of Palmer Lake will make every effort to accommodate the needs of the public.

Notice

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



PARKS COMMISSION

Tuesday, November 14, 2023 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 5:01 pm.

Roll Call. Present: Garcia Wood, Cindy Powell, Phyllis Head, Kevin Magner, Jennifer Nilson, Mike Pietsch, Reid Wiecks. Others present: Trustee Nick Ehrhardt, Jason Dosch, Dawn Collins.

1. Recognize Parks Volunteer Gene Kalesti. Chair Wiecks presented a certificate of appreciation to Mr. Gene Kalesti and congratulated him on receiving the award from the Rocky Mountain Field Institute as Trail Crew Leader of the Year for 2023.

Approval of Minutes

2. Minutes from October 10, 2023, Meeting. MOTON (Pietsch, Nilson) to approve the minutes as presented. Motion passed 7-0.

Petty Cash Report. Mike reported a new balance of \$279.

Public Works Supervisor Report. Jason Dosch reported on the lighting design approved by the railroad to install on the pedestrian bridge over the railroad. The Board tabled the approval to bring multiple quotes back to the Board to consider.

Town Administrator Report. Collins referenced the kiosk revenue figures for October and year to date.

The sledding hill sign was displayed.

Business Items

3. Parks Volunteer Hours Report. It was agreed that additional details highlighting events will be forwarded to Trustee Ehrhardt to share with the Board.
4. Noxious Weeds Workday. Phyllis reviewed plans for the 11/18 workday to remove noxious weeds along Old Carriage Road and South Valley Crescent. Volunteers will meet in the village square about 9 am and complete volunteer waiver forms.
5. Christmas Lights Contest. It was agreed that no registration is necessary and judging of all lights will take place on 12/17. Garcia and Jen will work on categories and award prizes for about \$20 an item, up to about \$100. The contest will be added to social media and shared for town website.
6. Shed Contents Moved to ER. Reid explained the inventory list of storage shed contents split between the shed behind the office and the new storage room at the elephant rock maintenance building. It was agreed that a tool hanger will be purchased to trade to Mr. Richard Willan for the existing storage rack in the maintenance building. MOTION (Reid, Phyllis) to approve purchase of a replacement rack for approximately \$160. Motion passed 7-0.

Mr. Gene Kalesti also requested approval of two McLeod tools for trails. MOTION (Garcia, Jen) to approve purchase of two McLeod by staff. Motion passed 7-0.

Reid requested to take item 8 next.

8. New Bridge and Trail Next Step - Recommendation to Board of Trustees. Discussion took place about updates of the trail and bridge activity. Grant opportunities were reviewed, location and priority of bridges were discussed. Jen offered to revise the grant summary to present to the Board on 12/14. It was agreed that, following the 12/4 review of the design with the Air Force Academy, there will be a workshop on 12/5 to review the bridge designs, and a recommendation will be considered and voted on at the 12/12 meeting to present to the Board on 12/14.

7. Eagle Scout Project. Mike spoke about a possible pergola project to be planned over winter by Troop 9 to be presented to the Commission in spring.

Reid circled back to item 8 to request approval of bridge material cost, an additional \$127.29 to reimburse to Mr. Gene Kalesti. MOTION (Powell, Wood) to approve the reimbursement. Motion passed 7-0.

Centennial Park

9. Winterfest. It was agreed that the Winterfest activity will continue as the Broomball Tournament. Garcia and Jen will meet to plan for January 20 (back-up date of February 10).

10. Update - APL Pickleball Court Project (Mike). Mike reported that dirt is being added to the foundation.

Reid also reported that he and Nick met to draft a "Master Plan" map as requested by Planning Commission for the Centennial Park plan.

Glen Park

11. Finalize Court Rules; Access to Nets. Review took place of the rules to be added as a sign. Discussion of access for nets took place. Cindy Powell agreed to be the contact to provide the combination with collection of full name, physical address, and phone number. Cindy will share the information she posts to also share on Town news. Reid suggested a smaller sign for the squeegee and to add an instruction sign to slide the center net back to the fence when done and secure with bungees (supplied). It was agreed to include the office phone number to report any issues. Two signs will be created for each gate and Mike will forward the language to Jason.

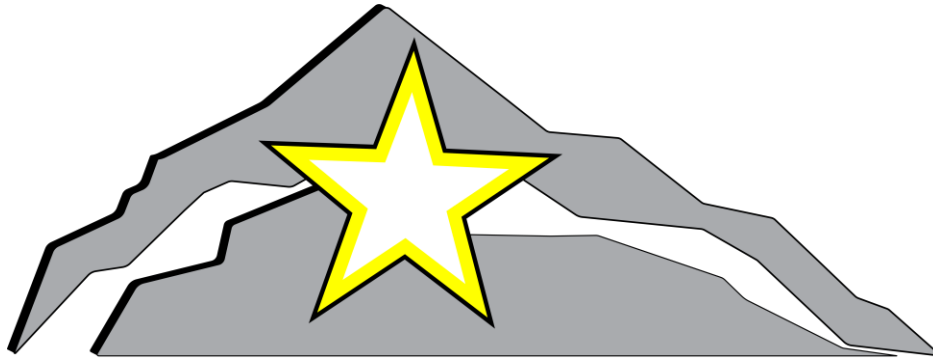
Public Comment. None.

Report on Other Meetings. Reid and Mike reported meeting with Renner about the cracks returning on the courts and noted that the Commission opted for the less expensive fix.

Next Meeting (11/28 workshop) and Future Items. Reid stated there will be a workshop on 11/28 to review the budget; workshop on 12/5 to review the bridge design; and next regular meeting on 12/12.

Adjourn. Reid adjourned the meeting at 6:48 pm.

Minutes by: Dawn Collins, Town Clerk



Town of Palmer Lake

Board of Trustees Summary Sheet

	October & November 2023
Title	PARKS Report
Date	November 2023
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 61 Clerical (email, calls, grants, spreadsheets) : 35.5 Miscellaneous Meetings (other than Parks) : 17
Total Volunteer Time	Total = 113.5 hours
Upcoming Activity	Continued Trail and Grant activity

Dawn Collins

Subject: Kiosk Revenue

Kiosk Revenue	November Collections for the Kiosk / Transactions: 507		
	\$ 2,687.10	Gross Collections (507 Transactions)	
	\$ 152.10	Fees	
	\$ 70.00	Monthly T2 Svc charge	
	\$ 2,909.20	Net Collections - November	
	Collections 2023 YTD / YTD Transactions: 8,615		
	\$ 45,659.50	Gross Collections	
	\$ (2,236.30)	Fees	
	\$ (1,130.00)	Supplies (Kiosk Paper)	
	\$ (900.00)	Annual Maintenance Contract	
	\$ (674.00)	Monthly T2 Svc charge	
	\$ 40,719.20	Net Collections	
	\$ (4,940.30)	Total Fees and Maintenance	12%

Dawn A. Collins, CMC
Town Administrator/Clerk



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Palmer Lake Parks: Project / Punch List 2023 (New, In Progress, Completed, Ongoing) - updated 11/25/2023

Item 4.

Ref#	Park* belo	PROJECT LIST:	Previous Ranking Average	EST. COST	Project Lead(s)	Statu s	Project Progress & Notes
1	ALL	Work with PLFD to move logs to bridge locations or cutting them in-place to size for bridges, picnic tables, benches.	1.71		Parks, PLVFD		
2	ALL	Ask Phyllis to develop a table for noxious weed control - time of year, type of control, specific weeds to Palmer Lake and where	1.83		Phyllis		Publish on Town weekly newsletter. Phyllis is already working with a couple of entities to accomplish this.
3	ALL	Develop a "New Parks and Trails Commissioner" packet	2.16				
5	ALL	Noxious weed service day at least once per year		\$ 10	Phyllis		
6	ALL	Holiday lights contest - annual		\$ 100	Jennifer,		Revise the rules & categories - done 11/23
7	CP	Trash clean-up around the Lake, weekly	1.00		J a s o n , parks		I believe Madeline and/or "Q" are doing it weekly
8	CP	Clean out fishing line disposal tubes one per month	1.00				Possibly recycle the lines
9	CP	Contribute to the research and development, and writing of a GOCO grant for multi-use field with ATL	1.57	\$450,000	Reid, Jennifer, Cindy & town		Submitted a concept to GOCO on July 20th and it was not accepted (heard back Aug. 16, 2023. Will hear suggestions and resubmit in the next cycle. Will edit and resubmit Jan. '24
10	CP	Install the Lake fountain in the spring and remove in the fall	1.66		Jason & parks		Install on the spring, remove in the fall - annually
11	CP	Connect with Soccer, football, and lacrosse groups to develop a plan and involvement with multi-use field.	1.85		Reid		, 8/1/22 connected with PDSC and gave them the survey (see # 19); 8/3 reached out to lacrosse (no reply as of 9/12) finally established a contact 1/7/23. Pride SC 1/20/23; met w/PDSC 1-17-23
12	CP	Once Bridge lighting plan is approved install the electrical and lighting per code	1.85	\$22,000	Jason & parks		BOT at 10/23 meeting asked for additional bids; ask APL for a share of the cost.
13	CP	Begin brainstorming Centennial park area adjustments and modifications. Make sure we coordinate this activity planning with the Centennial Park, Palmer Lake Master plans, Awake the Lake plus and Disc Golf.	1.88		All parks members, 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
14	CP	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!	2.00		Dawn & Reid		Meeting w/Dawn, Jason, Dion, Del and Reid 8/23/22, need to meet with them prior to the season to discuss their plans for field improvements this year, and to have them develop a 5 year plan as promised 8/23/22. Dawn asked for meeting with LL Jan. 2023 - waiting to hear back. Zoom mtg w/Dion early May '23, in-person mtg scheduled for June 22, 2023

15	CP	Establish a handicapped parking area and install the appropriate sign in the parking area across from the Depot, O'Malley's.	2.25		Town, Parks		Item 4.
16	CP	Quotation 1/20/23 from Churchich, Miracle Recreation secure funds and schedule repair	2.57	\$10,004	Reid, Dawn		- received: 10003.50, APL funding - they declined. CTF funds and got a new quote 6/16. As of 11/23 waiting to be scheduled - most likely in 2024 weather dependent.
17	CP	Brush & tree clean up day for the area between back of restaurants and ballfield parking lot	2.5		Parks		High priority for Jason, need to design a strip park w/picnic tables.
18	CP	Do noxious and non-weed mitigation around the lake and bridge.	2.14		Parks	Ongoing	Contract with qualified weed eradicator
19	CP	Develop a plan for the bulletin board at the restroom - PL parks, El Paso cty parks, Hist. Society.	3.00	\$ 100	Parks		Need 2 4"x6" x 8' treated posts \$16.00/ea, 4 lag bolts 8" long (approx \$20.00 + 6 bags cement (\$30.00). Determine best location for 2nd B. Board
20	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.	3.00	\$ 30	Reid, Jason		
21	CP	Replace / repair cedar rail posts along north end along RR tracks and Lake trail	3.50	\$ 208	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
22	CP	Replace / repair cedar rail posts and rails along west side of the Lake trail.	3.50	18.00 ea	Mike, Reid service group		check number needed
23	CP	Begin planning for a non-motorized boat launch area at the S. End of the Lake, possibly fence or boulder off or use boulders for boundary and bring in sand.	3.57	\$ 200	Jason & parks		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
24	CP	Remove dead trees/brush from around lake, trim dead branches etc.	2.00	\$ 600	Jason, service day		Service day: ongoing spring/summer. 30 yard rolloff about \$600
25	CP	Add some protection around the edge of the roof of the information kiosk at the west end of the pedestrian bridge			Mike & Eagle Scouts		Low and sharp - a bit dangerous
26	CP	Continue to research and look into the installation of a free standing shade structure for over the playground. 1st quote is over the swings, 2nd over playground.	2.00	\$30365 - 110137	Cindy		Cindy researched and reported at the 8/22, 2023 Parks Workshop - over \$100,000. Need to discuss alternatives. Too expensive. Consider building our own from Reservoir logs w/PLVFD and just buying the fabric cover.
27	CP	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.	2.00		Jason & parks		Met with El Paso county parks summer 2021 or 2022. They made diagram of the proposal.

28	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.	2.00	\$600-700	Jason & parks		Work with PL Sanitation, PLVFD, and PLPD. This would be a movable gate like on the east side of the Park. Traffic Safety Tractor Supply \$200.00 approx. each	Item 4. /
29	CP	Close any entrance to the dirt road along the west side RR tracks across from the PO or Art Center entrance.	1.00	\$200-300	Jason & parks		Work with PL Sanitation, PLVFD, and PLPD. This would be a movable gate like on the east side of the Park.	
30	CP	Develop a Centennial Park Master Plan site map per Panning Commission			Reid and Nick E.		Started and completed 1st draft Nov. '23, 2nd draft 11/27/23	
31	CP	Explore the possibility of an electric charging station in one of the parking areas along st. hwy 105			Jason & parks		CORE is interested and has reached out to the Town and mayor	
32	CP	Explore the possibility of a paid parking kiosk in the parking area across from to old Art Center			Jason & parks			
33	CP	Design and conduct a town wide survey to gage the support for a multi-use field in CP (suggested by the GOCO area Representative).			Parks		Must be conducted before and built into the 1/24 concept.	
34	CP	Conduct an annual Broomball Tournament in the winter.			Parks		Changed from Winterfest to Broomball T.	
35	CP	Mount sled hill sign and place posts (to prevent bicyclists from riding through) rather than a chain at the opening.		\$ 100	Parks			
36	CP	Clean up the trail to the RR overlook hill at the south end of the Park and install a bench.			Parks		Bench could be a log bench manufactured by Parks and PLVFD	
37	CP	Work with disc golf club to relocate holes 1 & 2 so that all the holes are on the east side of the bridge.			Parks & Greg		Hole 1 and 18 would star and end , respectively, at the pedestrian bridge. Talked with Greg in mid-summer. No decision yet.	
38	CP	Work with APL to complete the 6 pickle ball courts and the restroom on the west side of the RR tracks		Grant funds	Mike & Jason		APL liaison : Tim Caves	
39	CP	Design and begin to construct a "strip" park along the west side of large south parking lot and behind the restaurants along St. Hwy 105, in the trees		\$600 to 2400	Parks, Jason		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	
40	CRK	Mitigate the trail area from Spring Street to Monument Creek E-Rock chicken coop crossing.	1.00	\$600.00	P a r k s , Jason		Directed by the BOT 4/5, use volunteers; started 6/23, cost is for a 30 yard rolloff	

42	CRK	Develop a master plan for Creekside Trail & Kent Street Connection trail			Parks		Item 4.
43	CRK	Create & install trail markers and mileage signs at trail intersections between Chicken Coop bridge site and Lovers Lane / Walnut intersection. (4 trail. Markers?)		\$ 28			
44	CRK	Complete the new section of Creekside Trail from Spring Street to Chicken Coop crossing					Possible MHYC help and grantee
45	CRK	Formalize a 5-7 cars parking area at the intersection of Walnut and Greeley for trail parking.		\$250-350	Jason & parks		Cost would for parking strips, 6' rubber parking blocks \$50.00 ea
46	ER	Develop a 3-5 year master plan for proposed E-Rock park if approved by BOT. See projects list specifically for E-Rock as a starting point.	1.33		Reid, Gene		Work with E-Rock master plan workgroup starting June 14, 2023
47	ER/CRK	Submit / present an explanation plan to the BOT for the bridges and trail beyond their 1st resolution.			Reid, Kevin, Gene, Jennifer		1st draft created 11/23, Presentation at the BOT mtg 12/23
48	ER	Connect with the PL Master plan workgroup committee to merge ideas for E-Rock property master plan	1.5		Gene, Reid		Directed by the BOT 4/5, disbanded after one session - nothing accomplished.
49	ER	Devise Pre-tours with public schools, homeschool & private schools for age appropriate historic talks	1.66		GENE, CPSC		Wait until after the trail is beyond the pavilion
50	ER	Open Air Pavilion Restoration, clean up and repair	1.8	\$3000-9000			Start in early 2024, work on cost estimates, look into the use of CTF money
51	ER	Decide on a name for the proposed E Rock property park if approved by the BOT, contest?, historical?	1.83		Gene, Reid		
52	ER	Parimeter Pin Survey Work	2.00		GENE, CPSC		CrossPaths Surveying, is it really needed? By parks?
53	ER	Announce Name of Park after presentations to the Parks Comm., Historical Society and BOT and MP workgroup	2.16		Gene, parks		Parks Media and Marketing Commissioners
54	ER	Permanent bridge for Chicken Coop crossing to be designed by USAFA & installed May 2024. 2 designs, present to Parks for input and approval	2.00		Gene, Parks		Parks would review each year at a presentation Dec. '23
55	ER	Decide on log bridge design for wilderness pedestrian bridges across Monument Creek	1.85	\$21000 - 27000	Parks		USAFA eng. dept. - Dec. '23 to submit to Parks Comm. for decision. Kevin then to work up a estimated cost. CTF and/or kiosk
56	ER	Apply for Non-motorize grant to pay for the 1st bridge at Chicken Coop			Jennifer, Kevin		Done in October '23 for 2024 award. See #62 & 64. We asked for \$60,000

57	ER/CR	Apply for MHYC/GOCO grant to pay for trail building along N. Monument and Monument Creek into E-Rock		\$34,000	C i n d y , Jennifer		Done in October '23 for 2024 award. See #62 & asked for 4 weeks of In-Kind trail work = \$34,000	Item 4.
58	ER	Research and establish a porta potty or restroom need for inside E-Rock in parks areas.	2.16		Gene, Parks		"	
59	ER	Nature Center created in part of Dining Hall or a cabin	2.4	*			Depends on BOT determination of the buildings. Possible CTF money - Dawn to look into. See also #101 & 94	
60	ER	Small bridges & trails in the Beaver Pond area	2.2				Look to 2025-2026 to develop a plan and design	
61	ER	COMMUNITY GARDEN BOXES, 32' X 32' WITH 9 EACH 10' X 10' BOXES	2.35	*			Late 2024 into 2025 with BOT permission. Research costs to construct and	
62	ER	Permanent bridge at Historic Epworth site to be designed by USAFA & installed May 2025, 2 designs, present to BOT & Staff for input and approval	3.00	\$21000	G e n e , Parks		Parks would review each year at a present Dec. '24. See # 56	
63	ER	Decide on log bridge design for wilderness pedestrian bridges across Monument Creek at Epworth Hwy.	1.85		Parks		USAFA eng. dept. - Nov. '24 to submit to Parks Comm. for decision	
64	CRK	Permanent bridge upstream of the Creekside/Kent Street bridge to be designed by USAFA & installed May 2026, 2 designs, present to BOT & Staff for input and approval	3.5	\$34000	G e n e , Parks		Parks would review each year at a present Dec. '25. See #56	
65	CRK	Decide on log bridge design for wilderness pedestrian bridges across Monument Creek upstream from Kent St./ Creekside bridge.					USAFA eng. dept. - Nov. '25 to submit to Parks Comm. for decision	
66	ER	Announce Park Naming Contest, Parks Commission can suggest categories.	2.66				Wait until the trail, Willans, and ? Are past their initial stages so that we don't get folks wandering the property too soon.	
68	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,			Gene, Parks			
69	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			
70	ER	Seek a resolution from the BOT for the E-Rock perimeter trail inside the E-Rock property to start sometime in 2024						
71	ER	Flagging Trail every 10' to 15' AROUND THE Perimeter of E-Rock approx. 1.7 MILES (?) once the BOT gives permission through Resolution. Won't flag entrances otherwise curious people will be in the way.	1.5	\$10.00	Gene , parks		Start work on the trail once flagged in 2024	11

72	GP	Update or add to the Glen Park playground rules signs to specific that the parking is for Playground Users only	1.83		Mike		Item 4.
73	GP	Create a picnic area with tables (3-4), made from logs at the Upper Reservoir, near the Res. TH parking area			Parks, PLVFD		Enlist PLVFD and a local mill to create the tables
74	GP	Reinstall the Handicapped Parking sign at the reservoir trail head parking area.	2.12	\$ 25	Jason, parks		
75	GP	Order and spread wood chip in Glen Park playground	2.14	\$ 450	Parks, Jason		May/June Service Day every year, 1st load in May/June, 2nd load (?) in Sept.
77	GP	Look at replacing the wood, plywood practice wall at Glen Park tennis court Do attachment cost research. Possible Adopt a Court grant from Colorado Tennis	2.75	\$ 155	Reid & Cindy		(2 4'x8' exterior treated / severe weather plywood + clamps) @ \$45.00 / sheet plus green exterior paint - 1 gallon (\$65)
78	GP	Additional signs at information kiosk for trailhead: reason for the fees; more reminder signs along the South side of parking.	3.00	\$ 100	Parks		Renovate / repair the existing kiosk
79	GP	Update the tennis/pickle ball rules sign and mount at least 2 at the tennis courts	2.8	\$ 480	Reid, Mike		Draft 11/2023
80	GP	Create and install 2 signs for the center post reminding users to close the center net after using the courts.		\$ 50	Mike		Draft 11/2023
82	GP	Install an adequate ADA path from the handicapped parking spot into the playground.			Parks		Recommended by CIRSA May 2023
83	GP	Create and install trail markers and mileage signs for the perimeter trail in Glen Park.		\$ 70			Approximately 10 4' posts
84	KNT	Begin trail work down Kent Street to the Creekside Trail, don't advertise - local knowledge only	1.16		Reid, Gene		Possible use for fencing, work w/neighbors' concerns
85	KNT	Complete Kent Street to Creekside Trail			Parks		
86	KNT	Determine a place for and install donated wire fencing?	3.14		Parks, Jason		4' x 500': along Kent Street? (See #46); somewhere in Palmer Lake. Or wildlife area wire? Perimeter fence in Erock east side?
87	KNT	Create and install trail markers and mileage signs at the Kent Street end and N.Monument Creek crossing (4)		\$ 28			4 x 4 x 8' posts treated - 1 post makes 2 sign/marker posts at \$14 per 8' post
88	KNT	Install 1 or 2 pet waste stations at the top of Kent St. and at the bottom where Kent and Prairie intersect.		\$ 360	Parks		@ \$180 ea
89	KNT	Place a "please respect private property" sign where the trail borders each private property - 4		\$ 100	Parks		Same size as #80 above = \$25 ea
90	CP	Create a high interest MM fund for an annual savings toward replacing multi-use field once built					Either a set amount each year or a percentage of out monthly kiosk fees
91	COL	Research and install a shade structure at Columbine Park		\$20,000	Cindy		For a 8' x 9' shelter, consider log shelter working with PLVFD, possible capital improvement funds.

92	RES.	Cut and manufacture 5-6 log benches from lags at the Upper Res., then install around the Upper Res.		\$ 50	Parks, PLVFD		With the help of there PLVFD, timber lag screws \$25 x 2	Item 4.
93	ER	Once the BOT gives PLP&T permission to proceed with the development of a trail around Erock manufacture and install 5-6 log benches along the trail		\$ 50	Parks, PLVFD		With the help of there PLVFD, timber lag screws \$25 x 2	
94	ER	Research exercise equipment grants for cement platforms once cabins are removed			Cindy, Jennifer		See also #101	
95	ER	Manufacture and build log picnic tables for the cement platforms once cabins are removed			Parks, PLVFD		With the help of there PLVFD	
96	CP	Add road base to the Lake loop trail from the north entrance to the south entrance along the west side to prevent mud.			Parks, Jason			
97	CP	Continue to work with Eagle Scouts to add to facilities and amenities in the Park(s).			Mike, Phyllis & Eagle Scouts			
98	ER/CRK	Add a temporary style bridge at Greeley Bridge crossing		\$ 1,100	Gene, Parks		2024, same style as Creekside bridge installed 2023	
99	ER	Decide which of the cabins we would like to not have torn down to use as a nature center & pavilion			Parks		Some research happening 11/29/23 re cost to develop a nature center/pavilion	
100	ER	When cabins are torn down conduct a service day to remove all the small debris from cement pads			Parks			
101	ER	When cement pads are exposed look into grants etc for basketball court, etc for some of pads			Cindy, Jennifer			
102	ALL	Send some commissioners to the Trail Symposium - 2 day event 1st week of September 2024		\$ 140	Parks		Gene has the information and encourages 4-6 members to go, \$35 / person	
103	ALL	Trail construction training - 2nd week in May 2024			Gene, parks		Gene to look into and report back on cost and dates	
104	ALL	Look into various professional organizations that focus on parks, trails, and facilities within for possible organization and individual membership			Parks			
104	ER	Look into establishing a parking lot of about 10-15 spaces at Erock entrance.			Parks, Jason			

		2023 Completed Projects by Palmer Lake Parks and Trails Commission and Roads Department						Item 4.
		Information kiosk removed from Fletchers Drilling			Alex & Jess Farr	Done	Spring 2023	
	CP	Repair broken gazebo hand rail			Parks	Done	Completed 11/23	
	ALL	Sort and redistribute Parks shed contents between the Parks shed behind Town Hall & the E-Rock storage room.			Phyllis, Q & Reid	Done	Completed 11/23, cleaned out E-Rock storage.	
	CP	Work with Eagle Scouts for there building and installing of a bulletin board kiosk on the west side of the ped. Bridge entrance.	1.00		Mike & Eagle Scouts	Done	Completed in Early Aug. 2023 but the left roof edge needs protective trim added.	
	CP	Safety fence at the east end of the Pedestrian bridge exit, along the top directing pedestrians away from the slope. Extend the fence to the bridge suggested by CIRSA ins, rip rap the slope to the NW & SE, stone stairs on the N/NE & S/SE slopes. Rip Rap retaining wall top on west side.	1.38	\$32,000	Landscape r, Reid, APL	Done 8/23	Bids received from 3 landscapers. APL chose one and is willing to pay all with conditions. Tentative start in May 2023. APL paid for oversaw the construction.	
	CRK	Explore and plot for a trail extension along Creekside Trail east into E. Rock property & bridge locations if BOT approves the project. Flag the trail.	1.5	\$ 10	Gene, Reid, volunteers	Done	Must flag the proposed trail from Spring St. to the chicken coop - done My 2023	
	CRK	Gather and haul limbs and trees between Creekside Trail and into N. Monument Creek out to Lover's Lane and pile correctly for pick-up by Roads or chipping. PLFD chain saw training?	2.14	\$ -	Jason, parks	Done	September Service Day	
	CRK	Explore an alternate parking area to the proposed wilderness parking area at Epworth and Greeley.	1.00		Jason, parks	Done	Investigated the area at Walnut and Greeley corner for 5-7 spaces with Mike and Jason Dosch, informed Dawn. Highly possible! 4/18/23, tested 6/5-8!!!	
	ER	USAFA Engineering program confirmation by 5.12.23 for designing 3 annual permanent bridge designs.	1.00		GENE, CPSC	Done	USAFA confirmed that will design bridges . Dr. Wambeke.	
	ER	Two Commissioners + for 2023 Pikes Peak Regional Crew Leadership training	2.20		GENE, CPSC	Done	https://www.rmfi.org/crew-leader-training	
	ER	Fall semester (mid - late AUG - 2023): USAFA Eng. Class - Conduct joint site visit, w/Parks etc.	2.00		G e n e , Parks	Done		
	ER	MAINTENCE BUILDING shared between Parks & Willans. Parks has west room. New locks & window	1.8		G e n e , Reid	Done	Keyes: Town office, Jason, Gene, Kevin & Reid	
	KNT	Remove random "t" posts and save for other Park uses, possibly along Kent Street	3.57	\$ -	Sub-c		T-posts belonged to Kite's	

	KNT	Inform trail neighboring residents along Kent St. and Creekside trail east of Parks & Trails, and Town/BOT personnel walking, flagging for future trail	1.00		Reid, Jessica,	Done	Provide them with a written notice on Town Letterhead presence and purpose. Done May 27th. Item 4.
	KNT	Flag the proposed trail from Kent to Creekside after notification above for the Kent to Prairie St. section.	1.00		Wesley, Gene and Reid	Done 5/27	Must flag the proposed trail at least 30 days prior to actual construction. Started the prairie st to creekside section 4/18/23.
	CP	Complete research on the multi-use athletic field at the south end of the Lake: artificial turf, try to reach a consensus with ATL.	1.75	\$425,000	Reid & Town	Done	(they agreed with it 1-17-23 parks workshop), vote by Parks. Received a specific quotation 1/2023 still obtaining another quote (Ross), wrote letter of support in June.
	CP	Develop a pedestrian bridge lighting plan to be submitted to RR, and shared with ATL & Rest.	1.75		Reid, Dawn, Jason	Done	Group, plan developed - ongoing discussions to determine which plan with ATL, RR, electricians. Sent lighting plan proposals to Greater Grounds 2/3/23 as their electrician might be interested. APL not interested in participating if it involves the RR 2-8-231. Met with Dail landscapers 2/10/23 & gave them lighting plan. Submitted late summer, approved by RR in September/October
	CP	Install power box from power pole and submit bridge lighting diagram and plan to RR for approval.	1.00		Jason, parks	Done	power installed and plan submitted to RR in July. As of Aug. 28, 2023 still waiting for reply. Approved 9/23
	CP	Connect with ATL to develop a plan for Centennial Park projects & master plan	1.71	\$ -	Jessica, Reid	Ongoing	ATL mtg 4/6/22; Parks workshop with ATL 1-17-23, and 2-8-23. Jeff reviewed in June '23
	CP	Start writing a master plan update for Centennial Park ASAP to formalize the long & short term projects with the Town and BOT and APL	1.5		Reid & Cindy	Done	Completed and submitted to BOT for adoption Aug. 16, 2023. Accepted but must add a site plan for the Park.
	CP	Design and conduct a 2nd survey to establish what the potential users (soccer and lacrosse), Town departments, ATL, Parks, and citizens would support: artificial multi-use field.	2.12		Reid	Done	Develop a survey of Lake/Centennial Park use for PLES students - suggested by Chris A. (GOCO Grant) to get more input from potential users. Posted by District 38 and again by PDSC on May 22, 2023
	CP	Connect with the PL Master plan committee to merge ideas for Centennial Park.	2.28	\$ -	Reid	Done	- done 4/11
	CP	Install new power pole and electrical service to the west parking lot N. of baseball field + survey, approach APL for funds.	2.57	\$11,260	Jason, parks, APL	Done	- they approved 2-8-23, met with CORE at the install sight 2/23. Installed new pole and line 5/3/23 APL funding.
	GP	Tennis court/pickle ball court resurfacing and adding 4 PB courts on east Tennis court overlay				Done	Completed Sept. '23
	CP	Repair or replace the split rail fence along the ball field, 105 section. Broken, covered with dirt etc.	2.00	Andrew	Town & volunteer	Done	Andrew started in July 2023, completed 9/23

	CP	Install 2 park benches along the to be installed fence line at the east end of the pedestrian bridge lake-side slope.	2.57	\$ -	Mike & Eagle Scouts	Done	Eagle Scout project 1-23 they have obtained the funds.	Item 4.
	ER/CRK	Created a Parks Trails & bridge sub-committee/work group for Creekside trail and bridge volunteer work	2.5		GENE	Done	This program will be lead by Gene wi5th support from PLP&T	
	GP	Move one or both of the park benches from the yard to the tennis court and attach to the fence.	2.16		Parks	Done	After the resurfacing - done 9/23, 2 benches	
	CP	Trim, mulch, berm, stake and fence the older memorial tree near the playground, or dig it up.	3.00	\$ 30	Reid	Done	Removed 5/3/23 - dead	
	CP	Remove the wooden kiosk at Fletchers Drilling.	2.75		Parks	Done	Do ASAP, done by Jess and Alex Farr 4/18/23. Stored in the yard.	
	CP	Complete the rest of the free boulder placement in the Glen Park and Res. TH parking areas.	2.71	\$ -	Jason & parks	Done	Completed 4/18/23	
	CP	Replace cedar rail posts and rails along south end of Reservoir Trail Head parking area, and other parking areas along Lovers Lane	2.14	\$ 750	Jason, parks	Done	170' long with donated boulders. Rails removed late June '22. Revised to be boulder. High on Jason D.'s list of to-dos. Completed 4/17/23	
	GP	Working with pickle ball players to raise money for 4 portable nets and standards.	2.60	\$ -	Reid & Mike	Done	In the works - 3/7/23, Donated \$1100.00 4/18/23. for nets & posts	
	GP	Build a dirt barrier along Walnut to prevent water from running off into the Glen Park playground, and add boulders to prevent parking on Walnut near the playground	2.38	\$ -	Jason & parks	Done	Completed 4/17/23	
	CP	Place boulders along the parking area/ped. Bridge SW side slope now that we know the steps exit location.	2.14	\$ 250	Jason & parks	Done	Okay w/Jason D. 1-31-23, Completed 4/18/23	
	CP	Sand for VB court.			Town, Parks	Done	Sand = approx. \$33.00/cu yard/ 70'x40', 2" deep = 17 cu yds. El Paso County parks	
	CP	Finish the wildlife area at the SE end of the lake: fencing wire and signs, 150' on water and land sides: fence posts installed - we already bought fence wire. Mike has 2-3 signs. Finished 2-18-23			Mike & Reid	Done		
	CP	Obtain an updated bid for repair of the Centennial Park playground surface, Churchich-Cook, Miracle Recreation, 1/20/23		\$10,004	Reid	Done		

	CP	Complete the boundary of the wildlife area at the Sw end of the lake: fencing and signs, land side last 50' to water from installed cedar rail fence.			Mike & Reid, Eagle Scouts	Done	Bought the fence wire already. 2-3 signs. Mike has 3. Finished	Item 4.
	CP	Install memorial bench N/NW side of Lake		\$ 30	Reid, Gene	Done	received & assembled 1/31/23, installed 2/5 with family & friends	
	CP	Collect (by 2/2/23) wood and store it in the yard for Winterfest barrel fires:			Reid	Done	started spring '22. Not used.	
	GP	Replace the "s" hooks on the swings in Glen Park with "clevis" attachments, already have Clevis		\$ 30	Reid & Q	Done	Before May 12th, done 4/12	
	GP	Research grant for tennis court resurfacing.			Reid	Done	applied 3/17/23- waiting and negotiating. No go - has to be tennis only, no pickle ball	
	GP	Purchase and install a squeegee and storage box at the PB / Tennis court.				Done	Installed storage bin in September, squeegee in Nov. - stolen within a week	
	GP	Finish specifications, receive bid, and vote on the tennis court improvement so that work can be scheduled.		\$31,533	Parks	Done		
	GP	Install about 7 climbing handholds on the climbing ramp on the Glen Park playground hill. Finished 2-25-23			Reid	Done	Donated handholds and lag bolts	
	ER/CRK	Develop a plan for presentation at Parks, 2/14, and then if there is a recommendation from Parks, to the BOT, 2/23, for the creation of a new open space, park, and Creekside Trail extension from Spring Street into the Elephant Rock property along N. Monument Creek, and then a trail circling the Elephant Rock property.			Parks	Done	Now waiting for BOT to decide what concept of the concepts if any they approve.	
	ALL	Procure the items Parks wants to use from Elephant Rock property and store in shed:			Parks	Done	picked up 2 benches 7/26/22; sleds for Winterfest '23, pickle ball net & paddles	
	CP	Write a CORE grant for an In-Kind donation to the cost of the 400amp pole installation.			Reid	Done	Submitted 3/16/23, replied they don't do this sort of grant.	



Palmer Lake HOLIDAY LIGHTS CONTEST

Judging begins at 7pm
on December 17th! Prizes for
Most Creative,
Best Animation, Best Display,
and the Clark Griswold Award
(most lights).

No need to sign up, just
decorate!

TOWNOFPALMERLAKE.COM

2024 Switchbacks FC Unified Special Olympics Team Sponsor Opportunities	Corporate: \$10,000	Champion: \$6,000	Gold: \$2,500	Silver: \$1000	Bronze: \$500	Donors: \$499 below
MARKETING MATERIAL						
Company Logo/ or Family Name on Unified Team Warm Up Jackets	<input checked="" type="checkbox"/>					
Company Logo/ or Family Name on Unified Team Practice T-Shirts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Company Logo/ or Family Name on Unified Team Jerseys or Shorts (Limited Number of Partners)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Company Logo/ or Family Name on Unified Team Promo Flyers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Company Logo/ or Family Name on Unified Team Player Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Company Logo/ or Family Name on Unified Team Team Photo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Company Logo/ or Family Name on Unified Team Website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TRAVELING PARTNER:						
Tagged in all social media post about the trip	<input checked="" type="checkbox"/>					
Warm-up jacket with logo will be worn on trip	<input checked="" type="checkbox"/>					
In game scores social media post	<input checked="" type="checkbox"/>					
SPECIAL OLYMPIC CLINIC PARTNER:						
Company logo on flyer (Digital)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Tagged as a partner on social media	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Logo on the jumbotron during event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Booth at event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
MEDIA/ PLAYER SIGNING DAY BENEFITS						
Company and family representative to be Invited to Media/Player Signing Day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company Logo/ or Family Name on Jumbotron	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company Swag to be distributed in Player Equipment Bags	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
HOME MATCH(s) DAY BENEFITS						
Company booth in Sea of Cyan Fan Zone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Tagging in social media messages about match(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
PA reads thanking partners during Unified Match	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Company Logo/ or Family Name on Jumbotron during the Unified Match	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Number of Unified match(s) home tickets which includes Switchbacks FC Team Match (Bleacher Seats)*	100	50	50	25	10	
SWITCHBACKS FC CLUB BENEFITS						
2024 Switchbacks FC Season Tickets	(4) West Premium	(2) West Premium	\$500 Flex Package			
Company or Family discount on merchandise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
*If Sponsor does not need all tickets, we will gift to Special Olympic Athletes, families and organizations						
Funds go back to support the Special Olympics Unified Team for uniforms, athlete bags, player kits, field access, meals, traveling expenses, flights, transportation, marketing materials and much more						
Our goal: To create opportunities for people with disabilities to be included in professional sports and help create positive public relations by promoting the awareness, respect, acceptance and inclusion of people with intellectual and other disabilities, not only in sports, but in our community as well						