



PARKS AND TRAILS COMMISSION

Tuesday, November 12, 2024 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 October 8, 2024 Meeting

Petty Cash Report

Public Works Supervisor Report

2. Update Palmer Lake Fountain and Dock
3. Update New Reservoir Trail Head Parking Signs

Town Administrator Report

Business Items

- [4.](#) Report of Volunteer Hours
- [5.](#) Kiosk Revenue
6. Report/Consider Items for Project List
- [7.](#) Update Holiday Lights Contest
- [8.](#) Update BOT E-Rock Cabin Vision
- [9.](#) Update E-Rock Open Pavilion Renovation
10. Parks Trails - Sign & Fence Policy Near Private Property

Trails and Bridges

11. Update/Action on USAFA Bridge Design
12. Update Sign List For Parks & Trails

Centennial Park

- 13. Present Artist Drawing of Troll - Awake The Lake
- 14. Update Pickleball Work Group
- 15. Update Holiday Lights
- 16. Update Memorial Requests
- [17.](#) Review Winterfest / Broomball Tournament Dates & Details
- 18. Update Soccer Field Grants & Organization Funds Commitment
- [19.](#) Update Disc Golf Holes #1 & #2 Relocation

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 (Workshop 11/26) and Future Items

Adjourn

Americans with Disabilities Act

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

Notice

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



PARKS AND TRAILS COMMISSION MEETING

Tuesday, October 08, 2024 at 5:00 PM

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

MINUTES

Call to Order. Chair Reid Wiecks called the meeting to order at 5:07 pm.

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

Approval of Minutes

1. Minutes from September 10, 2024 Meeting. MOTION (Jennifer, Reid) to approve the minutes from September 10th. Motion passed 4-0.
2. Minutes from Special Meeting September 24, 2024. MOTION (Jennifer, Reid) to approve the minutes from September 24th. Motion passed 4-0.

Petty Cash Report. Mike reported expenses, donations and a new cash balance of \$194.

Public Works Supervisor Report

3. Uninstall Palmer Lake Fountain. Stacy reported that El Paso County will winterize the east side restroom at Palmer Lake. The lake fountain will be uninstalled in the coming week for winter storage and the dock extension picked up. Parks has a new full-time employee, Carson Wolla. The E-Rock porta potty was picked up. A big thank you to the Parks Commission for a successful service day covering 160 yards of clean-up and all the brush piles.

Town Administrator Report. Provided copy of new memorial request from the Westfall family. Jennifer will reach out to the family.

4. Review Proposed Budget. Dawn reviewed the proposed budget and proposed that an internal restricted policy will be drafted for use of various revenue funds. The pickleball \$12,000 donation and rentals will be additional line items. Conservation Trust Funds average \$36,000 annually. Reid reported that the intent of the pickleball donation funds would be 50% set aside for resurfacing of the courts and 50% routine maintenance based on his meeting with Tim Caves.

5. Update 24 Hours of Palmer Lake Donation. Stride Events (24 Hours of Palmer Lake event) donated \$1,010 to the Parks and Trails Commission.

Business Items

6. Report of Volunteer Hours. Reviewed volunteer hours. Tish will update Reid if the total included the volunteers from Creek Week hours.
7. Kiosk Revenue. Reviewed.

8. Report/Consider Items for Project List. No additions to the project list were made.
9. Creek Week Update. Discussion to promote this event and get more volunteers such as high school honor society and church groups. Discussion took place about offering food, snacks to promote interest and considering a competition to make it a fun event. Spring clean up could be on Earth Day and ideas were discussed. It was agreed to add this to a future workshop. Broomball to be discussed at the next workshop.
10. Update Sign List for Parks & Trails. John and Reid walked the trail and came up with ideas. Tri Lakes printing can make the signs and use the same material as the pickleball court signs. Reid will get some quotes from other vendors and present at a future meeting.
11. Review Holiday Lights Contest. Jennifer will have the event flyer ready to start promoting November 1st. Judging will take place on Sunday, December 15th at 7 PM. Jennifer will create a Google form for signup with new categories and a participant map will be made available. Discussion took place to consider a traveling plaque and post it at the Town office.
12. Consider Design Options of Vacated Cabin Area on ER. It was agreed to add this item to a workshop. Discussion took place about including the ballfield with more options.
13. Update E-Rock Open Pavilion Renovation. Quotes were discussed for the roof options; and Kevin will do more research. A special meeting may be needed prior to the October workshop. Reid will confirm with Raptor for an itemized quote.
14. Review 2025 Projects Budgeted. Discussion took place to add line items for big ticket projects. Reid will reach out to Palmer Divide Soccer and Awake the Lake. Stacy has reached out to the company that manages noxious weed treatment in the past. It was noted that the state sent a letter regarding noxious weeds and that Parks will need to establish a control plan.

Nick Ehrhardt left the meeting at 6:25 PM.

Trails and Bridges

Update USAFA Bridge

Centennial Park

15. Present Artist Drawing of Troll - Awake the Lake. This item was withdrawn.
16. Update On Memorial. Nothing currently from John.
17. Update Pickleball Work Group. Nothing currently from John.

Glen Park

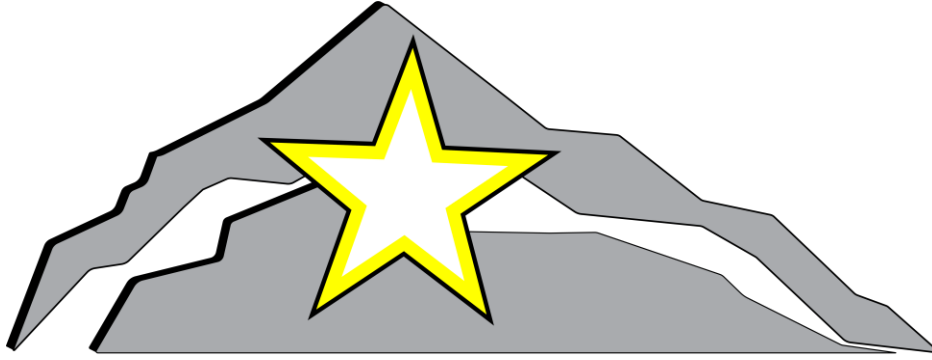
Public Comment. None.

Report of Other Meetings

Next Meeting (Workshop 10/22) and Future Items

Adjourn. Commissioner Reid Wiecks adjourned the meeting at 6:30 PM.

Minutes by: Tish Torweihe, Administrative Specialist



Town of Palmer Lake

Board of Trustees Summary Sheet

	September & October 2024
Title	PARKS Report
Date	11/07/2024 Board meeting; 11/12/2024 Parks meeting
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 30 hr. Clerical (email, calls, grants, spreadsheets) : 20.5 hr. Miscellaneous Meetings (other than Parks) : 8.0 hr.
Total Volunteer Time	Total = 58.5 hours
Upcoming Activity	Parks Meeting 11/12 Workshop 11/26

Dawn Collins

Subject: Kiosk Revenue (Oct)

Kiosk Revenue	October Collections for the Kiosk		
	\$5,178.10	Gross Collections	(977 Transactions)
	\$ (293.10)	Fees	
	\$ (70.00)	Monthly T2 Svc charge	
	<u>\$ 4,815.00</u>	Net Collections - October	
	YTD Collections 2024 - YTD Transactions: 9489		
	\$ 50,291.70	Gross Collections	
	\$ (2,846.70)	Fees	
	\$ -	Supplies (Kiosk Paper)	
	\$ (700.00)	Monthly T2 Svc charge	
<u>\$ 46,745.00</u>	Net Collections		
\$ (3,546.70)	Total Fees and Maintenance	8%	

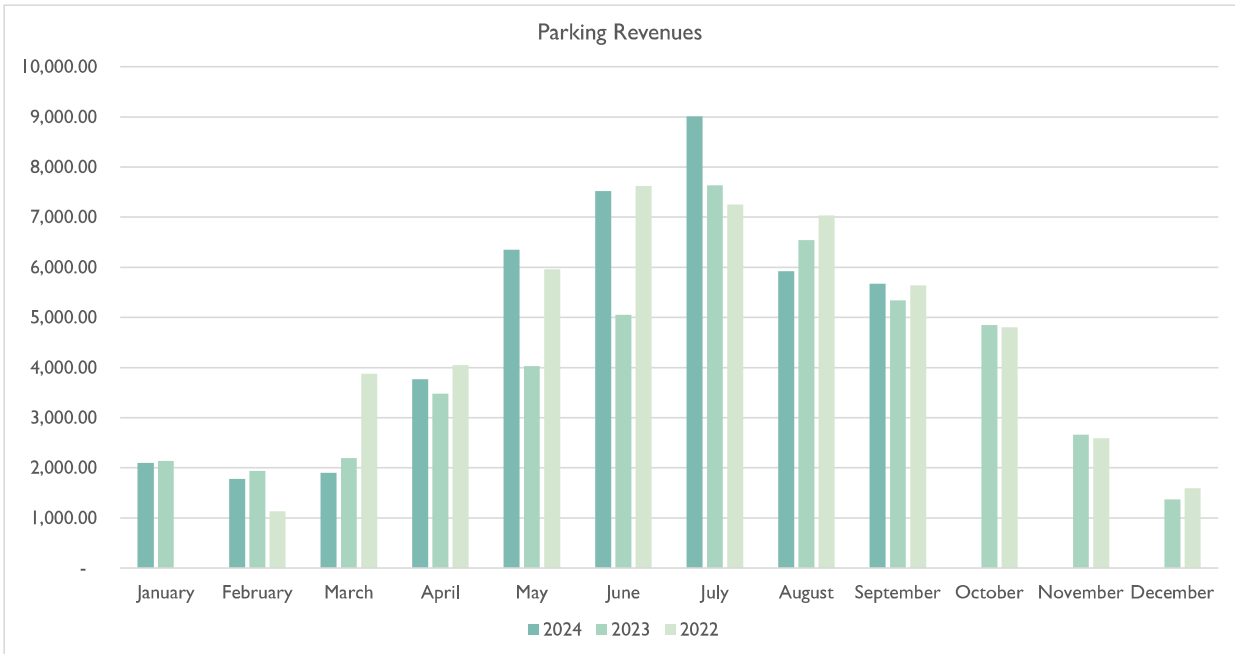
Dawn A. Collins, CMC
Town Administrator/Clerk



Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719.481.2953
dawn@palmer-lake.org
www.townofpalmerlake.com

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	-	4,844.20	4,796.50
November	-	2,660.60	2,591.70
December	-	1,367.40	1,590.00
Total	44,002.32	47,207.10	51,519.40



Parking Revenue & Expenditures

	2024	2023	2022
Revenue	44,002.32	47,207.10	51,519.40
Expenditures	2,316.17	6,042.32	4,241.27
Revenue (Less) Expenditures	41,686.15	41,164.78	47,278.13
Beginning Fund Balance	88,442.91	47,278.13	-
Ending Fund Balance	130,129.06	88,442.91	47,278.13

Holiday Lights Contest!

Brought to you by the Palmer Lake Parks and Trails Commission

Judging takes place December 15th after dusk.

Win prizes AND bragging rights!

Questions? Email PalmerLakeParksandTrails@gmail.com

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



E-Rock PLP&T vision 1st draft, Put forth at Board of Trustees' request October 2024

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 develop management plan for key open space areas such as E-Rock (to include 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 slated 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 is a long-range plan developed by Palmer Lake Parks and Trails (PLP&T) for the immediate and future use of the E-Rock property. Because PLP&T is uncertain as to the scope of the requested vision for E-Rock, just the area along the creek, the ball-field, and the perimeter trail, or the entire property minus the future Public Safety area, Willan's 2.8 acres, and the large lodge buildings, we decided to include the entire property. 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 areas, and nature center all driven by public input, and available fund, to maintain a mostly passive park and open space environment with no large scale events. 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:

- Thoughtful land acquisition;
- 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 parcel portfolio.

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.

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 fishing, wildlife viewing, 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.

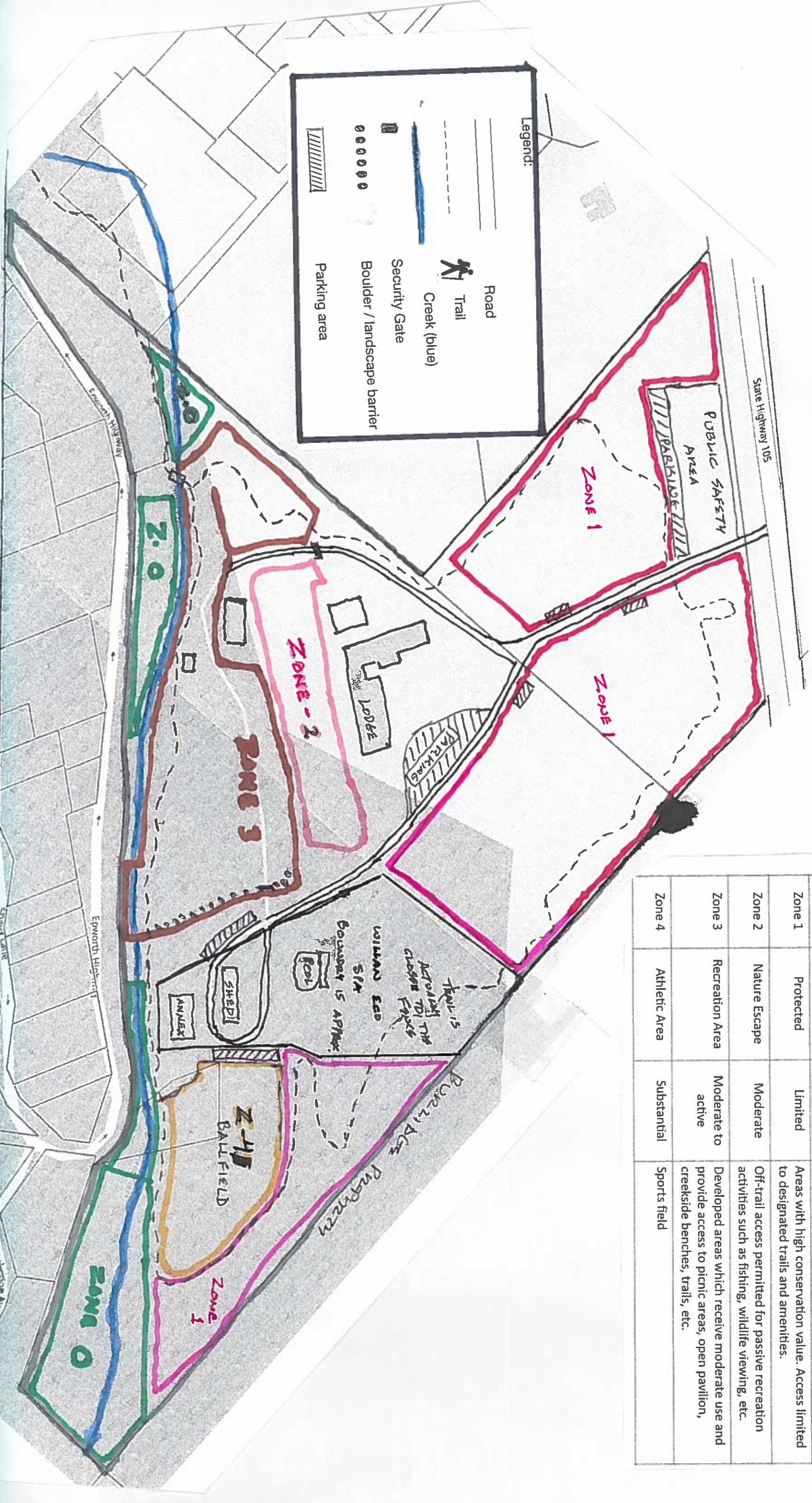
Zone 2: Single track nature trail with education and ID signage. No benches, tables etc.

Zone 3: Picnic tables (away from the creek, in the shade, spaced well away from each other), 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, 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 where the cabin foundations were.

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

PROPOSED USE / MAINTENANCE ZONE DESCRIPTIONS

Rating	Allocation	Public Use	Description
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Side by Side Comparison of Open Pavilion Roofing Quotes

	Raptor Roofing	Campbell Roofing	Angel Roofing
Metal roof system install	5600.00	X	X
Tear off, haul away , dispose old shingles	Included	589.18	593.12
Metal roofing - Pro Panel	Included	6656.00	6023.52
Layer of comp. singles, remove & dispose	Included	369.10	X
Redecking / Sheathing - 1/2" OSB	3335.00	X	1329.20
Sheathing - 1/2" OSB 6-10 sheets as needed.	X	923.20	X
Ice & Water barrier, or felt	Included	324.63	1632.80
Metal roofing Hip/ridge cap	Included	235.84	243.45
Drip edge, eave trim	Included	426.24	382.48
Gable trim for metal roofing	Included	356.16	X
Permit - PPRB	135.00	135.00	135.00
Total	9070	9646.87-10015.35	10339.57
Discount/Credit			-1000
Grand total			9339.57

Metal roof system install	
Tear off, haul away , dispose old shingles	
Metal roofing - Pro Panel	
Layer of comp. singles, remove & dispose	
Redecking / Sheathing - 1/2" OSB	
Sheathing - 1/2" OSB 6-10 sheets as needed.	
Ice & Water barrier, or felt	
Metal roofing Hip/ridge cap	
Drip edge, eave trim	
Gable trim for metal roofing	
Permit - PPRB	
Total	
Discount/Credit	
Grand total	

Lewis Palmer Hockey

IT'S A GREAT DAY FOR HOCKEY...BOB JOHNSON

4th Annual

Palmer Lake Outdoor Classic

January 4th & 5th 2025



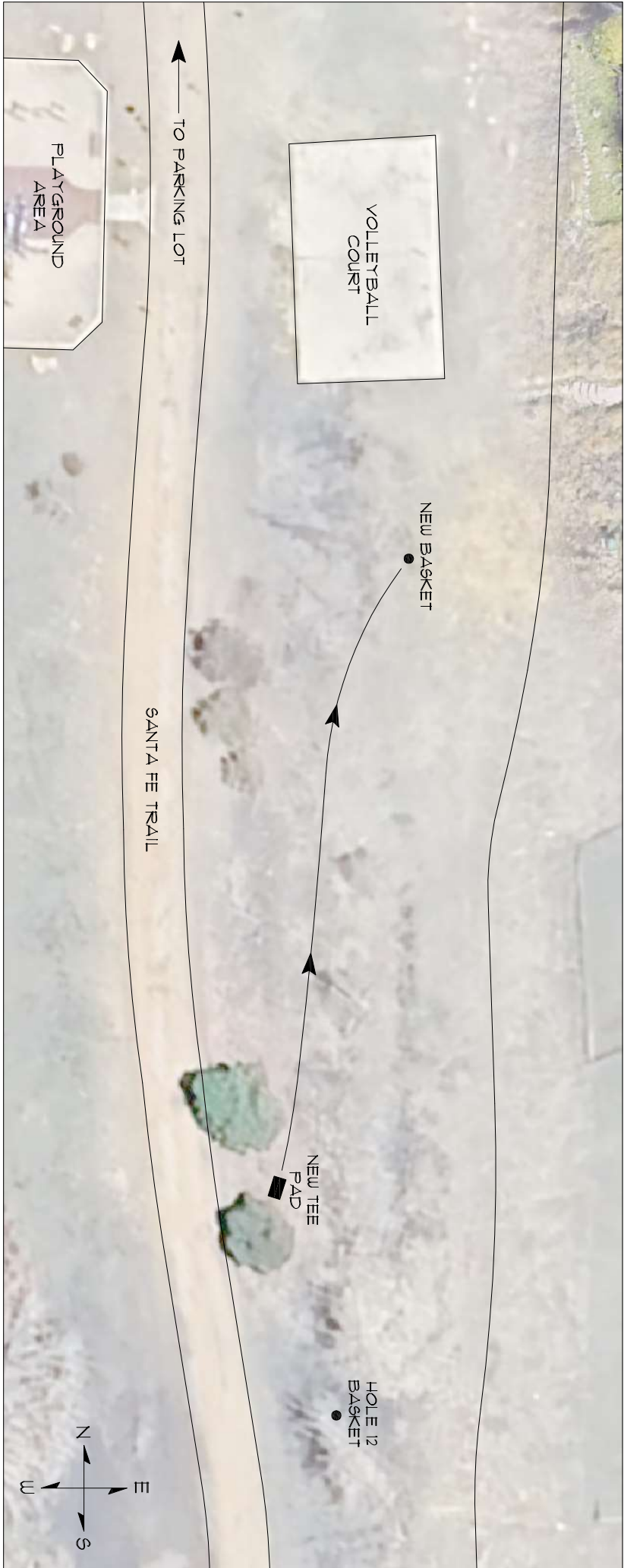
Back updates

1/18 - 1/19

**Scott and Jill Bradley
Palmer Lake Outdoor Classic
Founders**



Item 17.





Outlook

Fwd: Palmer Lake disc golf hole move

From Reid Wiecks <reidwiecks@gmail.com>
Date Thu 11/7/2024 2:15 PM
To Tish Torweihe <tish@palmer-lake.org>

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

Tish here is an mail that I'd like you to print as an attachment for the discussion on the disc golf hole move update.

Thanks
Reid

Begin forwarded message:

From: Ben Dumakowski <BenDumakowski@elpasoco.com>
Subject: Re: Palmer Lake disc golf hole move
Date: October 16, 2024 at 9:56:09 AM MDT
To: Reid Wiecks <reidwiecks@gmail.com>, Kyle Melvin <KyleMelvin@elpasoco.com>
Cc: George Sweet <calebsweet6141@gmail.com>, Greg Feuerhaken <chopfeue@gmail.com>, Dawn Collins <dawn@palmer-lake.org>, Stacy DeLozier <sdelozier@palmer-lake.org>, Todd Marts <ToddMarts@elpasoco.com>

Reid,

Thank you for your patience on the approval process! it sounds like all of the labor will be conducted by you guys. I just wanted to make sure that the hole doesn't interfere with the volleyball court at all, other than that I don't have any major concerns. If you would like to meet up before installation, just let me know.

Thanks,
Ben

Get [Outlook for iOS](#)

From: Reid Wiecks <reidwiecks@gmail.com>
Sent: Wednesday, October 16, 2024 9:21:57 AM
To: Ben Dumakowski <BenDumakowski@elpasoco.com>; Kyle Melvin <KyleMelvin@elpasoco.com>
Cc: George Sweet <calebsweet6141@gmail.com>; Greg Feuerhaken <chopfeue@gmail.com>; Dawn Collins <dawn@palmer-lake.org>; Stacy DeLozier <sdelozier@palmer-lake.org>; Todd Marts <ToddMarts@elpasoco.com>
Subject: Palmer Lake disc golf hole move

You don't often get email from reidwiecks@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside the El Paso County technology network. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please call IT Customer Support at 520-6355 if you are unsure of the integrity of this message.

Good morning Ben and Kyle

Wanted to follow up so that I, and the Disc Golf Club, understand what details you need for us to proceed with moving the one disc golf hole to the east side of the Sante Fe Regional trail, south of the VB court as outlined in a previous email.

I look forward to hearing from you and thanks for your support.

Reid Wiecks
Palmer Lake Parks and Trails