



## **PARKS AND TRAILS COMMISSION**

**Tuesday, February 13, 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**

#### **Approval of Minutes**

#### **Roll Call**

- [1.](#) Minutes from January 9, 2024

#### **Petty Cash Report**

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

#### **Town Administrator Report**

- [2.](#) Kiosk Revenue Report
- [3.](#) Distribute Resolution 10-2024 to Authorize Parks and Trails Commission
- [4.](#) Distribute Adopted Public Comment Policy for Town Meetings

#### **Business Items**

- 5. Consider Chair for Parks and Trails Commission
- 6. Consider Vice Chair for Parks Commission
- [7.](#) Report of Volunteer Hours
- 8. Update on Festival On The Fourth/Fireworks
- 9. Consider Recommendation Relating to E-bikes on Trails and Bridges Study (Glen Park, Creekside Trail, Kent and Prairie Trail and ER)
- 10. Update 2024 Project List
- 11. Update on the E-rock Trail and Bridge Activity

#### **Centennial Park**

- 12. Review Pickleball Relocation

13. Final Review Winterfest Broomball Tournament 1/20
14. Update on Removal Holiday Lights
- [15.](#) Review of Centennial Park Master Plan Site Map
16. Update GOCO Grant for Multi-Use Field
17. Little League Use & Field Fees

**Glen Park**

**Public Comment** - *This time is reserved for the public to speak to items not on the agenda. Individuals must sign in, state name and limit comments to items not on the agenda within (3) minutes unless extended.*

**Report of Other Meetings****Next Meeting (Workshop 2/27) and Future Items****Adjourn**

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**Americans with Disabilities Act**

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

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**Notice**

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



## PARKS COMMISSION

**Tuesday, January 9, 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 5:02 PM.

**Roll Call.** Commission members present: Kevin Magner, Phyllis Head, Reid Wiecks, Mike Pietsch. Members excused: Cindy Powell, Garcia Woods. Member Jennifer Nilson arrived at 5:04 PM. Others present: Trustee Nick Ehrhardt (arrived at 5:04 PM); and staff Jason Dosch, Dawn Collins, Tish Torweihe.

#### Approval of Minutes

1. Minutes from December 12, 2023, Meeting. MOTION (Reid, Mike) to approve the minutes as presented. Motion passed 5-0.

**Petty Cash Report.** Mike reported no new donations or expenses with the same balance of \$124.

**Public Works Supervisor Report.** No report and will speak to individual items on agenda.

**Town Administrator Report.** Collins reviewed the kiosk revenue and monthly graph for 2022-23. A net of \$42,000 for 2023. Collins reported that a job posting will be issued for public works equipment operator including assistance to parks. Dawn inquired about the removal of the holiday lights and storing. The October discussion was reiterated – that Parks agreed not to take on the holiday lights from the restaurant group. A different plan will be considered for the future - utilize staff, hire or ask another group. Volunteers will be assembled to remove lights about the end of January. Collins will reach out to April. Reid stated there are storage bins to pack the lights.

#### Business Items

Chair Wiecks suggested taking item 10 first to accommodate Mr. Tim Caves.

10. Update on Pickleball Courts at the Lake/CP. Mr. Tim Caves introduced himself, as project manager for the pickleball courts and restroom at the Lake. He reported working with Jason Dosch for about two thirds of the fill material on the site. The remaining fill will wait until spring to complete. Mr. Caves provided a sketch of the court layout, end to end, and the restroom plan. A local contractor has offered to assist with the work; fixtures are top of the line; storage room will assist for Awake The Lake picnic tables, pop ups, holiday lights, pressure washer and other necessary supplies. A soils test is planned for the spring in preparation for permits. APL is proceeding with the Sanitation Department for the sewer tap. The grant includes in-kind from the Town including a water tap and fill material. Plans will be provided to the town for permitting. Discussion took place about the orientation of the restroom. Electricity will not be necessary for the courts. The goal is to have four courts for leagues and two

courts for open play. Discussion continued about a reservation platform and saving funds for future resurfacing of the courts.

Returned to the order on the agenda.

2. Report of Volunteer Hours. Review of hours submitted and reminded to send volunteer hours to Tish to assemble. Any additional notes of activity can be added to forward to Trustee Ehrhardt.

3. Kiosk Revenue Overview. It was suggested to combine the bar graphs to see the comparison year to year. Phyllis reported that most vehicles have a parking pass on their vehicle.

4. Review of 2024 Parks Project List. Nothing new was added and 104 projects are listed. Kevin suggested everyone sign up for four to five projects to complete by the end of the year. It was agreed to categorize the projects by regular annual activity vs single projects to check off. Jason Dosch will review those items that are regular duties of Parks maintenance and provide it to Reid. This item, along with assignments and ranking of importance, will be reviewed at the next workshop.

5. Update of Christmas Lights Contest 12/17. Jen will write an after-action report. Discussion took place about modifying the categories each year. The \$25 awards were a success. It was discussed to have people register to make sure they are judged and to create a list for visitors to see. Providing early advertising will help more people to be involved.

6. Update on Non-Motorized Grant Activity / Presentation to Committee on 1/17. Reid, Kevin, and Jennifer will make a presentation for the CPW grant application on Jan-17. A handout will be provided to answer questions. Some of the questions were reviewed.

7. Consider Allowing E-bikes on Trails and Bridges (Glen Park, Creekside Trail, Kent and Prairie Trail and ER). Reid and Kevin provided background on this item. The CPW grant is a non-motorized grant and discussion took place whether E-bike should be allowed. It was a question on the application.

Discussion took place generally about e-bikes and whether or not to allow them, noting some potential danger – quiet and high-speed. Jen would like to do more research. Kevin would like to see what other towns are allowing. This item will be further discussed at the 1/23 workshop.

### **Centennial Park**

8. Final Plan for Winterfest Broomball Tournament 1/20. Discussion of the plans took place - stickers and mugs will be sold; donations that are provided will be communicated; electricity is available at the pavilion; referees are needed, and it was suggested to approach the parents of registrants as an option. Team bags are assembled. Cash, credit card and Venmo will be available. Cardstock certificates will be printed at the Town office for the street sign sales and provided to Reid. The whiteboard is available to pick up from the office. Burn barrels will be at the event. A department meeting will take place to review plans. Set up will begin at 1p on Sat., 1/20. Reid requested names, addresses and donations to send thank you letters.

9. Review/Consider GOCO Grant Application for Multi-use Field. Reid stated that with the turnover of Parks Commission members, he wanted to confirm the Commission wants this project. MOTION (Jennifer, Kevin) to continue the process of applying for the GOCO grant for the multi-use field. Motion passed 5-0. It was reminded that Cathy Wilcox has offered to assist with review of the grant application. Dawn will correspond with Cathy to involve her.

**Glen Park.** None

**Public Comment.** None

**Report of Other Meetings**

Reid met with D38, Mike Belcher regarding the survey for the multi-use field. He thanked them and reported that 114 households with children responded. The field was highly favored, and soccer was the overwhelming choice.

Trustee Ehrhardt stated the resolution to authorize the trail and bridge activity will be coming to the Board, and Dawn read the three points included - to design, build and install the additional bridges as identified on the map; renovate the open-air pavilion on the Elephant Rock property; and develop the perimeter trail on the Elephant Rock property as exhibited on the map.

Reid and Kevin will do research on E-bikes to bring back to the 1/23 workshop.

**Next Meeting (1/23 workshop) and Future Items.** Discussion took place about the next workshop to include after action from Winterfest; E-bikes; and review of the project list.

**Adjourn.** Reid adjourned the meeting at 6:24 PM.

*Minutes by: Tish Torweihe, Administrative Specialist*

**Dawn Collins**

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**Subject:** Kiosk - Jan 2024

**January Collections for the Kiosk / Transactions: 324**

\$ 1,717.20 Gross Collections  
\$ (97.20) Fees  
\$ (70.00) Monthly T2 Svc charge  
  
**\$ 1,550.00 Net Collections - January**

**Collections 2024 YTD / YTD Transactions: 324**

\$ 1,717.20 Gross Collections  
\$ (97.20) Fees  
\$ - Supplies (Kiosk Paper)  
\$ (70.00) Monthly T2 Svc charge  
  
**\$ 1,550.00 Net Collections**  
  
\$ (167.20) Total Fees and Maintenance 11%

Dawn A. Collins, CMC  
*Town Administrator/Clerk*



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[www.townofpalmerlake.com](http://www.townofpalmerlake.com)

# TOWN OF PALMER LAKE, COLORADO

## RESOLUTION NO. 10 - 2024

### A RESOLUTION TO AUTHORIZE TRAIL BUILDING BY THE PALMER LAKE PARKS AND TRAILS COMMISSION PALMER LAKE, COLORADO

**WHEREAS**, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

**WHEREAS**, the Town of Palmer Lake seeks to authorize the Parks and Trails Commission to continue trail building activity; and

**WHEREAS**, the enclosed map was presented and a plan requested by the Parks Commission members to approve specific trail development; and

**WHEREAS**, the Board of Trustees desires to support the Parks and Trails Commission, as authorized in Chapter 2.20.040 of the town code, to safely connect areas of the town.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:**

1. In addition to the approved activity outlined in Resolution 28-2023 to build a trail beginning at Kent undeveloped right of way connecting to Creekside Trail, following southeast to the Elephant Rock (ER) property to the pavilion, and to install one walking bridge, completed, the Town Board of Trustees hereby authorizes the Parks and Trails Commission to –
  - a. Design, build and install additional bridges in partnership with US Air Force Academy, as identified on the map exhibit;
  - b. Renovate the open-air pavilion on ER property; and
  - c. Develop a perimeter trail within the ER property as outlined on the map exhibit.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11th DAY OF JANUARY 2024.**

ATTEST:

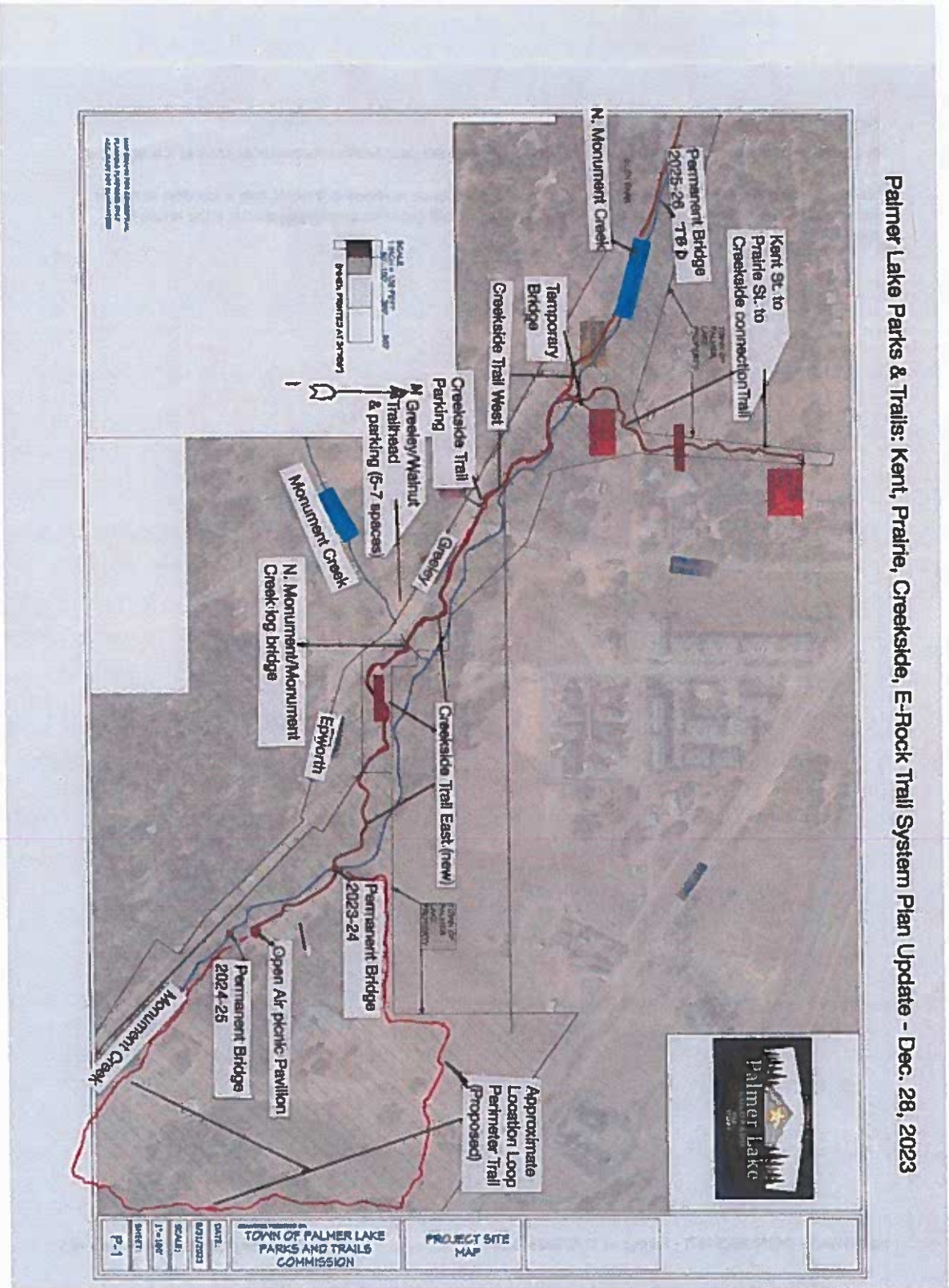
TOWN OF PALMER LAKE, COLORADO

  
Dawn A. Collins  
Town Administrator/Clerk

BY:   
Grant Havenar  
Mayor



Palmer Lake Parks & Trails: Kent, Prairie, Creekside, E-Rock Trail System Plan Update - Dec. 28, 2023





**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 12-2024**

**A RESOLUTION ADOPTING A PUBLIC COMMENT POLICY  
FOR TOWN MEETINGS, PALMER LAKE, COLORADO**

**WHEREAS**, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

**WHEREAS**, the Board recognizes the value of public comment on public issues and the importance of hearing from its citizens on matters of community interest; and

**WHEREAS**, the Board of Trustees desires to facilitate members of the public expressing their concerns on matters of community interest without interfering with the ability of the Board of Trustees to conduct its meetings and accomplish its tasks; and

**WHEREAS**, in order to achieve these goals, the Board concludes that it is necessary to adopt rules governing public comments during Board of Trustee meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:**

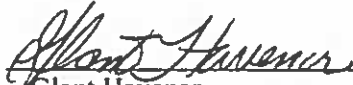
1. The Town Board of Trustees hereby adopts the Town of Palmer Lake Public Comment Policy attached hereto as Exhibit A.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 25th DAY OF JANUARY 2024.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

  
Dawn A. Collins  
Town Administrator/Clerk

BY:   
Grant Havenar  
Mayor

## **TOWN OF PALMER LAKE PUBLIC COMMENT POLICY**

The Town of Palmer Lake Board of Trustees has adopted the following policy regarding the public comment portion of the Board's meetings. This policy must be adhered to by anyone wishing to address the Board.

The Board of Trustees of the Town of Palmer Lake recognizes the value of public comment on public issues relevant to Town government and acknowledges the importance of allowing members of the public to express themselves on matters of community interest. To permit the fair and orderly expression of such comments, the Board provides a period for public comment at every regular meeting as well as the opportunity during the meeting to comment on specific agenda items.

### **A. Public comment on items that ARE on the agenda.**

1. Any public comment that relates to an item that is on the agenda must be provided during the discussion of that item.
2. Once the Board has acted on an agenda item, it will not entertain further discussion or comment on the item by the public.
3. A speaker who wishes to comment on agenda items may do so virtually if they make arrangements in advance with the Town Clerk.

### **B. For any public comment that relates to items that ARE NOT on the agenda.**

A speaker who wishes to provide public comment on a non-agenda item must do so in person, or by email to the Town 24 hours in advance of the meeting time but cannot do so telephonically or virtually.

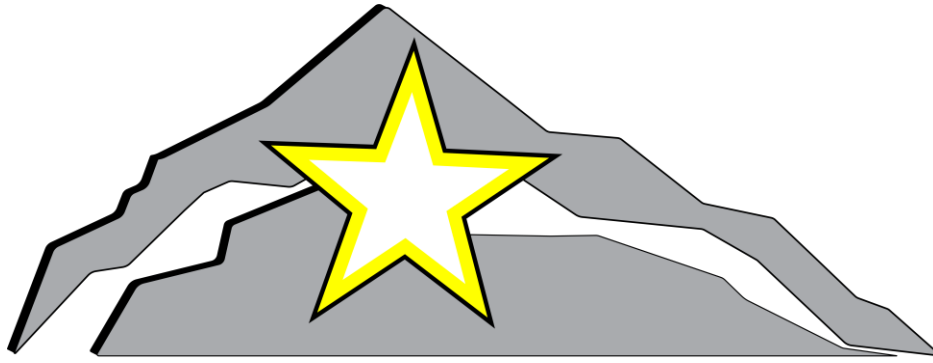
### **C. Rules for ALL public comment.**

All public comment, whether it is during the discussion of an agenda item or during the portion of the meeting allowing public comment on non-agenda items, must adhere to the following:

1. A speaker must be recognized by the Mayor before speaking.
2. The speaker should state their name and address for the record.
3. Comments should be addressed solely to the Board, as a whole, and not directed to Town Staff or individual Trustees.
4. Each speaker is limited to no more than 3 minutes.
5. No speaker can "pool" their time with another speaker.
6. Each speaker may only speak once on a topic or agenda item.
7. The Mayor may, in their discretion, limit the total amount of time or the total number of speakers that will be allowed in connection with a particular topic or agenda item.

8. Points made by previous speakers should not be duplicated, but a speaker can indicate they agree with comments of a previous speaker.
9. Only oral comments or written comments of one page or less are permitted. No other visual or auditory presentations are permitted.
10. Civility and respect for others is required.
11. Comments, or other distractions from audience members who have not been recognized by the Mayor to speak are not permitted.
12. The Mayor may require any individual to leave the meeting when that person does not observe reasonable decorum.
13. The Mayor may request the assistance of law enforcement if a person's conduct interferes with the orderly progress of the meeting.
14. The Mayor may call for a recess if the lack of decorum so interferes with the orderly conduct of the meeting.

[Failure to comply with this policy may subject a person to penalties and/or removal from the meeting in accordance with C.R.S. Section 18-9-108 (Disrupting lawful assembly)]



# Town of Palmer Lake

## *Board of Trustees Summary Sheet*

	<b>December 2023 and January 2024</b>
Title	<b>PARKS Report</b>
Date	2/8/2024 Board meeting; 2/13/2024 Parks meeting
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 55 hr Clerical (email, calls, grants, spreadsheets) : 49.5 hr Miscellaneous Meetings (other than Parks) : 6.5 hr
Total Volunteer Time	Total = 111.00 hours
Upcoming Activity	Continued grant planning – (GOCO concept submitted)



Including Some  
El Paso County Parks & Rec  
Facilities

PROJECT DESCRIPTION:  
PALMER LAKE RECREATION  
AREA,  
CENTENNIAL PARK MASTER PLAN

DRAWINGS PROVIDED BY:  
TOWN OF PALMER LAKE  
PARKS AND TRAILS  
COMMISSION

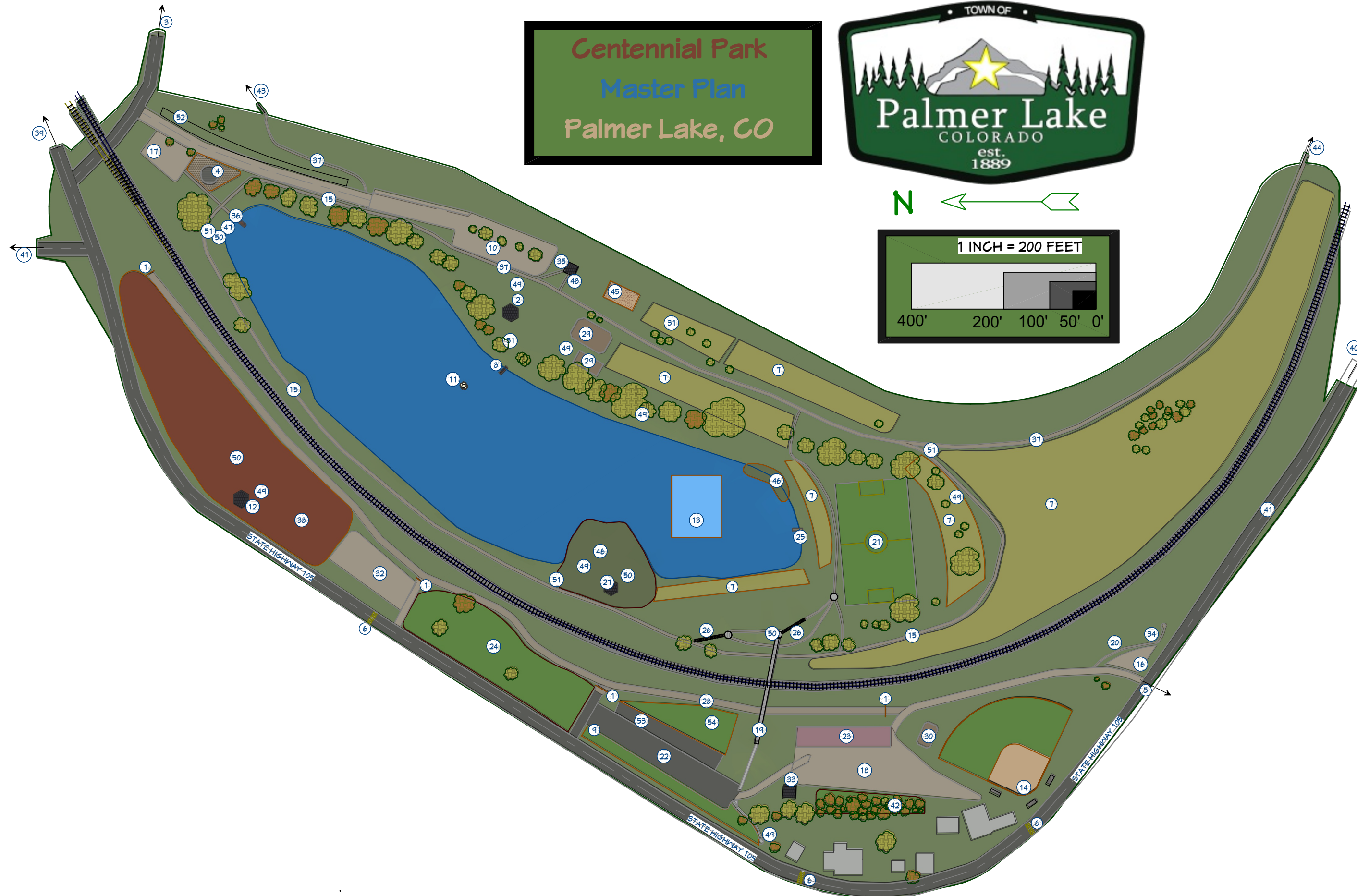
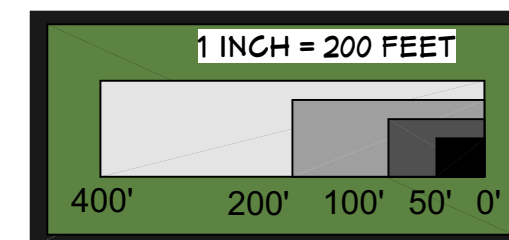
DATE:

2/5/2024

SCALE:

1" = 200'  
when printed  
at 11"x17"

# Centennial Park Master Plan Palmer Lake, CO



APPROXIMATE LOCATIONS/  
DIMENSIONS  
FOR MASTER PLAN PURPOSES.  
ACCURACY NOT GUARANTEED.

## Centennial Park Master Plan Site Map Legend (2-5-24)

1	Proposed road barrier(s) with emergency access	27	Small Gazebo (planned)
2	Centennial Park Pavilion	28	Walking / bike path (planned)
3	County Line Road to I-25	29	Playground
4	William Crawford Memorial - Medal of Honor Recipient	30	Playground (proposed)
5	Cross State Hwy 105 to Kent St. Connection Trail to Creekside Trail in Glen Park	31	Disc Golf holes (planned relocation to accommodate moving others)
6	Crosswalk	32	Parking (proposed paid, currently free)
7	Disc Golf holes	33	Restroom - west side (planned)
8	Canoe, SUP, and Kayak boat dock	34	Railroad observation hill - formalized w/bench & path (proposed)
9	E-V Charging Station (CORE)	35	Restroom - east side (EPCP owned, PL maintained)
10	EPCP Parking (42 spaces)	36	SUP, kayak, canoe launch area
11	Fountain (seasonal)	37	Santa Fe Regional Trail (EPCP)
12	Gazebo	38	Special Events area
13	Skating rink (seasonal)	39	Spruce Mountain Road to Larkspur (6 miles)
14	Youth baseball field	40	State HWY 105 to Monument (3 miles)
15	Palmer Lake Loop Trail	41	State HWY 105 to Sedalia (23 miles)
16	Parking (15 spaces)	42	Strip Park behind restaurants in trees, picnic tables (planned)
17	Parking (17 spaces)	43	To Greenland Open Space trail (.75 miles)
18	Parking (approx. 100 spaces)	44	To New Santa Fe Open Space along Santa Fe Reg. Trail (.5 miles)
19	Pedestrian Bridge over RR tracks	45	Sand Volleyball court (EPCP)
20	Picnic Table (proposed)	46	Wildlife area
21	Multi-Use youth field (proposed, GOCO grant)	47	Observation Deck with benches
22	Paved Parking (60 spaces) (planned)	48	Bicycle pump station
23	Pickle Ball Courts (6) (planned, grant funds)	49	Picnic table(s)
24	Planned relocation of Disc Golf holes 1 & 2 to create picnic area	50	Benches
25	SUP / kayak launch site (planned)	51	Pet Waste stations
26	Stone Steps down bridge path north & south sides	52	Parking (additional proposed to EPCP)
		53	1 row of car parking (possible)
		54	Grassy area with picnic tables and benches (possible)



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