



PARKS COMMISSION

Tuesday, April 09, 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 March 12, 2024

Petty Cash Report

Public Works Supervisor Report

Town Administrator Report

Business Items

- [2.](#) Kiosk Revenue
- [3.](#) Parks - Volunteer Hours
4. Schedule/Plan Service Days - Spring & Fall
- [5.](#) Review and Consider Noxious Weed Flyer - Create Workgroup
- [6.](#) Update Chicken Coop Bridge and Appreciation Sign
7. Review Mile High Youth Corp Trail Work
8. Update on Elephant Rock Property - Discuss Commission Position & Select Two Reps for Advisory Committee
- [9.](#) Change POC List To Projects List
- [10.](#) Update on Grants Activity
 - > Exercise Stations
 - > Shade Structure
 - > GOCO Feedback (multi-use field)

Centennial Park

- 11. Review Artwalk and Trail
- 12. Consider Pickleball Proposal by Ms. Fredman - Create Workgroup
- 13. Update Baseball Field and Little League
- 14. Review Stand Up Paddle Board Permit

Glen Park

- 15. Review Pickleball Storage Box Procedure

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 4/23) and Future Items

> Mountain & E-Bike Use on Trails

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

Tuesday, March 12, 2024 at 5:00 PM

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

AGENDA

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

Call to Order. Commission Chair Reid Wiecks called the meeting to order at 5:05 PM.

Roll Call. Present: Kevin Magner, Cindy Powell, Phyllis Head, Jennifer Nilson, Reid Wiecks, Mike Pietsch. Others present: Trustee Nick Erhardt, Tish Torweihe. Excused absence: Dawn Collins.

Approval of Minutes

1. Minutes from February 13, 2024. MOTION (Jennifer, Reid) to approve minutes from February 13, 2024. Motion passed 6-0.

Petty Cash Report. Mike Pietsch reported donations with a new balance of \$318.

Town Administrator Report

2. Fishing Derby Special Event on 6/1. MOTION (Reid, Jennifer) to make a recommendation to the Board. Motion passed 6-0.

Business Items

3. Consider Recommendation on Application for Commission Member. Reid introduced John Tool and John has been a resident of Palmer Lake for over 8 years and now retired. He was a certified project manager and is working with Tim Caves on the new pickleball courts. He is willing to dig in to help with projects. His postal address is Monument, but he lives in Palmer Lake. Administration will verify. MOTION (Reid, Kevin) to recommend to the Board to appoint John Tool to the Parks Commission providing his address is confirmed residing in Palmer Lake. Motion passed 6-0.

4. Proposal of Art Walk Trail in Conjunction with Art Group (by Jeff Hulsman). Discussion with Mr. Jeff Hulsman for an art walk with trolls and looking into a local artist. He contacted Jodie Bliss and looked at submitting a grant to support this project. It will be one project at a time. Pickleball will begin concrete in April and the Troll foundation can be poured at that time to save on cost. The troll would be under the bridge, on the east side of the fence and the west side on Town property. Jeff shared different troll ideas to have one up each year doing different things like throwing disc golf. MOTION (Jennifer, Cindy) to recommend this to the Board to approve the proposed art walk trail. Motion passed 6-0. Jeff Hulsman had a meeting with Jeff Kisicki. Jeff Kisicki would like to purchase a caboose and bring it to Palmer Lake as a therapeutic office during the week. Then on the weekends Parks could use it

somehow for recreational needs. Cindy found a grant regarding athletic fields and will forward the information to Jeff Hulsman.

5. Holiday Lights Proposal. Reid met with April Veley to discuss the holiday lights. They would like to coordinate a one season trial run in the fall of 2024 and winter of 2025. April will work to get volunteers to install the holiday lights and notify Parks as to the date to join in. Then Parks would coordinate removing the lights and gather volunteers. Holiday lights will be stored temporarily stored in the shed until the new restroom storage on the west side is available. Discussion of the holiday red train at the gazebo took place. Jeff Hulman stated that it was built by LPHS students and that they are happy to work on the artwork or rebuild anything needed. MOTION (Reid, Jennifer) to approve the holiday lights proposal for one year.

6. Kiosk Revenue. Reviewed the Kiosk data. Reid will ask Dawn for a comparison graph with data from last year.

7. Parks - Volunteer Hours. Reviewed hours.

8. Consider Cancellation of Earth Day Reserved 4/20/2024. Discussion to reschedule this event next year and a project manager is still needed. MOTION (Reid, Phyllis) to make a recommendation to cancel the Earth Day celebration and schedule it for next year. Motion passed 6-0.

9. Contribution/Item for Parks - Tri-Lakes Lions Club Request. The Lions Club will contribute \$1,000 towards Parks providing they are aware of what the money is used for. Ideas for the funds were discussed. MOTION (Jennifer, Cindy) to use the fund to purchase signs needed for the trails. Motion passed 6-0.

10. Review of Parks Project List. Discussion of the Parks project list, updates, liaison still needed for Awake Palmer Lake and pickleball courts. Reid asked everyone to submit their input in a timely manner. This item will be added to the Parks workshop.

11. Update on Topic of E-Bikes on Town Trails, including Final Survey. Discussion took place about the survey and the 146 responses. Most people generally have an e-bike or mountain bike. The survey will stay open until the end of March, just before the parks 3/26 workshop. Results will be reviewed at the workshop. Data has been collected from other communities and as far as Switzerland. Gordon Roberts spoke, and he is pleased with the positive data gathered. A discussion took place about trail etiquette and the width of trails. E-bikes make just as much noise as a regular bike so there is an awareness of bicycle presence. There was concern that Parks was against E-bikes and that is not the case. Cindy will refresh the survey post and it will be added to the next workshop.

12. Update on the Chicken Coop Bridge. Kevin reported the project is going well and half the materials are on site and the remaining materials will be picked up next week. Thank you to Nick and Kurt Erhardt for assisting with the logistics to transport the 36 feet long, 600lb beams on site. The Academy will pour the foundation in March and build the bridge over a few weeks in April. Brad from the Air Force Academy has been collecting photos and will present building the next two bridges to the next two years senior cadets on April 2-4th. The cadets will use Willan's porta potty on the site.

13. Update on the MHYC Trail Work Plan News Opportunity. Mile High Youth Core will be training in Palmer Lake for trail building on April 2-4th and will work on a portion of the trail.

14. Discussion and Consideration of Recommendation for Support of BOT Resolution No. 83-2023. The Board approved the removal of six cabins and one long building. Reid was concerned that if the Board

overrules the resolution, how will that affect the prior resolutions pertaining to Parks. The Mile High Youth Core has built a section of the trail. Cindy stated she does not support the decision of this resolution. Jennifer expressed that governments can and should be able to change their mind. The Willians expressed that tearing down the cabins comes at a high cost, and they are willing to restore the cabins. Discussion took place about the condition of the structures and that future revenue would benefit the Town. Trustee Nick Ehrhardt said decisions are based on the information available at the time, stating there is new information, and the Board will listen to Willan's presentation on 3/28. There are many options to weigh and this gift that has been given to us comes with great pressure. Reid suggested waiting for a motion until after the presentation is heard.

15. Review Chain of Command for Public Works Projects. It is important for the Town staff to know what Parks is doing. Reid has asked for everything to go through him, and he will take it to the Town until there is a Public Works Supervisor in place.

16. Review Noxious Weeds Flyer. Cindy and Phyllis assembled a two-page information flyer. There is an additional third page and Reid asked for the added information to be included on one double sided sheet. Discussion took place about what is the most important information for the public. Website links can provide additional information. Flyers can be made available at the Town office, Post Office and the Town website during specific seasons. Phyllis would like to have Mr. Nick Daniels at El Paso County Environmental Specialist provide a final review. Reid asked to add this to the next Parks meeting to consider adopting this or not.

17. Grants Activity/Update – Cindy applied for a \$10,000 grant for trees. The American Academy of Dermatology provided a grant for shade over playground cover. There is an outdoor fitness equipment grant and there are three options of equipment. Cindy sent it to each one for a review because it is a slide show. Future grants should be provided to the Town office for review and be approved to add to meeting agendas. If it is a grant for Awake the Lake, it can go directly to them and share information to Parks.

- > Trees at Centennial Park
- > Shade at Columbine/Centennial
- > Exercise Stations (Trail)

Centennial Park

18. Consider Final Centennial Park Master Site Map. There are no updates, and this was reviewed at the workshop. MOTION (Jennifer, Kevin) to recommend that the Planning Commission accept the Centennial Park site map. Motion passed 6-0.

Glen Park. Kevin, Gene and Reid had a meeting to review the trails, fundraising for future bridges, and update of the bridge work to make sure everyone is on the same page.

Public Comment. Ms. Jane Fredman is a volunteer with Awake the Lake and is on the subcommittee for the pickleball court. Jane plays pickleball and is a project manager and promotes senior activities. As well as giving back to the Town of Palmer Lake, she can assist with program development and provide lessons, tournaments, and fun events for the public courts. Jane will present some options at the next Parks meeting including an outline and local input encouraging pickleball players for their ideas.

Mr. Jeff Hulsman shared that Awake the Lake is still looking for someone to chair the Festival on the Fourth event. If no one steps forward, then the event may be cancelled.

Report of Other Meetings. None.

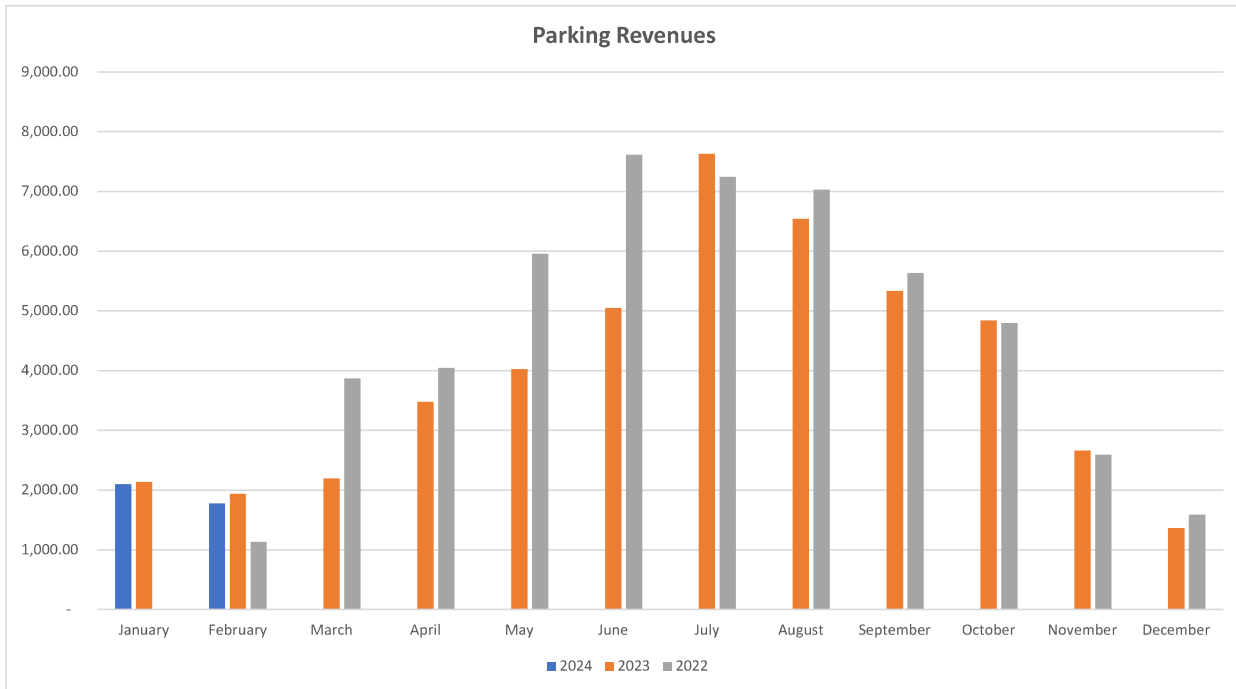
Next Meeting (Workshop 3/26; Official’s Training on 4/3) and Future Items. Discussion took place about the next workshop to include agenda items – pickleball proposal by Jane, Project List, Noxious Weeds flyer, e-bike survey results, and exercise station grant.

Adjourn. Reid adjourned the meeting at 7:01 PM.

Minutes by: Tish Torweihe, Administrative Special

Parking Revenues

Month	2024	2023	2022
January	2,098.80	2,135.90	-
February	1,780.80	1,939.80	1,132.50
March	-	2,194.20	3,874.10
April	-	3,476.80	4,043.90
May	-	4,028.00	5,957.20
June	-	5,050.90	7,616.10
July	-	7,632.00	7,245.10
August	-	6,540.20	7,033.10
September	-	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	3,879.60	47,207.10	51,519.40



Dawn Collins

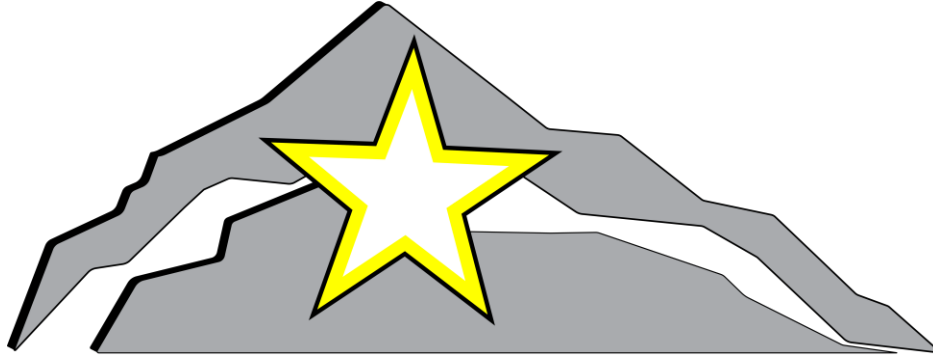
Sent: Sunday, April 7, 2024 1:31 PM
Subject: Kiosk Revenue - March

	Kiosk Revenue	<p>March Collections for the Kiosk / Transactions: 456</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">\$ 2,416.80</td> <td style="width: 40%;">Gross Collections</td> <td style="width: 10%;">(456 Transactions)</td> <td style="width: 30%;"></td> </tr> <tr> <td>\$ (136.80)</td> <td>Fees</td> <td></td> <td></td> </tr> <tr> <td>\$ (70.00)</td> <td>Monthly T2 Svc charge</td> <td></td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">\$ 2,210.00</td> <td>Net Collections - March</td> <td></td> <td></td> </tr> </table> <p>Collections 2024 YTD / YTD Transactions: 1106</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">\$ 5,861.80</td> <td style="width: 40%;">Gross Collections</td> <td style="width: 10%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>\$ (331.80)</td> <td>Fees</td> <td></td> <td></td> </tr> <tr> <td>\$ -</td> <td>Supplies (Kiosk Paper)</td> <td></td> <td></td> </tr> <tr> <td>\$ (210.00)</td> <td>Monthly T2 Svc charge</td> <td></td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">\$ 5,320.00</td> <td>Net Collections</td> <td></td> <td></td> </tr> <tr> <td>\$ (541.80)</td> <td>Total Fees and Maintenance</td> <td>10%</td> <td></td> </tr> </table>	\$ 2,416.80	Gross Collections	(456 Transactions)		\$ (136.80)	Fees			\$ (70.00)	Monthly T2 Svc charge			\$ 2,210.00	Net Collections - March			\$ 5,861.80	Gross Collections			\$ (331.80)	Fees			\$ -	Supplies (Kiosk Paper)			\$ (210.00)	Monthly T2 Svc charge			\$ 5,320.00	Net Collections			\$ (541.80)	Total Fees and Maintenance	10%	
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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



Town of Palmer Lake

Board of Trustees Summary Sheet

	February and March 2024
Title	PARKS Report
Date	4/11/2024 Board meeting; 4/9/2024 Parks meeting
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 39.50 hr Clerical (email, calls, grants, spreadsheets) : 67 hr Miscellaneous Meetings (other than Parks) : 23.50 hr
Total Volunteer Time	Total = 130 hours
Upcoming Activity	Bridge Plaque Mounting Workshop 4/23



Noxious Weeds

Identification and Removal/Mitigation Methods

Item 5.




In 1996 the Colorado Noxious Weed Act (Title 35, Article 5.5) was passed to control noxious weeds. "Noxious weed" means an alien plant declared to be aggressively invasive or detrimental to economic crops or native plants; poisonous to livestock; a carrier of detrimental insects, diseases, or parasites; or detrimental to sound environmental management.

Protective equipment required to safely remove noxious weeds -- mask, eye protection, long sleeves/pants, rubber garden gloves (washable), sturdy shoes or boots




- Additional Safety Precautions:**
- Remove contaminated work gloves prior to touching unprotected skin, food, beverages, or pets
 - Wash clothing, gloves, and tools after noxious weed removal work
 - Budding and flowering plants must be **bagged** and disposed of properly since seeds can spread even after plants have been cut/removed
 - Dispose of noxious weed plant materials in landfill (securely bagged and placed in trash)




-- DO NOT compost or burn noxious weeds

Below are noxious weeds that can be eradicated by digging up roots or pulling by hand and do not require chemicals.

Myrtle Spurge, aka "Donkey Tail" (Perennial)	When to Eradicate	How to Eradicate	Red Stem Filaree, aka "Stork Bill" (winter annual or biennial)	When to Eradicate	How to Eradicate	Downey Broom, aka "Cheat Grass" (winter annual)	When to Eradicate	How to Eradicate
	Optimal time is March - May prior to seed set, but can be eradicated year-round.	Dig up or pull root Note: White sap is toxic and may cause severe skin irritation.		Optimal time is Feb - July, but can be eradicated year-round.	Dig up or pull plant to include the root.		Can be removed year-round, but best to remove before it seeds in late spring.	Mow, dig up, or pull plant and be sure to include the roots.

The weeds below are biennials -- 1st year the plant can be dug/pulled up in rosette stage; 2nd year, cut the stem at ground-level before they go to seed.

Poison Hemlock (smooth stem w/purple blotches)	When to Eradicate	How to Eradicate	Houndstongue	When to Eradicate	How to Eradicate	Common Mullein	When to Eradicate	How to Eradicate
	Blooms Apr - May Remove anytime upon positive identification. ALWAYS wear gloves!	Dig/pull up when plant is in rosette stage, or cut stem at ground level before flowers go to seed.		Optimal time is Feb - July before pink/purple flowers bloom and beak-like fruit develops	Pull out entire plant to include the tap root. Seeds have Velcro-like hairs that attach clothing and animal fur.		Blooms Jun - Aug Optimal time is late spring or early summer.	Easy to pull up plant before flowering due to shallow taproot. Bag to prevent spread of seeds (250,000 per plant)

*Scotch Thistle *Bull Thistle Musk Thistle	When to Eradicate	How to Eradicate	Knapweed	When to Eradicate	How to Eradicate	Common Burdock	When to Eradicate	How to Eradicate
	Blooms May - Sep *Eradication is required throughout El Paso County	Sever root below soil surface before plant produces flowers. Note: wear heavy gloves		Blooms Jun - Oct Fall is best time to cut plant at ground-level. NOTE: cut plants can still develop seeds, bag for disposal.	Cut stems at ground-level to allow weevils to lay eggs in roots. Weevils eat the seeds, but require the flowers to produce eggs.		Blooms Jul - Oct Optimal time is first year when plant is a rosette w/large heart-shaped leaves.	Hand pull, dig up taproot, or mow to prevent seed production and spread.



Noxious Weeds

Identification and Removal/Mitigation Methods

Item 5.

<p>April</p>  <p>It's a good time to start looking for Creeping thistle stems infected with rust fungus, as well as Thistle and Poison Hemlock biennial rosettes.</p> <p>APRIL</p>	<p>May</p>	 <p>Begin checking for leafy spurge flea beetles.</p> <p>Dalmatian Toadflax and Knapweed weevils are out and about.</p> <p>MAY</p>	<p>June</p>	 <p>Musk thistle weevils are soon to emerge!</p> <p>Yellow Toadflax weevils are collected and distributed.</p> <p>JUNE</p>
<p>July</p>  <p>Time to collect diffuse knapweed seed-head weevils.</p> <p>JULY</p>	<p>August</p>	 <p>See if you can spot some spotted knapweed root weevils.</p> <p>AUGUST</p>	<p>September</p>	 <p>Puncturevine weevils are ready to collect.</p> <p>It's time to harvest infectious spores of creeping thistle rust.</p> <p>SEPTEMBER</p>

❖ The following list of additional noxious weeds can be found in Palmer Lake and can be eradicated by homeowners using mechanical methods; such as, shovels, trowels, pruners, and clippers, while disturbing the soil as little as possible (disturbed soil promotes seed growth, including noxious weed seeds). In some cases, frequent mowing is the best mitigation method due to extensive root systems.

- Common Tansy*
- Bouncing Bet*
- Yellow Toadflax*
- Scentless Chamomile*
- Common and Cut Leaf Teasel
- Oxeye Daisy*

* Mechanical eradication of these plants is only possible for individual plants or small infestations due to extensive roots.

❖ Additional information may be obtained from:

- ❖ El Paso County Environmental Division - Noxious Weeds: <https://communityservices.elpasoco.com/environmental-division/noxious-weeds/>
- ❖ Colorado Department of Agriculture, Noxious Weeds: <https://ag.colorado.gov/conservation/noxious-weeds>
- ❖ Colorado Department of Agriculture, Biocontrol: <https://ag.colorado.gov/conservation/palisade-insectary>

**THIS BRIDGE WAS DESIGNED,
BUILT, AND INSTALLED BY
USAF ACADEMY ENGINEERING
CADETS - CLASS OF 2024.
IN APPRECIATION, PALMER LAKE
PARKS AND TRAILS COMMISSION
APRIL 2024**

Palmer Lake Parks & Trails: Project List 2024 (New, In Progress, Completed, Ongoing) - updated 3/28/2024

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 / hours	PLP&T Project Lead(s)	Cost	Hours	Complete Target	Project Progress & Notes
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Annual – Semi Annual Events / Projects

1	CP	Stain / Paint Gazebo Deck		Cindy, Mike			2024	Need to research material costs & obtain, and organize a day for the staining
2	CP	Remove dead trees/brush from around lake, trim dead branches etc.		Jennifer, Phyllis			2024	PW – Service day: ongoing spring/summer. Contract (Jason) w/tree removal company
3	GP	Order and spread wood chip in Glen Park		Phyllis			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		John	\$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, Phyllis			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		Phyllis			2024	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.		Phyllis			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.					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
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					2024	June 8th
	ALL	Service in the parks day - fall		Mike			2024	September 28th, in conjunction w/ County wide Creek Week
	ER	E-Rock advisory sub-committee					2024	Meet to develop a master plan process for E-Rock - 2 reps
	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					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					2024	Madeline and/or "Q" are doing it weekly
	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								
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.
15	ALL	Develop a "New Parks and Trails Commissioner" packet		Cindy			2024	Talked with her 3/3/24 about approaches for data gathering
16A	CP	Research grants for exercise equipment		Cindy			2024	E-rock and CP playground
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		Cindy			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. Researching grants for this as well.
17B	CP	Construct strip park to include Brush & tree clean up day for the area between back of restaurants and ballfield parking lot		Cindy	\$200 – 800		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?
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
18A	CP, CL	Install a free standing shade structure for over the playground. 1 st quote is over the swings, 2 nd 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 ?

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 ?
19	CRK	Build the trail from Spring Street bridge to Greely Bridge crossing.		Kevin, Reid			2024	Gene (lead volunteer) – Directed by the BOT 4/5/23, use volunteers; started 6/23/23, Used MHYC (grant)
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.		Reid			2024	Applied for a donation from the Lions Club to fund most of the signs 3/19/24
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
23	ALL	Trail construction training -		Kevin			2024	Gene (lead volunteer) to look into and report back on cost and dates
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
24	ER/C	Start brainstorming and planning for fund raisers to help pay for the permanent bridges -2025 & 2026. Possible 2 bridges 2024-25?		Kevin, Reid			2024	Gene (lead volunteer) Need to plan ahead. Asked Gene 3/12/24 to start working on this. Outlined the possible need due to above to Gene 3/12/24. 3/21/24 asked Dawn for current funds available to us through CTF, Kiosk, & donations
25	CRK	Plan a trail training area for MHYC training - April 2,3, or 4 (2 of the 3 days)		Kevin, Reid			2024	Gene (lead volunteer) Another free trail work training day provided by MHYC
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 workshop.
27	CRK	Clean fallen trees etc from the Creek between Day's property and Spring Street		Jennifer & Reid			2024	Special service day
28	ALL	Develop the specification for the needed logs for bench and table projects.		John			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.
29	ER/CRK	Build a temporary style bridge at Greeley Bridge crossing	Volunteers	Kevin,	TBD	150 hours	2024	Key Partners – Gene (Lead Volunteer) This bridge will be the same style as Creekside bridge installed 2023.

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	Kevin, Reid & PW	\$350	8	2024	Key Partners – PLPW Cost would for parking strips, 6' rubber parking blocks \$50.00 ea. ? to present to BOT and Town staff a diagram of the project - google map view
31	ER	Install a porta potty for work being performed by USAFA and MHYC inside E-R If necessary - see comments		Kevin			2024	Wait until after it is scheduled. Willans told Kevin and Reid 3/7/24 that the USAFA cadets could use the one by the Annex. for their 2024 installation of the bridge. IUsing Kevins house also.
32A	ER	Flag the perimeter trail in E-Rock with consideration of a 20' permanent easement. Try to complete by 4/14/2024		Reid, Kevin			2024	Gene (Lead volunteer) Easement would be through the Willan's property currently leased and to be purchased by them in 6-7 years.
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			2024	See map presented the BOT by the Willans 2/22/2024 and the diagrammed property lines in relation to the proposed perimeter trail
33	ER/C	Build the rest of the approved trail system. Most likely late June and early July	Grant	Kevin / Reid	TBD	160 hours	2024	Key Partners – Gene (Lead Volunteer) and Mile High Youth Corps We have 4 weeks of trail work in the summer of 2024 to be done by the MHYC (grant funded). Project scheduling mtg with MHYC 3-4-24. Flag Perimeter Trail every 10' to 15' (approx. 1.7 MILES?). Cost for materiels, tools, porta potty, etc TBD. Won't flag entrances otherwise curious people will be in the way. Schedule TBD.
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
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
37	ALL	Continue to work with Eagle Scouts to add to facilities and amenities in the Park(s).		Mike, Phyllis			2024	Eagle Scouts
38A	ALL	Develop a table / flyer for noxious weed control - time of year, type of control, specific weeds to Palmer Lake		Phyllis, Cindy			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		Phyllis, Tish			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 Not. Weed book.
39	ER	Open Air Pavilion Restoration, clean up and repair		Reid			2024	Start in early 2024, work on cost estimates, look into the use of CTF money, part of BOT Resolution 10-2024
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
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
42A	CP	Develop a plan for the multi-use field that includes soccer, football, and lacrosse groups.		Reid			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
42B	CP	Apply for GOCO grant for a multi-use field.		Reid, Jennifer Dawn			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.
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			2024	Propose possible installation sites to PLP&T Commission ASAP once cleaned up.
44	GP	Reinstall the Handicapped Parking sign at the reservoir trail head parking area.		PW Reid			2024	Sign should be in the yard somewhere
45	GP	Install an adequate ADA path from the handicapped parking spot into the playground.		PW Reid			2024	Recommended by CIRSA May 2023
46	KNT	Complete Kent Street to the Creekside Trail, don't advertise - local knowledge only		Reid, Kevin			2024	Gene (lead volunteer) Work w/neighbors' concerns
47	KNT	Place a "please respect private property" signs where the trail borders each private property		Reid & ?			2024	Same size as pickleball curtain signs -about4 at \$25 ea, probably . Part of #22 Lions Club donation. Reid will research the cost. Someone else the installation .

48	CP	Review and identify issue in the PL Master Plan as it relates to All Parks.		Mike		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.
49	CP	Develop a 3-5 year plan for the Little League field.		Dawn & Reid		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.
51	CP	Complete the 6 pickle ball courts and the restroom on the west side of the RR tracks		Mike, John		2024	APL liaison : Tim Caves, updated Parks at 1/9/24 meeting, received a waiver of tap fee from PLSD 1/10/24
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		2024-2025	Work with Tim Caves
53	CP	Install railroad bridge lighting.		Reid	\$25,000	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
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)
56	CP	Relocate disk golf holes 1 & 2 so that all the holes are on the east side of the bridge.		Reid			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.
57	ALL	Send some commissioners to the Trail Syposium - 2 day event 1st week of September 2024		Jennifer			2024 or 2025	Gene has the information and encourages 4-6 members to go, \$35 / person
58	CRK	Reapply for NM grant for bridges after receiving feedback		Jennifer Kevin, Reid			2024	
59	GP	Create and install trail markers and mileage signs for the perimeter trail in Glen Park.		Reid, Kevin			2024 - 2025	Gene (lead volunteer) Approximately 10 4' posts, include in Lions Club donation
60	KNT	Create and install trail markers and mileage signs at the Kent Street end and N.Monument Creek crossing (4)						4 x 4 x 8' posts treated - 1 post makes 2 sign/marker posts at \$14 per 8' post
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
2025								
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
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
64	CP	Develop a plan for the bulletin board at the East side restroom - PL parks, El Paso cty 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
67	ER	Design and construct a permanent bridge at the Historic Epworth site. A 2nd bridge possibility? Funds for 2?	Kiosk / Grant / USAFA	Kevin	\$15,000	TBD	2025	Key Partners – Gene (Lead Volunteer) / USAFA_USAFA engineering dept. - to submit to Parks Comm. for decision, at a presentation to be designed by USAFA & installed May 2025, 2 designs, present to BOT & Staff for input
68	ER	Develop a 3-5 year master plan for proposed E-Rock park and trail now approved by BOT. Develop a master plan for Creekside Trail & Kent Street Connection trail		Reid, Kevin			2025	Gene (lead volunteer) Develop a projects list specifically for E-Rock as a starting point. With Resolution 10-2024 now Parks should do this
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
2026								
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
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	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	Kiosk / Grant / USAFA	Kevin	\$15,000	TBD	2026	Key Partners – Gene (Lead Volunteer) / USAFA eng. dept. - Dec.'25 to submit to Parks Comm. for decision
73B		If the 3rd bridge - #73A, is built in 2024-25 work on another site for a 4th bridge for this cycle.		Kevin / Reid			2026	Gene (lead volunteer)
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	
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

		TBD					TBD
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
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.
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)
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.
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
81	CP	Install electric charging station in one of the parking areas along st. hwy 105		Dawn, PW, & Parks			CORE is interested and has reached out to the Town and mayor, presented to BOT and Staff
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
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

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
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
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
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.
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			2024-2025	Reid attended the BOT meeting to determine eligibility for annexation - passed by Resolution.

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	1	Done 3-24	April Veley and Reid met to develop a proposal for the 2024 - 2025 winter lights. To PLP&T Comm. 3/12/24 - adopted
	ER/CRK	Submit / present an explanation plan to the BOT for the bridges and trail beyond their 1st resolution.		Reid, Kevin, Gene, Jennifer				1st draft created 11/23, Presentation at the BOT mtg 12/14/23. Resolution for BOT consideration 1/11/24; adopted 1/11/24 by BOT
	ER	Seek a resolution from the BOT for the E-Rock perimeter trail inside the E-Rock property to start sometime in 2024		Reid, Kevin			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				Received 12/23, received the grant jan. 2024
	ER/CRK	Work with and check with the appropriate wildlife division for rules and restrictions to placing a single track trail in a potential Treble Mouse and / or wetlands area.		Gene, Kevin				Document : Who when authority
	ER	Apply for Non-motorize grant to pay for the 2 nd and 3 rd bridges		Jennifer, Kevin				Done in October '23 for 2024 award. We asked for \$60,000. Presentation 1/17/2024; didn't get the grant. Reapply 2024
	CP	Add some protection around the edge of the roof of the information kiosk at the west end of the pedestrian bridge		Reid	\$14	2 Hours		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 Hours		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 hours		Draft 11/2023, created 12/23, mount ASAP in 2024 - done 2/2024



CONCEPT PAPER

RECOMMENDATION

Recommended: Not Recommended: Project Title: Applicant Organization: Amount Requested:

Brief Project Description (limit to space provided, below)

The rapid growth in the Tri-Lakes area has led to a serious lack of outdoor facilities. The Palmer Lake Parks Commission, working with the community, identified both a need and an ideal location for the solution. Palmer Lake's Centennial Park has a large portion of public property that is currently unused and unusable - it is bare dirt. A community survey and discussions with local youth athletic clubs identified a multi-use field as the greatest community need that would fit the available space. GOCO community impact funds would allow the town to address this need.

Recommendation Feedback

Comments suggest a need for a more diverse funding strategy and caution against relying heavily on a single or limited sources of funding. The application could be strengthened by exploring and involving more funders to support the project.

While youth and sports club input was significant, there is a perception that engagement might be narrow. Expanding the engagement to include a wider section of the community and other recreational interests could make the project more compelling.

The reliance on volunteer groups for maintenance and the inclusion of maintenance costs in the budget were seen as potential issues. Clarifying the long-term sustainability plan for the field and exploring more robust maintenance solutions could address these concerns.

Some comments questioned the necessity of the field based on the current availability of sports facilities within a drivable distance and the decision to use artificial turf, which has a limited lifespan and specific maintenance requirements.

Remove maintenance from budget, too difficult to report for closing the grant. GOCO cannot fund contingency.

GOCO Grant feedback meeting with Chris Aaby and Tilah Larson (both GOCO regional reps) with Dawn and Reid (Jennifer had a business meeting)

Subject - Feedback from PL grant concept submission that was denied in January 2024. The summary form was sent to Dawn and Reid earlier today, 3/18.

1. Need a more diverse funding strategy.

Why wasn't Daniels Fund request for funds included, if a request was made (it wasn't as we were going to approach them after receiving GOCO funds)? Showing that we were requesting only \$29,000 – Daniels Fund request more funds?

2. More community engagement needed - sports clubs isn't enough. Other community groups & feedback about what that looks like - fundraisers, sponsorships, demonstrate that the community at large is donating time, money toward the project completion.

They really liked hearing about the MHYC and USAFA involvement with the bridge and trail building.

Mentioned local business involvement/sponsorship – “rally” for resources.

GOCO suggested review the concept to expand on the areas of the concept.

3. Relying on volunteers for maintenance they don't feel is viable in the long-term. What other viable ways can this be done? (Commit portion of CTF, other revenue?)

4. Replacement - demonstrate how we are committed to this, especially funding

5. Artificial turf - will need to be replaced in 15 years - is the Town and Parks willing to take this on and how?

6. Remove “Maintenance” from the budget narrative and remove all “Contingency” funds – will not be supported by GOCO

7. Is the community coalescing around the MUF?

Is the MUF the best project for GOCO or is there something else that is a better fit for GOCO? Is this the one biggest thing? Identify other funding?

8. Cycles: the dates aren't set yet but most likely similar to 2023:

ie., August, October, January

9. They outlined other project characteristics that did get funded or moved to the next step:

A. Community received funds for a single amenity - smaller in nature

B. The last element to fill out the park project (a bike park within a park)

C. A project within a park renovation

10. How have the funds been raised by community groups (who) to support the project?

11. What are other funds/donations/grants that we have received that relate to or connect to the MUF? Connectivity - ie USAFA, MHYC, Lions Club donation, donations from citizens or citizen groups that relate?

Chris and Tilah are always available for us to reach out to – consider a workshop specific for GOCO discussion and involve other funding sources (ie., DOLA)