



PARKS AND TRAILS COMMISSION

Tuesday, May 14, 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 April 9, 2024
- [2.](#) Minutes from Special Meeting on April 23, 2024

Petty Cash Report

Public Works Supervisor Report

Town Administrator Report

Business Items

- [3.](#) Volunteer Hours Reported
- [4.](#) Kiosk Revenue Report
5. Review E-Bike and Mountain Bike Use on Trails
6. Update on ER Vision Advisory Committee
7. Update on Eagle Scout Project
8. Update on Bridge Dedication and Upcoming Trail/Bridge Activity
- [9.](#) Review June Service Day
10. Update on Parks Grant Activity

Centennial Park

11. Update on Installing the Fountain in Lake
12. Update Ped Bridge Lighting
13. Update Disc Golf Work (Greg)

- 14. Update on Parks Grant Activity
- [15.](#) Review of Centennial Strip Park Plan
- 16. Update on Little League Ballfield Improvement
- [17.](#) Update on Parking Area and Pickleball Court/Restroom Activity

Glen Park

- [18.](#) Update on Parking Area and Pickleball Court/Restroom Activity

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 (5/28 workshop) 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 & TRAILS COMMISSION

Tuesday, April 09, 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 5:05 PM.

Roll Call. Present: Commissioners Kevin Magner, John Tool, Jennifer Nilson, Cindy Powell (left at 7:14 PM), Reid Wiecks, Mike Pietsch. Others present: Trustee Nick Erhardt (arrived at 7:05 PM), Dawn Collins, Tish Torweihe.

Congratulations was extended to John Tool welcoming him to the Parks and Trails Commission.

Approval of Minutes

1. Minutes from March 12, 2024. MOTION (Cindy, Jennifer) to approve minutes from March 12, 2024. Motion passed 6-0.

Petty Cash Report. Mike Pietsch reported no donations and expenses with a new balance of \$39.

Public Works Supervisor Report. Dawn reported a possible new interim Public Works Supervisor until a permanent supervisor is hired. The Town currently has two equipment operators and any needs should be directed to Dawn.

Town Administrator Report. Ducks Unlimited will have a special event on June 9th hosting 5k and 10k races down the Santa Fe Trail. They may have food trucks. They will have two additional porta potties, 1 police officer, and extra trash receptacles. Parking will be on the west side by the pedestrian bridge. Dawn reported that Dukes Electric will start work on the trench work and lighting on the pedestrian bridge.

Business Items

2. Kiosk Revenue. Reid requested the bar graph show more details with funds that are remaining and carry over. There is an overwhelming interest of USAFA cadets signed up for next year's bridge building that two bridges can be completed providing that funds are available. Kevin reported one bridge will be a little longer, but both are similar. Dawn will meet with Reid about funding.

3. Parks - Volunteer Hours. Review of volunteer hours and workshop details were discussed.

4. Schedule/Plan Service Days - Spring & Fall. The spring service date will be June 8th and the fall coordinate with Creek Week on September 28th, both from 9 am to 12 pm. Jennifer will lead the June 8th service day and Mike will lead on September 28th. MOTION (Cindy, Jennifer) to plan service days on June 8th and September 28th from 9 AM to 12 PM. Motion passed 6-0.

5. Review and Consider Noxious Weed Flyer - Create Workgroup. Reid thanked John, Cindy and Phyllis for working on the flyer. MOTION (Reid, Cindy) to adopt it and laminate copies. Motion passed 6-0. Parks has a letter from the State for a mandatory noxious weed removal and Cindy will lead this workgroup. Workgroup meetings should be held in a public place. The code was reviewed and discussed. Dawn will forward information.
6. Update Chicken Coop Bridge and Appreciation Sign. Kevin gave an update on the bridge progress and the hard work of the cadets on the bridge. The beams were sealed and a tree was removed. The brush will be removed. Gene Kalesti was acknowledged for providing food for the Cadets. The Gazette has been contacted and is getting photos with the cadets. Kevin Magner was acknowledged for opening his home for restroom use. Discussion took place about a future timeline to order porta potties for projects. Ribbon cutting is anticipated to take place in the coming week – a date will be forwarded and officials invited.
7. Review Mile High Youth Corp Trail Work. Trail work on Walnut, Greeley and Epworth was very busy between Spring Street and the creek. It is closer to being done and they did a great job. Parks Commission treated the volunteers to ice cream. They will work June 24th - July 18th and the trail has been flagged. Kevin will provide the list of contacts to Town staff and porta potties will be ordered. Discussion took place about grants to mitigate areas.
8. Update on Elephant Rock Property - Discuss Commission Position & Select Two Reps for Advisory Committee. Discussion about the Board direction took place and an advisory committee will be led by Susan Miner. They are planning to complete the recommendation in 60 days. The Master Plan term has created some confusion as it relates to land use code. The use or vision for the property is being used instead. Reid distributed the rules and code authority of the Parks and Trails Commission. Dawn clarified this group is an advisory committee that will meet regularly to gather information on how the property can be used for future use. The only action, in the end, will be a recommendation for the Board to review. It was discussed to hold a special workshop on April 16th to review Parks ideas. Cindy asked to be on the committee to work on grants because she stated Susan Miner requested it. John also volunteered to be on the committee. MOTION (Mike, Reid) to select Cindy and John to be on the advisory committee. Motion passed 4-2 (Reid, Kevin). Reid further explained his no vote for Cindy due to being involved in the initiative to save the cabins.
9. Change POC List to Projects List. Discussion took place about the benefit of adopting the Projects List and discontinue the POC list. The list can be posted on the website for volunteers to get involved and contact responsible Commission members. The project list will be updated and sent to Town staff. Discussion took place about beginning work on the open-air pavilion.
10. Update on Grants Activity. Cindy provided updated with the following grants.
- Exercise Stations. Parks does not have the funds to support this grant.
 - Shade Structure. Letter from a dermatologist is needed to move forward with the grant. Parks already has a bid from last year.
 - GOCO Feedback (multi-use field). Discussion took place and a virtual meeting is recommended to include include Chris from GOCO, Todd from DOLA, and a Daniels Fund contact.

Centennial Park

11. Review Artwalk and Trail. Clarification that Parks likes the concept but would need to have more details from Awake the Lake as the plans progress and permitting of each project. It was recommended

to the Board to approve it. Parks would like to be involved in review of the art projects. The cadets may be interested in designing an art piece. MOTION (Cindy, Jennifer) to preview the artwork design, location, and details to make recommendations to the Board. Motion passed 6-0.

12. Consider Pickleball Proposal by Ms. Fredman - Create Workgroup. MOTION (Reid, John) to create a workgroup to consider all the proposed ideas presented by Ms. Fredman. Motion passed 6-0. Mike and John volunteered to lead the workgroup. Reid will collect workshop notes to provide the Town staff for review. Discussion about pickleball plans and sponsors to help support the maintenance took place.

13. Update Baseball Field and Little League. MOU has been signed and work has started on the field. Dawn will reach out to request a timeline and details of the future improvement for the field from the Little League.

14. Review Stand Up Paddle Board Permit. Mike reported the American Legion post is concerned with the bus renting out recreational equipment right next to the memorial. It is El Paso County property which the town does not have authority over. Staff will attempt to research the business owner. The Legion members may not continue maintaining the memorial and may request that the Town take it over. Mike will provide more information after the Legion meeting.

Glen Park

15. Review Pickleball Storage Box Procedure. Two groups have the combination to the box because they purchased the net. The combination should change regularly to the current month and year (0424). Discussion of contact and procedure took place. It was suggested the public can bring their own nets. Information should be gathered from other municipal courts to report to Parks.

Public Comment. None

Report of Other Meetings. None

Next Meeting (Workshop 4/16 and 4/23) and Future Items.

> **Mountain & E-Bike Use on Trails.** To review at the 4/23 workshop.

Adjourn. Reid adjourned the meeting at 7:35 PM.

Minutes by: Tish Torweihe, Administrative Specialist



PARKS COMMISSION - SPECIAL MEETING

Tuesday, April 23, 2024 at 5:00 PM

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

MINUTES

Call to Order. Commission Chair Reid Wiecks called the meeting to order at 5:09 PM.

Roll Call. Present: Kevin Magner, John Tool, Cindy Powell, Phyllis Head, Reid Wiecks, Mike Pietsch. Excused / arrived late: Jennifer Nilson (arrived at 5:34 PM). Others: Tish Torweihe.

Chair Reid Wiecks recessed the meeting until Jennifer arrived.

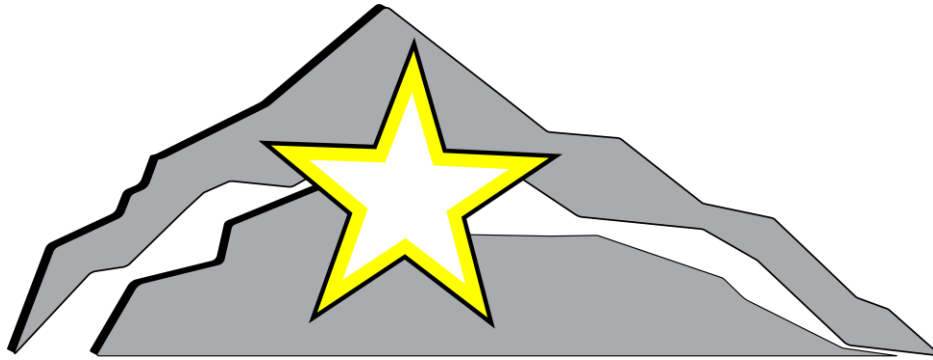
Business Items

1. Action to Reconsider Vote on Two Reps for Advisory Committee (Tool). MOTION (John, Cindy) to reconsider the vote for two representatives for the Advisory Committee. Motion passed 7-0.
2. Reconsider the Parks Representative Separately for ER Advisory Committee. MOTON (Reid, Kevin) to nominate John as one of the representatives for the Advisory Committee. Motion passed 7-0.

Cindy discussed her involvement and passion for the ER cabins and stepping down as a representative. Discussion took place regarding different project involvements by several committee members, busy schedules and no one was available to volunteer as the second representative. John expressed the importance of having two Parks representatives to make sure the Parks voice is heard and is needed for voting purposes. Reid will submit additional information from December 2021 input and additional items for John to provide the Advisory Committee. Reid stated that Cindy is trustworthy and has high ethics to be the second representative for Parks. Cindy agreed. MOTION (Reid, Phyllis) to nominate Cindy to represent Parks as the second representative on the Advisory Committee. Motion passed 7-0. Reid proposed a tentative workshop on April 30th at 5 PM pending confirmation of the Town Hall availability.

Adjourn. Reid adjourned the meeting at 5:55 PM.

Minutes by: Tish Torweihe, Administrative Specialist



Town of Palmer Lake

Board of Trustees Summary Sheet

	March-April 2024
Title	PARKS Report
Date	5/9/2024 Board meeting; 5/14/2024 Parks meeting
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 104.0 hr. Clerical (email, calls, grants, spreadsheets) : 88.50 hr. Miscellaneous Meetings (other than Parks) : 18.50 hr.
Total Volunteer Time	Total = 211.00 hours
Upcoming Activity	Parks Workshop 5/28

Dawn Collins

Subject: Kiosk

Kiosk Revenue

April Collections for the Kiosk / Transactions: 658

\$ 3,487.40	Gross Collections	(658 Transactions)
\$ (197.40)	Fees	
\$ (70.00)	Monthly T2 Svc charge	
\$ 3,220.00	Net Collections - April	

Collections 2024 YTD / YTD Transactions: 1764

\$ 9,349.20	Gross Collections	
\$ (529.20)	Fees	
\$ -	Supplies (Kiosk Paper)	
\$ (280.00)	Monthly T2 Svc charge	
\$ 8,540.00	Net Collections	
\$ (809.20)	Total Fees and Maintenance	9%

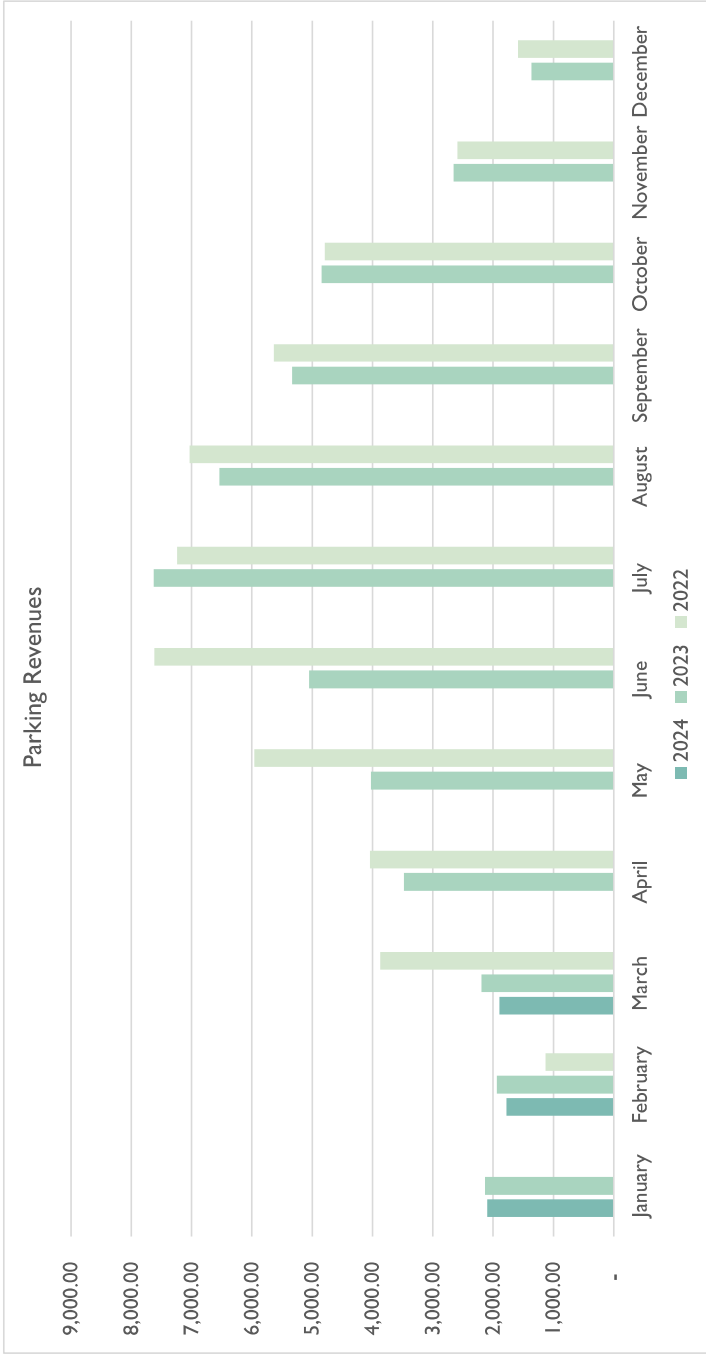
Dawn A. Collins, CMC
Town Administrator/Clerk



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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	-	3,476.80	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	5,777.00	47,207.10	51,519.40





SEPT 30TH
9 AM – 12 PM

CREEKS - PARKS - TRAILS - NOXIOUS WEEDS

“FOUNTAIN CREEK WATERSHED DISTRICT CREEK WEEK” SERVICE IN THE PARKS DAY

THE PARKS COMMISSION IS SEEKING YOUR HELP ON Saturday 9/30/23 FROM 9 AM TO 12 NOON!

We value our volunteers at the Town of Palmer Lake. Volunteers are essential and greatly appreciated, helping us improve the quality of services and esthetics of Town parks. Join our team of passionate volunteers to give back and make a difference in your community. Please share this with your family, friends, and neighbors. We look forward to working together. **Students can complete their Civics community volunteer hours.** Sign up today!

Plan to park near and meet at Glen Park tennis courts at 9 am.

Palmer Lake Parks Commission



- **GET INVOLVED IN YOUR COMMUNITY**
 - **GET TO KNOW YOUR NEIGHBORS**
 - **HAVE FUN CLEANING UP THE TOWN**
 - **SHARE YOUR SKILLS & KNOWLEDGE**
- Please wear long sleeves, pants, heavy duty working gloves, sun protection as in a hat, sunglasses & sun screen. Bring a snack, large water bottle and a smile.**

Waiver Agreement

Is needed to volunteer
 Go to townofpalmerlake.com
 See Forms > Waiver Agreement

EMAIL YOUR WAIVER AGREEMENT & CONTACT INFORMATION TO:
info@palmer-lake.org
NEED TO PICK UP A FORM? STOP BY THE TOWN OFFICE

Summary of meeting April 25, 2024 between PL Fire Chief John Vincent and PLP&T Commissioner Reid Wiecks to discuss and begin planning for the “strip” park between the parking lot south of the pedestrian bridge and the back of the restaurants.

Strip park is one that is defined as being long and narrow to accommodate the nature of the lot available.

The area is owned by the Town of Palmer Lake, has been unused for years and thick with tree-like vegetation, some of which have thorns. The area needs to be thinned out, and once we can determine the type of tree decide if pruning will improve the tree’s health. The treed area also needs cleaning up as it has collected trash over the years.

Many of the trees are dead.

The Plan:

The plan is to flag and create a path running north and south through the middle of the trees that would connect the base ball field to the south to the restroom north next to the west entrance to the pedestrian bridge. This would allow people, especially young folks using the ballfields, to tradition to the restroom without having to walk through the parking lot which will shrink in size through that area because of the development of the pickle ball courts.

There are currently social paths from the parking area to the back of various restaurants used to access them.

At the back of each restaurant and on either side of the path to them a picnic area would be “carved out” of the trees to accommodate a picnic table.

The trees mitigated along the strip park would be a joint effort by the PLVFD and PLP&T using the Town wood chipper and creating chipped wood piles along the parking lot-tree border for use on the trails.

Work on the chipping would be done as their schedule and demand allows.

The plan is to have the area mitigated by July 1st

Prior to work a letter drafted and approved by PLVFD, PLP&T, and Town would be hand delivered to the restaurants and businesses bordering the strip park informing them of the work.

Picnic tables would be built as time allows from wood harvested at the log pile at the Upper Reservoir.

Respectfully submitted:

John Vincent
PLVFD Chief

Reid Wiecks
PLP&T



91 Hwy 105

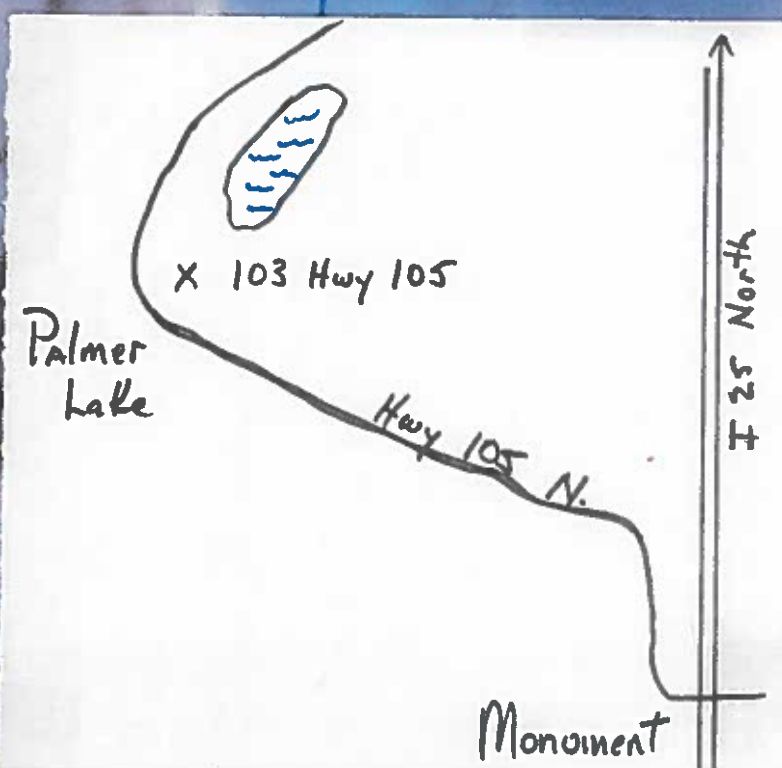
103 Hwy 105
Palmer Lake, Co.
80133

Existing Electric Pole
1 40'4"
2 18'4"
3 36'4"
4 52'7"

Existing Fire Hydrant
1 42'2"
2 54'6"
3 40'1"
4 18'3"

75 Hwy 105

Sewer Main



9:49

88



New
BATHROOM

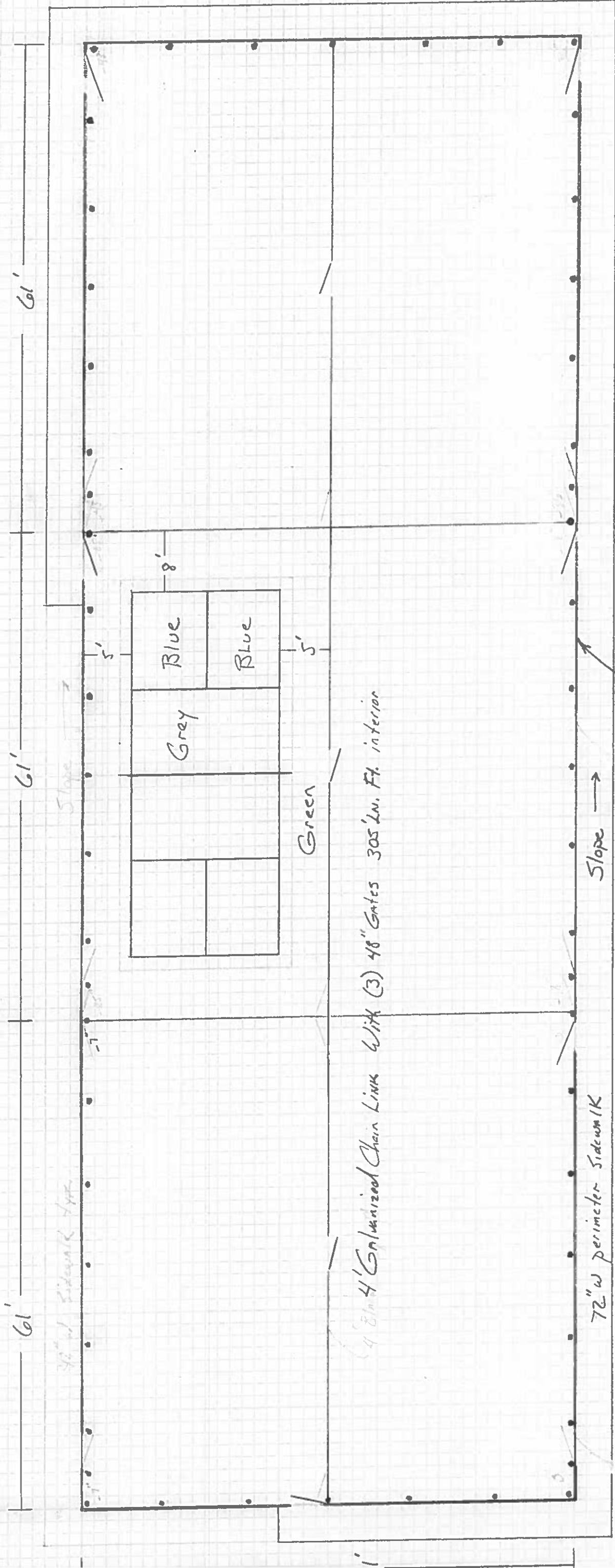


30 m

Palmer Lake Restoration Grp.
 PALMER LAKE Pickleball Courts
 AT Centennial Park

Tim Caves 719-640-0485
 rtimecaves@yahoo.com

NORTH



8' Galvanized Chain link with 6 gates 488 Lu. Ft.

48' x 8' Gate type (G)



