



PARKS AND TRAILS COMMISSION

Tuesday, July 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 June 11, 2024 Meeting
- [2.](#) Minutes from June 25, 2024 Special Meeting

Petty Cash Report

Public Works Supervisor Report

3. Update on Parking Lot at Walnut and Greeley

Town Administrator Report

4. Update El Paso County Parks Planning Meeting

Business Items

5. Review and Consideration of Application for Appointment
- [6.](#) Discussion to Limiting Meeting Time for Parks & Trails Commission
7. Discussion to Require a Vote to add New Items to the Projects List
- [8.](#) Kiosk Revenue
- [9.](#) Report of Volunteer Hours
10. Update on Parks Grant Activity
11. Update on E-Rock Advisory Committee Meeting (John)
12. Update Bridge #2 Location Field Trip
13. Update Trail Activity (Kevin)
14. Update on Open Air Pavilion Field Trip (Date)

Centennial Park

- [15.](#) Update on Eagle Scout Pergola
- 16. Update on Pickleball Court/Restroom Activity by APL
- 17. Update of Lake SUP/Kayak Launch Dock
- 18. Discussion of Baseball Field

Glen Park

- 19. Update Pickleball Net for Public Use

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 (7/23 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 AND TRAILS COMMISSION

Tuesday, June 11, 2024 at 5:00 PM

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

MINUTES

Call to Order. Chair Reid Wiecks called the meeting to order at 5:10 pm.

Roll Call. Members present: Kevin Magner, Cindy Powell, John Tool, Jennifer Nilson, Reid Wiecks, Mike Pietsch. Others present: Trustee Nick Ehrhardt, Dawn Collins.

Approval of Minutes

1. Minutes from May 14, 2024 Meeting. MOTION (Jen, Mike) to approve minutes as presented. Motion passed.

Petty Cash Report. Mike Pietsch reported donations and expenses with a new balance of \$70.

Public Works Supervisor Report. None.

Town Administrator Report. Collins provided an update on the Fishing Derby event success. She stated a copy of training opportunity was distributed on tables. Collins reported that the proposed parking at the Walnut/Greeley right of way will be mentioned to the Board of Trustees.

2. Update El Paso County Parks Planning Meeting. Collins asked members who to invite for a meeting with El Paso County Parks and Recreation and will schedule a time. Reid and Mike will be included as discussion about the maintenance of the Crawford Memorial will be raised. It was suggested to add discussion about disc golf holes 1-2 relocation and east side parking.

Business Items

3. Review and Consideration of Application for Appointment. Chair held this item in case the applicant would arrive. Collins messaged the applicant.

4. Kiosk Revenue. Reviewed.

5. Report of Volunteer Hours. Reviewed and it was agreed that other volunteer hours and maintenance staff should be reported.

6. Update from Member About Project List. Reid inquired about the work that Cindy completed at the lake gazebo – no cost for paint; about 7 hours work. Cindy also reported that she repaired the small book library doors with about 2 hours.

7. Update Service In The Parks Day. Jen thanked Cindy and Reid for running the service day. There were 7 volunteers and the lake area was cleaned up. Discussion took place about improving advertising

for service day, holding spring service before school is out and share invites with the school district and Palmer Lake elementary school.

8. Update on Parks Grant Activity. Cindy explained her upcoming meeting with CJ about the planning for MHYC work on trails in 2025. She also stated that she is exploring an environmental grant with the state for trees. Discussion took place about the GOCO grant concept. It was agreed to add the past submittal and future submittal plan to the next workshop.

9. VOC Training Review and Summary. An update was provided on the volunteers of Colorado training, noting it was beyond expectations, with 40 trainers about 5.5 hours each day for a total of 800+ hours work in 4 days. Work was completed on the trail up to the pavilion, the bridge, moving logs, with expense of \$300 material for the bridge. Stabilization is required.

10. Update Mile High Youth Activity. Kevin reported that the total amount of volunteers was down, meaning additional weeks this fall may occur. The crew continued trail building through the scrub and around the annex. The PLFD assisted with tree removal. Alternatives for the retaining wall were reviewed as well as slight modification to the trail, making it more interesting. Discussion was raised about horses on the trail. It was agreed that a multi-use trail would include horse riding. It was further discussed and agreed that horses may damage the (AFA) bridge. MOTION (Kevin, Jen) to order and install signs prohibiting horses on the current AFA bridge. Motion passed.

11. Update on E-Rock Advisory Committee Meetings. John summarized the committee activity, including finalizing the mission and vision, upcoming reduction of options. Discussion ensued about easements for the property once options are considered by the Board. A special meeting was discussed to consider location for trail and other bridge work before the next workshop.

Centennial Park

12. Update on Little League Improvement Plan. Reid referred to an email from Little League rep, Dion, from March 2024 speaking to the improvement plan. It was suggested to send an invoice; Collins noted that will be determined as there are not adopted fees in which to bill. Discussion took place about meeting with another municipality (Larkspur) to review managing fields.

13. Update on Pickleball Court/Restroom Activity by APL. John provided an update on the construction progress. Concrete pour is expected in the coming two weeks along with design to connect walkway to the court area. Following the pour, then fencing and restroom construction. Discussion took place about managing a paddle up and online reservation system by mid July. The July workshop will include ballfield, pickleball management.

14. Progress on Eagle Scout Pavilion. Mike reported that the pavilion design is under review for approval with the Scouts.

15. Discussion of Lake SUP/Kayak Launch Dock. The dock detached and logs were removed. Collins will check with staff about progress or needs to repair/attach.

Glen Park. Reid requested that woodchips be delivered to the corner of the playground to be spread when members meet for the field trip to ER.

Public Comment. None.

Report of Other Meetings

Returning to item 10, the discussion about members attending the two day training for trail building was raised. Registering for volunteer days was also brought up. Kevin and John volunteered for the training. MOTION (Reid, Jen) to approve the fees to register for the training. Motion passed. John and Kevin will review volunteer opportunities to participate.

Next Meeting (6/25 Workshop) and Future Items

16. Set Date of Field Trip to ER - Brainstorm Pavilion Renovation & Bridge #2 Location – date was set for Tuesday, 6/18 to notice meeting at the tennis courts at 5 pm, brainstorm general location for trail and next bridge. It was suggested to spend one hour spreading chips at Glen playground.

Adjourn. Reid adjourned the meeting at 6:51 pm.

Minutes by: Dawn A. Collins, Town Clerk



PARKS AND TRAILS COMMISSION - SPECIAL MEETING

Tuesday, June 25, 2024 at 5:00 PM

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

MINUTES

Call to Order. Vice Chair Mike Pietsch called the meeting to order at 5:09 PM.

Roll Call. Present: Kevin Magner, Jennifer Nilson, Cindy Powell, Mike Pietsch. Excused: John Tool, Reid Wiecks, Others: Tish Torweihe.

Business Items

1. Review and Recommend Appointment Application(s). Action to consider Caleb Stone's application for Parks & Trails Commission. Caleb has been in Palmer Lake for the last five years, loves the outdoors and getting involved in Palmer Lake. Caleb is willing to work weekly with Parks projects and will present ideas for Centennial Park at the workshop.

MOTION (Jennifer, Mike) to recommend Caleb Stone to fill the appointment on the Parks and Trails Commission. Motion passed 4-0.

Adjourn. Mike adjourned the meeting at 5:17 PM. The Commission convened to the workshop.

Minutes by: Tish Torweihe, Administrative Specialist

Palmer Lake Parks and Trails Commissioner regular meetings

Date	Start	Adjourned	Total			
1/10/23	5:01	7:03	2:02			
2/14/23	5:01	6:45	1:44			
3/14/23	5:03	7:12	2:09			
4/11/23	5:01	6:45	1:44			
5/9/23	5:01	7:34	2:33			
6/13/23	5:04	7:05	2:01			
7/11/23	5:02	6:55	1:53			
8/8/23	5:02	6:40	1:38			
9/12/23	5:00	6:38	1:38			
10/10/23	5:00	6:30	1:30			
11/14/23	5:01	6:48	1:47			
12/12/23	5:01	6:27	1:26			
1/9/24	5:02	6:24	1:22			
2/13/24	5:03	6:28	1:25			
3/12/24	5:05	7:01	1:56			
4/23/24	5:09	5:55	:46	Special meeting		
4/9/24	5:05	7:35	2:30			
5/14/24	5:09	6:40	1:31			
6/11/24	5:10	6:51	1:41			
6/18/24	5:00	6:00	1:00	Special meeting		

All times taken from approved PLP&T minutes, recorded by Town staff

Dawn Collins

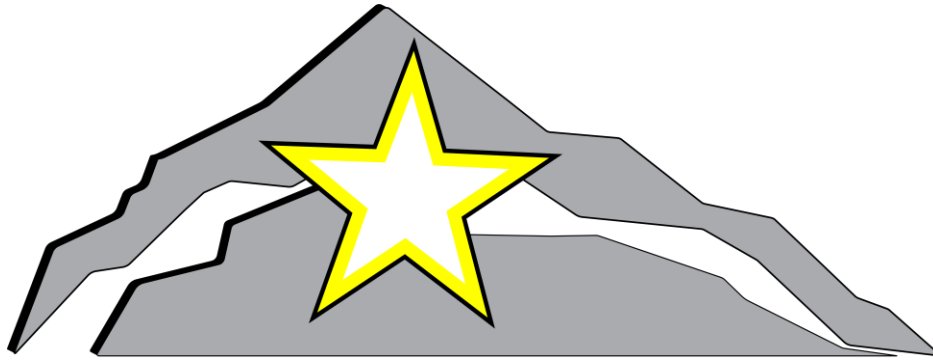
Subject: Kiosk revenue - June collection

Kiosk Revenue	June Collections for the Kiosk		
	\$ 8,829.80	Gross Collections	(1666 Transactions)
	\$ 499.80	Fees	
	\$ 70.00	Monthly T2 Svc charge	
	\$ 9,399.60	Net Collections - June	
	Collections 2024 YTD / YTD Transactions: 4665		
	\$ 24,724.50	Gross Collections	
	\$ (1,399.50)	Fees	
	\$ -	Supplies (Kiosk Paper)	
	\$ (420.00)	Monthly T2 Svc charge	
\$ 22,905.00	Net Collections		
\$ (1,819.50)	Total Fees and Maintenance	8%	

Dawn A. Collins, CMC
Town Administrator/Clerk



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Town of Palmer Lake

Board of Trustees Summary Sheet

	May & June 2024
Title	PARKS Report
Date	7/11/2024 Board meeting; 7/9/2024 Parks meeting
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 160.50 hr. Clerical (email, calls, grants, spreadsheets) : 13.50 hr. Miscellaneous Meetings (other than Parks) : 41.0 hr.
Total Volunteer Time	Total = 215 hours
Upcoming Activity	Parks Workshop 7/23

Centennial Park Eagle Scout Project

Item 15.

