

Palmer Lake Parks Point of Contact going forward 2023 & descriptions/Expectations

Who- current	Who 2023	Point of Contact area
Greg/ Andy	Greg	Disc Golf
Cindy G.	Tim/Laurie Caves, APL, Sam	Fireworks committee
Lindsey		Awake Palmer Lake Liaison
Ande/ Lindsey	Ande,	Columbine Park
Reid	Reid, Mike	Centennial Park over-all
Ande & Lindsey	Reid, Dawn	Baseball Field/Little League
Mike	Mike	The Lake, dock, wading area
Ande	Ande	Lake Fountain
Mike	Mike	Crawford Memorial
Parks & Town	Parks & Town	Gazebo and Pavilion
Reid & Lindsey	Ande, Reid	Lake Playground
Mike	Mike	Lake wildlife areas
Lindsey	Sam, Ande	xmas lights contest
Ande	Ande, Sam	Winterfest
Reid / Cindy P.	Reid, Cindy	Glen Park - overall
Mike / Cindy P.	Reid, Phyllis, Cindy	Creekside Trail - west/old section
	Gene, Reid, Sam	Extension of Creekside Trail - east/new section
	Gene, Reid	New trail down Kent St. to Creekside Trail

Reid	Reid, Cindy, Sam	Tennis courts
Reid / Andy	Reid, Phyllis, Cindy	Reservoir Trailhead area
Ande & Reid	Reid, Mike	Town Administrative Liaison
Lindsey	Ande,	Fund-raising, donations
Cindy P. & Ande	Cindy P./ Reid (GOCO)	Town Grant writing committee member
Lindsey, Mike, Reid	Sam, Mike, Reid	Service in the Parks days; Creek Week
Lindsey, Tish, Julia	Sam	Annual calendar
Reid & Tish	Dawn, Tish & Reid, then to Commissioners for review	Parks Commission Agendas and minutes
Ande	Ande	Monthly Reports
	Reid	Soccer, Lacrosse, football clubs liaison
Mike	Mike	Petty Cash pick-up from donation boxes and report
Lindsey	Lindsey, Ande, Sam	Social Media
Mike	Mike, Phyllis	Eagle Scout projects liaison
	Gene, Ande, Reid, Sam	Elephant Rock proposed park property liaison. Gene will act as the "point" person, the other Commissioners as back-ups. Parks chair person must be CC'd on all communications.
Phyllis	Phyllis	Noxious weed
	Reid, Matt Stephens, Mike	Master Plan writing - Centennial Park, work with PLEDG
	Reid, Gene, Cindy, Sam	Master Plan writing - E-Rock Park, work with PLEDG and Arts Council as a MP committee.
	Sammie	New Parks and Trail Commissioner orientation packet

	Sammie	Possible skate park
Possible sub-committee		Special Events: Fireworks, Service Days, Winterfest, Lights Contest, fund raising
		Centennial Park: Lake/dock, Ball field, Wildlife area, Memorial, Disc Golf/playground
		Glen Park: Creekside trail, Res, trailhead, The park & playground, tennis court
		Proposed E-Rock park: trails, pavilion, amenities (benches etc.),
4/9/2023		

Description/expectation of area
Report as needed to Parks needs and events, keep master plan progress up to date
Member of committee, provide information between the 2 groups for coordination of projects & needs.
Attend APL meetings as needed, coordinate efforts between the two entities for Centennial Park projects & funding.
Monitor use & needs, report to Parks as needed, work with residents to develop a master plan for the park
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Develop better communication with LL to facilitate the MOU & a 5 year master plan approved by Parks & Town staff, and the funding for the projects by LL.
Oversee needs and research solutions, present to Parks for input and approval.
Organizing the installing (spring) and fall removal of the fountain
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Monitor use and needs, report to Parks as needed
Work together, possibly with Lindsey, to develop the prizes, dates, judging, fee (if any) and categories.
Work together to advertise, solicit broom ball entries, volunteers, sponsors, and support activities.
Monitor use & needs, report to Parks as needed, keep master plan up to date.
Oversee needs and research solutions, present to Parks for input and approval.
Work w/Town staff, adjoining residents, & trail developers to facilitate the creation and maintenance of the trail & a bridge into the E-Rock proposed park.
Work w/Town staff, adjoining residents, & trail developers to facilitate the creation and maintenance of the trail & bridge to connect to Creekside trail.

Oversee needs and research solutions, present to Parks for input and approval.
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Coordinate and communicate between Parks and Town staff the issue that arise on an on-going basis to facilitate good communication, efficiency, and smooth working relationships.
Research, be aware of park needs for funds and/or materials, reach out appropriate sources to solicit donations. Communicate & coordinate with Grants
Research and write grants for Parks & Trails Commission projects getting input from the Commission before pursuing.
Organize & lead the 2-3 Service in the Parks and Creekweek days annually.
Gather new & edit old event information coordinating with Parks and Town staff by the end of January
Proof read and suggest additions and edits before each Parks meeting & workshop
Gather data from Commissioners by 5th of each month and report to the Town staff
At this time: work with the 3 groups for support & coordination for Parks' long term goal of providing more field space in P.
Collect cash donations from the boxes, report to Parks monthly, deposit as appropriate in petty cash
Lindsey and Ande are the lead POC. Sammie must route through them until she learns the "ropes."
Gather project ideas from Parks and present to Scouts, oversee project to completion.
Coordinate and communicate between Parks and Town staff the issue that arise on an on-going basis to facilitate good communication, efficiency, and smooth working relationships specific to E-Rock.
Plan, organize, educate & execution for removal and containment
Research, write, and present to Parks, Town staff, and BOT for adoption.
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Develop, collect and assemble appropriate materials, present to Parks & Town staff

Research, write, and present to Parks, Town staff, and BOT for adoption. If adopted by all above work with the appropriate POC to chose a site for