



## **PARKS COMMISSION**

**Tuesday, November 16, 2021 at 5:00 PM**

Palmer Lake Elementary School Library, Upper Glenway

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### **MINUTES**

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**Call to Order.** Mike Pietsch called the meeting to order at 5 PM.

**Roll Call.** Chair Reid Wiecks and Greg F excused. Present: Ande Furrer, Lindsey Leiker, Mike Pietsch.

#### **Approval of Minutes**

1. Minutes from 11/2 Meeting. MOTION (Ande, Lindsey) to approve the minutes. Motion passed 3-0.

**Petty Cash Report.** Mike reported expenditures and a current balance of \$373.45.

**Public Works Supervisor Report.** Jason Dosch reported on the property review conducted by CIRSA, Town insurance provider. He stated overall it was a good review, specifically addressing playgrounds and noting the lake gazebo steps should be replaced and railing added. A report will be forthcoming with recommendations. The replacement balance beam was delivered this week. New part-time maintenance personnel, David Snow, has started with the Town.

#### **Town Administrator Report**

2. Update - Festival on the Fourth. Dawn Collins provided an update on the initial staff review of the plans for the 2022 Festival. Areas of communication, safety, vendor coordinator and volunteer coordinator in place, and regular monthly planning meetings will take place leading up to the event. Collins noted the layout needs to remain flexible due to the uncertainty of the railway fencing installation.

#### **Business Items**

3. Update - Board/Panel Replacement. Ande researched the Little Tyke replacement panel options and discussion to check pricing of just the bubble vs. the entire panel took place. Ande will clarify whether the item can be returned and consensus was to plan for the entire bubble panel replacement if not.
4. Review of "CTF" List to Purchase. The items to purchase now were reviewed. MOTION (Mike, Lindsey) to proceed ordering the bear proof trash can and the replacement bench. Motion passed 3-0. This combination will save on freight cost.
5. Review of Winter Work Projects. With the delivery of the balance beam, the next month is a good time to get it installed before the ground freezes to be in place for start of next season.

6. Plan Holiday Lights Contest. Lindsey is leading this and has changes to the entry form and flyer and will coordinate with staff, utilizing google form and online payment. Discussion took place to change the judging date to Saturday, December 18. There will not be a formal tour with Santa but still provide a map of contest entries for people to tour on own. Winner signs will be ordered.

#### **Centennial Park**

7. Update - Replacement of Broken Bench. Addressed in item 4 - to purchase and be reimbursed.
8. Plan Winterfest Event. Ande was unable to reach the HS coach planning the foundation game on Jan-6. Discussion took place about the fury of activity this early in January. MOTION (Mike, Ande) to plan Winterfest for Saturday, February 12 instead.
9. Review of Brainstorming List. Mike explained the list of items and wanting to separate further into categories of what staff/Parks can do, what requires a contractor, and what may be impacted by the RR fencing installation. It was suggested to meet and review the cleaned-up list with Awake the Lake and also a public forum for input. The members discussed modifying the December meeting to start the review of the list.

#### **Glen Park**

10. Update - Balance Beam Replacement. Jason reported earlier in the meeting the beam was delivered this week. Mike stated that he and Reid will contact Jason for a time to meet in the park to determine placement and installation.
11. Update - Little Free Library. Greg started and expected to have the library in place this week. A news item was posted to website and shared with OCN.
12. Wildflower Garden (care and maintenance). Mike explained the work that two citizens initiated and intend to continue maintaining.

**Public Comment.** None.

**Report of Other Meetings.** None.

**Next Meeting (12/7 at 9a) and Future Items.** Possible change from 9 AM to late aft/early evening to spend time on the Centennial brainstorm list. Dawn will send email to check with all members.

Discussion took place about additional lights and a painted Santa board to utilize in the parks. Jason will share pictures and make available from the garage.

**Adjourn.** Mike adjourned the meeting at 6:06 PM.

Minutes by: Dawn A. Collins, Town Administrator/Clerk