



## **PARKS COMMISSION**

**Monday, October 11, 2021 at 5:00 PM**

Palmer Lake Elementary School Library, Upper Glenway

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### **AGENDA**

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*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 9/2/21

#### **Petty Cash Report**

#### **Public Works Supervisor Report**

#### **Town Administrator Report**

2. Review Parks 2022 Budget - Discussion of CTF Balance (2021)
3. Update - Revised Chipping Date to 10/16 from 9a-1p

#### **Business Items**

4. Confirm Date/Time of Regular Meetings
- [5.](#) Review Amended Memorial Guidelines
6. Review of Standard Memorial Bench
7. Update on Damaged/Destroyed Memorial Bench
8. Plan Christmas Lights Contest
9. Plan Winterfest
10. Service Day on 10/16 (Church Group)
11. Update on DIA Display

#### **Centennial Park**

- [12.](#) Request for Vending at Lake/Centennial
13. Removing Fountain from Lake

- 14. Master Plan - Centennial Park Items
- 15. Lights on Pedestrian Bridge (Parks or ATL?)
- 16. Discussion of Park Closing Hours

**Glen Park**

- [17.](#) Direction for Zip Line on Private Property

**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 and Future Items**

**Adjourn**

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**Americans with Disabilities Act**

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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.

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**Notice**

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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 COMMISSION

Thursday, September 02, 2021 at 9:00 AM

Tri-Lakes Chamber Meeting House, 300 Hwy 105, Monument

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### MINUTES

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**Call to Order.** Reid call to order at 9:01 AM

**Roll Call.** Present/Ande F, Mike P and Reid W. Excused absent/Greg F.

Staff: Dawn C, Jason D and Tish T.

#### Approval of Minutes

1. August 19, 2021, Meeting Minutes. Discussion of how and why abstaining should be used. Minutes will be amended with Greg's reason for abstaining from the Parks Commission appointment recommendation.

**Petty Cash Report.** Previous balance of \$285.61 plus a donation of \$58.00 for a current total of \$343.61

**Public Works Supervisor Report.** Jason reported that the Parks staff is continuing keep up with mowing and weed whipping throughout all parks. The Wine Festival Committee has contacted him for locates pertaining to their posts needed the day of the event. Discussion on the safety and relocation of the IREA poles took place.

**Town Administrator Report.** Fire Department scheduled chipping for 9/18 and 10/9 from 9 AM to 1 PM off County Line Rd by the dirt track area. Discussion took place of moving IREA power poles due the upcoming Wine Festival and safety of the community. Moving through budget reviews. Seasonal hire for 2022 will be included in the budget. Dawn will review the upcoming revenue that will be generated from the parking kiosk at the trailhead. Trailhead parking data was forwarded to Dawn and PD. Thank you to Phyllis and Reid for the data gathered.

#### Business Items

2. Finalize Meeting Date / Place. Generally, the daytime meeting will be held at the Monument Chamber house at 300 Hwy 105 and the evening meetings will be held at Palmer Lake Elementary in the library. Next Park Commission meeting will be on 9/23 at 9 AM at the pavilion in Centennial Park. It will be a time for brainstorming to begin a Master Plan. It was suggested that an invitation be extended to Awake the Lake to attend.

3. Discussion of Number of Park Commission Members. Reid discussed the importance of adding more chair members that are willing to do physical work throughout their parks. Adding up to a seventh

chair member would help alleviate the stress of a few members always being the ones that do most of the work. MOTION to go to seven chair members (Reid, Mike) Motion passed.

4. Noxious Weed Contact Update. Parks staff was asked to hold off on treating Noxious weeds on the east end of the pedestrian bridge to allow Service in the Parks to address it on 9/25. Staff is considering contracting a company to start treating the noxious weed in the public spaces and throughout the parks.

5. Review of 9/25 Service Day & Creek Week. Jason will order a dumpster and locate it behind a gated area to avoid public dumping. Discussion of a chain saw to take care of two large trees that have fallen over. Mike is overseeing Creek Week and he mentioned there is a private group signed up for cleanup on Oct 1<sup>st</sup> at Palmer Lake. Mike toured the lake and reported old fence posts and trees down will be on the list for cleanup on 9/25. Ande will be picking up free materials to be used for Creek Week.

6. Review of Commissioner Role for Memorial Requests. Dawn will amend the Memorial Parks request guidelines to make it clear that one person should be assigned the responsibility to act on special requests. The guidelines are posted on the town website for town staff to refer people interested.

7. DIA Display Case Plan. The Historical Society has been very helpful, and they will loan items to display at DIA. Items such as old skates, yule log cape, a small Dizzy statue and photos. Discussion took place about winter photos. Friday 9/10/21 is the deadline for all items to be gathered. Dawn will inform the board of the DIA display case at the 9/9 meeting.

### **Centennial Park**

8. Follow up - Removal of Fountain (Oct) before 10/31 is preferred due to inclement winter weather. Jason and Andre will keep tabs on the weather for a good date to remove the fountain.

9. Railway Fencing Requirement. Dawn discussed that it is the towns responsibility to be in agreement with RR and Awake the Lake is the funding behind the project. Discussion of the fence dimensions and the impact the access road along the west side of the tracks. Home Depot would like to visit and see how their donated building materials have been used. There are some split rails that will need to be used or returned.

10. Update - Awake the Lake (review agreement with Town). The MOU between the Town of Palmer Lake and Awake the Lake was reviewed. It is suggested that a Parks Commission attend Awake the Lake meetings and develop a relationship to partner on planning around the lake. Awake the Lake oversees the funding and it is at their discretion.

11. Centennial Park Master Plan (brainstorming). A meeting will be held at the Centennial Parks pavilion for brainstorming on 9/23. It is for free flowing of ideas with no judgement. Reid has old surveys that will be available to look at and share with the Town.

### **Glen Park**

12. Glen Park Slide Update. The AstroTurf was laid and glued. A resident pointed out a zipline and trampoline in the Glen that backs up to a property. A survey may be needed to make sure it is not in the town's property due to liability. PD has been made aware and they are looking into it.

**Public Comment.** None

**Report of Other Meetings.** None

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**Next Meeting.** Cancelled 9/16 meeting at Chamber House. Meeting will be held on 9/23/21 at 9AM at Centennial Park Pavilion.

**Adjourn.** MOTION to adjourn (Reid, Mike) at 10:19 AM. MOTION passed

Minutes by: Tish Torweihe, Admin Assistant

## Memorial Guidelines

Dawn Collins <dawn@palmer-lake.org>

Tue 10/5/2021 1:21 PM

To: reidwiecks <reidwiecks@gmail.com>

Cc: Tish Torweihe <tish@palmer-lake.org>

Reid – I believe you may still have a word file (or format to edit) the guidelines – but either send to Tish to amend or amend as follows –

Bottom of page 1, “The Parks Commission will discuss and determine recommendations and assign a member to work directly with the requesting party.”

@ page 2, “The decision” line shall be removed/deleted.

@ page 2, “Committee:...” proposed modification to “A member of the Parks Commission will be assigned by the Commission to see through the memorial request with the requesting party.”

Modify all Town “Council” to “Town Board” throughout.

Rev. 10/2021

Thanks,

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](mailto:dawn@palmer-lake.org)  
[www.townofpalmerlake.com](http://www.townofpalmerlake.com)

Palmer

Item 12.

**Dawn Collins**

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**From:** Aquarious Workman <aquariouseworkman@gmail.com>  
**Sent:** Tuesday, August 31, 2021 5:43 PM  
**To:** Dawn Collins  
**Subject:** Palmer Lake - Vending/Drink machine

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

Good afternoon,

We were thinking about placing a vending at the lake (palmer lake) near our neighborhood and was wondering if something like this is allowed? We would pay for, install and stock the machine our self. If this is allowed are their any permits we would need? We see power near the parking lot but would also be open to using solar power vending machines if power dosent allow for hookup.

- Aquarious Workman

[www.townofpalmerlake.com](http://www.townofpalmerlake.com)

**From:** Aquarious Workman <[aquariouseworkman@gmail.com](mailto:aquariouseworkman@gmail.com)>  
**Sent:** Tuesday, August 31, 2021 5:43 PM  
**To:** Dawn Collins <[dawn@palmer-lake.org](mailto:dawn@palmer-lake.org)>  
**Subject:** Palmer Lake - Vending/Drink machine

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- Aquarious Workman



No Photo Available



Disclaimer

We have made a good-faith effort to provide you with the most recent and most accurate information available. However, if you need to use this information in any legal or official venue, you will need to obtain official copies from the Assessor's Office. Do be aware that this data is subject to change on a daily basis. If you believe that any of this information is incorrect, please call us at (719) 520-6600.

**Dawn Collins**

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**From:** Nicole Lamb  
**Sent:** Tuesday, September 28, 2021 3:12 PM  
**To:** Dawn Collins  
**Subject:** Fwd: property line update  
**Attachments:** Survey 2003-152 Virginia Description.pdf; SURVEY OF 152 VIRGINIA AVE.pdf

Get [Outlook for iOS](#)

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**From:** Matt Ross <mattross500@gmail.com>  
**Sent:** Tuesday, September 28, 2021 2:57:58 PM  
**To:** Nicole Lamb <Nlamb@palmer-lake.org>  
**Subject:** Re: property line update

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

Officer Lamb,

Attached are the surveys of our property. The concrete pad that we installed is well within the 76.5 foot line that goes straight off the northeast corner of the house.

Thank you  
Matt Ross

On Wed, Sep 8, 2021 at 3:16 PM Nicole Lamb <Nlamb@palmer-lake.org> wrote:  
Good afternoon Mr. Ross,

I apologize for the delay in getting back with you, I have been out of town. In regards to your zipline, the Town recommends hiring a surveyor to access your property lines and check for any markers/pins. They will be able to determine if your zipline is on your property or if it is encroaching on Town property.

Please let me know when you can get a surveyor out and the property boundaries are marked.

Thank you,

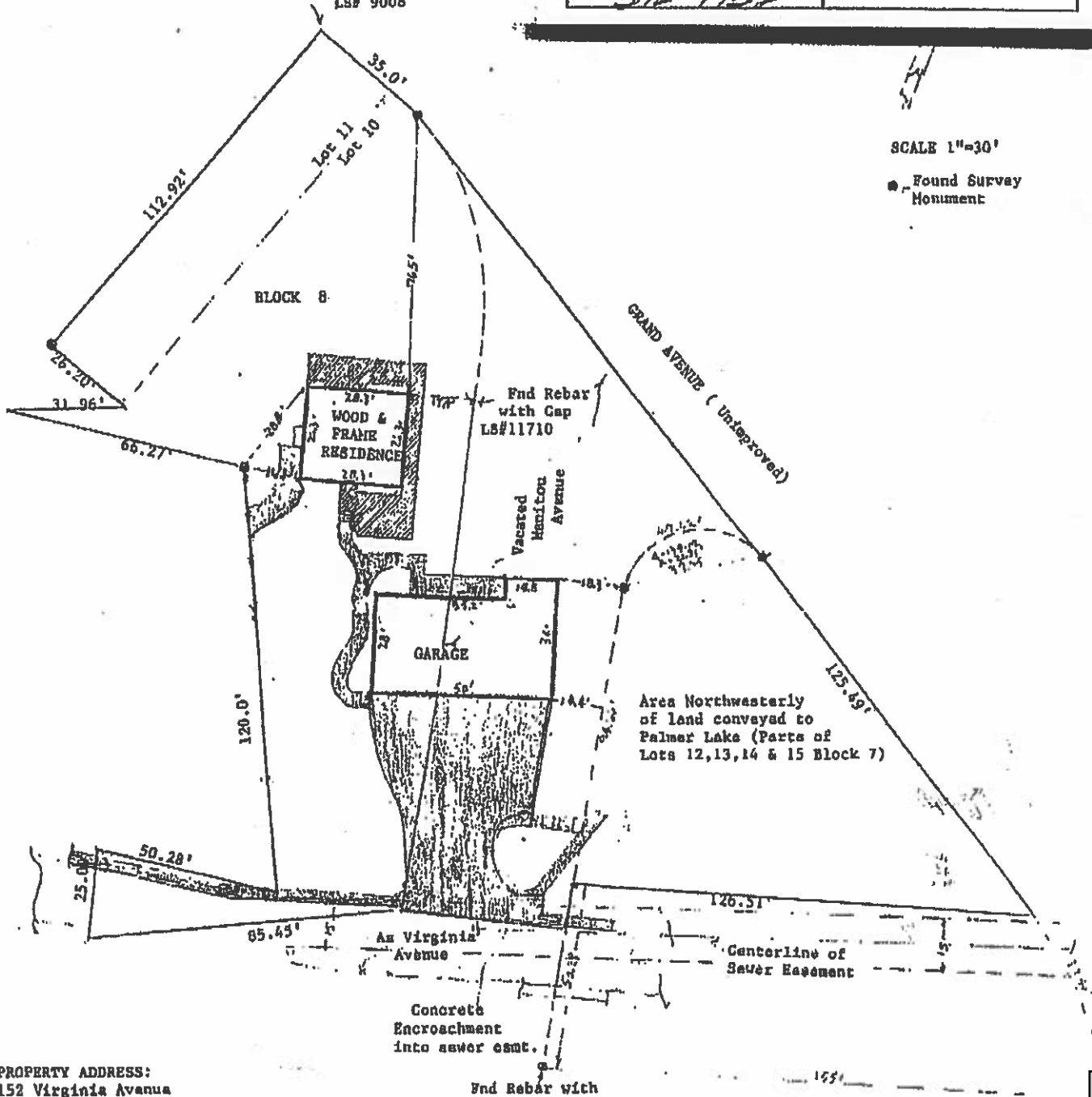
Officer Lamb  
Palmer Lake Police Department Code Enforcement Unit

**IMPROVEMENT LOCATION CERTIFICATE**  
 (This is not a property survey)  
*Landmark Land Surveyors, Ltd.*  
 A COLORADO CORPORATION

NOTE: All Dimensions obtained from a Zephyr Surveying Co. land survey referencing a plat of survey done by Walter W. Alden, Jr. dated 9-10-70.

Post-It® Fax Note	7671	Date	10-22	# of pages	1
To	Jerry W. [unclear]	From	[unclear]		
Col. [unclear]	Notia Borders	Co.	Landmark		
Phone #		Phone #	481-4891		
Fax #	592-9952	Fax #			

Found 2" Aluminum Cap  
 LS# 9008



SCALE 1"=30'

● Found Survey Monument

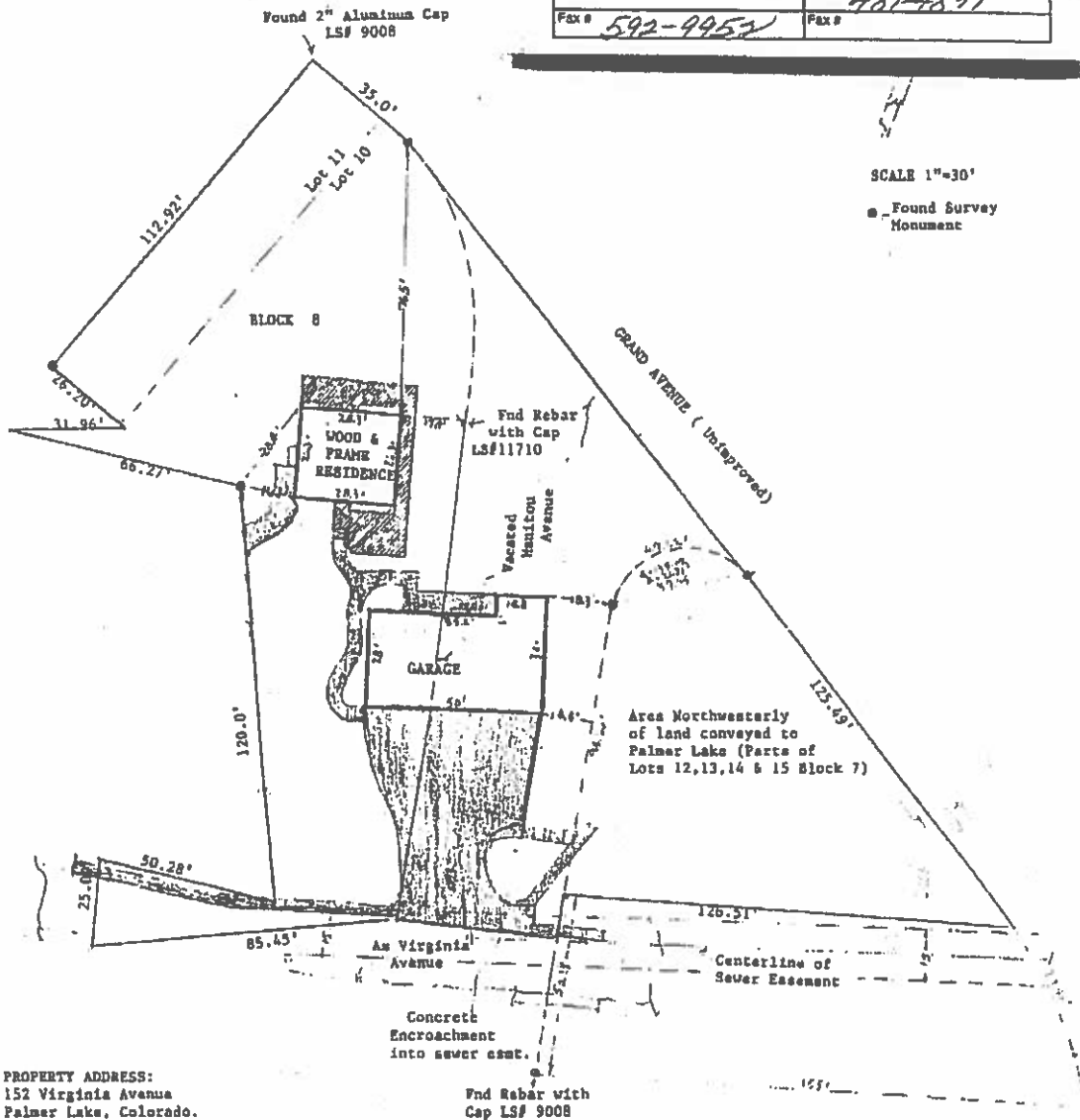
PROPERTY ADDRESS:  
 152 Virginia Avenue

Found Rebar with

**IMPROVEMENT LOCATION CERTIFICATE**  
 (This is not a property survey)  
*Landmark Land Surveyors, Ltd.*  
 A COLORADO CORPORATION

NOTE: All Dimensions obtained from a Zephyr Surveying Co. land survey referencing a plat of survey done by Walter W. Alden, Jr. dated 9-10-70.

Post-It® Fax Note	7671	Date	10-22	# of pages	1
To	Jerry Wiese	From	John		
Company	Notia Brothers	City	Centennial		
Phone #		Phone #	481-4891		
Fax #	592-9952	Fax #			



PROPERTY ADDRESS:  
 152 Virginia Avenue  
 Palmer Lake, Colorado.  
 LEGAL DESCRIPTION:

TRACT A:  
 THAT PORTIONS OF LOTS 12, 13, 14 AND 15 LYING NORTHWESTERLY OF THAT TRACT OF LAND CONVEYED TO THE TOWN OF PALMER LAKE BY DEED RECORDED OCTOBER 4, 1968 AT RECEPTION NO. 9413749, AND TO BLOCK 7 OF CROWN PARK, COLORADO, TO THE FIRST THEREOF RECORDED IN PLAT BOOK A AT PAGE 88 OF THE RECORDS OF EL PASO COUNTY, COLORADO, AND THAT PORTIONS OF VIRGINIA AVENUE, TUNING TRILERO BY DEED OF VOLUNTARY CONVEYANCE RECORDED SEPTEMBER 23, 1998 AT RECEPTION NO. 94137479, EL PASO COUNTY, COLORADO.

TRACT B:  
 LOTS 4 THROUGH 11, INCLUSIVE, IN BLOCK 8 AS SHOWN PART IN THE TOWN OF PALMER LAKE, EXCEPT THAT PORTION THEREOF CONTAINED IN DEED RECORDED IN PLAT BOOK 2811 AT PAGE 748 AND RECORDED IN BOOK 8139 AT PAGE 503 AND DEED RECORDED IN BOOK 2061 AT PAGE 599, COUNTY OF EL PASO, STATE OF COLORADO.

I hereby certify that this improvement location certificate was prepared for the mortgage lender and the title insurance company, that it is not a land survey plat or improvement survey plat, and that it is not to be relied upon for the establishment of fence, building, or other future improvement lines. I further certify that the improvements on the above described parcel on this date, except utility connections, are entirely within the boundaries of the parcel, except as shown, that there are no encroachments upon the described premises by improvements on any adjoining premises, except as indicated, and that there is no apparent evidence or sign of any easement crossing or burdening any part of said parcel, except as noted.

ITS SUCCESSORS AND/OR ASSIGNS  
 COMMONWEALTH TITLE  
 #778434



By: *Curtis R. Pugh*  
 Registered Land Surveyor  
 State of Colorado L.S. No. 25960

DATE: October 21, 2002