



PARKS COMMISSION

Tuesday, March 14, 2023 at 5:00 PM

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

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 February 14, 2023
- [2.](#) Minutes from "Special Meeting" February 21, 2023

Petty Cash Report

- [3.](#) Parks Report of Hours

Public Works Supervisor Report

Town Administrator Report

- [4.](#) Parks Maintenance Personnel Update
- [5.](#) Kiosk Revenue Update

Business Items

6. Commission Member Expenditures
7. Update on Elephant Rock Proposals; including Review of Lists (Gene, Reid)
8. Review Grant Activity - Mile High Youth Corps (Visit and Ideas)
9. Update Point of Contact Responsibilities
10. Update/Review Projects for 2023
11. Discussion to Replace/Add Shed for Storage

Centennial Park

12. Review Winterfest 2023
13. Update CORE Power Installation at Pedestrian Bridge

- 14. Review Grant Activity - CORE donation/grant
- 15. Update on Christmas Lights & Candy Cane Removal

Glen Park

- 16. Review Grant Activity - USTA

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

Adjourn

Next Meeting (3/28 workshop?) and Future Items

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 COMMISSION

Tuesday, February 14, 2023 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 5:01 pm.

Roll Call. Present: Cindy Powell, Gene Kalesti, Phyllis Head, Ande Furrer, Reid Wiecks, Mike Pietsch.
Staff: Jason Dosch, Dawn Collins. **Others:** Jess Farr

Approval of Minutes

1. Minutes from January 10, 2023. MOTION (Cindy P, Gene K) to approve minutes from January 10th. Motion passed 6-0.

Petty Cash Report. Mike Pietsch reported Disc Golf donations for a new balance of \$415.

Public Works Supervisor Report. Jason reported they are still looking for a part time parks employee.

Town Administrator Report. Dawn reported the kiosk has brought in \$1730 net.

2. Kiosk update (warranty). Jason reported at the kiosk has been operating smoothly with no issues. High use on the weekends and it will be one year since it was installed. Dawn, the warranty will be renewed for one year and the cost is \$700. Reid reported the kiosk should last for 10 years.

Business Items

3. Presentation & Consideration of the Proposed Parkland on Elephant Rock Property (to be Presented to Board of Trustees on 2/23). Reid proposed to table this item and have a Special Meeting (2/21) for three proposals and consideration to the board. Three Parks Commissioners will present their concept limited to 10 minutes. Then rank and vote on them to present to the board.

4. Review and Consideration of Parks and Trails Commission Applicant. Applicant Samantha Deeder is available to attend meetings and willing to work. She has her own business and will bring a professional service to the Commission. She is willing to work and grew up with landscaping and horses. A few concerns were raised by members. MOTION (Gene, Phyllis) to recommend the seventh position to be filled by Samantha Deeder's application to the Board of Trustees. Roll call vote 5-1 in favor to bring it to the board.

5. Distribute Adopted Amended Code Sec 2.20 Parks and Trails Commission. The language expands the duties to trials and was adopted by the Board of Trustees. Copies were handed out to the Parks Commission.

6. Distribute Parks and Trails Commission Rules. Reid discussed that Parks and Trails Commission put the rules in place four years ago. This helps provide guidance to Commission members. Turning in volunteer hours helps to justify parks personnel.

7. Commission Member Protocol. Dawn discussed that typically expenditures are brought before a regular meeting for approval by the commission before funds are spent. Dawn reviewed the difference between a regular meeting, workshop or subcommittee, and the sunshine law. Mike reviewed the petty cash rules for more than \$100. Gene will bring his receipts to the next meeting. This commission is advisory with recommendations to the Board for final approval.

8. Review Point of Contact Responsibilities. Reid asked the commission members to complete this and will move to the next meeting.

9. Review Projects for 2023. Reid reviewed the project list, based on four commissioners completed lists, and asked everyone to review it. This will be moved to the next meeting.

Centennial Park

10. Review Winterfest Plans. Ande reported this event will be a lot of fun and several sponsors have already donated. Discussion regarding an old bouncy house left at Elephant Rock. Dawn will check on this to see if it is possible. Ice will not need to be sprayed and sponsor banners will be displayed. FD will place the burn barrels out.

11. Update on CORE Power Installation at Pedestrian Bridge. Jason reported a meeting with CORE electric and the plan to install the new power. Scrub oak and vegetation were removed to cut expenses. It should be ready in about two weeks. A thank you was expressed to Tim Caves for his efforts. Awake the Lake approved the funding of the 400-amp power and the surveying costs, about \$12,000.

12. Review Centennial Park Plans and GOCO Grant Submittal. Reid reported some delays and suggested it be planned for submittal early August. Dawn suggested reviewing and involving all interested parties of the lake area to collaborate on a plan. Cindy presented a list of grants and asked the committee to review them. MOTION (Reid, Gene) to allow Cindy to continue to work on the grants she presented. Motion passed 6-0. Reid reviewed the landscaping company's bid of \$26,000. Awake the Lake has some changes to expand and add stone/rip rap. Jason will continue to watch for more dirt fill to keep trucking expenses down.

13. Review of Proposed Bridge Lighting Plans. Reid presented the concept to rank the three plans. Jason discussed a conduit and what is needed for Christmas lighting on each end of the bridge. The down facing lights would be for safety right down the middle of the bridge, light fixtures must be permanent. Lights on the bottom may cause issue for snow removal. The ranking of the three proposals was: #3 was the first choice and #2 was the second choice.

Resident Jess Farr asked for an update on the Christmas lights by the gazebo, candy canes and the other side of the Town. Dawn will reach out to the restaurant group. Phyllis asked for the lights not to be stored in the Tuff Shed unless properly contained.

Glen Park

Public Comment. None.

Report of Other Meetings. None.

Next Meeting (special meeting on 2/21)

Adjourn. Reid adjourned the meeting at 6:45 pm.

Minutes by: Tish Torweihe, Admin Specialist



PARKS COMMISSION - SPECIAL MEETING

Tuesday, February 21, 2023 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. Commissioner Reid Wiecks called the meeting to order at 5:05 pm.

Roll Call. Cindy Powell, Gene Kaleski, Phyllis Head, Ande Furrer, Reid Wiecks, Mike Pietsch.

Others present: Staff - Dawn Collins, Tish Torweihe; Public – Cyndee Henson, Jennifer Miller, Matt Stephen, Paul Olivier, Joss Farr, Beth Christman, Jerry Parsons, Mrs. Parsons, Rebecca Duke.

Business art

1. Consider Reimbursement of Funds (Proposed Park Planning). Tabled to next meeting.
2. Consider Gift Card Purchase. Reid proposed a \$50 gift card for all the work Nick Ehrhardt has done with maps and all the revisions. MOTION (Reid, Ande) to approve. Motion passed 6-0.
3. Discussion/Consideration of Proposed Parkland Options for Elephant Rock Property to Present to the Board of Trustees. Reid stated there are three proposals that will be presented to the Board of Trustees on Thursday, and this will be a practice run.

First Presentation by Cindy: Discussed Phase 1-3 with an overall vision to keep the entire property a land trust. This would entail applications for grants that are available and will bring revenue; protecting the land from being developed and keeping it in its natural state for future enjoyment.

Second Presentation by Gene Kalesti: Discussed Phase 1 and 2. The plan would be a basic first phase to immediately open a new park with low-cost investment with a start/begin as early as April 1st. Proposed all buildings stay and go through restoration unless the Board determines differently; build a temporary bridge with FEMA guidelines, PE design, PPRB permit assembled by Park Subcommittee, later this Fall 2023 with the continued support of the USAFA; pop-up dog park, cooking and art classes.

Third Presentation by Reid Wiecks: Presented a walk-through of Park highlights around the property and explained beautiful views. Music in the parks can bring in revenue unlike a dog park; proposed an open green space; possible historic grants available. He explained removing several uninhabitable structures. Phyllis asked about the property going into a land trust. Dawn stated there is option of a

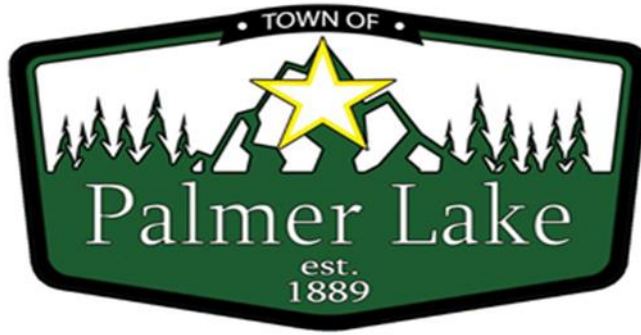
land trust or restrictions can be placed on the property in the deed to protect the future of the property.

Public Comment. Ms. Cyndee Henson expressed concerns about a dog park and waste not picked up, secure fencing, breakaway bridge cost and tearing down building cost. Commissioner Kalesti confirmed that the fence will be secured and safe, with no cost for the bridge and would require a lot of labor to build. Chair Wiecks discussed the costs of building tear down as stated on the handout. Mr. Jerry Parsons asked if it would require a two-way egress. Epworth Hwy options were discussed. Mrs. Parsons stated concern about the possible high level of water washing the bridge. Commissioner Kalesti stated the design will be well built and approved through FEMA. Ms. May Kalesti was concerned regarding dog waste and suggested beautiful signs to educate the public similar to downtown Denver. Ms. Jennifer Miller asked if there is an amount of money the Town would want to generate from the property. Dawn Collins responded that it really depends; it was roughly \$60,000 cost to the town as it was (utilities). The property needs to sustain itself. Information will be posted to the website including the sequence of events since the property was conveyed. Jennifer asked if the gym could open immediately, and Commissioner Powell stated that her presentation addressed the details needed. Dawn clarified that the property is not open to the public “as is” and needs repair to meet insurance requirements. Commissioner Kalesti reviewed the acres that will be available, not Parks, from each proposal and suggested land sale as seed money. Mr. Matt Stephen asked how the proposals will generate revenue and his concern about watering to keep up the natural grass. Commissioners Powell and Kalesti discussed avenues of revenue for their proposals. Mr. Paul Olivier stated his concern was to generate revenue and that businesses could bring tax revenue. He stated that over the last 30 years Centennial Park is still not completed or maintained. Ms. Jess Farr added that she has lived here for a long time, and Glen Park and Centennial Park are still not completed. The Elephant Rock property was agreed to not be sold for the first 10 years. Ms. Rebecca Duke shared the importance of holding onto this property as a once in a lifetime gift for future generations. Ms. Beth Christman is on the subcommittee and noted the high cost of considering a wedding venue. If a piece of the land is sold in the future could the new owners change things. Dawn Collins stated that the property deed can have restrictions to protect the property. Discussion took place among members about the features of each proposal and adding the baseball field to Gene’s proposal. Commission members ranked the three proposals as: #2 (Gene) with addition of the ballfield, #1 (Cindy) and #3 (Reid). Parks met the requirements the Board asked of the Commission and will present Thursday. Members added the caveat to add the ballfield and that we “weighted each plan” hundreds of hours of work to get to this day. Members voted in order of best to least.

Next Meeting (3/14) and Future Items

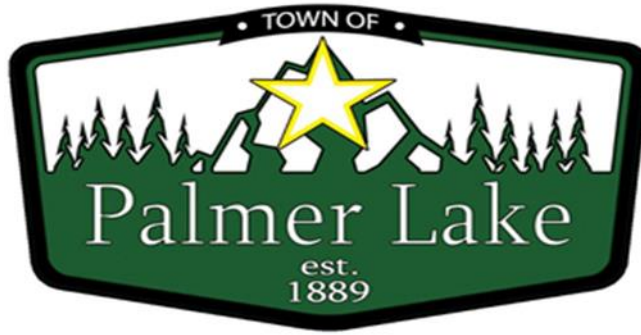
Adjourn. Chair adjourned the meeting at 7:11 pm.

Minutes by: Tish Torweihe, Town Admin Specialist



Board of Trustees Summary Sheet

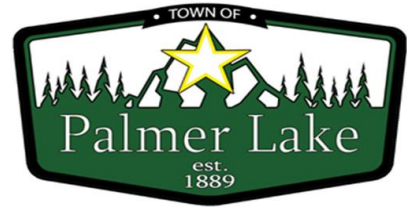
	Jan 2023
Title	PARKS Report
Date	3/9/2023
Contact	Parks Commission
Summary of Volunteer Hours	Meetings, Parks, Elephant Rock, GOCO = 51.5 hr Winterfest planning, emails, calls, social media, materials, organizing & designing = 37 hr Elephant Rock, walking, research, planning, knapweed = 9.5 hr GOCO grant & Centennial Park = 25.5 July 4th preparations = 6
Total Volunteer Time	Total = 129.5
Upcoming Activity	



Board of Trustees Summary Sheet

	Feb 2023
Title	PARKS Report
Date	3/14/2023
Contact	Parks Commission
Summary of Volunteer Hours	<p>Meetings: 42</p> <p>Grant writing, emails: 18</p> <p>Gathering and storing firewood for Winterfest: 5</p> <p>Planning, soliciting quotes, etc. for bridge landscaping and lighting, APL mtg to present: 7</p> <p>Meetings w/town staff outside of reg. Scheduled meetings: 4</p> <p>Meeting with CORE re bridge lighting service, refining the lighting plan post Parks Comm. mtg.: 3</p> <p>E-Rock concept preparations, reviews, E-Rock walk throughs:19</p> <p>Completed Centennial Park wildlife area fencing: 2</p> <p>Completed installation of addition climbing holds at Glen Park playground climbing ramp: 1</p> <p>Preparation, emails, social media, organizing, set up, break down, help and attending/helping at Winterfest: 63</p>

	<p>Designing, reviewing, ordering and driving for broomball winterfest swag: 9</p> <p>Writing Winterfest thank you letters to sponsors/donors: 3</p> <p>Updating Parks POC and projects lists, creating a E-Rocks projects list draft: 3</p> <p>Collecting recreation and sports equipment from E-Rock: 2</p> <p>Arranging for a drone photo flyover of Centennial Park for use in master plan: 2</p> <p>Reviewing and beginning collection of data for USTA grant: 2</p> <p>Reviewing Quadratec grant for Cindy: 2</p> <p>Weeding, stapling flyers: 6</p> <p>Spreadsheets, emails: 2</p> <p>Lake Fence: 2</p>
Total Volunteer Time	Total = 197
Upcoming Activity	



Item 4.

**TOWN OF PALMER LAKE
AGENDA MEMO**

DATE: March 14, 2023	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Report for PW Supervisor Dosch and Town Administrator

This is to update Commission members that (2) new hires started with the town for Parks maintenance – Quentin Davis is rehired to assist with maintenance and Andrew Rudnicki. Andrew will work with Madeline for a few weeks to train. Both are part-time up to 25 hours / week. If you see them, please welcome them.

Dawn Collins

From: Julia Stambaugh
Sent: Friday, March 3, 2023 9:25 AM
To: Dawn Collins
Subject: Kiosk - February Collections

Follow Up Flag: Follow up
Flag Status: Flagged

Here are the February collections for the Kiosk

\$ 2,014.00	Gross Collections	380	Transactions)
\$ (70.00)	Fees		
\$ (114.00)	Monthly T2 Svc charge		
<u>\$ 1,830.00</u>	Net Collections - February		

Collections 2023 YTD

\$ 3,922.00	Gross Collections	<u>YTD # of Transactions</u>	<u>Avg per Month</u>
\$ (178.00)	Fees	740	370
\$ (184.00)	Monthly T2 Svc charge		
<u>\$ 3,560.00</u>	Net Collections		
\$ 362.00	Total Fees	10%	

Thank you,
Julia

Julia Stambaugh
Deputy Town Clerk/Administrative Supervisor



Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719.481.2953
Julia@palmer-lake.org
www.townofpalmerlake.com