



PARKS COMMISSION

Tuesday, August 08, 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

Roll Call

Approval of Minutes

- [1.](#) Minutes from July 11, 2023

Petty Cash Report

Public Works Supervisor Report

Town Administrator Report

Business Items

2. Review and Consideration of Application for Appointment
- [3.](#) Parks Report (June 2023)
4. Review of CTF Fund Use and Other Park Funds
5. Creek Week - Fall Service Day
6. Update on Kent, Prairie, Creekside Trail and Bridges
- [7.](#) Reconsider Letter Relating to Right of Way Vacation (Bickford/Quint)
8. Update on Elephant Rock Property

Centennial Park

9. Update on County Restroom Door Repair/Replacement
10. Update Ped Bridge Lighting
11. Proposed Restroom (and Size) on West Side
12. Electric Panel at Ballfield Upgrade (APL)
13. Update on East Ped Bridge Landscaping (APL)

Glen Park

- [14.](#) Update on Tennis/Pickleball Courts
- [15.](#) Court Rules Proposed by Pickleball Members
- 16. Update on Independent Volunteer for Creekside Trail
- 17. Dead Crawfish in Creek

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**

- [18.](#) Summary of 7/25 Workshop
- 19. Upcoming Workshop Agendas - 8/22, 9/26

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 COMMISSION

Tuesday, July 11, 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 5:02 pm.

Roll Call. Present: Cindy Powell, Gene Kalesti, Phyllis Head, Ande Furrer, Mike Pietsch, Reid Wiecks; Trustee Jessica Farr; Dawn Collins. Public member Kevin Magner.

Approval of Minutes

1. Minutes from June 13, 2023. Reid questioned a few items out of order; asked to add nets to the approval for item 13; and amend the last two reports under the appropriate headings. MOTION (Cindy, Phyllis) to approve the minutes with changes. Motion approved 6-0.

Petty Cash Report. Mike reported expenses for a cash total of \$338.

Town Administrator Report. Collins reviewed the kiosk revenue provided to the members, a current YTD total of \$17,375. A brief review of the use of CTF funds was reported and will be confirmed (electrical work for additional power, weeds management, playground resurfacing). She reported for Supervisor Dosch that the hill is built and landscaping at the east abutment is completed. It was noted that the County restroom is currently out of service and the proposal for the bridge lighting was submitted.

Reid stated that a disc golf hole will be relocated, and signs added. Mike will work on signs. Phyllis inquired about the weed management. Reid requested to take item 12 next.

Business Items

12. Update on Tennis Court Resurfacing - purchase of storage box, squeegee, nets and posts. Mike welcomed the attending pickleball players present and explained the donation from players toward the purchase of 2 high grade, 2 medium grade nets, storage bin, and squeegee for pickleball use. For the resurfacing timeframe, Mike will work with staff for temporary signs to public. Reid delegated setting rules and use of nets to the players. The storage bin will be a combination lock and the squeegee left out. Nets will require set up/storage. Members thanked the pickleball players for their support.

2. Review of ER Master Plan Meeting & Cancelled Meeting with Paravicini RE: Nature Trail. Reid offered summary of the 6/14 workgroup meeting to hear ideas for the elephant rock property. Reid and Franco planned to meet about the small loop nature trail, but the onsite meeting was cancelled. Nick Ehrhardt revised the maps, reducing one loop to accommodate the wedding venue. The arts

group was very vocal about using the cabins and no other trail discussion took place. Gene suggested that any public trail be shared for the benefit of all using the property. It was agreed to share space.

3. Update on New Trail/Bridge Activity, Volunteer, Fundraising, Consider Expenses. Gene read talking points explaining his meeting with Brad (Air Force Academy) and stated that Keith Curtis will not need to provide a permit if plans are not submitted. It was agreed to get something in writing for the town's protection; otherwise, a basic sketch can be provided for the bridge design. Gene provided an explanation of donated time and material and inquired about recognition. Reid stated that typically Commission members write a personal letter of thanks. Gene reiterated the upcoming volunteer opportunities, including 7/15 and 7/29 from 8a-noon to work on the trail. Discussion took place about advertising the service opportunity. Gene stated the overall cost for bridge work is still within the \$1000 approved amount. He stated a purchase of 2 mcleod and 1 ax may be needed. Discussion took place about a possible fundraising event on the property in the fall including a show and tell. Reid suggested writing a proposal to consider at a later workshop. Cindy and Gene suggested a work session to review the trail with Fish and Wildlife or FEMA regarding the mouse habitat.

4. Possible Request to Vacate Town Right of Way. Cindy suggested the Commission act on a letter to oppose the proposed vacation of a right of way near Epworth. Gene stated the trail is completed in this area. Discussion took place about the proposed vacation request mentioned by abutting landowners, Bickford and Quint. Collins noted there is not currently a complete submittal requesting a vacation of town ROW. Reid reviewed the letter that he and Cindy assembled and shared at the prior workshop. MOTION (Cindy, Pietsch) to approve the letter with corrections to be set to letterhead and signed by members to submit to Planning Commission and/or Board of Trustees at the time of an application submittal. Discussion took place about one sentence. Motion passed 5-1 (no-GK). It was noted that Gene will be removed from the letter.

Centennial Park

5. Update on Pickleball Court and Restroom Project by APL. As the assigned liaison to the APL project, Mike reviewed the meeting including APL members Nicole Currier, Tim Caves and Jeff Hulsmann and staff to review the location of the courts. He began to summarize the meeting.

At 6:10 pm, Gene left the meeting without any explanation. Discussion returned to the letter in item 4. The sentence in question was clarified that it supports restricting the area of the vacation. Nothing stated the trail will be moved. Members agreed to move forward with the letter as written and moved in item 4.

The discussion returned to item 5. The size and quality of the proposed restroom was discussed. Reid offered reduced scope based on discussion with an engineer – suggesting sharing the wall for plumbing and moving storage to the back or length of the structure vs. between facilities and reduce total stalls to two for ladies and one stall plus one urinal for men (not four each). Collins added that the MOU will not exist, and an agreement will be assembled for the responsibilities of each project going forward between APL and town.

6. Update on Ped Bridge Lighting Plan & Landscaping. Reid updated members on the lighting plan design and the submittal to the railroad, installation to be at the top of the bridge. He reported on the rip rap landscaping and stated the schedule for the steps is unknown yet.

7. Update on Playground Resurfacing. The rubber resurfacing will take place after school starts and no activity will be allowed for 24 hours. Colors will change to a cooler sky blue and black and will

not fade. Reid explained the discussion with Kurt Ehrhardt about the elementary school playground equipment that may become available for Parks. He stated there will be a process to consider the parts when available and extend from another play area.

8. Review of Centennial Park Master Plan. Reid reviewed the changes made to the plan with a thank you to Cindy for writing a first draft and he added Gene's suggestion of "Friends of the Park" for future donations. MOTION (Cindy, Phyllis) to include Reid as a contributor to the plan. Motion passed 5-0. MOTION (Reid, Cindy) to adopt the master plan with minor edits as needed going forward. Motion passed 5-0. Reid thanked members for their assistance.

9. Review of Baseball Field Meeting with Possible Donor & Relationship with Little League. Reid reviewed the meetings to take place with a donor for the baseball field. Collins stated she will follow up with Dion of Tri-Lakes Little League.

10. Review of GOCO Grant Submittal. Reid reviewed the draft of the concept submittal for the GOCO community impact funds and addressed the recommendations from the prior submittal. He explained the process and the activities coming – review with Cathy Wilcox, meet with GOCO rep Chris Aaby and he acknowledged District 38 for assistance on the survey. Cindy also explained activity with the Daniels Fund. Ande stated that she supports sand versus rubber pellets and adding a fence between the field and the lake.

Glen Park

11. Volunteer Service in Glen Park. Reid explained the independent service project by Luke in Glen Park. The individual will need a waiver form and be monitored by Parks staff Andrew, under Supervisor Dosch. Reid stated he will suggest Luke also join the upcoming trail work.

Public Comment

Mr. Kevin Magner offered a different perspective of the requirements for the bridge design. Kevin will forward emails to staff (Collins) providing contact information and noted requirements for drawings or permits.

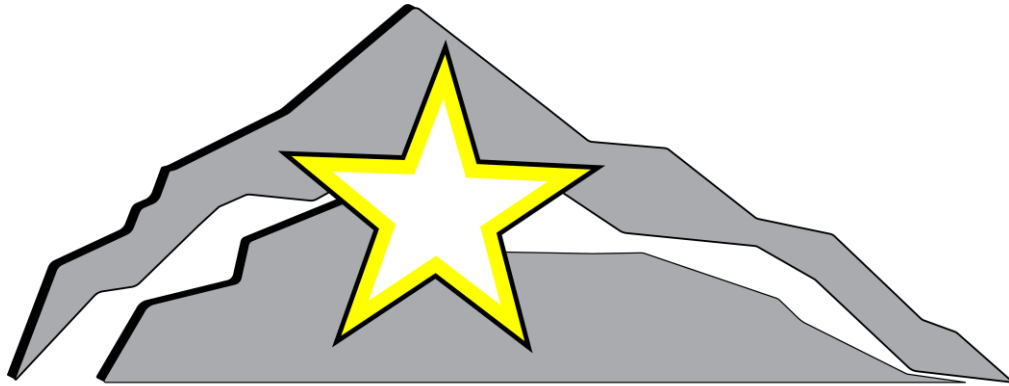
Cindy updated members about grant activity. The Waste Management funds will not cover trash bins or pet stations but will support an educational nature center. She is getting estimates on sunshades for playgrounds. Trustee Farr will include the space for nature center on the master plan map (northeast corner). Cindy also reviewed figures of usage of Centennial Park – 105,000 visitors to parks. Cindy mentioned the MHYC draft grant is under review and due on 7/26.

Report of Other Meetings.

Next Meeting (July 25 workshop) and Future Items. Mike suggested that a public meeting be offered for rangers to present "Leave No Trace" (previously presented at a workshop). Phyllis suggested a public meeting to review noxious weeds. Reid stated these can be discussed on 7/25 along with an update of the GOCO submittal.

Adjourn. Reid adjourned the meeting at 6:55 pm.

Minutes by: Dawn A. Collins, Town Clerk



Town of Palmer Lake

Board of Trustees Summary Sheet

	June 2023
Title	PARKS Report
Date	August 2023
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 40 Clerical (email, calls, grants, spreadsheets) : 81.5 Miscellaneous Meetings (other than Parks) : 27
Total Volunteer Time	Total = 148.5 hours
Upcoming Activity	Continued Trail and Grant activity

July 11, 2023; revised and updated July 31, 2023

Dear Palmer Lake Planning Commission and Board of Trustees,

The below signed members of the Palmer Lake Parks and Trails Commission are writing about the request from Mark Bickford and Janet Quint, to vacate land that is owned by the Town of Palmer Lake. They bought 2.29 acres on August 7, 2020 and it was their intent to vacate land adjacent to this property. There was miscommunication between them and the realtor so they did not prepare the proper documentation within the 90 day window. The legal description of the land is Parcel Trinity South Sub and it lies adjacent and north of North Monument Creek.

Palmer Lake Parks and Trails Commission requested permission to put an extension of Creekside Trail along the south side of North Monument and Monument Creek from Springs Street bridge to connect to the Elephant Rock property as a park. The Board of Trustees approved this request by Resolution and directed parks to flag the location of the future trail in Town property. All adjoining property owners were notified by letter on April 27th as part of a 30 comment and notification period, including Mr. Bickford and Ms. Quint by mail as they don't live on the property. Mailed by the Town office on April 27th or 28th.

The trail was flagged in early May by Parks Commissioners Kalesti and Wiecks, and a local trail building expert, staying outside of private property and a safe distance from Monument Creek, yet affording future users a safe and relaxing nature walk between Springs Street and the future trail section in Elephant Rock property.

From June 5-8, after the 30 days notification period, Parks hosted training for Volunteers of Colorado and Mile High Youth Corp ~ 40 young adults how to build trails. They spent 4 days moving rocks, trees and debris, and carving out the Creekside East trail extension through the very Town property now is being requested for vacation. This work was provided free of charge and they did an amazing job of trail building. Parks Commissioner Gene Kaleski led several volunteers on multiple dates before June 5th to clear debris in that same area. Hundreds of volunteer hours were accumulated in this so far successful project to create a signature trail connecting Town property. This work was performed on town property with the direction and support of the Town and Board of Trustees.

At our Parks Commission meeting on Tuesday, 13 June, Mr. Bickford and Ms. Quinn came to our meeting and told us they wanted us to move the section of the trail that is in the 50' of Town property they want vacated. The town's criteria for vacation of land and states: "Whereas a portion of the right of way located within the town's corporate limits has not been utilized by the public **and it is not anticipated the right of way will be utilized by the Town for the foreseeable future.**" According to this ordinance, their request for vacation does not fit the criteria as this land is being used and will continue to be used for the public. We also think that they would have difficulty building on the property because of Division of Wildlife protections for the endangered Preble Jumping Mouse, and that much of the area is in the flood plain.

Additionally it was learned on July 12th that there is a sewer line running straight downhill from Vale St. to Greeley Blvd. through the portion of Town property on the west side of the Bickford/Quint property that they would like to have vacated to them. The exposed sewer, due do the heavy persistent rainfall in May and June, line crossing N. Monument Creek and Monument Creek is now in the process of being secured. If this had happened after a successful vacation to the Bickford/Quints the process of securing the line most likely would have incurred additional expense and time to make it safe.

The Parks Commission doesn't support the vacation of any Town property that contains utility easements because of the potential expense and hardship that could result should the Town, or PLSD, need to access a utility housed within the easement.

It is our hope that the town will NOT grant them a vacation of this Town land that has been directed by Resolution for the Parks and Trails Commission to build a trail, which is well underway and completed in some sections.

Thank you for your time.

Sincerely,

Members of Palmer Lake Parks and Trails Commission

Reid Wiecks

Cindy Powell

Ande Furrer

Phyllis Head

Mike Pietsch



Glen Park Pickle Ball Courts

These courts are reserved from 8-11 am, Monday, Wednesday, and Friday. You are welcome to join us, from beginners to oldsters, as long as you just play for FUN and respect for others. We line up our paddles on the fence next to the outside gate, the object being to play with different players each game.

If you want to use any of our nets to play at another time, please call the Palmer Lake Town Hall at 719-481-2953 and leave your name, phone number, and time you want to play. We will get back to you ASAP. Thank you!

The Palmer Lake Pickleballers



Palmer Lake Parks and Trails Workshop 7/25/23 Summary, 5:00 - 6:30

Present: Cindy Powell, Mike Pietsch, Phyllis Head, Reid Wiecks, no guests. Ande Furrer excused absent.

1. Discussion of two proposed public information meetings: "Leave No Trace" and "Native/Noxious weeds/plants"

The following is a general agreement of the members on how to go about presenting the topics to the public:

When - it was agreed that timing is important and that Earth Day, April 22, 2024 would be best but since that is on a Monday we would do it on the Saturday before April 20 at the Town Hall and Green (check with Town office for availability). This is also right at the beginning of the growing season and hiking/outdoor season.

What give aways could we obtain for public attendees? Palmer Lake Parks and Trails / Earth Day t-shirts? Sponsor. Ande and Lindsey a logo design?

Native/noxious weeds: Phyllis to research and coordinate. Nick Daniels - contact, Questions to be followed up on: Is he or someone available to do the presentation? How long does he need? What does he need to support the presentation? What "vendors" could support the topic? I.e. Greater Grounds, McCords Nursery, etc. would they be interested in setting up a table?

Leave No Trace: Mike and Cindy and Ande to coordinate. Gillian Rossi - contact. She did about 45 min the first time. Possible donors - REI? Reid to check with them. Possible "vendors" - REI, Creek Week / Fountain Creek watershed - Alli (Mike to check). Same questions as above.

2. Review of there GOCO concept submittals:

Reid outlined the grant and who helped review and support it and that it had been submitted Thursday 7/20 after some last minute edits by Dawn. We should hear back about the concept from GOCO in mid-August and if invited to proceed a much more detailed grant submittal will follow shortly afterwards.

Cindy outlined the GOCO / MHYC grant for trail building help for 2024 and that it was submitted Monday, July 24 after a couple of last minute glitches were resolved.

We discussed the need for matching funds, funds set aside for the turf field replacement down the road, and the planning for "big ticket" items needs for parks.

August 22 Workshop agenda items:

1. Follow up, review, update on the Earth Day - Noxious/Native Weeds and Leave No Trace Day Public Event
2. Discuss Fall Service in the Parks Day
3. Begin 2024 - 26 budget planning for large costly items and money source/savings account.
4. Presentation by representative from Switchbacks - CS soccer/football Club

