



PARKS COMMISSION

Tuesday, November 14, 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

1. Recognize Parks Volunteer Gene Kalesti

Approval of Minutes

- [2.](#) Minutes from October 10, 2023 Meeting

Petty Cash Report

Public Works Supervisor Report

Town Administrator Report

Business Items

- [3.](#) Parks Volunteer Hours Report
- [4.](#) Noxious Weeds Workday
5. Christmas Lights Contest
6. Shed Contents Move To ER
7. Eagle Scout Project
8. New Bridge and Trail Next Step - Recommendation to Board of Trustees

Centennial Park

9. Winterfest
- [10.](#) Update - APL Pickleball Court Project (Mike)

Glen Park

- [11.](#) Finalize Court Rules; Access to Nets

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 (11/28 workshop) and Future Items****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, October 10, 2023 at 5:00 PM

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

MINUTES

Call to Order

1. Welcome New Members. Dawn Collins welcomed Jennifer Nilson to the Parks Commission.

Roll Call. Present: Cindy Powell, Kevin Magner, Jennifer Nilson, Mike Pietsch, Phyllis Head. Absent: Reid Wiecks, Garcia Wood. Others present: Trustee Nick Erhardt. Staff: Dawn Collins, Jason Dosch, Tish Torweihe. Guest: Gene Kalesti.

Petty Cash Report. Mike Pietsch reported donations and expenditures with a new balance of \$282.

Approval of Minutes

2. Minutes from September 12, 2023 Meeting. MOTION (Jennifer, Kevin) to approve minutes from 9/12/2023. Motion passed 5-0. Phyllis asked for clarification on # 4 about noxious weeds. Dawn will provide a copy of the invoice to Phyllis.

Public Works Supervisor Report

Supervisor Dosch reported that the County bathroom is closed for the season and the bathroom door has been replaced. The fountain has been removed from the lake and stored. Great job in pulling out debris from the creek during Creek Week. The trailhead porta potty will stay in place through the winter. The tennis court porta potty will stay until November 1st. A sewer pipe repair at the end of Vale to the creek will be worked on and work is planned for about one month.

Town Administrator Report

3. Kiosk Revenue. Dawn provided copies of the kiosk revenue report, with current \$37,421.20 net collections.

4. Update on RR Lighting Plan. The RR provided a contractor form to be completed and Dukes Electric will be involved to move forward with the plans. Dawn will report back on this and hope it is completed by the holidays. Pedestrian bridge lighting will be under the rail pointing down with low lighting.

Business Items

5. Review Creek Week and Service in the Parks. Mike expressed thanks to everyone who volunteered. He reported that about 12 large bags of weeds were pulled and huge piles of debris along the road were pulled out of the creek. Phyllis would like to have a noxious weed workday between Veteran's and Thanksgiving Day. The weevils have been doing a great job and will be hibernating soon. Mike submitted photos to the Water Shed District for publication.

6. Review of Meeting Dates (Nov-Dec). November 14th is the next meeting and Workshop will be 11/28. The December meeting is 12/12 and a tentative workshop on 12/19. Discussion of the Outdoor Classic will be January 5 -7th and alternate dates will be communicated to members by the workshop. Winterfest will tentatively take place on January 21st.
7. Review Request to Coordinate Christmas Lights. Discussion took place about the Taste of Palmer Lake fundraiser funding the holiday light decorations. It was suggested that a company install/uninstall holiday lights. The Parks Commission can volunteer to help but do not plan to take on the task as a Commission function. Jennifer Nilson offered to help. Dawn will communicate this with April.
8. Parks Volunteer Hours Report. September hours can be emailed to Tish and copy Dawn.
9. Update on Trail and Bridges. Kevin contacted US Fish and Wildlife, and they are very pleased with the updates. Gene Kalesti discussed the trail bridge materials that have been purchased and used at a cost of \$896. Discussion of the CPW grant rules and restrictions took place. Kiosk funds are planned to use for the first bridge and the CPW grant will fund the other two bridges. Mid-March will be the estimated installation of the remaining two bridges. A temporary plank was discussed as a temporary solution for a small section to cross (vs rocks because of the winter weather). CPW funds would be used to purchase material. No prior construction of the project that CPW funds should be started. The \$1000 funds approved by the Board have been used. Gene provided an update of the work that has been completed and the material still needed to purchase. Gene will inquire with C&C Sand for donation and plan to move it with the Willans help. To complete the second bridge, an additional \$150 is needed. Gene described the design of the temporary bridge. Cindy suggested waiting and not install temporary bridges. Discussion took place about the Board's intention of the adopted resolution stating one bridge. It was agreed to bring this discussion to the workshop on October 24th to confirm location and plans for the bridges. Dawn will get clarification from the Board to bring to the workshop. Gene would like to provide a letter to share with Greater Grounds and Richard Willan for all their help in moving heavy equipment and materials.

Centennial Park

10. Information - Annual Disc Golf Event (10/28). The Disc Golf Club has an MOU with the Town and maintains the course. This is an event that takes place annually and is approved by the Town for 10/28.
11. Updates on Pedestrian Bridge Landscaping and Restroom Door. Jason reported the landscaping is all completed and looks great. Sledding signs were suggested so people are aware that you can sled in the winter. The new pickleball court site will require fill and Jason is looking into that. The location of the bathroom will be by the new power pole. The larger size bathrooms is needed for the future and growth of the park. It will include custodial storage for supplies and a pressure washer.
12. Update Gazebo Handrail Repairs. The Town will look into the repairs.

Glen Park

13. Update on Tennis Courts and Court Rules. Mike has researched rules and regulations throughout the country and came up with rules for review. He is open to ideas on how to loan out the nets - possibly using a QR code for registration and parks approval to send out the code for the box. At this time, the code will be the two-digit month and two-digit year. PRHS students have been playing on Fridays and this is a school sanctioned activity. This will be reviewed at the next workshop.

Public Comment. None

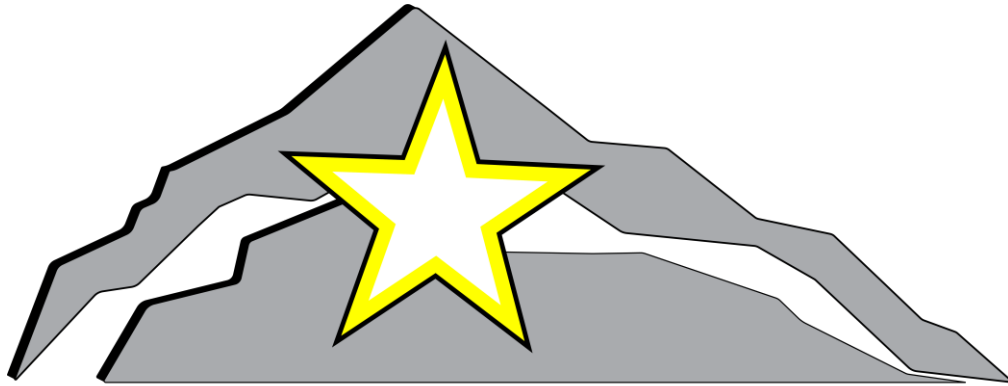
Report of Other Meetings

14. Summary of Workshop Activity. Items for the next workshop were discussed.

Next Meeting (10/24 Workshop) and Future Items

Adjourn. Mike adjourned the meeting at 6:30 PM.

Minutes by: Tish Torweihe, Administrative Specialist



Town of Palmer Lake

Board of Trustees Summary Sheet

	September & October 2023
Title	PARKS Report
Date	November 2023
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 91.5 Clerical (email, calls, grants, spreadsheets) : 92.25 Miscellaneous Meetings (other than Parks) : 34.5
Total Volunteer Time	Total = 208.25 hours
Upcoming Activity	Continued Trail and Grant activity



NOXIOUS WEEDS, PARKS, TRAILS

**SATURDAY, NOVEMBER 18TH
MEET IN PARKING LOT BETWEEN THE TOWN
OFFICE & THE LIBRARY - 9 AM TO 12 NOON!
WEATHER PERMITTING**

Join us in learning to identify desirable native plants and undesirable invasive noxious weeds.

We will eradicate diffuse knapweed and mitigate wildfire danger on Old Carriage and Valley Crescent Roads.

Students can fulfill their Civics class community service hours.

Cilantro and flower (Marigold, Cosmos, Holly Hocks) seeds will be available for adoption.

If you have pruning shears, or clippers, please bring them.

Thank you in advance.

Palmer Lake Parks Commission &
Commissioner Phyllis Head



- **GET INVOLVED IN
YOUR COMMUNITY**
- **GET TO KNOW YOUR
NEIGHBORS**
- **HAVE FUN CLEANING
UP THE TOWN**
- **SHARE YOUR SKILLS
& KNOWLEDGE**

**Please wear long sleeves,
pants, heavy duty working
gloves, sun protection as
in a hat, sunglasses & sun
screen. Bring a snack,
large water bottle
and a smile.**

Waiver Agreement

Is needed to volunteer

Go to townofpalmerlake.com

See Forms > Waiver Agreement

EMAIL YOUR WAIVER AGREEMENT & CONTACT INFORMATION TO:

info@palmer-lake.org

**NEED TO PICK UP A FORM?
STOP BY THE TOWN OFFICE**

Town of Palmer Lake

Glen Park Pickleball/Tennis Court Rules(court #2)

Court Guidelines

Court Hours: 8am-1/2 hr after sunset

- Courts available on a first come basis, unless previously reserved
- Pickleball has priority from 8am-12pm
- All games end on the hour when others are waiting(Round robin rules may be used)
- Proper footwear required
- Prohibited: Skating, dogs, glass, bikes, outside chairs, alcohol, smoking/vaping, music, private lessons
- No shoveling/scraping of snow or ice
- Please keep courts clean

Be Fair- Be a Good Sport- Have Fun
Enjoy the Fellowship

