



PARKS COMMISSION

Tuesday, January 04, 2022 at 9:00 AM

Tri Lakes Chamber House, 300 Hwy 105, Monument

AGENDA

This agenda is subject to revision 24 hours prior to commencement of the meeting.

Call to Order

Roll Call

Approval of Minutes

- [1.](#) Parks Commission Meeting 12/06/21 Minutes

Petty Cash Report

Public Works Supervisor Report

2. Introduce Parks Personnel - David Snow

Town Administrator Report

Business Items

- [3.](#) Summary of Holiday Lights Contest
- [4.](#) Review Corrections for CIRSA (Options for Swing, Gazebo Steps)
5. Update of Sorting Shed Storage
6. Update on Removing Knap Weed
7. 2022 Calendar of Events
8. Discussion of Elephant Rock Town Property

Centennial Park

9. Update on Winterfest Plans
10. Updated Centennial Park Master List
11. Status of Restroom Bulletin Boards
12. AVID 4 Camp

Glen Park

- 13. Update of Install of Balance Beam
- 14. Update of Parking Kiosk Payment Process & Draft/Establish Signage
- 15. Update of Personal Zipline on Park Property
- 16. Update on Cost to Resurface Tennis Courts

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 (1/18, 5 PM) 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 MEETING - RESCHEDULED FROM 12/7

Monday, December 06, 2021 at 4:00 PM

Tri-Lakes Chamber House, 300 Hwy 105, Monument

MINUTES

Call to Order. Reid W called the meeting to order at 4:05 PM.

Roll Call. Present: Reid W, Mike P, Ande F and Lindsey L; Excused: Greg F.

Approval of Minutes. 1. Parks Commission Meeting 11/16/21 Minutes. MOTION to approve (Mike, Lindsey). Motion passed 4-0.

Petty Cash Report. Mike reported expenditures and a current balance of \$382.45.

Public Works Supervisor Report. Jason D reported hazardous utility poles are in the process of being removed from town property near the lake parking. Jason suggested that a design be made for future parking. Ande and Jason installed the cut-out Santa and sleigh at the gazebo. The new Parks employee will be introduced at the next morning Parks meeting (1/4/22).

Town Administrator Report. Dawn suggested assistance to clean out the storage sheds and possibly combine or reconfigure for better storage. Reid already combined the noxious weeds with parks storage items but will go through it again. Dawn gave updates as follows – new overlay of the zipline property issue will be reviewed with the property owner; the trailhead parking kiosk credit card processing is still pending and will explore cost of other options vs. the state. Photos of the DIA display was passed around with a thank you to those involved with putting it together. A special thank you to Gary and Patricia Atkins for making the extra trip to DIA to complete the project. Outdoor Ice Hockey Classic will be informed of Winterfest date if they choose to push date due to weather (lake not fully frozen).

Business Items

2. Review of CIRSA Property/Playground Review. CIRSA is pleased with all the work done at the playground in the Glen. There is still a concern of the hard surface at the swing area to be addressed. Discussion of the cost of new curbing and cushion materials. Discussion of repairing the gazebo steps with wood or cement and costs took place. Reid will bring in the measurements he took last year. Extra rails were suggested by CIRSA. Discussion of this being a good group project took place. Dawn will reach out to a local church offering assistance and Lindsey will check with volunteers to line it up. Dawn requested a deadline of mid-January for a summary of playground repairs to report back to CIRSA. This will be added to the next agenda (1/4).

3. Update - "Bubble" Panel Replacement. Ande presented the Little Tykes cost comparison to replace the bubble panel (about \$1126) or add nine rails at half the cost (about \$634). Shipping was about the

same at \$150. Discussion took place of the age of the equipment and going with the least cost to replace. MOTION (Mike, Lindsey) to order the rails in the blue color. Motion passed 4-0.

4. Update - Install Balance Beam. Reid and Jason will pick a date in the next couple weeks to get this installed while ground is not frozen. Jason will check supplies needed for three concrete tubes to support the beam. Reid needs help raking the wood chips and leveling the ground for installation.

5. Final Review of Holiday Lights Contest. Currently there are three entries and Lindsey will review the score sheets from Reid for the judging. Lindsey will reach out to Glant regarding prizes. Signs will cost around \$150 to print. The deadline for entries was agreed to be on 12/18 by 12 noon. Lindsey will coordinate judging for the evening of 12/18.

Centennial Park

6. Plan Winterfest (2/12). Ande and Reid will check on inventory in the storage shed. Jessica Farr had a checklist of "Lessons Learned in 2021" that were given to Ande to help plan the event. Discussion took place about inviting local businesses to participate, food trucks, to offer hot drinks and snacks for the event. Reid asked to add this to the 1/4 agenda and to discuss a Plan B.

7. Review/Sort - Centennial Park Brainstorming List. Directed to address at the end of the meeting.

Glen Park

Mike suggested getting an estimate to resurface the tennis courts. Local D38 high schools can offer leads on companies the district uses.

Public Comment

Phyllis discussed the problems with the knap weeds and proper removal of it. She stated it is in excess around the lake and parking area. She suggested service work to break it off but not mess with the soil. It was also suggested that knapweed root weevil will destroy the root system of the knapweed. Discussion took place about a volunteer project (church groups, boy scouts and local high school). A concern about a tent in the stream along the creek was raised and staff will address it.

Report of Other Meetings

Mike informed the Commission of an invitation to attend the Fountain Creek Watershed citizen subcommittee. MOTION (Reid, Ande) to recommend Mike serve on this committee. Motion passed.

Next Meeting (Jan 4th, 9 AM) and Future Items

8. Convene to Executive Session. MOTION (Reid, Mike) to convene to executive session at 5:33 PM. *Pursuant to CRS 24-6-402(4)(e) determining positions relative to matters subject to negotiations; development strategy for negotiations (determine bonus for Parks staff).* Motion passed.

9. Reconvene to Open Session. MOTION (Reid, Mike) to reconvene to open at 5:39 PM. Motion passed.

10. Consideration of Bonus for Parks Staff. MOTION (Lindsey, Reid) to gift \$50 cash to Parks staff from the Parks petty cash. Motion passed 4-0.

7. Discussion ensued about the Centennial Park Brainstorming List to be prioritized and emailed to Reid. Reid will compile the data and bring it to the next meeting for discussion. Lindsey stated that safety items should be a priority to keep in mind.

Adjourn. Reid moved to adjourn the meeting at 6:08 PM.

Re: 2021 Palmer Lake Holiday Lights Contest Winners are...(and a map)

Tish Torweihe <tish@palmer-lake.org>

Wed 12/22/2021 8:11 PM

To: Lindsey Leiker <lindseyleiker@gmail.com>

Thank you! I will update the website.

Tish

Sent from Samsung Galaxy smartphone.

Get [Outlook for Android](#)

From: lindsey leiker <lindseyleiker@gmail.com>**Sent:** Wednesday, December 22, 2021 11:29:13 AM**To:** Tish Torweihe <tish@palmer-lake.org>**Subject:** Fwd: 2021 Palmer Lake Holiday Lights Contest Winners are...(and a map)

-----**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.-----

Sorry I thought I included you on this. Hope this helps! Did you get my pictures?

----- Forwarded message -----

From: lindsey leiker <lindseyleiker@gmail.com>**Date:** Mon, Dec 20, 2021 at 6:38 PM**Subject:** 2021 Palmer Lake Holiday Lights Contest Winners are...(and a map)**To:****CC:** Reid Wiecks <reidwiecks@gmail.com>, Ande Lawson <andefurrer@msn.com>

Thank you all again for making this year's holiday lights contest the most beautiful, cheerful and hardest to judge in the history of the holiday lights contest! After MUCH deliberation, debating and arm wrestling, we would like to announce our winners:

Best Overall: 149 Canon City Crest (followed by a two way tie for second place with 113 Highland road and 405 Upper Glenway)

Spirit of Christmas: 149 Canon City Crest

Best Inflatable: 113 Highland Road

Best Traditional: two way tie for first - 130 Shady Lane and 276 Milton Street

Best Restaurant: O'Malley's

Clark Griswold: 405 Upper Glenway

Honorable Mention: 133 Walnut Ave

A map of all the contest entries can be found [here](#) as well as a map attached.

A side note: would like to thank you all for your patience and grace with the awards with a few slight mixups including my goats eating O'Malley's wreath. So, Jeff, please bear with me as I wait for them to give it back. Ok kidding, as I work to get it replaced! I have something coming your way in the meantime.

This has been so much fun and we can't wait for next year!

Thank you again,

Lindsey and the Parks Committee!

2021 Palmer Lake Holiday Lights Contest

2021 Palmer Lake Holiday Lights Contest

- 1 520 Columbine Rd
- 2 30 Gillia Street
- 3 405 Upper Glenway
- 4 276 Milton St
- 5 113 Highland Rd
- 6 118 Hillside Rd
- 7 457 Virginia Ave
- 8 133 Walnut Ave
- 9 135 Walnut Ave
- 10 149 Canon City Crest
- 11 128 Shady Ln
- 12 130 Shady Ln
- 13 189 Shady Ln
- 14 O'Malley's




CIRSA SAFERTOGETHER

CIRSA Loss Control Property Survey Recommendations


Entity: Town of Palmer Lake	Loss Control Rep: Nicholas Paoli	Survey Date: November 15, 2021
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Survey Form (Loss Analysis)
2021-11-01- Slip, Trip and Fall - Sidewalks - Repair or Replace
Town Park: Repair or replace the uneven sidewalk concrete near the library.




Survey Form (Loss Analysis)
2021-11-02- Electrical - Covers - Outlet Cover
Police: Replace the missing electrical outlet cover in the main office area.



CIRSA SAFERTOGETHER


Survey Form (Loss Analysis)

2021-11-03- Electrical - Extension Cord Removal
Police: Extension cords should not be ran through windows to the exterior of the building. Outdoor electrical devices should be plugged into GFCI protected outlets in the event of water intrusion into the device, which can create a potential electrocution hazard.




Survey Form (Loss Analysis)

2021-11-04- Facility/Premises - Stair Condition
Police: Repair or replace the damaged stairs at the rear of the building. You may also consider blocking that side off so people cannot use the damaged side.



Survey Form (Loss Analysis)

★ **2021-11-05- Facility/Premises - Stair Condition**
West Gazebo: Repair or replace the damaged stairs on the Gazebo.



CIRSA SAFERTOGETHER

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Survey Form (Loss Analysis)

2021-11-06- Parks & Playgrounds - Surfacing - Use Zone

Glen Park: Install proper use zones and surfacing material under and around the existing swing. Hard packed earth is not an approved surfacing material.



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Survey Form (Loss Analysis)

2021-11-07- Parks & Playgrounds - Slide Horizontal Surface

Glen Park: The slide on the hill does not meet the requirements of the CPSC Handbook. All slides should have an exit region to help children maintain their balance and facilitate a smooth transition from sitting to standing when exiting. See section 5.3.6.4 of the Guidebook for details on how this should be installed.

Review the Handbook at <https://www.cpsc.gov/s3fs-public/325.pdf> and ensure all portions of the park meet these requirements.



- For toddlers:
 - The average incline of a slide chute should be no more than 24° (that is, the height to horizontal length ratio shown in Figure 20 does not exceed 0.445).
 - No section of the slide chute should have a slope greater than 30°.
 - The slide chute should be between 8 and 12 inches wide.
- For preschool- and school-age children:
 - The average incline of a slide chute should be no more than 30° (that is, the height to horizontal length ratio shown in Figure 20 does not exceed 0.577).
 - No section of the slide chute should have a slope greater than 50°.

5.3.6.3.5 Tube slides

- Tube slides should meet all the applicable recommendations for other slides (e.g., side height, slope, use zone at exit, etc.).
- Means, such as barriers or textured surfaces, should be provided to prevent sliding or climbing on the top (outside) of the tube.
- The minimum internal diameter of the tube should be no less than 23 inches.
- Supervisors should be aware of children using tube slides since the children are not always visible.

5.3.6.4 Chute exit region

All slides should have an exit region to help children maintain their balance and facilitate a smooth transition from sitting to standing when exiting. The chute exit region should:

- Be between 0 and -4° as measured from a plane parallel to the ground.
- Have edges that are rounded or curved to prevent lacerations or other injuries that could result from impact with a sharp or straight edge.
- For toddlers the chute exit region should:
 - Be between 7 and 10 inches long if any portion of the chute exceeds a 24° slope.
 - Be no more than 6 inches above the protective surfacing.
 - Have a transition from the sliding portion to the exit region with a radius of curvature of at least 18 inches.
- For preschool- and school-age the chute exit region should:
 - Be at least 11 inches long.
 - Be no more than 11 inches above the protective surfacing if the slide is no greater than 4 feet high.
 - Be at least 7 inches but not more than 15 inches above the protective surfacing if the slide is over 4 feet high.

