



PARKS COMMISSION

Monday, February 07, 2022 at 5:00 PM

Palmer Lake Elementary School, Upper Glenway

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 January 18th Meeting

Petty Cash Report

Public Works Supervisor Report

Town Administrator Report

Business Items

- [2.](#) Prioritize Projects for 2022 - CTF Funds
- [3.](#) Review 2022 Calendar of Events
- [4.](#) Review Updated POC List
5. Update - Shed/Storage for Parks
6. Follow Up - Knap Weed Removal (Volunteer Group)
7. Review Eagle Scouts Projects

Centennial Park

- [8.](#) Review Winterfest Plans
- [9.](#) Follow Up - Bulletin Boards at Palmer Lake
10. Review of Centennial Master Plan List

Glen Park

11. Zipline Update
12. Finalize Parking Kiosk Signs

13. Follow up on Tennis Court Resurfacing - Cost Saving

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 (2/15, 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
Tuesday, January 18, 2022 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

MINUTES

Call to Order. Reid Wiecks called the meeting to order at 5:05 PM.

Roll Call. Present: Mike Pietsch, Reid Wiecks, Lindsey Leiker. Excused: Ande Furrer. Absent: Greg Feuerhaken.

Staff: Dawn Collins, Tish Torweihe. Excused: Jason Dosch. Others: Phyllis Head.

Approval of Minutes

1. Minutes from January 4 Meeting. Reid requested amending item 4 to read approximate vs. minimum. MOTION (Mike, Lindsey) to approve minutes as corrected. Motion passed 3-0.

Petty Cash Report. Mike reported no change with a current balance of \$334.45.

Public Works Supervisor Report. Dawn reported for Jason that he would like to coordinate to get the additional pea gravel hauled and placed in the next couple weeks.

Town Administrator Report. Mayor Bass was contacted by a Scout seeking an Eagle Scout project for Palmer Lake. Mike volunteered to meet with him to discuss the project, possibly completing the wildlife area around the lake. Phyllis inquired about signage to explain native vegetation - possibly in the future as part of the proposed Master Plan for Centennial Park and a future trail.

Business Items

Items 10 and 11 would be discussed first to allow guests to leave earlier.

10. Review of Avid4 Summer Activity at Palmer Lake. Cassidy introduced herself and talked about the Avid4 summer program at Palmer Lake. This would run June 6th through August 5th, excluding July 4th. It will be one group per week up to 13 campers. All staff are CPR and first aid certified. Safety and security is a top priority. It was directed by the Parks members to park on the west side of the lake near the bridge. Cassidy also offered they are willing to volunteer to assist with Parks Service Days and Creek Week.

11. Review of Waypoint Outfitters Lake Activity. Caden introduced himself and partner. They reviewed their plan to offer educational classes for fishing at Palmer Lake and possibly second reservoir, offering lesson for fly fishing. They are CPR and first aid certified, licensed, and bonded through the state. Dawn stated that staff concern is the number in a group at the reservoir area. Not more than six clients in 4-hour window was stated. Parking was suggested at the public area on Hwy 105 near the ball field. They offered to be involved in Parks Service Days and Creek Week.

2. Review of Holiday Lights Contest. Over 27 judges were involved from adults to children. Prizes were donated by Lindsey. Discussion about ideas for next year's judging categories and donations took place with ideas to open it up to all decorated homes in Palmer Lake without an entry form.

3. Review 2022 Calendar of Events. Discussion took place and Reid reviewed the past events over years but not necessarily taking place this year.
4. Prioritize Projects for 2022 – Projects using CTF funds were discussed. Reid will work on fine tuning the list of projects. Dawn suggested prioritizing the projects with approximate cost in order to earmark funds for 2022. Dawn will follow up with Jason about the cut brush at the trailhead. Members will check cost to add sand to VB court. Lindsey will follow up with the County regarding the bulletin boards at the lake. Reid will be available for the Master Plan consultant regarding the trails in Palmer Lake.
5. Review Storage Space/Shed for Parks. Reid will coordinate to review items with staff and create list of items to remove. Madeline offered to assist with items to clear out. Phyllis mentioned the metal filing cabinet could be used to store tools in addition to noxious weed information.
6. Follow up - Plan to Remove Knap Weed. Phyllis spends more time treating and pulling noxious weed in Glen Park. She is willing to help train the volunteer church group for upcoming Service Days (how to identify and treat the noxious weeds). Lindsey will check with Awake the Lake about plans in the area. Reid will reach out to the group to participate in the Service Days to work on this.
7. Discussion of Using Events for Fundraising Ideas. Lindsey stated that events that are not successful fundraising should be considered eliminating. Parks will be brainstorming ideas on how to turn events into great fundraisers.
8. POC - Person of Contact for Parks (Areas, Tasks). Discussion took place and positions considered and Reid will update the list.
9. Discussion of Parks Meeting Time. Parks Commission decided on the first Monday of the month at 5 PM and the third Tuesday at 5 PM would work the best. The meeting space will be determined.

Centennial Park

12. Determine Plan for Gazebo Steps. Lindsey has a donor willing to work on the railing and wood steps if supplies will be purchased by Parks.
13. Review Winterfest Plans (2/12). Discussion took place about the plans for the event, including coffee truck, music, broomball tournament and selling hats and balance of sweatshirts at clearance price. The flyer was slightly modified. Lindsey will send the final draft to the Town office to post. Beanies and decals were discussed for selling and easier to store for other events. MOTION (Reid, Lindsey) to expend funds not to exceed \$300 for beanies and decals. Motion passed 3-0.
14. Follow up on Lake Bulletin Board. Lindsey will follow up with the county and check on the existing board to consider a second bulletin board for historical information.
15. Review of Centennial Master Plan. Discussion took place about the rating the items. Lindsey offered a draft spreadsheet and Reid will re-draft the list for member input and ranking.

Glen Park

16. Determine Direction for Swing. MOTION (Lindsey, Mike) to keep the swing at the same height and install curbing and cushioning in the existing location. Motion passed 3-0.
17. Determine Parking Kiosk Signs. Ande presented draft language to staff and this item will come back to the next meeting.
18. Update(s) - Tennis Court, Zipline. A quote from Renner Sports Surface to repair and resurface the tennis courts came to \$20,566.00. Reid stated he will review the itemized quote to see if work can be done by Parks

to reduce the cost. Dawn will meet with the zipline homeowner to review the space and request removal of the line.

Public Comment. None

Report of Other Meetings. None

Next Meeting (2/7, 5PM) and Future Items. Next meeting location will be confirmed.

Adjourn. Reid adjourned the meeting at 7:19 PM.

Minutes by: Tish Torweihe

Palmer Lake Parks projected projects 2022

Ref. #	Priority		Estimated Cost
1		Sand for VB court. Sand = approx. \$33.00/cu yard	
2		Replace / repair cedar rail posts along north end along RR tracks and trail (2 posts)	
3		Replace / repair cedar rail posts along west side of trail (2 posts)	
4		Safety fence at the east end of the Pedestrian bridge exit, directing pedestrians away from the slope and down the path	
5		Create a wildlife area at the SE end of the lake: fencing and signs, 150' on water and land sides	
6		Remove 2 dead trees by the playground on the East side	0.00
7		Install bench (to replace the broken one) on the west side of the RR tracks	
8		Tetherball missing from pole	0.00
9		Remove dead trees/brush from around lake	
10		Replace fence posts at observation deck	
11		Remove random "t" posts and save for other Park uses, once the BNSF survey is completed so we know the boundary.	0.00
12		Design and build cement platform for Gazebo	
13		Design and build stairs and railing for gazebo - research possible donors for materials and labor	
14		Do noxious weed mitigation around the lake and bridge	
15		Complete the boundary of the wildlife area at the Sw end of the lake: fencing and signs, land side, cedar rail & posts	
16		Complete a survey of the west side to determine the RR boundary	
17		Once survey is completed begin brainstorming park area adjustments and modifications. Make sure we coordinate this activity planning with the Centennial Park and Palmer Lake Master plans.	
18		Develop a plan for the bulletin board at the restroom - PL parks, El Paso cty parks, Hist. Society	
19		Connect with Little League to develop a plan.	0.00
20		Connect with ATL to develop a plan	0.00
21		Develop a survey to solicit community input for the Centennial Park Master plan	
22		Connect with the PL Master plan committee to merge ideas for Centennial Park	0.00
23		Curbing and cushioning for around GP playground hill	
25		Pea Gravel for Cent. Park swing area	
26		Install Bear Proof trash can at Columbine park	
27		Complete the Glen Park trail stone border & chipping; Jason can we move some more rock/dirt from W. Bridge entrance?	
28		Tree trimming (Angry Squirrel)	
29		Reinventory the storage shed and cull any things not needed, advise Dawn of shed need (larger, smaller, just right)	
30		Curb and Cushion Glen Park swing area	1428.00
32		Replace / repair cedar rail posts along south end along the Reservoir Trail Head parking area	
33		Explore the possibility of another playground equipment between the Glen Park swing and the hill	
34		Explore the possibility filling in the trench between the tennis courts in Glen Park	
35		Begin planning for a non-motorized boat launch area at the S. End of the Lake, possibly fence off and bring in sand.	

Estimated budget from Conservation Trust Fund (CTF) per Dawn 1-18-2022

- Materials and Supplies: \$10,000.00
- Contract Services: 5000.00
- Maintenance: 1000.00
- Repair: 2000.00
- Fuel: 400.00
- Capital Equipment: \$5500.00

1-19-2022

Ref. #	Priority	Who will research
1		Jason & parks
2		Ande
3		Ande
4		Ande
5		Eagle Scout project
6		
7		Mike & Jason
8		Reid
9		
10		Ande
11		Mike
12		Reid & Lindsey
13		Lindsey
14		Phyllis
15		Eagle Scout project
16		BNSF
17		Parks Commission & Town
18		Lindsey
19		Lindsey
20		Lindsey
21		
22		Reid
23		Reid
25		Jason & parks
26		Jason & parks
27		Service day
28		Jason
29		Reid & Phyllis
30		Reid
32		Ande
33		
34		Reid
35		

2022 Calendar for Palmer Lake Parks Events

Month	Day (tent)	Park	Event	Hours	Note	End date
1	4	Lake	LP Hockey - Outdoor Classic		LPHS	1st week Jan.
2	12	Centennial Park & Lake	Winterfest		PL Parks	
5	14-15	Centennial Park & Santa Fe trail	24 Hours of PL Endurance Run			
5		GP and Cent. Parks	Service in the Parks Day	9-12	PL Parks	
5	7	Disc Golf Course	Maintenance Day		Tri-Lakes Disc Golf Assoc.	
5		Baseball Field	Tri-Lakes Little League			August?
5	Start 5/2	Disc Golf Course	Tri-Lakes Disc Golf League play starts		Tri-Lakes Disc Golf Assoc.	9/26
6	4	Lake	Fishing Derby	8-12	Lions Club	
6	5	Centennial Park	Elephant Rock Bike Ride			
6	19	Town Green	Father's Day Ice Cream Social			
6		Residences	Community Garage Sale	8-1	PL Parks	
6		Baseball Field	Home run Derby			
6		Centennial Park	The Spring 100k Run			
6	6	Lake & Cent. Park	Avid 4 Camps	10-2, M-F	Avid 4	8/5
7	8-10	Centennial Park	2nd Annual Mt Herman Adventure Run			
7	4	Centennial Park	Fireworks Celebration	6-10		
7	4	Santa Fe Trail	4 on the 4th Run	7-9	PLES	
7			Kickers for Kids Run			
8	Early	Centennial Park & Lake	Try-a-thon		Awake the Lake	
8		Town - 105	Taste of Palmer Lake			
8		Town Hall & Green	Chautauqua Days/RR Days		PL Historical Society	
9	5	Centennial Park & Lake	Labor Day Run			
9		Centennial Park	Wine Festival			
9		GP and Cent. Parks	Service in the Parks Day	9-12	PL Parks	
9	10	Disc Golf Course	Maintenance Day		Tri-Lakes Disc Golf Assoc.	
10		GP and Cent. Parks	Creek Week		PL Parks	
10		Santa Fe Trail	Creepy Crawl		YMCA	
10	1st or 2nd sat.	Centennial Park	.5K		Awake the Lake	
10	29	Disc Golf Course	Annual Phantom of the Lake Disc Golf Evening		Tri-Lakes Disc Golf Assoc.	
11		Town Hall & Green	Chili Supper and Star lighting		PLFD	
12		Town Hall & Green	Yule log Celebration	12	Yule log committee	
12		Residences	Holiday Lights Contest		PL Parks	

Month	Day (tent)	Park	Event	Hours	Note	End date
		Lake	Hooked on Palmer Lake			

Palmer Lake Parks Point of Contact going forward 2022

Item 4.

Who	Point of Contact area
Greg	Disc Golf
Cindy	Fireworks
Lindsey	Awake the Lake Liaison
Reid	Glen Park
Ande & Lindsey	Columbine Park
Ande & Lindsey	Baseball Field
Mike	The Lake, dock, wading area
Mike	Crawford Memorial
Parks & Town	Gazebo and Pavilion
Reid & Lindsey	Lake Playground
Mike	Creekside Trail
Reid	Reservoir Trailhead area
Ande	Town Administrative Liaison
Lindsey	Fund-raising, donations
Reid & Ande	Grant writing
	Elephant Rock property task force
Lindsey, Mke, Reid	Service in the Parks days
Lindsey	xmas lights contest
Ande	Winterfest
Reid, Tish, Julia	Annual calendar
Reid & Tish	Parks Commission Agendas and minutes
Mike	Lake wildlife area
Ande	Monthly Reports
Mike	Petty Cash pick-up from donation boxes and report
Lindsey	Social Media
Updated 1-19-2022	
Possible	Special Events: Fireworks, Service Days, Winterfest, Lights Contest, fund raising
Sub-committees:	Centennial Park: Lake/dock, Ball field, Wildlife area, Memorial, Disc Golf/playground
	Glen Park: Creekside trail, Res, trailhead, The park & playground, tennis court
	Admin: liaisons, ER Task force, ATL, minutes, agendas, reports, calendar, grants

Who	Point of Contact area

Item 4.

Item 4.

palmer lake winterfest

PRESENTS SOME GOOD OLD FASHION BUFFOONERY

broomball tournament

February 12th

2-4:30 PM AT PALMER LAKE, CO

*For the World's Okayest
Broomball Players*

**BASICALLY IT'S LIKE HOCKEY BUT WITH BROOMS AND TENNIS SHOES.
NO EXPERIENCE REQUIRED. ONLY SENSE OF HUMOR. BYOBROOM.**

HALFTIME SHOW:

*The
Ermahgerds*



**FOOD VENDORS,
LIVE ENTERTAINMENT,
SWAG, BURN BARRELS,
S'MORES & MORE!**

**MORE INFO: WWW.TOWNOFPALMERLAKE.COM
OR FACEBOOK.COM/PALMERLAKEPARKS**

FW: Winterfest 02/12

Dawn Collins <dawn@palmer-lake.org>

Mon 1/24/2022 9:18 AM

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

Cc: reidwiecks <reidwiecks@gmail.com>

Tish – please include a copy of this email “summary” to the next Parks meeting for the review/final plan of Winterfest, thanks.

~ Dawn

Subject: Special Event - Winterfest 02/12

When: Saturday, February 12, 2022 2:00 PM-4:30 PM.

Where: Palmer Lake Recreational Area (199 County Line Rd, Palmer Lake, CO 80133)

Winterfest will take place from 2PM – 4:30PM Possibly 100-200 people expected.

Broom Ball on the ice (if possible)

4 inches of ice minimum. Fire Chief is to give final approval.

Fire barrels

Fire Dept deliver the barrels to the park and will monitor them.

Jason Dosch will be backup if Fire cannot deliver the barrels.

Food/beverage trunks

Can Peddler fees to waived?

Local band to play

Noise Ordinance will be sent to event coordinator.

Public Works

No issues with this event.

Police Dept.

No issues with this event.

The event plans to only advertise locally.

Item 9.



Nathan Robinson

North District Parks Supervisor

El Paso County Community Service Department

Parks Division

NathanRobinson@elpasoco.com

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