



PARKS COMMISSION

Tuesday, May 09, 2023 at 5:00 PM

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

Live Stream Available at 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 April 11, 2023

Petty Cash Report

Public Works Supervisor Report

2. Consider Installing Fountain to Lake
3. Update - CORE Power Installation & Bridge Landscaping

Town Administrator Report

- [4.](#) Kiosk Revenue Summary
- [5.](#) Report of Parks Volunteer Hours

Business Items

6. Review 2023 Project List (Continuous Update)
7. Consider Point of Contacts as Reviewed at Workshop
8. Discuss Response to Pickle Ball Postings
- [9.](#) Plan Parks Service Day (6/3) for Trail Clean Up - Consider Workshop
- [10.](#) Plan Community Garage Sale
- [11.](#) Update - Phase 1 New Trail Activity
12. Consider Breakaway Bridge Designs
13. Trail Fundraising Events - Consider Workshop

Centennial Park

- 14. Update - Master Plan Activity
- [15.](#) Update - Pickleball Court Grant
- [16.](#) Little League and Ballfield Use

Glen Park

- 17. Update - Tennis and Pickleball 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 (5/23 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, April 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 5:01 pm.

Roll Call. Members Present: Cindy Powell, Phyllis Head, Reid Wiecks, Mike Pietsch. Excused: Gene Kalesti, Ande Furrer, Samantha Deeder. Others present: Resident- Kevin Magner; Trustee Jess Farr; Dawn Collins, Jason Dosch, Tish Torweihe.

Approval of Minutes.

1. Minutes from March 14, 2023. MOTION (Reid, Mike) to approve the minutes. Motion Passed 4-0.

Petty Cash Report. Mike Pietsch reported donations from Winterfest, drop box donations and expenses with a new balance of \$526.

Public Works Supervisor Report. Jason reported renting an excavator to move the rocks around the playground next week. Park bench arrived from the scouts to be placed. The county is still interested in the millings at the east side of the lake. Discussion of Palmer Lake water level for the Kids Fishing Derby and installing the fountain to be placed. Reid reported June 3rd will be the first Service Day. May 31st is the annual on-site visit from CIRSA.

2. Lake Level - Fountain Install. Waiting until May to make the final decision based on water level and moisture.

Town Administrator Report

3. Kiosk Revenue Update (March). Dawn reported the net collection year to date \$5,590. She also asked PD to assemble something about their routine and patrolling of trail areas.

4. Parks Report of Volunteer Hours. None to report. Reid asked everyone to submit their hours to Ande. Service Day in the Park will be on June 3rd from 9 AM-12 PM. The Community Garage Sale may be in June. Creek Week will be the first week in September.

Business Items

5. Update/Status of Elephant Rock Property. Jess reported that resolutions will be considered for the start of a new trail and the Board will be giving direction for a Master Plan with Parks included. A work group will be authorized to create a Master Plan, which will be phase one. Jess mentioned that the Board would like to see the trail flagged.

6. Review/Consider Phase 1 of New Trail. The attachment is in the packet to review. There is also a Crossed Paths Survey estimate, however, any survey will be considered/directed by the Board. Jason reminded Parks about the habitat for the Preble Mouse and to not disturb or obstruct the habit.
7. Review Grant Activity for Parks. Discussion of grants took place. Cindy reviewed safer crosswalks for small towns and Youth Core volunteers paid for by GOCO. All grants requiring a match should be approved by the Board of Trustees first with plans. Jess suggested that completed plans would for grants to be more organized as a Town. CDOT has completed the three allowable crosswalks, located by the Arts Center, Pie Corner, by the ballfield parking. CDOT has a team to address existing crosswalks and walkways in the design of the downtown revitalization, funded by MMOF.
8. Point of Contact Responsibilities. Discussion suggested that committee members be assigned to various positions. Mike suggested Disc Golf and Fireworks be subcommittees. Reid will update it for the next meeting. Jess is willing to be the liaison to Awake the Lake.
9. Review of 2023 Projects to Complete. Discussion of ranking was clarified. This will be tabled for the next meeting.
10. Consider New Shed Storage Purchase. One direction from the Board takes place, this will be considered.
11. Review Noxious Weeds List/Table. Phyllis reviewed important information regarding noxious weeds. A review of various types in the parks area took place. El Paso County provides an informational Noxious weed book and copies are at the post office, Town office and El Paso County's website. Phone apps can help identify weeds. Phyllis is willing to train the next person who would like to oversee noxious weeds. Reid suggested that noxious weeds remain under Parks to make sure it does not fall to the wayside.
12. Chautauqua Project List. None currently.

Centennial Park

13. Update CORE Power Installation. Jason did not have an update but was sure it would be any day.
14. Stairs and Landscape Plan at East Side of Pedestrian Bridge. Three bids were submitted, and Dale landscaping was approved. Awake the Lake is willing to cover the cost with some conditions starting around May 1st to complete before summer. Some of the labor will be in-kind by the Town. MOTION (Cindy, Mike) to approve the bid as presented to Awake the Lake and cost paid by APL. Motion approved 4-0.
15. Update on Eagle Scout Projects. Mike is working with two scouts - Jordan will be installing two benches on the east side of the bridge; one flat bench by the parking lot and one bench will be close to the fence that will be installed facing the lake at the east abutment. Ethan is working on building a two-sided information board on the west side of the bridge and will include a peak roof for better weatherproofing.

Glen Park. There is a lot of activity with the Pickleball residents, and they have raised donations to cover the nets and standards. Discussion of tennis vs. pickleball took place. Cindy suggested a survey to gather data on interest on one or another.

Public Comment. Kevin Magner is on the subcommittee for the new Elephant Rock Master Plan for trails and park. He contacted US Fish and Wildlife and spoke with Kate Lensing and she supported the

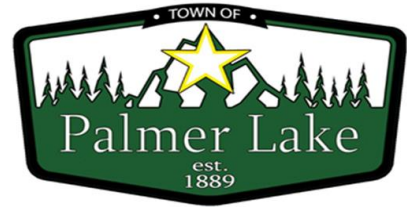
trails and bridge. Driving on primitive land is not suggested. He will be working on the permitting of the bridge (s).

Report of Other Meetings. None.

Next Meeting (4/25) and Future Items

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

Minutes by: Tish Torweihe, Admin Specialist



Item 4.

**TOWN OF PALMER LAKE
PARKS COMMISSION - AGENDA MEMO**

DATE: May 2023	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Kiosk Revenue

Kiosk Revenue 2023:

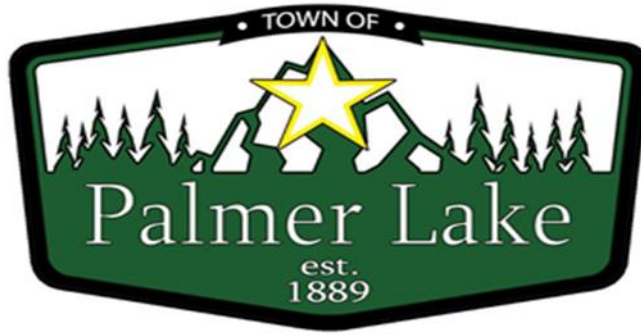
April Collections for the Kiosk / Transactions: 796

\$ 4,218.80 Gross Collections
\$ (238.80) Fees
\$ (70.00) Monthly T2 Svc charge
\$ 3,910.00 Net Collections - April

Collections 2023 YTD / YTD Transactions: 1,956

\$ 10,366.80 Gross Collections
\$ (542.80) Fees
\$ (324.00) Monthly T2 Svc charge
\$ 9,500.00 Net Collections

\$ 866.80 Total Fees 9%



Board of Trustees Summary Sheet

	March 2023
Title	PARKS Report
Date	5/11/2023
Contact	Parks Commission
Summary of Volunteer Hours	<p>23.5 hr - Meetings</p> <p>1 hr - Walk the lake</p> <p>2 hrs - Spreadsheets</p> <p>4 hrs - Fourth of July preparations</p> <p>3 hrs - Knapweed</p> <p>2 hrs - Prioritizing list</p> <p>5 hrs - Lake & E-rock multi-use field measuring & quote revision</p> <p>6.5 hrs - Lake Ped Bridge landscaping measuring & quotes</p> <p>7.5 hrs - Tennis court grant request</p> <p>4 hrs - CORE grant & power pole, bridge lighting & electric</p> <p>24.5 hrs - E-Rock parks concept work & tours</p> <p>2.5 hrs - Projects & POC list updating</p> <p>8 hrs - Meetings & phone calls re parks not reg. Parks mtgs or workshops</p> <p>1 hr - Agendas & minutes</p> <p>5 hrs - Winterfest data collection</p> <p>2 hrs - Lake use data collection for grants (for Cindy)</p> <p>2 hrs - Centennial Park project data collection & measuring</p>

	<p>22 hrs - Proposed Park Property Field / measuring / tours / USAFA hours:</p> <p>6 hrs - Meetings with, Nick Erhardt, professional services, Park Commission members, Investors, volunteers</p> <p>18 hrs - Telephone conversations with Board, volunteers, Parks colleagues, professionals</p> <p>14 hrs - Driving to destinations; El Paso County Assessors office, El Paso County dog parks, Colorado State Parks and Wild Life, Printers, Museums</p> <p>38 hrs - Computer Emails</p> <p>12 hrs - Computer Map design with Adobe to Microsoft Edge:</p> <p>11 hrs - 6th, 13th, 27th Proposed Subcommittee meetings and preparation.</p> <p>10 hrs - 14th, 28th, Parks Workshops, Special Meeting and Regular meetings including prep</p> <p>3 hrs - 16th Historical Society Meeting, Excellent and informative of our Lake.</p> <p>6 hrs - 9th, 16th, 23rd, BOT meetings, BOT Retreat and workshops</p>
<p>Total Volunteer Time</p>	<p>Total = 243.5</p>
<p>Upcoming Activity</p>	<p>Service Day, Community Garage Sale, Ongoing Trail and Bridge Activity, Centennial Park Master Plan</p>



NOXIOUS WEEDS, PARKS, TRAILS

“SERVICE IN THE PARKS DAY”

National Trails Day 2023!

THE PARKS COMMISSION IS SEEKING YOUR HELP ON Saturday June 3rd FROM 9 AM TO 12 NOON!

We value our volunteers at the Town of Palmer Lake. Volunteers are essential and greatly appreciated, helping us improve the quality services and esthetics of Town Parks. Join our team of passionate volunteers to give back and make a difference in your community.

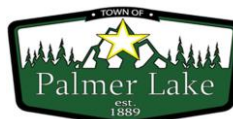
Please share this with your family, friends, and neighbors. We look forward to working together.

Students can complete their Civics community volunteer hours.

Sign up today!

Plan to meet across the street from the Art Center in the parking lot at 9 am.

Palmer Lake Parks Commission



- 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:

palmerlakeparkscommission@gmail.com

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



PALMER LAKE COMMUNITY GARAGE SALE

June 10TH, 8AM to 1PM - ENTRY FORM

JOIN THE FUN AND ADD YOUR ADDRESS TO THE ROUTE MAP

PLEASE PRINT

NAME: _____

GARAGE SALE ADDRESS: _____

BEST PHONE NUMBER TO REACH YOU: _____

ALTERNATE PHONE NUMBER TO REACH YOU: _____

Email: _____

BEST DESCRIPTION OF ITEMS BEING SOLD (104 characters or less):

Email your form to palmerlakeparkscommission@gmail.com

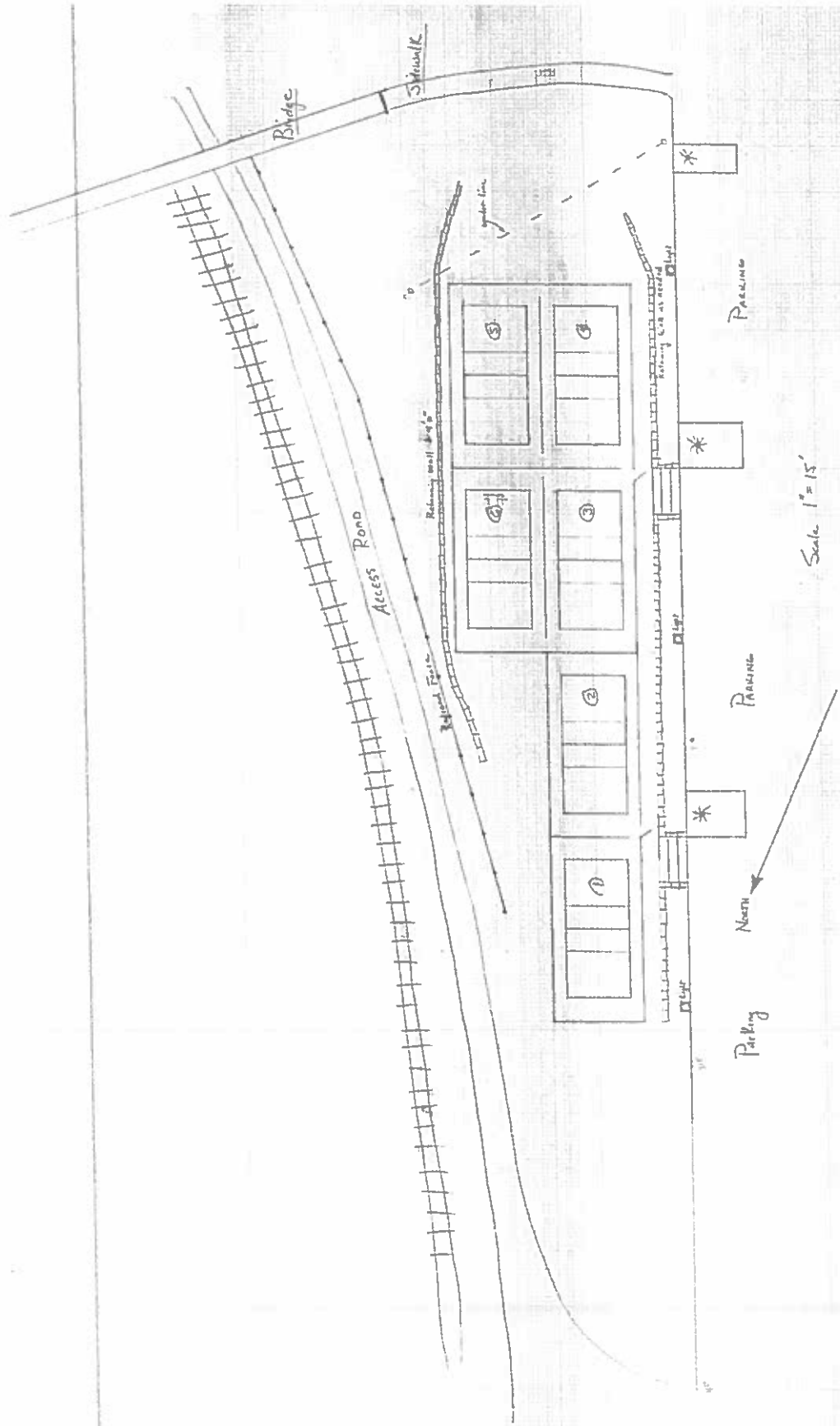
or drop it off at the Town office: 42 Valley Crescent, Palmer Lake 80133

Don't forget to pick up you Garage Sale signs right after the sale ends @ 1PM



APL - Park Pickleball Courts, #14.

APR 20



Item 15.

Dawn Collins**Subject:** FW: Tri Lakes Little League**Subject:** Tri Lakes Little League

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

Ms. Collins,

The schedule is as follows:

4/8/2023	10:00	11:30	Palmer Lake
4/8/2023	12:00	13:30	Palmer Lake
4/8/2023	13:30	15:00	Palmer Lake
4/8/2023	15:00	16:30	Palmer Lake
4/15/2023	10:00	11:30	Palmer Lake
4/15/2023	12:00	13:30	Palmer Lake
4/15/2023	13:30	15:00	Palmer Lake
4/15/2023	15:00	16:30	Palmer Lake
4/22/2023	10:00	11:30	Palmer Lake
4/22/2023	12:00	13:30	Palmer Lake
4/22/2023	13:30	15:00	Palmer Lake
4/22/2023	15:00	16:30	Palmer Lake
4/29/2023	10:00	11:30	Palmer Lake
4/29/2023	12:00	13:30	Palmer Lake
4/29/2023	13:30	15:00	Palmer Lake
4/29/2023	15:00	16:30	Palmer Lake
5/4/2023	17:30	19:00	Palmer Lake
5/6/2023	10:00	11:30	Palmer Lake
5/6/2023	11:30	13:00	Palmer Lake
5/6/2023	13:00	14:30	Palmer Lake
5/6/2023	14:30	16:00	Palmer Lake
5/9/2023	17:30	18:30	Palmer Lake
5/9/2023	18:30	20:00	Palmer Lake
5/11/2023	17:30	18:30	Palmer Lake
5/11/2023	18:30	19:30	Palmer Lake
5/13/2023	10:00	11:30	Palmer Lake
5/13/2023	12:00	13:30	Palmer Lake
5/13/2023	13:30	15:00	Palmer Lake
5/13/2023	15:00	16:30	Palmer Lake
5/17/2023	17:30	18:30	Palmer Lake
5/17/2023	18:30	19:30	Palmer Lake
5/20/2023	10:00	11:30	Palmer Lake

5/20/2023	12:00	13:30	Palmer Lake
5/20/2023	13:30	15:00	Palmer Lake
5/20/2023	15:00	16:30	Palmer Lake
5/22/2023	17:30	19:00	Palmer Lake
5/23/2023	17:30	19:00	Palmer Lake
5/29/2023	17:30	18:30	Palmer Lake
5/29/2023	18:30	19:30	Palmer Lake
5/30/2023	17:30	19:00	Palmer Lake
5/31/2023	17:30	19:00	Palmer Lake
6/3/2023	10:00	11:30	Palmer Lake
6/3/2023	12:00	13:30	Palmer Lake
6/3/2023	13:30	15:00	Palmer Lake
6/3/2023	15:00	16:30	Palmer Lake

We have cleared the weeds on the field and have cut the grass. We will continue to maintain the grass and will drag the field weekly.

I will sign the MOU. I apologize and can understand the frustration I detect.

I am available to connect with you next week any time in the morning of each day. Monday and Wednesday I have a staff meeting at 830am that lasts about 30 minutes. Otherwise, I can be available.

Thank you,

Dion Arellano
President
SysCom, Inc
719.964.6448c