



## **PARKS COMMISSION**

**Tuesday, June 13, 2023 at 5:00 PM**

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

**\*Live Stream available at Town website\***

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### **AGENDA – REVISED 6/10**

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*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 May 9, 2023

#### **Petty Cash Report**

#### **Public Works Supervisor Report**

#### **Town Administrator Report**

#### **Business Items**

- [2.](#) Reconsider Use of Kiosk Revenue Funds
3. Review of 6/3 Service Day
4. Review of Community Garage Sale (6/10)
5. Social/Print Media for Parks Events
6. Update on Eagle Scout Projects
7. Update on Grant Activity
8. Update on Trail Progress, Bridge Design, Volunteer Opportunity (Fundraising), Consider Trail Expenses
9. Discuss Storage Shed-Maintenance Shed at ER Property (Share with Willans)
10. Chipping Day (PLFD)

**Centennial Park**

- [11.](#) Centennial Park Master Plan Review, including Little League Improvements
- [12.](#) Update on Disc Golf Course (Greg F)

**Glen Park**

- 13. Clearing Around Trailhead (per Chief Vincent)

**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 (6/27 workshop) and Future Items**

**Adjourn**

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**Americans with Disabilities Act**

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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.

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**Notice**

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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, May 09, 2023 at 5:00 PM

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

### MINUTES

**Call to Order.** Commissioner Reid Wiecks called the meeting to order at 5:01 pm.

**Roll Call.** Present: Cindy Powell, Gene Kalesti, Phyllis Head, Ande Furr, Reid Wiecks, Mike Pietsch, Samantha Deeder. Others present: Staff Dawn Collins, Jason Dosch, Trustee Jess Farr. Resident: Kevin Magnar & Partner.

#### Approval of Minutes

1. Minutes from April 11, 2023. MOTION (Cindy, Reid) to approve minutes from April 11, 2023. Motion passed 7-0.

**Petty Cash Report.** Mike Pietsch reported donations from Disc Golf and expenditures with a new balance of \$473.

#### Public Works Supervisor Report

2. Consider Installing Fountain to Lake. Supervisor Jason Dosch recommended waiting on the installation due to low water levels and monitoring water levels going forward.

3. Update - CORE Power Installation & Bridge Landscaping. CORE has installed the pole, wire, and transformer. Reid submitted the two sample lights for the bridge lighting. Dawn is checking what is required by the railroad for approval of the lighting plan. The town is accepting loads of dirt to shape the hill at the lake. El Paso County has re-opened the restroom on the east side of the lake. Parks and Wildlife stocked fish in Palmer Lake. The Fishing Derby will make a final decision due to lake water levels by May 15<sup>th</sup>. Reid thanked Public Works Supervisor Jason Dosch for all the work that has been done this month.

#### Town Administrator Report

4. Kiosk Revenue Summary. The revenue summary is enclosed in the packet.
5. Report of Parks Volunteer Hours. The volunteer hours may be one month behind. Ande will create categories to report hours and update. Volunteer hours by workgroups should be collected by the commissioner assigned. Awake Palmer Lake is working on the new gage for the lake level and plan to install it in the first part of June. Discussion took place about the pickleball court grant submittal from Awake Palmer Lake. The Board granted permission for Awake the Lake to pursue a grant. Jason reported that a water main is in the site area. Discussion about event banners in town took place and Collins stated the sign code is still in flux. It was suggested to submit their concerns to the Planning Commission.

**Business Items**

6. Review 2023 Project List (Continuous Update). Mike reported the two sitting benches on the east end of the bridge have been installed. Certificates will be awarded to the scouts at their troop meetings.
7. Consider Point of Contacts as Reviewed at Workshop. Discussion took place to remove and add POCs for specific duties. Social media responsibilities were discussed, and it was agreed that approved positive facts should be posted quickly. Phyllis will deliver Service in the Parks and Garage Sale flyers to local businesses.
8. Discuss Response to Pickle Ball Postings. After extensive discussion, it was determined that Samantha Deeder and Ande Furr will manage the social media posting.
9. Plan Parks Service Day (6/3) for Trail Clean Up - Consider Workshop. Samantha will manage the Parks Gmail email account and will receive the volunteer waivers. It was decided to park and meet by the Glen Park tennis courts for the Service Day. Reid will draft parking passes. Jason will order a roll off and place it near the area. Gene is working with groups that can bring 25+ volunteers. Discussion took place about how to remove some of the large items dumped near Prairie St. It was agreed that only those experienced with a chainsaw should participate in cutting. Jason asked that piles be placed along the roadway for easy hauling and place cones for safety. Gene's volunteer group will also plan a cutting day for the new trail area on May 20<sup>th</sup> and will use their own chainsaw. Wood will be stacked, and piles separated. All volunteers, including commissioners, must sign waivers.
10. Plan Community Garage Sale. The garage sale will be a free event and a map will be put together by Samantha. Cindy will have a garage sale at her home and will include various street signs. A certificate of authenticity will be included, signed by Jason and Larry.
11. Update - Phase 1 New Trail Activity. Gene reported Resolution 28-2023 was approved by the Board and that the training he attended was a success. Colorado Springs Parks Ranger will conduct a 30-minute presentation at the Parks workshop on May 23<sup>rd</sup> called "Leave No Trace" offered at no charge. There is grant money for Master Planning. The US Forest Service, Colorado Springs Parks, and a number of agencies recommended not doing your own Master Plan. Reid met with Tim Kite and walked the trail to Kent St. He agreed to cut the corner so the trail can avoid large tree on private property. He will need to relocate his fence. Dawn also received concerns about the trail and will assemble the comments and concerns to bring before the Board. Discussion took place about an undeveloped right of way that crosses Kent.

Trustee Farr left the meeting.

12. Consider Breakaway Bridge Designs. The temporary breakaway bridge designs, photos and measurements will be submitted for permit approval. A land use permit application and plans will also be required by the town. Donated logs were found from the Black Forest fire and hardware supplies are needed to purchase. MOTION (Ande, Cindy) to approve the breakaway bridge supplies and hardware purchase not to exceed \$1,000 for the bridges. Motion passed 7-0. Cindy discussed her involvement with Mile High Youth Core (MHYC) in partnership with the GOCO grant. They could provide trail training/building, bringing 25+ young adults and provide everything at no cost. Cindy will facilitate coordinating the meetings with MHYC 6/5 - 6/8. MOTION (Cindy, Samantha) to inform CJ with Mile High Youth Core and Ken Crowmash with VOC to contact Gene K and Mike P to conduct trail training in Palmer Lake. Motion passed 7-0.

Jason Dosch left the meeting.

13. Trail Fundraising Events - Consider Workshop. Tabled to the workshop meeting on May 23<sup>rd</sup>.

**Centennial Park**

14. Update - Master Plan Activity. Cindy worked on reviewing the Master Plan history, purpose, and proposed projects for each year. She explained some historical findings. Dawn was asked about the elephant rock master plan meeting and responded the kickoff meeting is rescheduled to June 14<sup>th</sup> at 1pm at town hall.

15. Update - Pickleball Court Grant. This item was previously discussed. Reid is working with D38 Mark Belcher to help put together a survey regarding a multi-use field. Discussion ensued about the Daniels Fund and other grants.

16. Little League and Ballfield Use. Reid stated that he and Dawn met with Dion of the Little League by zoom. A signature is needed for the approved MOU. He explained that they will maintain the field, have formed a committee to raise funds, and have a donor to match contributions. The plans include adding benches, dugouts, turf, bleachers, and higher fencing and will submit the plan in writing to the Town by 5/31. Cindy mentioned there are grants to help with these projects.

Cindy left the meeting.

#### **Glen Park**

17. Update - Tennis and Pickleball Courts. The pickleball association donated \$1100 to help purchase new portable nets and standards.

**Public Comment.** Kevin Magnar commended the Parks Commission for a job well done and added to keep up the good work.

**Report of Other Meetings.** None.

**Next Meeting (5/23 workshop) and Future Items.** Items for the workshop were reviewed - Service Day 6/3 final, Trail fundraising events, 30 min presentation on Trail Awareness at 5p and the Centennial Park Master Plan working documents.

**Adjourn.** Commissioner Reid Wiecks adjourned the meeting at 7:34 pm.

**Minutes by:** Tish Torweihe, Admin Specialist

**Dawn Collins**

**Subject:** Kiosk

Kiosk Revenue	MAY 2023 Collections for the Kiosk / Transactions: 654	
	\$ 3,466.20	Gross Collections
	\$ (196.20)	Fees
	\$ (70.00)	Monthly T2 Svc charge
	<u>\$ 3,910.00</u>	Net Collections - April
	Collections 2023 YTD / YTD Transactions: 1,956	
	\$ 12,700.00	Gross Collections
	\$ (739.00)	Fees
	\$ (394.00)	Monthly T2 Svc charge
	<u>\$ 9,500.00</u>	Net Collections
	\$ 1,133.00	Total Fees 9%

Dawn A. Collins, CMC  
Town Administrator/Clerk



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## **Tri Lakes Little League partnership with the Town of Palmer Lake Plan to upgrade to Baseball/Softball field(Initial Stage)**

Phase 1 Year One Complete by Spring 2024

- Artificial Turf Outfield first
- New Dugout: Fenced in and covered or underground
- Replace or Fix Fence
- Sun Shield on the large back stop fence
- Add wood to back stop so that the ball is not hitting solid rock and not having a traditional bounce.

Phase 2 Complete by Spring 2025

- Artificial Turf in infield
- New bleacher seating. Possible stadium seating
- Scorer Box behind home plate
- Landscape Around new seating and along field fence line

**Dawn Collins**

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**Subject:** FW: Disc Golf

Greg, I met with Tim yesterday morning at the bridge to discuss an idea that Tim has that would potentially benefit all parties and fit into the Centennial Park master planning underway.

Tim's ideas include a number of things:

1. Tim and Awake Palmer Lake have, with the agreement of Parks and the Board of Trustees, submitted a grant concept and application for 6 pickle ball courts in the open area north of the Pedestrian Bridge west entrance, east of the parking lot along 105 and west of the RR fence, south of the first two DG holes.
2. The grant would also be for a rest room facilities in the parking lot area (actual location to be determined) south of the same west bridge entrance.
3. He is suggesting that all 18 disc golf holes be located on the east side of the bridge and RR tracks, with holes 1 and 18, in the area immediately below the east exit of the bridge. Hole #1 would be closely accessed from the parking lots mentioned above.
4. Hole 18 is a perfect example of that as the golfers finish they can go up the to be shortly installed steps and cross the bridge to their cars, bathroom, restaurants.
5. The shifting of holes outlined would also make it unnecessary to cross the RR tracks (an ongoing problem) as a short cut to access the next hole.
6. The area where the first tee and hole are currently would become a shaded picnic area for park users on the west side, the only such area on the west side.
7. Following up on an earlier conversations - can you send me your request for cut logs to be used on the course so that I can pass them along to PLVFD? Nothings longer than 6-8'?