



## **PARKS COMMISSION**

**Tuesday, September 12, 2023 at 5:00 PM**

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

**\*Live Stream available on Town website\***

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### **AGENDA**

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

#### **Call to Order**

#### **Roll Call**

1. Welcome New Members

#### **Approval of Minutes**

- [2.](#) Minutes from 8/8/2023

#### **Petty Cash Report**

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

#### **Town Administrator Report**

3. Kiosk Revenue
4. Report of Funds Expended
5. Update on RR Lighting Plan

#### **Business Items**

6. Consider Alternate Parks Commission Member
7. Parks Volunteer Hours Report
- [8.](#) Plans for Creek Week Service Day on 9/30
9. Update on Trail and Bridges
- [10.](#) Update on Non-motorized Grant

**Centennial Park**

- 11. Centennial Park Updates - Ped Bridge Landscaping, Restroom Door Repair, Court Activity  
South End SUP and Kayak Launch Area, Need for Signs along Water below Landscaping, East End of Bridge

**Glen Park**

- 12. Update on Tennis/Pickleball Courts and Rules

**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 (9/26 workshop) and Future Items**

- 13. Summary of 8/21 Workshop Activity
- 14. Palmer Ridge Pickleball Club

**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, August 08, 2023 at 5:00 PM

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

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### MINUTES

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**Call to Order.** Commission Chair Reid Wiecks called the meeting to order at 5:02 PM.

**Roll Call.** Present: Cindy Powell, Ande Furrer (left at 6:15 PM), Phyllis Head, Mike Pietsch, Reid Wiecks. Others present: Staff Dawn Collins, Jason Dosch, Tish Torweihe.

#### Approval of Minutes

1. Minutes from July 11, 2023. MOTION (Reid, Phyllis) to approve minutes from July 11, 2023. Motion passed 5-0.

**Petty Cash Report.** Mike Pietsch reported donations and expenditures with a new balance of \$295.

**Public Works Supervisor Report.** Public Works Supervisor Jason Dosch reported that parks staff have spent extra time fixing the baseball field split rail fence along Hwy 105. Landscapers are working on the east side of the pedestrian bridge constructing the stairs on the north and south slope.

**Town Administrator Report.** Collins provided the current revenue collected for the kiosk - July \$7435 and year to date total is \$24,800. Jason ordered higher quality receipt paper for the kiosk due to damp weather and experiencing paper jams. Jason recommended considering paperless options for future kiosks. Cindy expressed concern for senior patrons that are not tech savvy and a traditional kiosk needed to accommodate our residents. Collins inquired about requesting reimbursement from Awake Palmer Lake.

#### Business Items

2. Review and Consideration of Application for Appointment. Ms. Jennifer Nilson introduced herself to the members. She stated that she would like to get involved with the community and help with organizing volunteers, learn new things and enjoys physical work. MOTION (Reid, Cindy) to recommend appointment of Ms. Nilson to the Board. Motion passed 5-0.

Parks Commission also heard from Mr. Kevin Magner. Kevin understands procedures and policies with his experience in the military and would like to be involved in giving back to the community. He enjoys physical work and has been involved with the new trail development. MOTION (Reid, Phyllis) to recommend appointment of Mr. Magner to the Board. Motion passed 5-0.

3. Parks Report. Volunteer hours were submitted for June 2023.

4. Review of CTF Fund Use and Other Park Funds. Discussion took place regarding the use of the CTF funds for playground resurfacing, mulch and weed spraying. These are funds that must be spent each year.
5. Creek Week - Fall Service Day. Commissioner Mike Pietsch reported that he was able to add the North Monument Creek section to Creek Week responsibility of Palmer Lake and focus on Glen Park and the Lake area. The Service in the Parks flyer will highlight Creek Week to generate more awareness. Mike will not be available to work Creek Week and will need assistance to pick up cleaning supplies for the event. The service day will take place on September 30<sup>th</sup>.
6. Update on Kent, Prairie, Creekside Trail, and Bridges. Trail activity is progressing at Kent and Prairie. Noxious weeds have been taken care of. Creekside trail had approximately 5-6 people that placed rocks on both sides of the creek for the future bridge. Discussion took place about the exposed sewer line near Greeley bridge. GMS will manage the work with the least amount of disturbance. The work may impact the trail and Engineers have approved the emergency work needed.
7. Reconsider Letter Relating to Right of Way Vacation (Bickford/Quint). Discussion took place regarding the proposed request to vacate a Right of Way in light of the requirement of a utility easement. MOTION (Cindy, Phyllis) to approve the revised letter recommending that the vacation not be approved. Collins noted this will be included when an application is submitted. Motion passed 5-0.
8. Update on Elephant Rock Property. Dawn reviewed the Board's determination to work with Willan's and Paravicini as tenants. Willans to lease 2.8 acres for a spa, amphitheater, and gym; and Paravicini to lease the chapel, cottage and surrounding area. Trustee Jess Farr plans to update a property map. The Board voted to remove the cabins and one long building and continue exploring new park trails.

### **Centennial Park**

9. Update on County Restroom Door Repair/Replacement. The Centennial Park recreation bathroom has been temporarily fixed and the repair cost is estimated at \$6750 to be replaced.
10. Update Ped Bridge Lighting. Collins stated that the lighting proposal was submitted to the railroad and she will follow up on the status.

Ande left the meeting at 6:15 PM.

11. Proposed Restroom (and Size) on West Side. The proposed site for the westside restroom was presented by Mike and Reid after assessing the area and location of water and sewer. It is proposed to be halfway between the ballfield and the west exit of the pedestrian bridge, into the trees, with a shared wall for plumbing. This will become a strip park in the future behind and slightly south of the 105 Social House. MOTION (Phyllis, Cindy) approved the suggested location and size as reviewed. Motion passed 4-0.
12. Electric Panel at Ballfield Upgrade (APL). Reid and Parks Commission expressed a special Thank you to Awake the Lake for upgrading the panel. The location of the electrical panel is closer to the right field by home plate. Awake the Lake agreed to pay \$2100 for the repair by Duke Electric.
13. Update on East Ped Bridge Landscaping (APL). East side is being worked on and discussion ensued about the importance of contractors notifying the Town when working on Town property. Residents called the Town with concerns of activity at Centennial Park and Town staff was unaware of contractors on site.

**Glen Park**

14. Update on Tennis/Pickleball Courts. Reid is hopeful the water truck will be available for the work being done and scheduled to start on August 28<sup>th</sup>. Reid will coordinate between Renner and Jason once confirmation is received for the start date about one week advance.

15. Court Rules Proposed by Pickleball Members. The Pickleball members submitted game rules that were not clear. Mike will be reviewing the rules to make them more specific to league rules. Reid will be contacting Renner to review the contract on the resurfacing of the court.

16. Update on Independent Volunteer for Creekside Trail. The independent volunteer work of trail clean up is Luke Smallman and his mother. A waiver was requested.

17. Dead Crawfish in Creek. Residents were concerned about the dead crawfish and possible danger. Colorado Wildlife is aware and reported that crawfish are hardy and typically do not die easily so the conclusion was that someone put them there. Currently there is no danger to wildlife, pets or people.

**Public Comment.** None

**Report of Other Meetings.** None

**Next Meeting and Future Items.** Next workshop will take place on 8/22 and the next meeting will be 9/12.

18. Summary of 7/25 Workshop. Discussion of a proposed Earth Day event inviting vendors and speakers for a public meeting; and a Leave No Trace and Noxious Weeds public information meeting will be hosted the Saturday before Earth Day – on April 20, 2024.

19. Upcoming Workshop Agendas - 8/22 to review pickleball net storage; fall service day; and follow up on public information events; on 9/26 to attract volunteers along with Awake the Lake, review of budget and funding sources of big budget items in future years.

**Adjourn.** Reid adjourned the meeting at 6:40 PM.

*Minutes by: Tish Torweihe, Administrative Specialist*



**SEPT 30<sup>TH</sup>**  
**9 AM – 12 PM**

CREEKS - PARKS - TRAILS - NOXIOUS WEEDS

# “FOUNTAIN CREEK WATERSHED DISTRICT CREEK WEEK” SERVICE IN THE PARKS DAY

**THE PARKS COMMISSION IS SEEKING YOUR HELP ON Saturday 9/30/23 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 of 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 park near and meet at Glen Park tennis courts 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](http://townofpalmerlake.com)

See Forms > Waiver Agreement

**EMAIL YOUR WAIVER AGREEMENT & CONTACT INFORMATION TO:**

[palmerlakeparkscommission@gmail.com](mailto:palmerlakeparkscommission@gmail.com)

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

## CPW Project Scope Palmer Lake Creekside Trail System

### Overview:

Palmer Lake Parks and Trails Commission is putting in a new trail system running from Kent St. to North Monument Creek and Monument Creek. This adds approximately 1.3 miles of trails and connects with other trails in Palmer Lake. This new trail crosses North Monument Creek several times and the United States Air Force Academy (USAFA) Civil and Environmental Engineering cadets will design and build three bridges for these crossings beginning, with design beginning in fall 2023 and final construction completed in spring 2026.

The USAFA will design the Chicken Coop Bridge in fall 2023 and construct it in spring 2024. They will design the Kent Street Bridge in fall 2024 and construct it in spring 2025. Lastly, they will design the Historic Epworth Bridge in fall 2025 and construct it in spring 2026. This grant will be used to pay for the materials needed to construct the bridges. The USAFA are donating their time and effort for the design and construction.

### Details:

The Palmer Lakes Parks and Trails Commission is adding a new trail system in Palmer Lake which will connect the Greenland Open Space Trails and the Santa Fe Trail to the Creekside Trail, Glen Park, Reservoir Trailhead and the newly acquired 28-acre Elephant Rock property. Within this new trail system, the Palmer Lake Parks and Trails Commission will partner with a Mile High Youth Corps day crew over a four-week period in summer 2024 to construct approximately 1.3 miles of trails. This grant will be used to pay for the materials needed to construct three bridges along this new trail where it crosses North Monument Creek. Dr. Brad Wambeke, a Civil & Engineering Professor at the USAFA, is having his cadets design and build the three bridges over a three-year period.

This new trail connects to Santa Fe Tail located in the Palmer Lake Recreational Area. The trail crosses Colorado Highway 105 at Spring Street. The trail continues down Kent Street and the new trail construction begins at the end of the street. From the end of Kent St, the trail goes down to North Monument Creek where USAFA will construct the Kent Street Bridge (see Fig. 1).



Fig. 1 Kent Street Bridge Site

After a hiker crosses this portion of North Monument Creek, they will reach the current Creekside trail. Heading NW, they can continue to Glen Park or Palmer Lake Reservoir Trailhead and hike into Pike National Forest or continue SE to the new trail system.

At the end of the Creekside Trail, the hiker will cross Spring Street at the T-intersection of Lover's Lane. The trail starts again just east of Spring Street and continues following North Monument Creek. The Mile High Youth Corp and Volunteers of Colorado began constructing a portion of the trail at this point during a training session in June 2023.

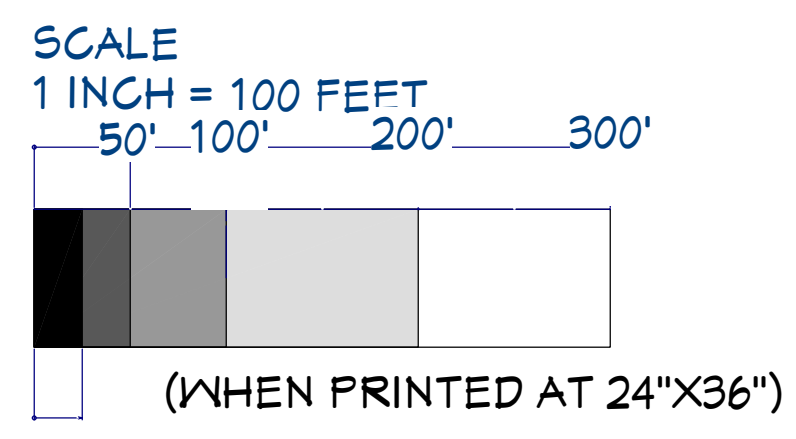
The trail continues to meander adjacent to the creek until the hiker reaches a crossing that has heavy erosion where USAFA will construct the Chicken Coop Bridge (see fig. 2). After crossing, the trail continues to a grassy area and after the grassy area there was a historic bridge that connected the area to Epworth Highway. The USAFA will construct the Historic Epworth Bridge at this site (see fig. 3).



Fig. 2 Chicken Coop Bridge Site



Fig. 3 Historic Epworth Bridge Site



MAP DRAWN FOR CONCEPTUAL PLANNING PURPOSES ONLY. ACCURACY NOT GUARANTEED.

PROJECT SITE MAP

TOWN OF PALMER LAKE PARKS AND TRAILS COMMISSION

DATE:	8/31/2023
SCALE:	1"=100'
SHEET:	P-1