



PARKS AND TRAILS COMMISSION - SPECIAL MEETING

Tuesday, September 24, 2024 at 5:00 PM

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

LIVE STREAM available on Town website

AGENDA

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

Call to Order

Roll Call

Business Items

- [1.](#) Review/Consider Final Design and Verbiage for Pickleball Signs - Rules and Paddle Up Explanation
- [2.](#) Review/Consider Memorial Tree Request (J.Tool)
- [3.](#) Consider Letter of Intent to Enter Agreement with Palmer Divide Soccer Club
4. Review/Consider Parameters for 2nd USAFA Bridge

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.

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.



PADDLE UP RULES

Be Fair – Be a Good Sport
Have Fun – Enjoy the Fellowship

Item 1.

The following Paddle Up player rotation system will be used to rotate in players waiting for courts when all courts are being used.

- Players waiting to play will place their paddles in the paddle rack to wait for the next available court. Paddles will be placed in order of the player's arrival to the rack, with the first paddle being placed in the first slot on the **left**. Players will sequentially place their paddles in the next open slot to the right.
- All players, regardless of skill level, must be respectful of other players who have paddled up and are waiting to play. A paddled up player who does not want to play with others who have skills higher or lower than those the player will be paired with on the rack has the obligation to move their own paddle down the rack (to the right) until the player finds waiting players with the skill level they desire.
- **All games will be played to 11 points, win by 2 points.**
- Only **one** game may be played if players are waiting. Once a game is finished, a departing player will call out **"open court"** to the waiting players, and the players with the next 4 paddles in line will go to the open court.
- If 2 players want to play singles, or a group of players wants to stay together to play, they must coordinate with other waiting players to ensure their paddles are next to each other in the rack.
- If there are **less than 4 paddles in the paddle rack**, the players who have finished their game will call out **"open court"**, with one or more players staying on to play the players next up on the rack. If the finishing players cannot decide which players stay to play, the winning players will stay on the court. The goal is to rotate all players on the courts and waiting in the rack so all players have an opportunity to play.
- Players starting a game will **limit their warm-up time to no more than 2 minutes**. Players who want to drill and/or use a ball machine and not play a game are limited to **15 minutes** before leaving the court and paddling up.

Do not move any paddle on the rack without the permission of the paddle owner!



Centennial Park Pickleball Court Rules

Court Hours: 7:30am - Dusk

Be Fair – Be a Good Sport
Have Fun – Enjoy the Fellowship

Item 1.

- Courts are for pickleball play **only** at players own risk
- Court use will be first-come, first-serve unless otherwise designated for a special permit, activity, or event approved by the Town
- Court time is limited to one (1) game, if others are waiting to play – first to 11 points and win by 2
 - If there are more players than available courts, the Paddle-up system must be used for all courts, except for any courts authorized by the Town for a Special Event
 - See rules posted on separate Paddle-up signage
- Smooth bottom court shoes or sneakers **only**
- Never play on wet or frozen courts. **NO SHOVELS** or snow/ice removal techniques of any kind allowed – this will void warranty and damage court surfacing
- **Anyone damaging Town/public property will be cited/prosecuted per Town Code, Section 12 – (8) Damage to park property. “It shall be unlawful for any person in any manner to injure, deface, destroy, sever, or remove any park property.”**
- Children under 12 years of age must be accompanied by an adult
- All players must leave the courts and surrounding area free of litter and trash. Please keep our courts clean!
- Be courteous and treat each other with respect. Rudeness, criticism, yelling at others, or otherwise ignoring the Town’s court rules will not be tolerated
- Use of the courts is subject to all Town and other applicable rules, policies, laws and ordinances, including enforcement actions for violations

Not Allowed inside fence or on court surface:

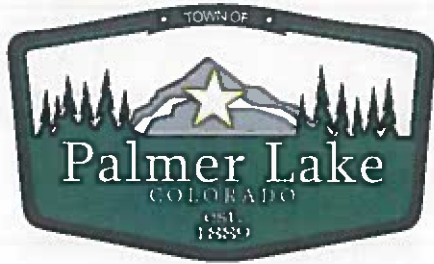
- Pets
- Food/drink of any kind
- Smoking/vaping
- Strollers
- Tents
- Chairs
- Bikes
- Rollerblades
- Skateboards, or other wheeled objects
- Glass containers
- Music
- Parkour
- Any other activities that could damage court surface, nets/posts, or fencing

A Town-issued permit is REQUIRED for:

- ALL paid lessons/athletic services, to include tournaments, clinics, etc.
- Vendors
- Commercial use
- Posting of signs, banners, or decorations

Contact Town staff for permit inquiries – 719-481-2953

TO REPORT VIOLATIONS OR VANDALISM CONCERNS, PLEASE CONTACT THE TOWN OF PALMER LAKE AT 719-481-2934.



TOWN OFFICE USE ONLY

Date Received: 7-29-2024 By: [Signature]

REQUEST TO ERRECT MEMORIAL WITHIN TOWN OF PALMER LAKE PROPERTY

Please answer the following questions as completely as possible and submit to the Parks Commission.

APPLICANT INFORMATION

Name: Tom & Judy Brennan Phone: 719-331-2813

Email: tompbrennan@yahoo.com

Mailing Address: 4215 Hidden Rock Rd

City: Colorado Springs State: CO Zip: 80908

MEMORIAL INFORMATION

Who is the Memorial for: Adam Knull

Is the person/group to be memorialized living? Yes No

If no, when did the person pass (date): 7/28/2023

If yes, when did they cease being active in Palmer Lake affairs? (date) 7/28/2023

Please explain the significant contribution to or impact this person made in Palmer Lake? What activities or role did they play to improve the Town? Be specific and attach documentation if needed to illustrate your explanation.

Our daughter Katie Brennan and Adam Knull have lived in Palmer Lake for quite a few years. They enjoyed the open spaces, restaurants, hiking and the wonderful people in Palmer Lake. Katie still lives in Palmer Lake and truly loves living there.

Describe the Memorial(s) proposed and attach drawings or photos as needed: color, material, size (height, width): We propose to plant a nicely shaped blue spruce tree from Headrich's or some other nursery in town. This would be professionally planted at no cost to Palmer Lake. We would welcome input on possible locations and whether another tree varietal would thrive better.

Explain the Memorial(s) design and connection to the person being memorialized: We would like to have a very simple plaque on a metal post near the tree to commemorate Adam and envision it to be no larger than say half the size of a sheet of paper

Where would you like to erect the memorial? not sure, seeking input and advice from you. fear the memorial bridge might be good since there is a train already there for Adam

Where would you like to erect the memorial? _____

What will the plaque, if any, say? Please quote exactly:

Adam Knoll

In memory of Katie's loving husband and our son in law

What maintenance cost is anticipated and who will perform them on what schedule?

\$0

When do you anticipate installation of the memorial (once approved):

Fall 2024

Who will do the construction/installation of the memorial:

Professional planting by nursery where we will purchase the tree

TOWN OFFICE USE ONLY

Parks Commission action: _____

Proposal received by (Name): _____

Parks Commission review (date): _____

Action:

Approved Not Approved Tabled Until (date): _____

Notification of final action completed: _____

Parks Commission Member Assigned: _____



September 27, 2024

ATTN: Palmer Divide Soccer Club

RE: Letter of Intent
Memo of Understanding for Improvement

It is the town’s intent to enter a Memorandum of Understanding (MOU) with Palmer Divide Soccer Club for the purpose of planning, raising funds for, designing, constructing, operating, and maintaining a soccer field with artificial athletic turf and amenities, to be installed on town property located at the south end of Palmer Lake, Palmer Lake, specified for this purpose.

The town conducted public surveys in the past and 85% of responses supported a soccer field as the first choice for use of the specified space. The Palmer Divide Soccer Club shall have first right of refusal for scheduling practice and game times.

This letter of intent and subsequent mutually agreed to MOU between the Town of Palmer Lake and Palmer Divide Soccer Club is recommended by the Parks and Trails Commission and supported by the Town Board of Trustees to be completed.

The Town of Palmer Lake appreciates the partnership with Palmer Divide Soccer Club and looks forward to working together.

Sincerely,

TOWN OF PALMER LAKE

Glant Havenar, Mayor

Reid Wiecks, Chair
Parks and Trails Commission

ATTEST: _____
Dawn A. Collins, Town Clerk

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM (“MOU”) is entered into on the Effective Date, by and between the Parties on the terms and conditions set forth below for the purpose of planning, raising funds for, designing, constructing, operating, maintaining, repairing, and replacing a multi-use, artificial turf athletic field and amenities to be located on property located generally at the south end of Palmer Lake and currently owned by _____, as depicted generally on Exhibit A, referred to as “the Project”.

1. Parties

- a. The Palmer Divide Soccer Club, a Colorado _____ (“PDSC”)
- b. The Town of Palmer Lake (“the Town”), a Colorado municipal corporation, acting by and through the Palmer Lake Board of Trustees (“BOT”), and when duly authorized by the BOT, the Palmer Lake Parks and Trails Commission (“PLP&TC”)
- c. The PDSC and PLP&TC are referred to collectively referred to as “the Parties”.

2. Effective Date. The MOU shall be effective _____, 2024.

3. Fund Raising.

- a. The PDSC will contribute funding on the following basis: _____
- b. The Town will contribute funding on the following basis: _____
- c. The Parties will work cooperatively to research and apply for available grants and other funding for the Project outside the resources of the Parties, including but not limited to:
 - i. Daniels Fund
 - ii. Colorado Youth Soccer field grants
 - iii. Colorado Department of Local Affairs (DOLA) grants
 - iv. Great Outdoors Colorado (GOCO) grants.
 - v. Reservation fees from other sports groups
 - vi. On-field advertisements and sponsorships
 - vii. Concession sales

4. Designing

- a. The Parties will retain the services of a professional experienced in the design of multi-use artificial turf athletics fields.
- b. The Parties will work with such professional to develop a timeline for the design and construction of the Project.
- c. Field survey

5. Construction

- a. Draft improvement Agreement between the Parties, working with Town staff

- i. Responsibilities of PDSC under the Improvement Agreement
 - ii. Responsibilities of PLP&TC under the Improvement Agreement
 - b. Construction of fence along north side of field
- 6. Operation and scheduling
 - a. The Parties will work with Town staff to develop a scheduling program that will utilize the planned scheduling program and reservation system for all Town facilities.
 - b. The Parties will agree on a date by which all scheduling for an upcoming athletic season will be set.
 - c. PDSC will have first priority for use of the field to schedule its practices and games at no charge.
 - d. Once the PDSC has scheduled its practices and games for the season, the schedule would be open for other clubs or groups who be charged fees for the use of the field, with the Parties to agree on the appropriate charges or fees for such use.
 - e. All users scheduled users of the field shall have appropriate insurance in place as determined by agreement of the Parties.
- 7. Concessions
 - a. Concession facilities contemplated
 - b. Agreement as to funding, design, construction
 - c. Maintenance, repair and replacement covered in agreements addressing maintenance, repair and replacement of the field
 - d. Operation
 - e. Expenditures of funds generated – do these go toward operation, maintenance, repair, replacement of the field or to the organization that operates the concessions?
- 8. Maintenance
 - a. Maintenance agreement to be negotiated between the Parties prior to commencement of the use of the field.
 - i. Maintenance to be provided by paid PDSC staff member.
Maintenance shall include: _____ (clean up, trash removal, striping, goal maintenance, other structural maintenance?)
 - ii. Maintenance obligations of PLP&TC
 - iii. Funding for outside maintenance
- 9. Repair
 - a. Repair obligations to be negotiated between the Parties prior to commencement of the use of the field.
 - i. Repair obligations of PDSC
 - ii. Repair obligations of PLP&TC
 - iii. Funding for repairs that cannot be accomplished by Parties
- 10. Replacement

- a. Parties anticipate the field will need to be replaced in approximately 15 years
- b. Replacement agreement to be negotiated between the Parties prior to commencement of the use of the field.
 - i. Replacement obligations of PDSC
 - ii. Replacement obligations of PLP&TC
 - iii. Funding for replacement
 - iv. Funding for removal of the field and improvements if the Parties elect not to replace in order to restore the property

11. Miscellaneous Provisions

- a. Representation of PLP&T on PLSC Board
- b. Contacts:
 - i. For PDSC: _____
 - ii. For PLP&TC: _____
- c. Financial obligations of the Town subject to annual appropriations
- d. Colorado Governmental Immunity Act

Exhibits:

Exhibit A: General depiction of proposed multi-use athletic field