



PARKS COMMISSION - RESCHEDULE FROM 7/4

Monday, July 18, 2022 at 5:00 PM

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

AGENDA

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

Call to Order

Roll Call

Approval of Minutes

- [1.](#) Approval of Minutes 6/6/22

Petty Cash Report

Public Works Supervisor Report

Town Administrator Report

Business Items

- [2.](#) Memorial Request
3. Report on Festival on the Fourth
4. Review Town Sign Sales Fundraisers
- [5.](#) Review of PD Kiosk (STEP) Plan
6. Use Donated Fence (Wildlife area?)
- [7.](#) Follow up on Parks Playground Inspection(s) - Work Completed
- [8.](#) Update on Draft Parks Trifold (funding by Tri-lakes Chamber)
- [9.](#) Timetable for Projects 2022
10. Chatauqua Trail Visit
11. Park Gardens Upkeep
12. Planning Fall Service Day (September 24, 9 AM - 12 PM)

Centennial Park

13. Update: Ped Bridge (RR Fencing)

- [14.](#) Ped Bridge Improvement of Hill (Steps)
- 15. Create (Permanent) Ped Bridge Lighting Plan
- 16. Report on Disc Golf Course
- 17. Review Eagle Scout Project Wildlife Area
- 18. Gazebo Picnic Bench Placement
- 19. Review Lake Condition

Glen Park

- 20. All Trails Mobile Application "Notice" of Reservoir Roadway
- 21. Tennis Court Net & Paddle Ball

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 (August 15th rescheduled from August 1 - holiday) and Future Items

(Workshop: Plan Winterfest, Review Events to Fundraise, Noxious Weeds Plan)

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

Monday, June 06, 2022 at 5:00 PM

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

MINUTES

Call to Order. Commissioner Wiecks called the meeting to order at 5:01 PM.

Roll Call. Present: Cindy Powell, Mike Pietsch, Reid Wiecks, Ande Furrer, Phyllis Head, Andy Maguire, Lindsey Leiker. Others: Dawn Collins and public members Josh Rosa, Jessica Sweet and Terry Watson.

Approval of Minutes

1. Minutes from May 9 Meeting. Reid mentioned one change about the pea gravel delivery location. MOTION (Powell, Leiker) to approve the minutes with the modification. Motion passed 7-0.

Petty Cash Report. Mike provided a summary of the cash activity for a current total of \$480.

Public Works Supervisor Report. Jason Dosch was unable to attend, and Dawn Collins relayed his urgency for the gazebo repair as well as down tree limb clean up. Collins also showed a pic of the bar piece that will replace the bubble piece on the playground equipment.

Town Administrator Report. Dawn Collins inquired about assistance to identify noxious weeds to be sprayed by a service in the next week or two. Phyllis and Andy will create a list and coordinate with staff for the service.

Business Items. Reid requested taking item 11 first.

11. Disc Golf Special Event Request. Mr. Josh Rosa introduced and reviewed the disc golf event for July 17. He stated he anticipates roughly 80 participants with over 20 signed up. Members suggested various ideas to enlarge the event. Mr. Rosa did agree to a donation of \$5 for every registration. MOTION (Leiker, Powell) to approve the event. Motion passed 7-0.

2. Update on Wildflower Garden in Glen Park. Reid introduced Jessica Sweet and she explained the planting and care of a wildflower area at Glen Park by donation. Reid requested her address to send a thank you letter for the donation.

Reid further inquired about noted another resident planting and caring for the bathtub in the Glen and the ROW along Spring St.

3. Final Plans for the Festival on the Fourth. No report.

4. Review Parks Meeting Dates/Holiday Conflict. Meetings were discussed and it was unanimously agreed to push the first Monday of the month meeting to the third (regular workshop) Monday to meet when holidays occur – July, September, and October.
5. Review Community Garage Sale and Distribute Flyer. Phyllis and Cindy intend to also sell items at the Town Hall area. Collins will confirm the availability of June 11. Phyllis will also hand out noxious weed books. Lindsey will forward the map to finalize and post to the website.
6. Update on Parks Tri-fold Flyer. Discussion took place about the draft version Cindy is creating and adding rules or regulations. It will be further discussed at a June workshop.
7. Update on Scout Projects. Mike provided an update of all projects, including – Keith working on the split rail fencing at the wildlife area at the lake (Ande and Mike will assist getting rails to the area); Jordan working on two benches at the bridge; David working on building a pergola near the lake; Ethan working on information boards. Additional project ideas were mentioned, including a future pergola at Columbine Park and curb/cushion at Glen Park.
8. Reschedule Service Day in Parks. The Parks rescheduled service day will take place on Sat., June 25 and begin at 8 AM. Volunteers should meet at the parking lot across from the Arts Center and will include limb clean up. Collins will confirm allowed use of chainsaws in fire restriction. Phyllis suggested an additional tree service, Blue Tree.
9. Chipping - Fire Volunteers (Parks assistance). Discussion took place about how residents could be assisted with hauling slash to be chipped. The Parks Commission members determined not to offer help and leave it to the property owner. Terry Watson explained the process she does on her property.

Centennial Park

10. Use of Ballfield - Festival on the Fourth. Collins will restate use to Cindy via email.
11. Addressed at the start of the meeting.
12. Review/Update of Disc Golf Course. Andy provided an update of items the disc golf club intends to address on the course. Hole 3 tee will be moved further east in the coming weeks.
13. Coordinate Centennial Gazebo Repair. Discussion took place about the contractor availability and what work members can prep. Collins will speak with Jason Dosch about additional options to complete the repair prior to the weekend of June 17.

Glen Park

14. Update on Zipline Property Visit. Reid relayed a summary of the on-site meeting with Mr/Mrs Ross and questions out of the discussion for legal. Collins offered the response from the Town Attorney to the questions. The areas of concern are the trail encroaching on the Ross' private property in multiple places and the location of the zipline over town property. MOTION (Wiecks, Furrer) to recommend that Ross' move all personal property inside the boundaries of their property and move the trail off the Ross property on service day by the advise of Town Attorney. Motion passed 7-0. Reid offered to mention it to Mr. Ross and Collins will send notice via email.
15. Parking Kiosk Update (Revenue). Collins provided an accumulated total of parking revenue – net total of \$12,160 since March. The parking kiosk is now creating revenue.

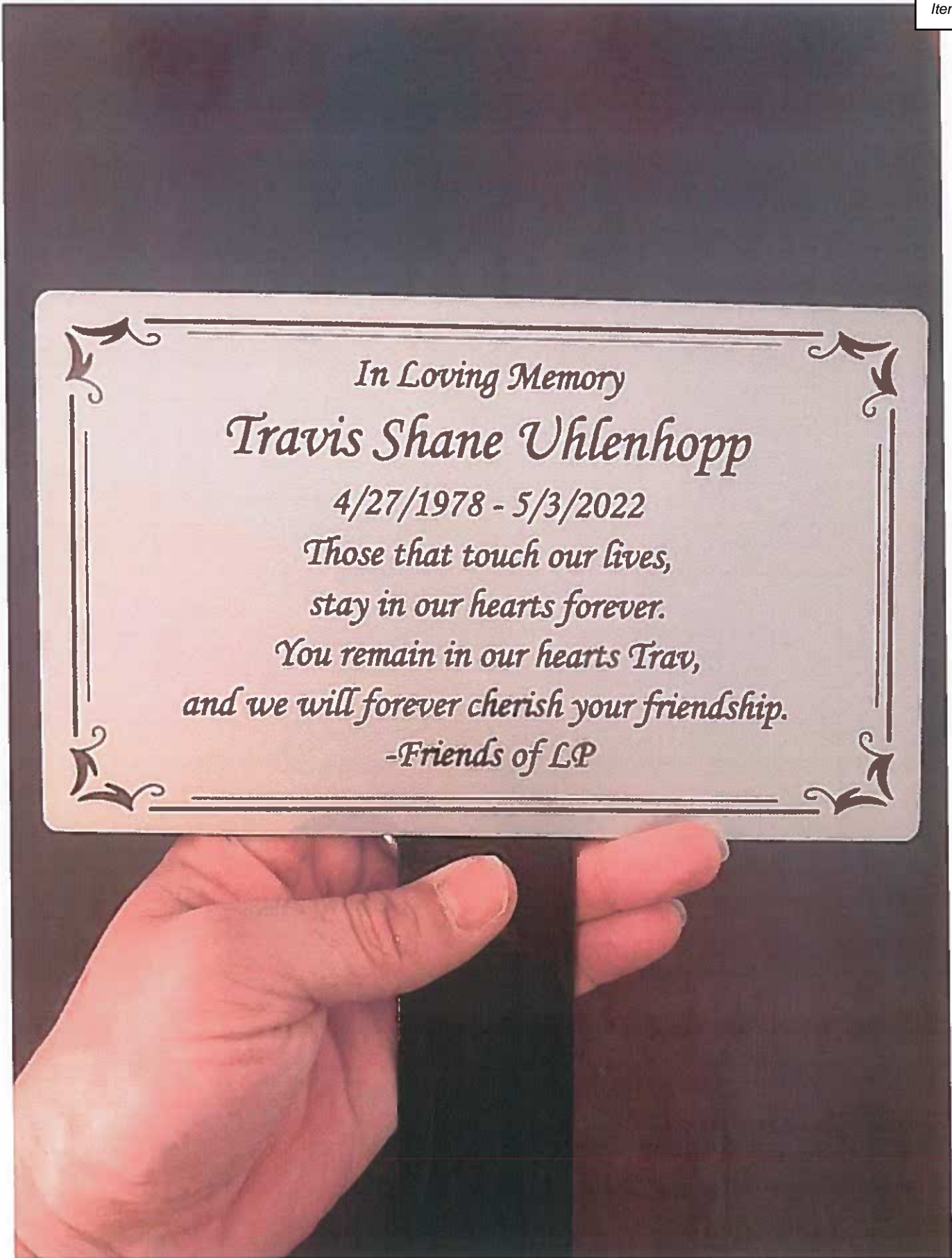
Public Comment. Terry Watson shared her experience planting perennials attracting butterflies, specifically mentioning the Colorado state insect – Colorado Hairstreak.

Report of Other Meetings. Reid mentioned onsite meeting at Ross residence.

Next Meeting (Workshop 6/20) and Future Items. Phyllis mentioned the July 12 weed walk in Colorado Springs. Cindy offered to also attend. The draft parks flyer and details for the 6/25 service day will be the topics of the 6/20 workshop.

Adjourn. Reid adjourned the meeting at 6:52 PM.

Minutes by: Dawn A. Collins, Town Administrator/Clerk



In Loving Memory
Travis Shane Uhlenhopp

4/27/1978 - 5/3/2022

*Those that touch our lives,
stay in our hearts forever.*

*You remain in our hearts Trav,
and we will forever cherish your friendship.*

-Friends of LP

Form:

Re: Memorial Tree and plaque

Amy Kreisberg <abuffetti@gmail.com>

Fri 7/8/2022 9:44 AM

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

Cc: Guy Emry <guyemry@gmail.com>; Mike Pietsch <mep.plparks@gmail.com>; Reid Wiecks <reidwiecks@gmail.com>

 1 attachments (2 MB)

image0.jpeg;

-----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.-----

All -

Please see the attached form for the tree/trees at Palmer Lake in memory of Travis Uhlenhopp.

We are open to the suggestions of the commission on what tree/trees are needed and to the best location. Travis was a lover of nature and would have wanted to contribute to bettering a location he loved.

I am able to attend the meeting via zoom or on a conference call. Of those are not available I can send a delegate.

Thank you for the consideration.

Best regards,
Amy (Buffetti) Kreisberg

Significant Contribution Section:

We the friends of Travis Uhlenhopp would like to plant a tree or a few trees at Palmer Lake in his memory. Travis was a lover of nature and a big fan of Palmer Lake and it's beauty. He was a fearless adventurer who loves exploring the Rocky Mountain terrain. His passions were snowboarding, surfing, mountain biking, hiking, paddle boarding, golfing, camping... anything outdoors to embrace nature.

Travis grew up in Monument and was an exceptional athlete at Lewis Palmer High School playing baseball and football and held the record for the longest field goal kick. He was LP class of 1996 Valedictorian and Boettcher Scholar, CU graduate, and Pepperdine Law School honor graduate. He passed the CO, CA Patent bars and practiced law over the years in Colorado and California.

Travis aspired to spread happiness and started his own brand, BeNiceCo, to inspire people to act nicer to one another. He took great pride in spreading cheer, being helpful to others, and being generous. Leaving Palmer Lake a better place would honor him, his family and his friends in a perfect

way. We are open to the suggestions of the Parks Commission as to what type of trees are needed and the location to help enhance the space and over all vision of the board.

Thank you for your consideration.
Amy (Buffetti) Kreisberg and the class of 1996

Memorial Plaque:
Small 4x6 to be placed on or at the base on a tree.

Hi Amy,

I just spoke to the Parks Commission Chair. He asked if you could fill out the attached form. It will go before our Parks Commission Board meeting on July 18th at 5 PM. Please get this back to me as soon as you can so I can add it to the Parks agenda. If you are available to attend the meeting on 7/18, 5 PM at the Town Hall([28 Valley Crescent St](#)) in Palmer Lake, that would be great. It will give the board a chance to ask any questions they may have.

Have a great evening!

Tish Torweihe
Town Administrative Assistant



Town of Palmer Lake
[42 Valley Crescent](#)
PO Box 208
Palmer Lake, CO 80133
719-481-2953
tish@palmer-lake.org
www.townofpalmerlake.com

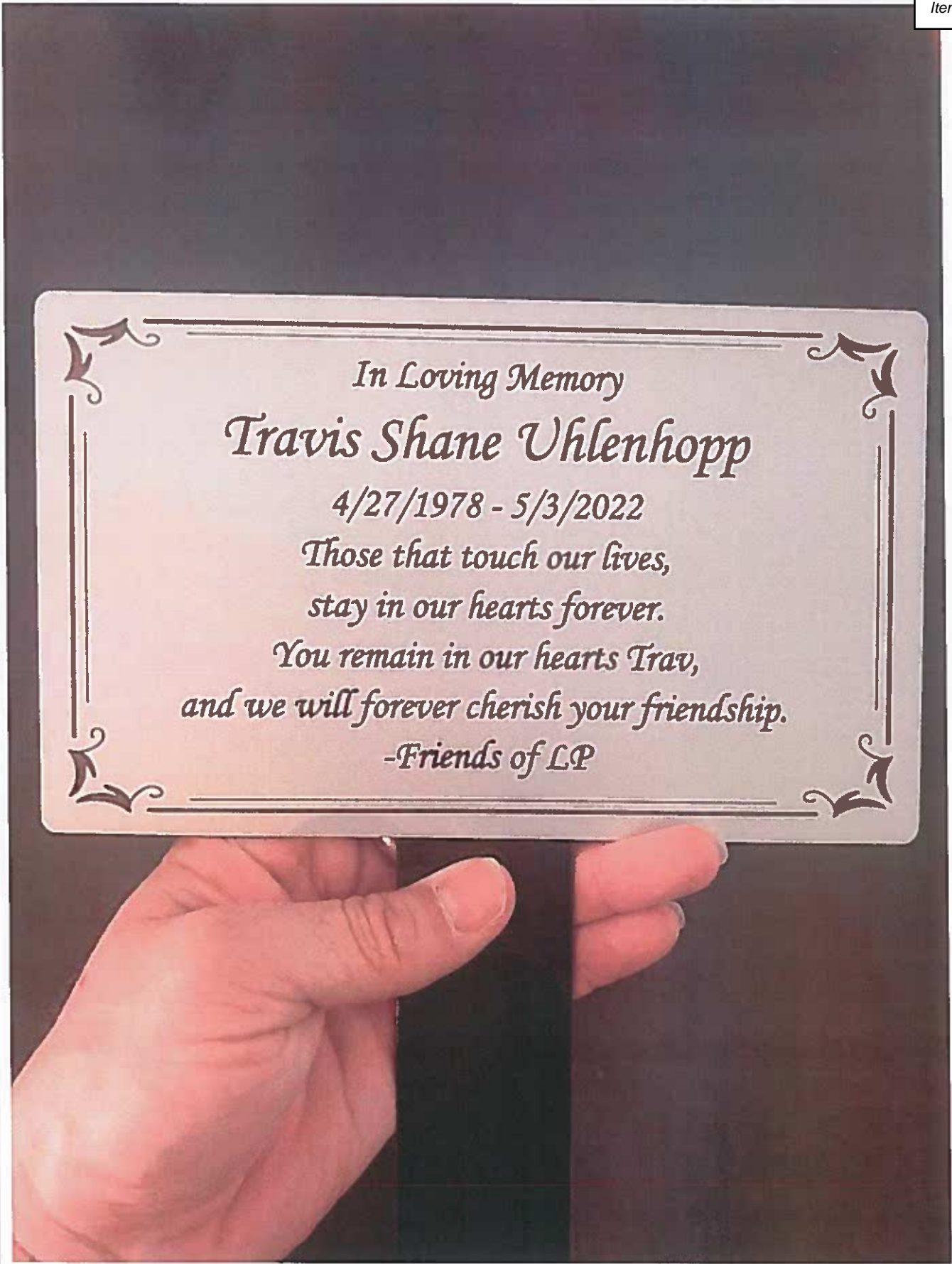
From: Amy Kreisberg <abuffetti@gmail.com>
Sent: Saturday, July 2, 2022 7:38 AM
To: Tish Torweihe <tish@palmer-lake.org>
Cc: guyemry@gmail.com <guyemry@gmail.com>
Subject: Memorial Tree and plaque

-----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.-----

Hello Tish -

Thank you for the chat yesterday about the possibility of planting a memorial tree with plaque at the North end of Palmer Lake for my friend Travis who recently passed away.

Let me know what form I need to fill out in order to receive approval from the parks commission and what types of trees we can choose from. This is a photo of the plaque we would like to use.



Best regards,
Amy Kreisberg

917-684-6107

Sent from my iPhone. Please excuse typos.



Reservoir Trailhead/ Glen Park Parking Kiosk Compliance Enforcement

Draft Proposal

Sergeant J. Lundy, PLPD

Background and Justification

In early 2022, the town of Palmer Lake installed a parking kiosk at the entrance to the Reservoir Trailhead. The use of the parking areas down Old Carriage, and parts of Lover's Lane, require the user to pay \$5.30 for a day pass for parking. In this process a person uses a self-pay kiosk, then takes the printed ticket back to their vehicle where they are required to display it on their dashboard verifying their purchase. These purchases directly support the funding of the Parks Commission in town.

Currently there is an average daily usage of 34 paid tickets per day, or approximately \$1,234.90. Starting April 1st, 2022, the PLPD began to gather information regarding the unpaid and or incorrect usage of the parking areas. During these checks, which occurred at various times throughout each day of the week, an officer would make a single round through the areas mentioned above and record data. It was discovered there were on average 47 occurrences per week, or approximately \$249.10 in revenue, where the driver did not pay for their vehicle parking on the kiosk. There was also an average of 8 occurrences per week where the user incorrectly entered their vehicle information in the kiosk.

From 04/10/2022 – 05/09/2022, the parking kiosk recorded 1,019 tickets purchased, or approximately \$5,400.70 in revenue.

PLPD monitoring of the kiosk and parking area showed the kiosk was improperly used, or not used at all 163 times, approximately 16% of the time, accounting for a loss of \$863.90 in parking revenue. Please see Figure 1 below.

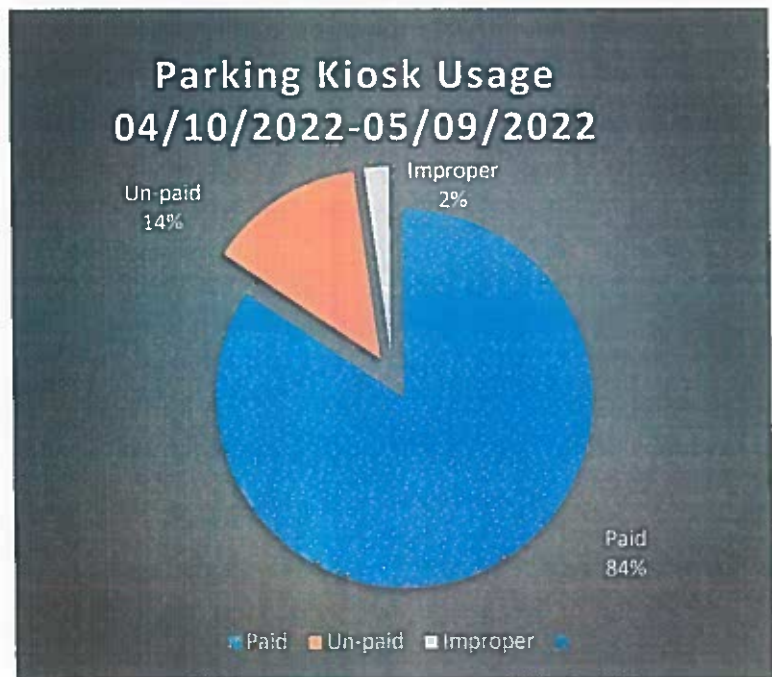


Figure 1

Speculation: During the final three days of the review period there was also a 16% increase in ticket sales from the week before. This may be due in large part to the improving weather and warming temperature. It is estimated the town's population increases to nearly 6,000 during the busy summer season, approximately a 100% increase. With this in mind it is fair to assume the usage of the trails and parking areas will also double.

Speculation: Assuming this increase in population increases the usage of the paid parking areas, it can be extrapolated that so to will the number of non-paying users of the area. It is estimated that up to \$1,727.80 in revenue could be lost per 30 day period. Please see Figure 2 below.

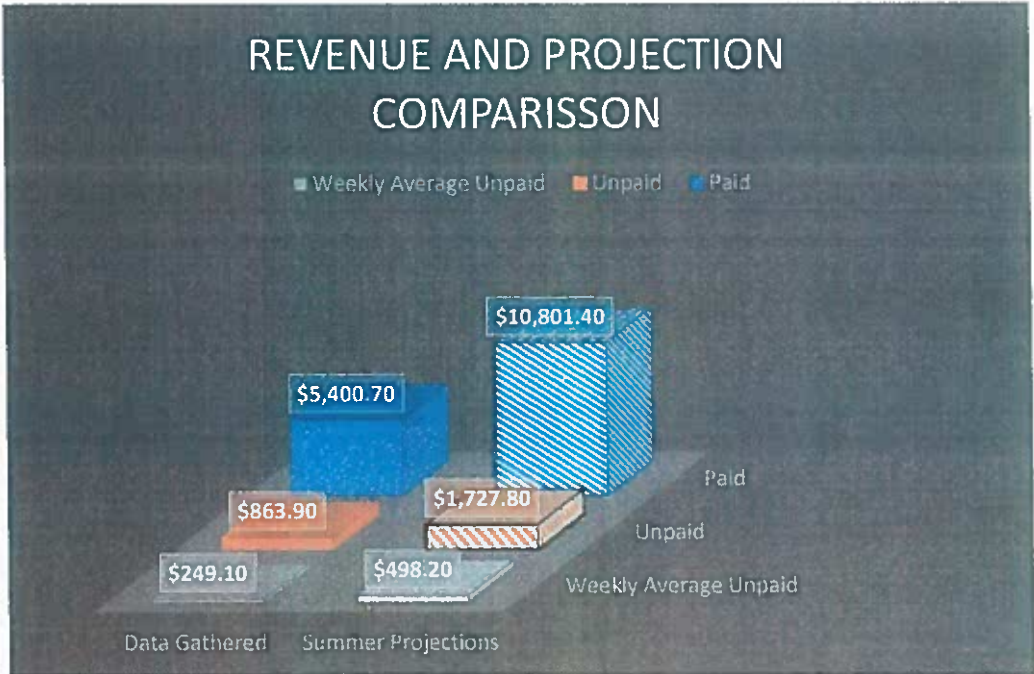


Figure 2

The PLPD is being requested to run enforcement operations through the paid parking areas. During the data gathering from PLPD officers the highest single accumulation of parking violations resulted in 17 vehicles failing to pay, and 6 improperly ticketed vehicles.

The typical officer can initiate and issue a municipal summons for a violation in approximately 7 minutes, assuming there is no driver information needed. With this in mind, and understanding multiple vehicles will result in less time required for the transmission of data, if the officer were to write all 17 vehicles a summons for failing to pay for their parking, a \$50.00+\$19.00 municipal violation, and warnings to the improperly recorded vehicles, it would take approximately 116 minutes to complete, removing that officer from other law enforcement operations for that time.

Analysis: Source data gathered at various times on various days indicates approximately 16% of the time, the kiosk is not being used properly or at all representing a loss in funding and revenue for the Parks Commission. In an effort to be able to enforce the new parking regulations, while

not removing officers from their other town wide responsibilities, it is reasonable and prudent that the Palmer Lake Police Department under the direction of Town Management take action beyond standard patrol operations through the means of the S.T.E.P., or Selected Traffic Enforcement Program to reduce the number of non-complying drivers by selected and specialized parking enforcement targeting the Reservoir Trailhead, Glen Park and Tennis Court parking areas.

Scope and Implementation

The Selected Traffic Enforcement Program consists of placing additional officers on detail assignment for the exclusive purpose of enforcing provisions of the Model Traffic Code of Colorado, adopted under authority of the Palmer Lake Board of Trustees and within the jurisdiction of the town. Officers assigned will be limited in shift numbers and duration and expected to produce enforcement results at acceptable levels, as defined by the chief of police in coordination with the town administrator. Revenue generated from written citations issued under STEP will financially and independently support program costs, with revenue in excess of costs being shared by the town's general fund and a new police traffic safety budget (see revenue/expenditure projection section for complete details).

- A. Coordination: The chief of police will designate a program coordinator, which coordinator will be responsible for assigning STEP shifts, tracking performance, and reporting program details periodically through the chain of command.
- B. Assignments: STEP shifts for parking enforcement will be 4 hours in length and limited to two shift per week, Saturdays and Sundays from 1100 hours to 1500 hours. This limitation is necessary to avoid negative public perception and avoid the discouragement/disruption of town visitor commerce and recreation. Officers may work the 4 hours on a day off, or prior to, or after their assigned patrol shift.
- C. Patrol Coverage: Officers engaged in a STEP parking enforcement shift will not be utilized to take general calls for service. This will allow a clear separation of duties and allow the STEP officer to focus on the parking enforcement specific to this program.
- D. Compensation: STEP Officers will be paid at an approximate time and a half their base hourly wage. This increased rate will provide monetary incentive necessary for the program to be worked on a regular and consistent basis, ensuring program effectiveness in its goal to lower traffic accidents as well as revenue generated. This time will be tracked by the "STEP" tab on the payroll timesheet and subject to approval by the officer's supervisor.

- E. Performance: Officers will be selected and scheduled on a volunteer basis by the program coordinator. Officers assigned to work STEP parking enforcement will be responsible for maintaining a high-performance and production standard during their shift. Officers will be discouraged from issuing warnings in place of citations while on STEP parking enforcement assignment unless extenuating circumstances can be articulated.
- F. Focused Enforcement: Officers will concentrate their enforcement efforts on violations in the three previously mentioned paid parking areas. They will be assigned the use of the PLPD ATV and be required to complete at least two full passes through the parking areas. Between passes, the officer will make a patrol of the reservoir trail area to ensure compliance with Municipal Code referencing the reservoir, and if necessary issue citations for violations therein.

Revenue/Expenditure Projection

The following program revenue projection is based on estimates of likely officer citation production numbers and the average penalty assessment fine of citations issued for parking violations. It is accounting for enforcement each weekend during peak usage times, June through September. The number of citations likely produced is based on previously referenced data gathering averaging 12 citations on Saturdays, and 7 on Sundays. Expenditures anticipated include an estimate of officer salary and an increase in ATV fuel expense. Please see Figure 3 below.

Total Annual Revenue Generated: \$22,287.00 – calculated by multiplying an estimated 19 citations issued per series of 2 4-hour STEP shifts each weekend over a 17-week peak enforcement period, at total fine amount of \$69, which is the fine for *MTC 1401 - Parking Where Signs Prohibited*.

Total Officer Salary: \$3,965.76 – for purposes of this draft estimate, the hourly rate would be \$29.16/hour (\$19.44 x 1.5). This rate is multiplied by 8 hours per week (limitation) by 17 weeks per year.

Total Estimated Fuel Expense: \$191.25 – calculated 45 total extra gallons of fuel required per year. .33 gallons per hour expended, mostly in idle, multiplied by the total annual STEP parking enforcement hours worked (136) of 85 octane gasoline priced at \$4.25 per gallon, the estimate for average summer gasoline prices per Gasbuddy. Average patrol miles: 7.8 per shift.

Total Miscellaneous Expenses: \$100.00 – calculated at approximately \$2.94 per shift for the cost of mobile printer unit paper, ink, and other incidental expenses for 34 total 4-hour

shifts over the 17-week peak enforcement period.

Monies available after expenses: \$18,029.99. The remaining amount after program costs would be evenly split (**\$9,014.99**) between the town general fund and a new police traffic safety item, to be utilized by the chief of police in coordination and under direction of the town administrator/clerk to fill departmental traffic safety needs of PLPD.

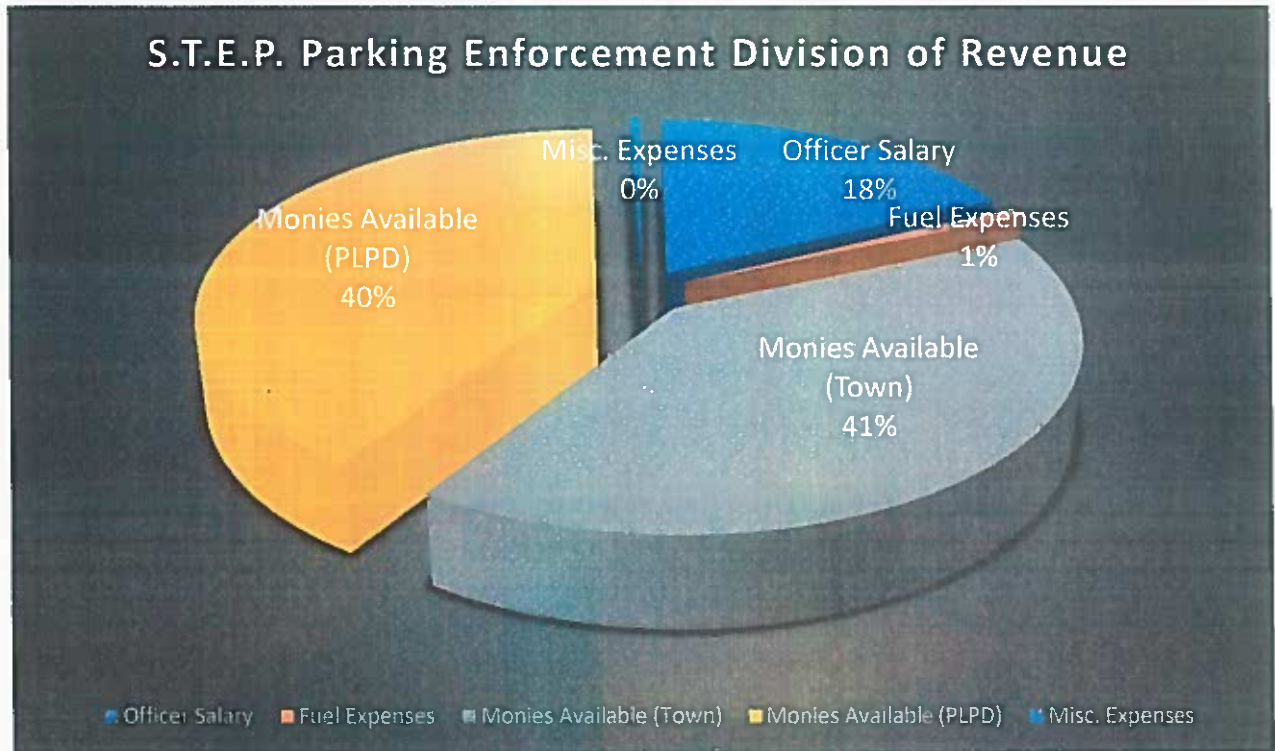
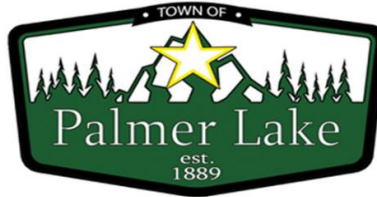


Figure 3



January 11, 2022

TO: Nicholas Paoli, Control Representative

FR: Dawn A. Collins, Town Administrator / Clerk

RE: Town of Palmer Lake – Property Survey Response

Thank you for the time spent reviewing the town property. Following are completed or planned remedy of the findings you provided in November.

2021-11-01 Slip, Town Park. The spring/summer of 2022, the uneven concrete will be scheduled for grinding to make concrete even.

2021-11-02 Electrical, Police. The outlet cover is installed in the office.

2021-11-03 Electrical, Police. The extension cord is removed going outside the window.

2021-11-04 Facility, Police. The rear entrance stairs are temporarily blocked off, and the decking will be planned for expansion and/or revision to be fully utilized this summer.

2021-11-05 Facility, West Gazebo. The steps of the gazebo are in planning for replacement – adding a poured bottom / foundation and replacing wood steps with the addition of a rail in the middle.

2021-11-06 Parks, Glen Park. The swing will either be combined / moved into the existing play area or removed altogether – considering cost – in 2022.

2021-11-07 Parks, Glen Park. The exit of the slide will be addressed this spring with an improved landing area, per the guidebook referenced.

If you have any concerns or questions, please do not hesitate to contact me.

:dc



Palmer Lake Star



The richness I achieve comes from nature, the source of my inspiration

- Claude Monet



WELCOME TO PALMER LAKE COLORADO PARKS

We are a historic town that was founded in 1871 by General Palmer. Our town is situated adjacent to Pike 'National Forest between Denver and Colorado Springs. Being nestled in the foothills, there is natural beauty to be found in Palmer Lake..



Winter Fest



Hockey Classic

PALMER LAKE TRAILS

Park Activities

Item 8.



Upper Reservoir



Fishing Derby



Centennial Park



Hiking



Rockin' the Rails Disc

Palmer Lake Parks projected projects 2022

Ref #	Priority	Estimated Cost	Who will research	Fee Source
1	1	0.00	Lindsey	NA
2	1	0.00	Lindsey	NA
3	1	0.00	Reid	NA
4	2	\$200-300	Jason & parks	ATL
5	3	\$1500-2000	Jason	CTF
6	4	\$715.00	Jason	CTF
6a	4	\$117.00	Jason VP	CTF
7	5	0.00	Eagle Scout project	Scouts
8	5	0.00	Eagle Scout project - Keith	Scouts
9	6	\$688.00 + installation	ATL	ATL
10	7	100.00 est.	Ande	ATL
11	7	100.00 est	Ande	ATL
12	7		Ande	NA
13	8			
14	9	0.00	Jason & parks	Town
15	10	\$1800.00 (sand) + \$2683 + ship	Reid	CTF
16	11	100.00		CTF

Ref #	Prio rity	Estimated Cost	Who will research	Fee Source
17	12	20.00		CTF
17a	5		Ande	Parks
18	14	100.00	Reid	Parks
19	15	571.00	Jason & parks	ATL
22	15	400.00 est	Phyllis, service day	ATL
20	15	0.00	Service day	Parks
21	15	0.00	Jason, service day	Parks
23	15	0.00	Service day	Parks
24	16	0.00	Reid	Parks
25	17	10.00	Mike & Jason	ATL
26	17	40.00	Mike & Jason	ATL
28	17	\$40.00	Jason & parks	CTF
27	17	\$82.00	Lindsey, Reid, Mike	Parks
29	18		Reid & Phyllis	Parks
30	19	\$72.00	Reid	CTF
32	21		Reid & Lindsey	CTF & ATL
33	22		Lindsey	CTF & ATL

Ref #	Priority	Estimated Cost	Who will research	Fee Source
34	23	\$125.00	Reid	CTF
35	24	898.00	Ande	CTF
36	25		Parks Commission & Town	
37	26	0.00	Mike	Parks
38	6	0	Reid & ?	
Don		0 ??	Reid	
don		Done	BNSF	Town

3-17-2022

Estimated budget from Conservation Trust Fund (CTF) per Dawn

1-18-2022

Estimated expenses broken into whose budget it would come from:

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

Awake The Lake: \$2500.00
 Parks: \$182.00 + bubble cost
 CTF: \$8972.00 not counting gazebo repair expenses

ATL Timber Stair Project

Item 14.

