



PARKS COMMISSION

Tuesday, October 10, 2023 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

1. Welcome New Members

Roll Call

Petty Cash Report

Approval of Minutes

- [2.](#) Minutes from September 12, 2023 Meeting

Public Works Supervisor Report

Town Administrator Report

3. Kiosk Revenue
4. Update on RR Lighting Plan

Business Items

5. Review Creek Week and Service In The Parks
6. Review of Meeting Dates (Nov-Dec)
- [7.](#) Review Request to Coordinate Christmas Lights
- [8.](#) Parks Volunteer Hours Report
9. Update on Trail and Bridges

Centennial Park

- [10.](#) Information - Annual Disc Golf Event (10/28)
11. Updates on Pedestrian Bridge Landscaping and Restroom Door
12. Update Gazebo Hand Rail Repairs

Glen Park

13. Update on Tennis Courts and Court 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

14. Summary of Workshop Activity

Next Meeting (10/24 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, September 12, 2023 at 5:00 PM

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

MINUTES

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

Roll Call. Present: Jennifer Nilson, Phyllis Head, Reid Wiecks, Mike Pietsch. Absent: Kevin Magner, Cindy Powell, Ande Furrer. Others present: Trustee Nick Erhardt, Gene Kalesti, Garcia Wood. Staff: Dawn Collins, Jason Dosch, Tish Torweihe.

1. Welcome new members Kevin Magner and Jennifer Nilson.

Approval of Minutes

2. Minutes from 8/8/2023. MOTION (Mike, Jennifer) to approve minutes from August 8, 2023. Motion passed 4-0.

Petty Cash Report. Mike Pietsch reported donations and expenditures with a new balance of \$317.

Public Works Supervisor Report. Jason will wait until the items come up on the agenda.

Town Administrator Report

3. Kiosk Revenue. Collins provided copies of the kiosk revenue report, with YTD \$31,000 net collection and the month of August \$6,500.

4. Report of Funds Expended. Discussion took place about the expenses using CTF funds - \$3300 on noxious weed removal around Centennial, plan to use \$10,000 to purchase resurfacing material for Centennial playground, and replacement cost of the restroom door at the lake. Other expenses were reviewed to be split between Parks kiosk revenue and PW - \$23,000 for the new power at the ped bridge. Resurfacing of the Glen Park courts will use kiosk funds.

5. Update on RR Lighting Plan. Collins will continue to reach out to the RR regarding the pedestrian bridge lighting plan status. There has been no response.

Business Items

6. Consider Alternate Parks Commission Member. Introduction was made to Garcia Wood. She provided her background in outdoor education and ran several ropes courses and regular hiking in Palmer Lake. She stated that she would like to be involved in keeping the town small and bringing respect to the town and assist with keeping open spaces. MOTION (Reid, Mike) to recommend the Board of Trustees appoint Garcia Wood as an alternate member. Motion passed 4-0.

7. Parks Volunteer Hours Report. Not available currently. Hours can be reported to Tish to assemble a monthly report.

8. Plans for Creek Week Service Day on 9/30. Volunteers can help clean the creek and help with spreading wood chips. Students may volunteer for credit hours. Discussion took place about details of the flyer and Tish will distribute.

9. Update on Trail and Bridges. Mr. Gene Kalesti provided an update regarding the bridge and trail activity. He attended a meeting with the USAFA cadets to review two designs to start building in March. They plan to raise funds for the bridges - approximately \$20,000 per bridge is needed for the design and installation. Discussion about engineering the reinforcement of the embankment took place. He stated that cadets took very detailed measurements. They will design in the fall and install in the spring. Pikes Peak Regional Building rep, Keith Curtis will assist with permitting. Once the design is completed, it will be sent to the Town office. Creek Week focus will be to remove junk from the creek. Jason will order the roll off needed. Roughing out trails will be an additional focus with volunteers.

10. Update on Non-motorized Grant. Jennifer assisted Cindy to submit the grant by Oct 3rd due date. The motorized grant is detailed with timing and how funds can be used. The bridge work starts in March so monies may need to come from another source.

Centennial Park

11. Centennial Park Updates - Ped Bridge Landscaping, Restroom Door Repair, Court Activity. Reid reported that the ped bridge landscaping is completed. The process with contractors should be run through the Town and then reimbursed by Awake the Lake. Jason informed members that the restroom door replacement is scheduled for September 18th.

South End SUP and Kayak Launch Area, Need for Signs along Water below Landscaping, East End of Bridge. Parks is planning a very informal launch site on the south end to encourage people to park on the west side of the bridge. The handrail broke the day before the Wine Festival because the base was weak and it will be reinstalled or a new one installed. Disc golf needs signage for patrons to know it is a disc golf flight zone. Discussion arose regarding dates for the Outdoor Classic Jan 5-7 and Winterfest to keep in mind.

Glen Park

12. Update on Tennis/Pickleball Courts and Rules. Mike replied to resident concerns posted on Nextdoor that the tennis courts are no longer in Glen Park. There are over 70 pickleball players on a regular basis. He confirmed the tennis courts are still there, and it includes more pickleball courts. Most people were in favor of pickleball courts. Reid listened to a podcast regarding sound improvements with equipment and a screen to add to the courts. Tennis courts look great with the exception of some cracks present, which Reid will reach out to Renner for warranty repair. Issues about rules and storage are being worked out. Mike reviewed rules and pickleball logistics. The group that plays regularly is a great group that welcomes everyone. Garcia Wood mentioned weekend use and providing separate used nets. There are no plans to advertise the pickleball courts.

Public Comment. None

Report of Other Meetings. None

Next Meeting (9/26 workshop) and Future Items. POC list, Creek Week, Earth Day, Attract & Retain Volunteers.

13. Summary of 8/21 Workshop Activity. The COS Switchback presentation was postponed. Creek Week and Earth Day were discussed - two speakers will be planned for Earth Day. Members are seeking raffle items and Reid will ask REI for support. Also reaching out to several nurseries - Garcia inquired about tree planting grants. A coordinator will be needed to manage the overall event. Phyllis discussed the importance of noxious weed removal and bug integrating on Old Carriage Road. Phyllis will plan a weed party and coordinate with the town office for a flyer design.

14. Palmer Ridge Pickleball Club. A student is putting together a pickleball club and has three sponsors and would like to play one or two days after school. At some point, Parks will have to come up with a reservation plan.

Adjourn. Reid adjourned the meeting at 6:38 PM.

Minutes by: Tish Torweihe, Administrative Specialist

Dawn Collins

From: April Veley <Veley9@hotmail.com>
Sent: Thursday, October 5, 2023 3:48 PM
To: Reid Wiecks; Mike Pietsch; Dawn Collins
Subject: Request Christmas light decorating on parks agenda for 10th

-----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.-----

Good afternoon,

Hey guys April Fullman here... I'm reaching out wondering if we might be able to coordinate a volunteer morning Saturday Nov 4th for town Christmas light decorating.

I have ordered some new lights and those should be coming in the next few days, also have a pretty good grasp on what we have currently. A friend helped me draw up a lighting plan that I'm going to make some copies of, one of those will be left at Town Hall for future use, I hope.

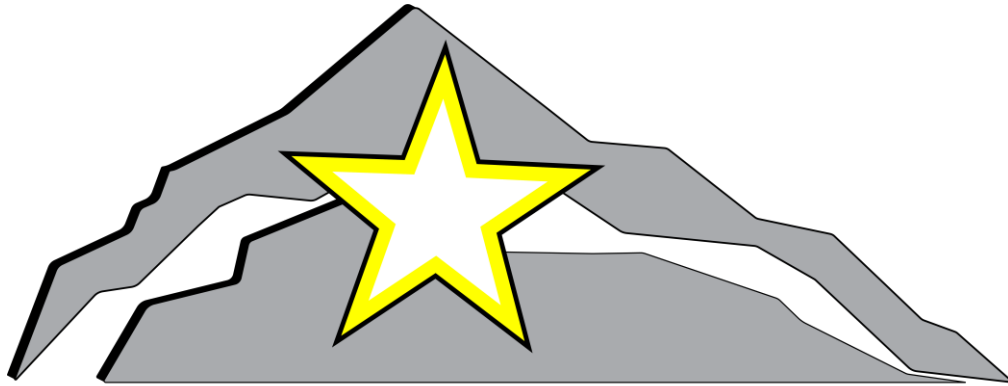
Trying to be a little more organized and be able to successfully pass the baton at some point down the road.

Please let me know if it's possible to put this on the agenda, unfortunately I work Tuesday nights so I won't be able to make that meeting, but I look forward to hearing from you guys about putting it on the agenda and getting the word out. Please feel free to give out my email to anyone that is interested in volunteering, I would greatly appreciate the support from the community.

Thanks

April Fullman
719-323-8816

Sent via the Samsung Galaxy A13, an AT&T 4G LTE smartphone
Get [Outlook for Android](#)



Town of Palmer Lake

Board of Trustees Summary Sheet

	August 2023
Title	PARKS Report
Date	October 2023
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 32 Clerical (email, calls, grants, spreadsheets) : 49 Miscellaneous Meetings (other than Parks) : 14.5
Total Volunteer Time	Total = 95.5 hours
Upcoming Activity	Continued Trail and Grant activity

Palmer Lake Rockin' the Rails Disc Golf Course

"Special Event" Use Request

*PALMER LAKE DISC GOLF COURSE USERS MUST COMPLY WITH ALL TOWN ORDINANCES RULES AND REGULATIONS.

Today's Date: 9/18/23

Applications and fees must be submitted not later than 30 days prior to the event to: Town Clerk, Town of Palmer Lake, P.O. Box 208, Palmer Lake, CO, 80133.

Fees: \$150 per day of course being closed to the public for special event.
Refundable Damage/Cleanup Deposit: \$250, which will be refunded upon inspection of course at end of event. Checks made payable to Town of Palmer Lake, with Parks" in memo line.

*These fees may be waived upon recommendation by vote of the Parks Commission for certain events, such a charity event or town sponsored event.

A course closure sign for tournament/event must be posted by Event Coordinator at Tee #1 a minimum of 14 days prior to any event.

*Amplified sound is not allowed.

Date(s) Requested: 10/28/23 Times: 5:00 p - 10:00 p

Event Name: 4TH ANNUAL PHANTOM OF THE LAKE

Event Coordinator Information:

Name: GREG FEUERHAKEN/TRI-LAKES DISC GOLF CLUB

Address: 18458 DUNES LAKE LN

City: MONUMENT

State: CO Zip Code: 80132

Phone: 719/355/4108

Email: chopfeue@gmail.com

Approximate Number Attending: MAX 72

PROBABLY 20-30

Palmer Lake Disc Golf Park Reservation Requirements, Procedures, Guidelines, Rules, & Fees

To assure proper scheduling, it is necessary that all requests and/or changes be submitted in writing not later than 30 days prior to event on the proper forms to Town Clerk, Town of Palmer Lake, P.O. Box 208, Palmer Lake, CO. 80133

Facility Requests:

1. To reserve Palmer Lake Rockin' the Rails Disc Golf Course a completed application must be submitted a minimum of 30 days prior to event.
2. A fee of \$150 per day must accompany the application for exclusive use of Palmer Lake Disc Golf Course. Checks should be made out to **Town of Palmer Lake, with "Parks" in the memo line** and attached to the Course Use Application.
3. A Security/Damage Deposit of \$250 dollars must also accompany the application. This deposit, or any portion thereof, may be retained by Town of Palmer Lake to pay for any damage or clean-up to the park or park property or for any costs incurred due to the use of the park by the group. The event coordinator is responsible for assuring cleanup of scheduled facilities and surrounding areas. This includes parking lots, surrounding turf areas, and the facility itself. Failure to thoroughly clean any one of these areas will result in forfeit of the security deposit.
4. Any multi-day event must be sanctioned by, and conducted according to, the Professional Disc Golf Association. (PDGA) A Release of Liability statement and proof of insurance may be required. The Town of Palmer Lake will not be held liable for any injuries incurred by participants and guests during the event.
5. If any user wishes to cancel their request for facility use, they must contact the Town Clerk a minimum of seven (7) days prior to the requested date(s) and their fees will be returned. Failure to comply with this procedure will result in the user paying for original permit.
6. It will be the responsibility of the Event Co-Ordinator to provide signs and information that the Course is closed to the public for the event; and be posted at tee #1 a **minimum of 14 days** prior to event.
7. The Event Co-Ordinator, and all persons attending the event, must observe all Town of Palmer Lake park rules and regulations. Any violation of such rules or regulations may result in the denial of future event permits. A copy of these regulations may be requested from Palmer Lake Town Office.
8. The Town of Palmer Lake prohibits public use of marijuana, in any form, in their Parks.

Players in violation are subject to disqualification per PDGA Player Misconduct rules

9. The Town of Palmer Lake prohibits the possession and consumption of alcoholic beverages in their Parks. Players in violation are subject to disqualification per PDGA rules.
10. The Event Coordinator may be required to attend a Town Council meeting to present this application and answer questions about the Event.

I, the undersigned, have read and received the above "Palmer Lake Disc Golf Park Reservation Requirements, Procedures, Guidelines, Rules and Fees" and as Event Coordinator, agree to adhere to all requirements. I affirm that all information provided in this Permit Application is true and accurate to the best of my knowledge

Event Coordinator Signature



Signature Date

9/18/23

Approved: Town Clerk, Town of Palmer Lake

Signature



Date Approved

9/18/2023