



PARKS COMMISSION - RESCHEDULE FROM 9/5 (HOLIDAY)

Monday, September 12, 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 8/15

Petty Cash Report

Public Works Supervisor Report

- [2.](#) Review of CIRSA Survey

Town Administrator Report

3. Follow up on Little League Meeting
4. Update on Trifold Parks Flyer

Business Items

5. Review Parks Meeting Dates and Times
- [6.](#) Finalize 9/24 Service Day Plans
7. Review Maintenance of Memorials (Trees Planted)
8. Update on Eagle Scout Projects (if any)
9. Update on Donated Fence - Installation

Centennial Park

- [10.](#) Public Input to Centennial Park Picture Board and Survey
11. Review Lighting Plan for Ped Bridge
12. Follow Up on Ped Bridge Development of Steps

Glen Park

- 13. Update on Tennis Court Resurface / Winch Replacement

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 (workshop 9/19?) 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 - RESCHEDULE FROM 8/1
Monday, August 15, 2022 at 5:00 PM**

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

MINUTES

Call to Order. Vice Chair Mike Pietsch called the meeting to order at 5:02 PM.

Roll Call. Present: Commissioners Mike Pietsch, Phyllis Head, Ande Furrer, Cindy Powell. Excused: Reid Wiecks, Lindsey Leiker. Absent: Andy Maguire. Staff: Dawn Collins, Jason Dosch.

Approval of Minutes

1. Approval of Minutes 7/18/22. MOTION (Phyllis, Ande) to approve minutes. MOTION (Cindy, Phyllis) to amend minutes to differentiate Cindy P from Cindy K and a correction of Ande from Andy. Motion passed 4-0.

Petty Cash Report. Mike P provided an update of \$58 donations collected for a total of \$579.

Public Works Supervisor Report. Jason Dosch reported the dirt is hauled to fill the area at the south end of the lake. He stated that the CIRSA inspection went well noting that Nick was happy with the repair of park issues and that Glen Park needs additional wood chips.

Town Administrator Report. No report.

Business Items

2. Request from Colorado Hikes and Hops. Melody and Tonya explained their business start up in spring of 2021 and for 18 months blogging about hiking. The inquired about guided hikes, for now twice in the winter (Dec/Feb) with a maximum of ten participants. Discussion took place about parking, certificate of insurance to the Town, and educating visitors to the protection of the watershed.

Mike P. took item 7 next.

7. Request for Use of Ballfield - Firefighter Open House Event on 8/28. Mr. Calvin Pickup spoke to the event planned for 8/28 from 11a-3p and utilizing the ballfield for a helicopter landing approximately noon. Collins noted that the little league will not be using the field. MOTION (Mike, Cindy) to allow the use of the field. Motion passed 4-0.

3. Update/Input on Draft Parks Trifold (Funding by Tri-lakes Chamber). Cindy explained the latest draft of the flyer and the members reviewed it and provided input to get to a draft design. Staff will assist with the design draft to bring back to the Parks Commission.

4. Possible Use of Donated Fence (Home Depot). Mike P explained the proposed use of the donated fence at roughly Hole 1 to the gazebo, approximately 550 ft. Staff will follow up with an onsite review with Mike and/or Reid prior to the installation date.
5. Plans for Fall Service Day (9/24, 9 AM - 12 PM). The 9/24 service day from 9a-noon was discussed and Mike P added it will align with the Fountain Creek "Creek Week" clean up. Mike P added Palmer Lake to the list of sites and will amend the flyer with Tish to reflect the Creek Week. Jason will order a roll off for the clean up. Cindy P and Phyllis H will oversee Glen Park. Discussion took place about not mixing parks chipping needs with the Firefighter Association chipping for the public. This item will be added to the next workshop to plan.
6. Remaining 2022 CTF Funds. Collins noted roughly \$8000 in CTF funds to use in 2022. Items including tree cutting, providing shade at Columbine, purchase of the tennis court grate (which Cindy P will follow up on), and possible playground equipment were discussed.

Centennial Park

8. Review the Little League Proposal for Ballfield - Future Plan. Collins noted that Dion sent an email not being able to make the meeting. An onsite meeting with Dion, staff and a parks rep will be scheduled in the near future.
9. Update: Eagle Scout Projects. Mike P provided an update on the Scout projects – bulletin boards and benches moving forward but the third fencing project will not take place.
10. Consideration of Improving Steps at Ped Bridge (east hill) - follow up from inspection. Collins provided an update of the meeting with staff and CIRSA rep. The recommendation was to continue the rail at the exit of the ped bridge to enclose the hillside to the right toward the south end of the lake and encourage intended use of the path. This recommendation will also be shared with ATL. Collins will follow up with any other concerns from CIRSA.
11. Update on Memorial Tree Placement. Mike P reported the tree is planted and Cindy P reported that the other memorial tree is not being maintained/cared for.
12. Update on Lake Closure/Clean up, Seaweed Removal. Collins reported the boat for the reservoir cannot be used on the lake and closure of the lake is unlikely to enforce as well as being at the close of the busy season.
13. Draft Lighting Plan for Ped Bridge. Collins will forward the utility specifications previously sent to Andy M to Mike P and Reid W to consider a draft plan and get feedback from ATL.
14. Prioritized Items for Centennial Park Master Plan - create picture board. Collins reviewed the meeting with the GOCO rep and suggestion to gather public feedback on high priority items for Centennial Park and lake area. The list of items were reviewed and six items were highlighted for staff to assemble images for review at the 8/22 workshop.

Glen Park

15. Update on Mobile Trails Application(s) re: "Notice" of Reservoir Roadway (watershed). Collins will resend the PD memo to Cindy P to check further into notifying various mobile apps.
16. Update Playground Curb & Cushioning Project - Set a date for install. This item was tabled for a future meeting to include Reid W.

17. Tennis Court Winch Replacement - Purchase, Installation. This item will be followed up with Reid W for the purchase of a winch.

Public Comment. None.

Report of Other Meetings. Mike P stated a couple staff meetings attended.

Next Meeting (9/19 rescheduled from 9/5 due to Holiday) and Future Items. A workshop is scheduled on 9/22 to review/discuss the 9/24 service day, picture board, lighting plan, and use of CTF funds. Cindy P requested the meeting time be revisited on a future agenda.

Adjourn. Mike P moved to adjourn at 6:42 PM.

Minutes by: Dawn A. Collins, Town Clerk

August 24, 2022

Julia Stambaugh
Town of Palmer Lake
42 Valley Crescent
Palmer Lake, Colorado 80133

Dear Julia:

This letter confirms the property survey and findings for the Town of Palmer Lake conducted on August 11, 2022. I would like to thank you for the time and the courtesy extended to me during the survey.

Loss Analysis

Year to date 2022 there have been no claims reported.

As a result of the survey, the following recommendations were developed for your consideration and action. If you have any questions, or if I can be of further assistance, please give me a call.

Sincerely,



Nicholas Paoli, Risk Control Consultant

Please send your written response to the recommendations. It is not necessary that corrective action be completed on all recommendations before responding, but please outline your future abatement plans. Your response earns credit on the Loss Control Standards Audit.

This report is limited to those conditions actually observed and information provided by your personnel at the time of the on-site visit to the above location. The report and recommendations are advisory and designed to assist in CIRSA underwriting and reduce CIRSA losses. We are not undertaking to replace your own loss prevention or inspection efforts nor do we assume any duties you may have to provide safe facilities, equipment, machinery or operational procedures for your employees or the public.

CIRSA does not assume responsibility for implementing the recommendations in this report, nor does it represent that all hazardous or unsafe conditions at the location have been identified, nor that compliance with these recommendations will result in full compliance with applicable federal, state, or local regulations or avoid any injury or financial loss.



CIRSA Loss Control Property Survey Recommendations

Entity: Palmer Lake, Town of	Loss Control Rep: Nicholas Paoli	Survey Date: August 11, 2022
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2022-08-01- Parks & Playgrounds - Engineered Wood Fiber
 Glen Park: Increase the protective surface in the use zone. The surface must comply with the ASTM F1292 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment or if an engineered wood fiber must also meet ASTM F2075 Standard Specification for Engineered Wood Fiber. For ADA purposes, the surface should also comply with ASTM F1951. Request this documentation from the supplier before ordering any materials. Install a minimum of 9 inches of compressed loose-filled material under and around the equipment. Refer to the Public Playground Safety Handbook at <http://www.cpsc.gov/cpsc/pub/pubs/325.pdf>. for more information.

2022-08-02- Parks & Playgrounds - Swing S Hooks
 Glen Park: Clamp the "S" Hooks on the swings to the correct opening, or replace them with clevis style fasteners. The CPSC Public Playground Safety Handbook suggest clamping the swing S-hooks shut so that the maximum opening is less than the thickness of a dime to help reduce the potential drawstring entanglement hazard.



2022-08-03- Facility/Premises - Loose Handrail

Gazebo: The handrail on the gazebo located near town hall is loose and showing signs of deterioration. Repair/replace the handrail as needed.



2022-08-04- Life Safety - Emergency Lights

Library & Museum: The library and museum should have emergency lights installed to allow occupants to safely exit the building in the event of an emergency. Add emergency lights to the interior of the building.



2022-08-05- Facility/Premises - Stairs & Handrail for Bridge

Pedestrian Bridge: I was unable to determine the applicable building codes regarding the requirements for the proposed stairs and hand rail for the pedestrian bridge. Contact Pikes Peak Regional Building Department to determine what is required.





NOXIOUS WEEDS, PARKS, TRAILS

“SERVICE IN THE PARKS DAY”

2022 CREEK WEEK CLEAN UP VOLUNTEERS NEEDED!

THE PARKS COMMISSION IS SEEKING YOUR HELP ON SAT., SEPTEMBER 24 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 services and esthetics of Town Parks. Join our team of passionate volunteers to give back and make a difference in your community.

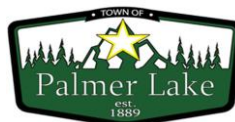
Please share this with your family, friends, and neighbors. We look forward to working together.

Students can complete their Civics community volunteer hours.

Sign up today!

Plan to meet across the street from the Art Center in the parking lot 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

townofpalmerlake.com

See Forms > Waiver Agreement

EMAIL YOUR WAIVER AGREEMENT & CONTACT INFORMATION TO:

palmerlakeparkscommission@gmail.com

DON'T HAVE AN EMAIL?
CALL THE TOWN OFFICE: 719-481-2953

Palmer Lake Parks Survey of citizens for facilities improvement and expansion within the parks through a GOCO grant to be submitted November 1st, 2022.

We need your help please!

Where do you live: zip code _____

Age range (please check): under 12 _____
12 - 18 _____
19 - 40 _____
41 - 65 _____
over 65 _____

Please list (not necessarily by priority) what 3 improvements and/or additions to Palmer Lake Parks and trails you would like the Parks Commission to include in the grant and work toward over the next 5 years.

Dream and think big, we are!

- 1. _____
- 2. _____
- 3. _____

Optional: Extra Credit!

Palmer Lake parks/trails have you visited (please check).

Centennial Park: Lake activities (Fish, SUP etc) _____
Disc golf course _____
Playground _____
Centennial Park loop trail _____
Gazebo or Pavilion _____
Baseball field _____
Crawford Memorial _____
Picnic tables _____
Restroom _____

Glen Park: Playground _____
Loop Trail _____
Tennis court _____
Pickle ball court _____
Picnic tables _____

Creekside trail: _____ Reservoir Trail: _____ Columbine Park: Basketball court _____
Picnic tables _____

Thank you very much for your help making Palmer Lake Parks even better!

Please return to: Parks Commission, P. O. Box 208, 42 Valley Crescent, Palmer Lake 80133
or: reidwiecks@gmail.com

