



PARKS COMMISSION MEETING

Tuesday, January 18, 2022 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

AGENDA

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

Call to Order

Roll Call

Approval of Minutes

- [1.](#) Minutes from January 4 Meeting

Petty Cash Report

Public Works Supervisor Report

Town Administrator Report

Business Items

2. Review of Holiday Lights Contest
- [3.](#) Review 2022 Calendar of Events
- [4.](#) Prioritize Projects for 2022 - CTF Funds
5. Review Storage Space/Shed for Parks
6. Follow up - Plan to Remove Knap Weed
7. Discussion of Using Events for Fundraising Ideas
- [8.](#) POC - Person of Contact for Parks (Areas, Tasks)
9. Discussion of Parks Meeting Time

Centennial Park

10. Review of Avid4 Summer Activity at Palmer Lake
11. Review of Waypoint Outfitters Lake Activity
12. Determine Plan for Gazebo Steps
13. Review Winterfest Plans (2/12)

14. Follow up on Lake Bulletin Board

[15.](#) Review of Centennial Master Plan

Glen Park

16. Determine Direction for Swing

17. Determine Parking Kiosk Signs

18. Update(s) - Tennis Court, Zipline

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 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, January 04, 2022 at 9:00 AM

Tri Lakes Chamber House, 300 Hwy 105, Monument

MINUTES

Call to Order. Reid Wiecks called the meeting to order at 9:01 AM.

Roll Call. Present: Mike Pietsch, Ried Wiecks, Ande Furrer. Excused: Lindsey Leiker. Absent: Greg Feuerhaken.

Staff: Jason Dosch, David Snow, Dawn Collins. Others: Phyllis Head.

Approval of Minutes

1. Parks Commission Meeting 12/06/21 Minutes. MOTION (Mike, Reid) to approve minutes. Motion passed 3-0.

Petty Cash Report. Mike reported expense of \$50 and donation of \$2 for a current balance of \$334.45. It was noted that Lindsey may have expenses from the Holiday Lights contest to reimburse.

Public Works Supervisor Report

2. Introduce Parks Personnel. Jason Dosch introduced the staff addition to Public Works, Parks Maintenance, Mr. David Snow. Jason mentioned the outdoor classic hockey game taking place on Palmer Lake. Concern was stated about the open ice areas. Collins noted that Coach Bradley will have the areas monitored and addressed for public safety. The balance beam was successfully installed. All hazardous poles were removed and hauled away from the bridge parking area. Jason will have the gazebo Santa cut out removed and stored – discussion will continue about Parks storage in item 5. The replacement bench and bear proof can were delivered and at the shop until installation. Discussion took place about digging to place a pad for the trash can in the next couple weeks. Dosch also inquired about the cutting of brush around the trailhead entrance and with discussion, will check further with area residents.

Town Administrator Report

Collins will confirm CTF amount for 2022 to plan purchasing projects.

Business Items

3. Summary of Holiday Lights Contest. A summary was provided in the packet and Reid has follow up comments that will hold until the next meeting with Lindsey present.

4. Review Corrections for CIRSA (Options for Swing, Gazebo Steps). Discussion about the swing took place. Three options were addressed – remove swing, combine with play area, or keep separate adding cushion and curbing – a minimum cost of \$1000. Discussion took place about the amount to spend on a single swing. Collins will note the CIRSA response to reflect the options and members are encouraged to physically look at the area to determine final action for the swing at the 1/18 meeting.

Discussion continued about the slide dimensions and was agreed that the exit/landing will be reviewed and staff will communicate in the response to CIRSA. Further discussion of the lake gazebo steps took place. Replacing the

concrete pad and wood steps is a larger job that may require hiring. Discussion was to enlist help and get feedback from Lindsey at the next meeting including estimate. Collins will note the planned repair in the response.

5. Update of Sorting Shed Storage. Reid and Ande briefly inventoried what is needed for Winterfest. Discussion took place about planning a larger or additional shed for all Parks storage. Collins inquired about Parks items that are stored in the back of Town Hall. Reid will connect with Madeline to review.

6. Update on Removing Knap Weed. Phyllis identified areas of knap weed and suggested proper removal of the knap weed and follow up with cutting/removing all other weeds remaining – primarily around the pedestrian bridge and lake. Discussion of a grant opportunity was raised for mitigation. Reid will forward to staff to further review. Cost to purchase and release weevil to mitigate the knap weed was provided.

7. 2022 Calendar of Events. Reid is drafting a list of events and will check against the special events list with Julia to bring back a final draft for 2022 that impact Parks.

8. Discussion of Elephant Rock Town Property. Recommendations from Parks Commission members were gathered and assembled to input for Board consideration. Collins provided an update on the Board activity – scheduling a first retreat discussion in January.

Centennial Park

9. Update on Winterfest Plans. Ande reported planning a few hours on Sat., February 12th from 2 – 4:30 PM. Discussion took place about adding a coffee truck (Sway) as well as whether a special event application is required. Collins spoke to the process of special event applications and the practice of past Town/Parks events. It was agreed to follow a similar process of the special event application without the formality of the application where public property is being utilized. Ande further reported there will be music, sale of attire at \$15/item, potential food trucks and fire barrels (if approved by Fire). Discussion about vendor fees took place. MOTION (Mike, Ande) to cover the cost of the peddler permit to the Town. Motion passed 3-0. Reid suggested that vendors consider a donation to Parks. Ande will send date options to meet with staff and Collins will coordinate with Julia to proceed with a staff review - PD, Fire, PW. Reid suggested that Ande touch base with Trustees Havenar and Farr for past activity and ideas.

10. Updated Centennial Park Master List. Reid stated frankly that the master plan list prioritizing was not helpful. He will re-assemble the list and distribute for new scaling 1-5 to develop a draft plan. Discussion took place on how to formulate the list. Reid will include a key to describe the ranking.

11. Status of Restroom Bulletin Boards. The County placed one bulletin board on the restroom. Collins will reach out to the County and historical society to inquire about material each will post to further determine what Parks will post.

12. AVID 4 Camp. Reid noted the representative (Cassidy) requested to reschedule her visit to the 1/18 meeting.

Glen Park

13. Update of Install of Balance Beam. Installation is complete and well done.

14. Update of Parking Kiosk Payment Process & Draft/Establish Signage. Samples of kiosk signs were briefly reviewed. Discussion took place about the quantity, placement and choice language for signs depending on location. Collins reported that the payment process is being built and installation date is TBD including a light and camera as well as new signs. Ande will bring language samples to the Winterfest review meeting to get PD and other staff feedback.

15. Update of Personal Zipline on Park Property. Collins stated that the revised overlay shows the line on public property and will request the resident remove the line.

16. Update on Cost to Resurface Tennis Courts. Reid reached out the HS vendor, Renner, and a review for an estimate will take place once there is no snow on the courts.

Public Comment. None.

Report of Other Meetings. None.

Next Meeting (1/18, 5 PM) and Future Items. Next meeting is at 5 pm at the PLES Library. Collins suggested that members consider prioritizing projects for this year to be funded.

Adjourn. Reid adjourned the meeting at 10:33 AM.

Minutes by: Dawn A. Collins, Town Clerk

2022 Calendar for Palmer Lake Parks Events

Month	Day (tent)	Park	Event	Hours	Note	
2	12	Centennial Park & Lake	Winterfest		PL Parks	
6	4	Lake	Fishing Derby	8-12	Lions Club	
		Lake	Hooked on Palmer Lake			
6	19	Town Green	Father's Day Ice Cream Social			
6		Residences	Community Garage Sale	8-1	PL Parks	
5		Disc Golf Course	Tri-Lakes Disc Golf League play starts		Tri-Lakes Disc Golf Assoc.	
5-8		Baseball Field	Tri-Lakes Little League			
5		GP and Cent. Parks	Service in the Parks Day	9-12	PL Parks	
6		Baseball Field	Home run Derby			
6		Centennial Park	The Spring 100k Run			
7	4	Centennial Park	Fireworks Celebration	6-10		
7	4	Santa Fe Trail	4 on the 4th Run	7-9	PLES	
7			Kickers for Kids Run			
6-8		Lake & Cent. Park	Avid 4 Camps		Avid 4	
8	Early	Centennial Park & Lake	Try-a-thon		Awake the Lake	
8	Late	Town - 105	Taste of Palmer Lake			
8		Town Hall & Green	Chautauqua Days/RR Days		PL Historical Society	
9	5	Centennial Park & Lake	Labor Day Run			
9		Centennial Park	Wine Festival			
9		GP and Cent. Parks	Service in the Parks Day	9-12	PL Parks	
10		GP and Cent. Parks	Creek Week		PL Parks	
10		Santa Fe Trail	Creepy Crawl		YMCA	
10	1st or 2nd sat.	Centennial Park	.5K		Awake the Lake	
10	31	Disc Golf Course	Annual Phantom of the Lake Disc Golf Evening		Tri-Lakes Disc Golf Assoc.	
11		Town Hall & Green	Chili Supper and Star lighting		PLFD	
12		Town Hall & Green	Yule log Celebration	12	Yule log committee	
12		Residences	Holiday Lights Contest		PL Parks	

Palmer Lake Parks maintenance projects 2022

	Sand for VB court
	Replace / repair cedar rail posts along north end along RR tracks and trail (2 posts)
	Replace / repair cedar rail posts along west side of trail (2 posts)
	Safety fence at the east end of the Pedestrian bridge exit, directing pedestrians away from the slope and down the path
	Create a wildlife area at the SE end of the lake: fencing and signs, 150' on water and land sides
	Remove 2 dead trees by the playground on the East side
	Install bench (to replace the broken one) on the west side of the RR tracks
	Tetherball missing from pole
	Remove dead trees/brush from around lake
	Replace fence posts at observation deck
	Remove random "t" posts and save for other Park uses.
	Design and build cement platform for Gazebo
	Design and build stairs and railing for gazebo - research possible donors for materials and labor
	Do noxious weed mitigation around the lake and bridge
	Create a wildlife area at the SE end of the lake: fencing and signs, 150' on water and land sides
	Complete a survey of the west side to determine the RR boundary
	Develop a plan for the bulletin board at the restroom - PL parks, El Paso cty parks, Hist. Society
	Connect with Little League to develop a plan.
	Connect with ATL to develop a plan
	Develop a survey to solicit community input for the Centennial Park Master plan
	Connect with the PL Master plan committee to merge ideas for Centennial Park

Palmer Lake Parks Point of Contact going forward 2021

Item 8.

Who	Point of Contact area
G	Disc Golf
C, J	Fireworks
K	Awake the Lake Liaison
R	Glen Park
An	Columbine Park
K, An, G	Baseball Field
K/A	The Lake, dock, wading area
M /A	Crawford Memorial, Gazebo, Pavillion
K	Lake Playground
M	Creekside Trail
R / J	Reservoir Trailhead area
	Town Administrative Liaison
L	Fund-raising, donations
R, An	Grant writing
K, R, J	Living Word property task force
L	Service in the Parks days
K	Special Events: xmas lights contact, winterfest,
	Annual calendar
	Parks Commission Agendas and minutes
M, K	Lake wildlife area
	Monthly Reports
M	Petty Cash pick-up from donation boxes and report
Who: as of 1-4-21	J = Jessica. M = Mike G = Greg
	L = Lindsey. K = Kirk. An - Ande
	C = Cindy. R = Reid. A - Alicia
Possible	Special Events: Fireworks, Service Days, Winterfest, Lights Contest, fund raising
Sub-committees:	Centennial Park: Lake/dock, Ball field, Wildlife area, Memorial, Disc Golf/playground
	Glen Park: Creekside trail, Res, trailhead, The park & playground, tennis court
	Admin: liaisons, LW Task force, WTL, minutes, agendas, reports, calendar, grants
Updated 1-4-21	

Draft ideas for Centennial Park 5 year master plan 1st , 1-13 - 20

	Sand for VB court	
	Add a free-standing climbing boulder to the playground	
	Consider Replacing or adding to the curbing in the sand VB court, approximately 30 6" x 6" x 8" timbers	
	Entrance Parking East side near Santa Fe Trail additional parking	
	Plant trees - water wise, drought tolerant around lake to replace old ones	
	Benches N. End of lake with dock and lake views	
	Restroom on the west side of the Lake / RR tracks - year-round	
	Build a basketball court somewhere in Cent. Park	
	Playground on the west side of the Lake, including a splash pool	
	Install free-standing shade structures over the playground on the East side of the Lake	
	Install a bike pump station on the East side near Santa Fe Regional TH	
	Install a bike pump station on the West side in the parking lot across from The Depot	
	Fence in the land side of the wildlife area on the west side - snow fence	
	Repair and build up the retaining wall along the west side of the lake (historical)	
	Build a oval mountain bicycle track for children (Washington Park, Denver)	
	Completion of the landscaping all around the bridge (break down into specifics)	
	Plot for a multi use field at the south end, not a softball field. Tri-lakes YMCA field is: 100 yds x 60 yds	
	Move stone disc golf benches to appropriate holes	
	Research the possibility and need for a 2nd bulletin board at the restroom	
	Create a recreational non motorized water craft launch area at the S. End of the lake	
	Create a formal path from the bridge east side exit to the S. Boat launch site	
	Create a formal path from the bridge east side exit that goes along the lake, not through the multi-use field area, that connects to the Santa Fe Trail on the east side	
	Add picnic tables along the east side of the lake (about 6) in the shade	
	Add benches along the west side of the lake between the trail and the lake shore (6)	
	Add picnic tables along the west side of the Lake if there is room between the trail and the lakeshore	
	Research who owns the land E side of Santa Fe Trail and S. of VB court (for possible disc golf holes)	
	Realign disc golf holes so that holes 9 & 10 turn at E. Side bathroom area, 1 & 18 on West side of tracks	
	Move disc golf holes that currently cross the dirt area s. End of lake	
	Add more fishing line disposal stations on the west side of the lake	
	Repair/ replace/ redo all the "grass" areas on the NW side of the park along rte 105: real dirt, landscaped, drought tolerant	
	Formalize/or remove the parking along the west side dirt road once the survey of the west side is completed to determine the location of the RR boundary.	
	Work with ATL to create a 5 year plan for the south end of the lake, dirt area	
	Remove the dirt road from the N. End of Centennial park to the south side of the pedestrian bridge.	
	Close any entrance from the parking area across from the art center to the dirt road along the RR tracks	
	Complete the redesign and formalize the large parking lot south of the pedestrian bridge	
	Close the dirt road that goes beyond the parking lot across from the Depot and joins the dirt road along the RR tracks	
	Improve the land east of the parking lot across from the Depot, west of the RR tracks, N. Of the Ped. Bridge	
	Add benches, picnic tables or a disc golf hole in the improved area W. Of RR tracks, N. Of ped. Bridge, east of parking lot	
	Research and plan for a pavilion on the west side of the Lake and RR tracks	
	Drinking fountain of the West side of the Lake	
	Area near bridge improved with perennials	

Portable band shell (like Larkspur) on the west side	
Research and plan for an outdoor ice rink on the lake in the winter	
Expand restrooms vs porta pots	
Offer recycle trash bins	
Community garden, raised bed plots for “rental” to cover water cost	
Pollinator garden	
Develop a nature center	
Develop a nature trail with educational signage	
Sitting benches and picnic table on westside	
Splash park for children	
Fence off wildlife area from trail (west side)	
East side off main road (County Line) convert into diagonal parking (Jason)	
Install pet waste station North parking lot	
Complete East side wildlife area	
Sprinkler system along the tree line on the first base side needs to be dug up, checked for usability, and then an assessment of need be done.	
New mulch around the “Town of Palmer Lake Almost Heaven” sign. Assess the need for pruning the cedar trees next to the sign.	
Investigate the “Tree City” sign and either update (the last year is 1985), clean-up, or remove - it is in poor repair	
left and right field corner foul line fence need gates: approximately 15’ long each x 4’ high.	
Outfield fence repair in a couple of places, replace the yellow plastic safety “tubing” along the top of the fence.	
Meet with Little League officials and formalize a 5 year plan and MOU	
Check the status of the electric power with CORE , box number 544791. 1ND85651834	
The entire outfield needs raising to level it with the infield, plus the quality of the “grass” is extremely poor - replace? Ideas: artificial, all dirt, weed killer, topsoil, and re-seed	
Remove the fenced area in the left field foul area and reuse the dirt, fencing for another purpose at the ball field.	
Add a Parks Department storage box next to the Little League storage box (left field foul fence	
Raise right foul area bleachers so the maintenance can be conducted underneath. Right field foul area bleachers?	
Remove wire from the top of the wire backstop	
Add children crossing signs & lights & walkway across Rte 105 for safety in crossing to restaurants.	
Look at possible lengthening/raising the outfield fence so older kids can play. Especially right field.	
Consider selling advertising to appropriate businesses that can be places along the outfield fence.	
Remove telephone poles used for parking barriers and replace with something more tasteful	
Split rail fence along Rte 105 need sections repaired or replaced at least 4 8’ sections. Other sections need to be dug up and reseeded.	
Research the possibility of lights for the field, sponsors for them, ordinance for the use (turn-off time)	
Explore with El Paso County the possibility of installing parking signs for S.F. O.S. on west side of tracks near bridge	
Information boards and map for S. F. Open Space (El Paso Cty Parks), both TH and west side of bridge	
Free standing sun shade for over the playground	
Repair/resurface the playground cushioning surface	
Fitness machine/station cluster or trail (Like the MAC in CR)	