



## **PARKS AND TRAILS COMMISSION**

**Tuesday, September 10, 2024 at 5:00 PM**

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

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### **MINUTES**

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**Call to Order.** Chair Reid Wiecks called the meeting to order at 5:04 pm. He stated there is a quorum.

**Roll Call.** Present: Kevin Magner, John Tool, Mike Pietsch, Reid Wiecks. Jennifer Nilson arrived late at 5:06 pm. Others present: Trustee Nick Ehrhardt, Supervisor Stacy DeLozier, Administrator Dawn Collins.

#### **Approval of Minutes**

1. Minutes from August 13, 2024 Meeting. Reid pointed out a few inaccuracies, and Mike identified a wrong cash report amount. Discussion took place about the prior meeting discussion. Collins stated the motion can include those items that are in error, but clarification of discussion should be added to this meeting discussion. MOTION (Reid, Kevin) to approve the minutes with the amended cash report to \$137 and amend Administrator report to a singular complaint about the disc golf hole. Motion passed 5-0. Reid clarified that the Lions Club donated \$1000 for signs and Cindy meant that the Mile High Youth Corp will install the signs. It was noted the figure of 15 may have been estimated as the quantity of signs is undetermined.

**Petty Cash Report.** Mike reported donations and expenses for a new total of \$180.

#### **Public Works Supervisor Report**

2. Update Walnut Parking Lot. Stacy reported that the reflectors and boulders are moved as discussed.

3. Update EZ-Dock Quote. Reid thanked Jess and Alex Farr for the assistance and Stacy reported that he has the 60x10 dock portion ordered and will schedule pick up. Reid suggested this item be requested to be reimbursed by Awake Palmer Lake and will wait for the invoice.

#### **Town Administrator Report**

4. Update on Citation Fee for Court Damage. Collins reported that property damage is covered in code and is a mandatory court appearance. She also mentioned considering to plan for the installation of holiday lights. Reid stated the installation is by April (former restaurant group) and removal is Parks volunteers. Collins will reach out to April.

#### **Business Items**

5. Report of Volunteer Hours. Report of hours was reviewed.

6. Kiosk Revenue. Collins informed the members that a comparison and balance will be forthcoming with the workshop discussion about 2025 budget planning.
7. Review/Report Items for Project List Updates. Reid reviewed the project list format. Discussion took place about how to approve new projects within the list. All new projects were reviewed for discussion. MOTION (Kevin, Reid) to approve the projects as discussed and amend the list. Motion passed 5-0.
8. "Creek Week" September 28, 2024. Discussion took place about who will participate – Mike, Kevin, Jen, John and Reid will participate. Reid will complete a parking pass, a roll off is not needed and clean up of the creek will take place and place material at the roadway for Stacy to clear.
9. High Yield Fund For Kiosk Funds. Discussion took place about the bridge project estimated at \$20,000 and options to build the kiosk funds. Collins reminded members that town financials/budget is not the purview of the Parks and Trails Commission. She stated she will check into options for funds. Discussion ensued about knowing what funds are available for projects. Collins stated that all financials are posted and will provide what information is needed. She stated that the budget will be discussed in further detail at the workshop.
10. All Parks Maintenance Needs and Issues. Reid reviewed the general maintenance list drafted for Stacy and staff to consider for maintaining park areas. Collins suggested that Elephant Rock property be removed for the time being. She stated the Board has directed a trail but has not identified a park area that would be planned by the Commission. Collins mentioned the Kent/Epworth trail to the property. This item will be reviewed at the workshop.
11. Update E-Rock Open Pavilion Renovation. To accomplish the work reviewed, Reid asked if the water was capped and the electricity off. Stacy stated he will confirm both water and electric to remove the contents of the pavilion.
12. Update on Memorial Request (Assigned to J.Tool). John reviewed his meeting with the family requesting a memorial tree. They changed their mind to a bench at the pedestrian bridge abutment facing the new courts. Discussion took place about the best pad to install the bench. MOTION (John, Kevin) to approve the request of the bench and location. Motion passed 5-0. John will continue to work with the family.
13. Update on Venue Reservation Platform. John provided an update about the reservation platform, CivicRec. He and a few volunteers will check into other current reservation programs in other municipalities for ease of use and schedule a demo of CivicRec. Feedback will be provided to town staff. This item will be included in the 2025 budget.
14. Create a Parks 2025 Proposed Budget. Kevin stated that he started working on a general budget for parks activity for 2025 and will bring it to the next workshop for discussion.
15. Discussion/Action on Possible Co-purchase of Chainsaw Jig (PLFD). Reid reviewed the condition of picnic tables and explained the discussion with PLFD to purchase a jig to cut and utilize the logs at the reservoir. MOTION (Jen, John) to approve the co-purchase with PLFD. Motion passed 5-0.

### **Trails and Bridges**

### **Centennial Park**

16. Pickleball Sub-Committee. John stated he and Mike have about six volunteers to assist with the rules, policy and budget for the pickleball courts. MOTION (Reid, John) to approve the subcommittee for pickleball. Motion passed 5-0. Standard fees for club and tournament use will be recommended. It was agreed to add a courtesy sign for the fees and a donation box at the new courts.

17. Lake Trash and Parking Issues. Discussion took place about the complaints and amount of clean up needed at the lake.

Jen stated she needed to leave shortly and asked to take any item that needs attention before she leaves. Reid suggested taking item 20.

#### **Glen Park**

20. Trail Head Kiosk Sign Language. The proposed language for a sign was reviewed. MOTION (Jen, John) to approve the sign with an apostrophe added and rely on staff to order. Motion passed 5-0.

18. Consider Additional Workday - Parks Maintenance. Discussion took place about an added clean up day around the lake. Discussion also ensued about a plan to make buckets available for public clean up. Kevin will check into design, and it was discussed to have sponsors for the buckets for advertising (ie., O'Malleys).

19. Consider MOU with Soccer Club. Collins mentioned the Town Attorney has not completed the draft. Reid will confirm the submittal date that the soccer club needs to submit for an improvement grant. The MOU is needed for the submittal.

#### **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 9/24) and Future Items.** It was agreed to have a budget discussion, review the maintenance list, and possibly have a list of signs to review.

**Adjourn.** Reid adjourned the meeting at 7:14 pm.

*Minutes by: Dawn A. Collins, Town Clerk*