



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: April 24, 2025	ITEM NO.	SUBJECT: Resolution to Approve Additional Reservation Fees for Pickleball Courts to Master Fee Schedule
Presented by: Town Administrator/Clerk		

Background

Enclosed are recommended fees by the Parks and Trails Commission for reservations of the pickleball courts once the CivicRec reservation system is launched.

Note the enclosed fees and blocks of time that may be reserved for such use. Two courts will remain open at all times with the expectation that the paddle up system will be utilized. One additional paddle up rack will be installed near the courts. The remaining courts will have defined blocks of times that can be reserved accordingly.

Following are the minutes of the Parks and Trails Commission recommendation:

16. Proposed Fees to Reserve Pickleball Courts. John Tool reviewed the information from an assembly of national average of fees, proposed on the low end. Members also reviewed the reservable block times. It was noted that a cut off time will be established the night prior to posting reserved times each morning. MOTION (Tool, Magner) to recommend approval of the fees proposed with an adjustment of the tournament to 20% and the blocked time as proposed. Motion passed 4-0.

The intent is that by noon each afternoon, reservations will close for the following 48 hours so that staff can create and post the reservation time posting each following morning(s) – 48 hours are required to cover the weekend schedule when staff are not online and posting can be completed on Friday for Sat/Sun weekends.

Recommended Action

Approve the resolution to add fees as presented and recommended by the Parks and Trails Commission and amend the current master fee schedule.