



## **PARKS COMMISSION**

**Tuesday, January 9, 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.** Commission Chair Reid Wiecks called the meeting to order at 5:02 PM.

**Roll Call.** Commission members present: Kevin Magner, Phyllis Head, Reid Wiecks, Mike Pietsch. Members excused: Cindy Powell, Garcia Woods. Member Jennifer Nilson arrived at 5:04 PM. Others present: Trustee Nick Ehrhardt (arrived at 5:04 PM); and staff Jason Dosch, Dawn Collins, Tish Torweihe.

#### **Approval of Minutes**

1. Minutes from December 12, 2023, Meeting. MOTION (Reid, Mike) to approve the minutes as presented. Motion passed 5-0.

**Petty Cash Report.** Mike reported no new donations or expenses with the same balance of \$124.

**Public Works Supervisor Report.** No report and will speak to individual items on agenda.

**Town Administrator Report.** Collins reviewed the kiosk revenue and monthly graph for 2022-23. A net of \$42,000 for 2023. Collins reported that a job posting will be issued for public works equipment operator including assistance to parks. Dawn inquired about the removal of the holiday lights and storing. The October discussion was reiterated – that Parks agreed not to take on the holiday lights from the restaurant group. A different plan will be considered for the future - utilize staff, hire or ask another group. Volunteers will be assembled to remove lights about the end of January. Collins will reach out to April. Reid stated there are storage bins to pack the lights.

#### **Business Items**

Chair Wiecks suggested taking item 10 first to accommodate Mr. Tim Caves.

10. Update on Pickleball Courts at the Lake/CP. Mr. Tim Caves introduced himself, as project manager for the pickleball courts and restroom at the Lake. He reported working with Jason Dosch for about two thirds of the fill material on the site. The remaining fill will wait until spring to complete. Mr. Caves provided a sketch of the court layout, end to end, and the restroom plan. A local contractor has offered to assist with the work; fixtures are top of the line; storage room will assist for Awake The Lake picnic tables, pop ups, holiday lights, pressure washer and other necessary supplies. A soils test is planned for the spring in preparation for permits. APL is proceeding with the Sanitation Department for the sewer tap. The grant includes in-kind from the Town including a water tap and fill material. Plans will be provided to the town for permitting. Discussion took place about the orientation of the restroom. Electricity will not be necessary for the courts. The goal is to have four courts for leagues and two

courts for open play. Discussion continued about a reservation platform and saving funds for future resurfacing of the courts.

Returned to the order on the agenda.

2. Report of Volunteer Hours. Review of hours submitted and reminded to send volunteer hours to Tish to assemble. Any additional notes of activity can be added to forward to Trustee Ehrhardt.

3. Kiosk Revenue Overview. It was suggested to combine the bar graphs to see the comparison year to year. Phyllis reported that most vehicles have a parking pass on their vehicle.

4. Review of 2024 Parks Project List. Nothing new was added and 104 projects are listed. Kevin suggested everyone sign up for four to five projects to complete by the end of the year. It was agreed to categorize the projects by regular annual activity vs single projects to check off. Jason Dosch will review those items that are regular duties of Parks maintenance and provide it to Reid. This item, along with assignments and ranking of importance, will be reviewed at the next workshop.

5. Update of Christmas Lights Contest 12/17. Jen will write an after-action report. Discussion took place about modifying the categories each year. The \$25 awards were a success. It was discussed to have people register to make sure they are judged and to create a list for visitors to see. Providing early advertising will help more people to be involved.

6. Update on Non-Motorized Grant Activity / Presentation to Committee on 1/17. Reid, Kevin, and Jennifer will make a presentation for the CPW grant application on Jan-17. A handout will be provided to answer questions. Some of the questions were reviewed.

7. Consider Allowing E-bikes on Trails and Bridges (Glen Park, Creekside Trail, Kent and Prairie Trail and ER). Reid and Kevin provided background on this item. The CPW grant is a non-motorized grant and discussion took place whether E-bike should be allowed. It was a question on the application. Discussion took place generally about e-bikes and whether or not to allow them, noting some potential danger – quiet and high-speed. Jen would like to do more research. Kevin would like to see what other towns are allowing. This item will be further discussed at the 1/23 workshop.

#### **Centennial Park**

8. Final Plan for Winterfest Broomball Tournament 1/20. Discussion of the plans took place - stickers and mugs will be sold; donations that are provided will be communicated; electricity is available at the pavilion; referees are needed, and it was suggested to approach the parents of registrants as an option. Team bags are assembled. Cash, credit card and Venmo will be available. Cardstock certificates will be printed at the Town office for the street sign sales and provided to Reid. The whiteboard is available to pick up from the office. Burn barrels will be at the event. A department meeting will take place to review plans. Set up will begin at 1p on Sat., 1/20. Reid requested names, addresses and donations to send thank you letters.

9. Review/Consider GOCO Grant Application for Multi-use Field. Reid stated that with the turnover of Parks Commission members, he wanted to confirm the Commission wants this project. MOTION (Jennifer, Kevin) to continue the process of applying for the GOCO grant for the multi-use field. Motion passed 5-0. It was reminded that Cathy Wilcox has offered to assist with review of the grant application. Dawn will correspond with Cathy to involve her.

**Glen Park.** None

**Public Comment.** None

**Report of Other Meetings**

Reid met with D38, Mike Belcher regarding the survey for the multi-use field. He thanked them and reported that 114 households with children responded. The field was highly favored, and soccer was the overwhelming choice.

Trustee Ehrhardt stated the resolution to authorize the trail and bridge activity will be coming to the Board, and Dawn read the three points included - to design, build and install the additional bridges as identified on the map; renovate the open-air pavilion on the Elephant Rock property; and develop the perimeter trail on the Elephant Rock property as exhibited on the map.

Reid and Kevin will do research on E-bikes to bring back to the 1/23 workshop.

**Next Meeting (1/23 workshop) and Future Items.** Discussion took place about the next workshop to include after action from Winterfest; E-bikes; and review of the project list.

**Adjourn.** Reid adjourned the meeting at 6:24 PM.

*Minutes by: Tish Torweihe, Administrative Specialist*