



## **PARKS COMMISSION**

**Monday, October 11, 2021 at 5:00 PM**

Palmer Lake Elementary School Library, Upper Glenway

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### **MINUTES**

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**Call to Order.** Reid called the meeting to order at 5:00 PM

**Roll Call.** Present: Reid W, Ande F, Greg F and Lindsey L; Mike P (arrived at 5:21 PM)

Staff: Dawn C, Jason D and Tish T

#### **Approval of Minutes**

1. MOTION (Reid, Ande) to approve the minutes from 9/2/21. Motion passed 4-0.

**Petty Cash Report.** Previous balance of \$343.61 plus a donation of \$36.38 and expense of \$62.62 for a current balance of \$317.37.

**Public Works Supervisor Report.** Jason attended a two-day CIRSA training. The town needs a master plan to replace playground equipment (replacement schedule). The playground at the lake had some damage to a shattered bubble panel. It has been cleaned up and boarded until a replacement part can be ordered or replaced with something else. The removal of the fountain at the lake will be on 10/18 around 10AM by Alicia G, Ande F and Jason. The County has closed the bathrooms for the winter season. Wood chips will be hauled to Glen Park for the church group to spread.

**Town Administrator Report.** Nora, a Parks employee, has resigned. There will be a review for a seasonal person and possibly full-time posting.

2. Review Parks 2022 Budget - Discussion of CTF Balance (2021). The parks budget for 2022 was discussed. Insurance has moved under Administration. Discussion of items CTF can cover took place. Road's budget has helped cover the Park budget. CTF has some funds left in 2021 to help purchase wood chips and signs. Reid discussed other items such as sand, pea gravel and a mat for the playground slide is needed. Reid will forward list to staff.

3. Update - Revised Chipping Date to 10/16 from 9am-1pm. The location is on County Line Rd by the motor cross track.

#### **Business Items**

4. Confirm Date/Time of Regular Meetings was discussed. Tuesday is the best date for everyone. The first Tuesday of the month the meeting will be held at 9 AM at the Tri Lakes Chamber house, 300 Hwy 105. The third Tuesday of each month the meeting will be held at 5 PM at Palmer Lake Elementary School on Upper Glenway.

5. Review Amended Memorial Guidelines. MOTION (Reid, Ande) to approve Memorial Guidelines. Motion Passed.

6. Review of Standard Memorial Bench options for standard Park benches were reviewed. All outdoor park benches are coated with a weather proofing plastic. Greg suggested having at least three options available for people to pick from. MOTION (Greg, Mike) to have three green outdoor park bench options available to choose from Motion Passed 5-0.

7. Update on Damaged/Destroyed Memorial Bench. Jason removed the bench that was destroyed. Reid will order a replacement bench and work with staff to invoice the person responsible for the damage.

8. Plan Christmas Lights Contest. Reid will pull out the checklist of this event and review it at the next meeting. Reid suggested to talk to Glant and ask her if she would like to be involved with the gift baskets again. Also, reach out to Jess F to see if she would like to do a theme sign and map again this year. Linsey will plan to coordinate.

9. Plan Winterfest. Reid will look for the checklist to review at the next meeting. Jason suggested using a burn barrel because the FD will not approve an open fire. Ande will coordinate with Linsey's help.

10. Service Day on 10/16 (Church Group). This service day will be from 9:30 AM to 12 PM. The same church group from last year will be doing this event. Parks will plan for wood chips to be available for the volunteers to work with and consider sand and timers for future. Jason also has the T-posts available for the wildlife area. Reid will coordinate with Jason.

11. Update on DIA Display. The date for the setup of the DIA Display will be on 10/22. Reid will have all the items needed for set up. Reid and Ande will work on the project with Mike's assistance. The item plaques have been prepared and will be ready to identify each displayed item.

### **Centennial Park**

12. Request for Vending at Lake/Centennial issues was discussed, including lighting, vandalism, litter, and possible animal damage. The east side of the property is County property. MOTION (Greg, Linsey) to not allow any vending machines in any parks in Palmer Lake. Motion Passed.

13. Removing Fountain from Lake. This was previously discussed with Jason to take place 10/18.

14. Master Plan - Centennial Park Items. It was agreed to send suggestions to Ande, and she will distribute a spreadsheet.

15. Lights on Pedestrian Bridge (Parks or ATL). The lights on the bridge have been taken care of by the restaurant group in past Lake. Dawn suggested that Parks meet with Awake the Lake to discuss the bridge lights. Dawn will reach out to Jeff H for clarification. Jason talked about a long-term plan for permanent electrical source at the bridge.

16. Discussion of Park Closing Hours. This was modified in a past meeting and 9 PM is the parks closing time. Signs need to be updated.

### **Glen Park**

17. Direction for Zip Line on Private Property. The parks trail is right under the end of a private party zipline. Reid has diverted the trail at this time and is almost certain that it is on town property. He also reported that a truck drove over the park property to pour a patio for the homeowner. Cement spills

need to be cleaned up in two areas. Dawn will check with Vanderpool to investigate the unauthorized truck and cement spills. Greg will coordinate a map overlay to review the property lines more closely using tennis courts as lines to measure.

**Next Meeting and Future Items.** Next meeting will be on 11/2, at 9AM at the Chamber House at 300 HWY 105.

**Adjourn at 7 PM.**

Minutes by: Tish Torweihe. Admin Assistant