



## PARKS COMMISSION

Tuesday, December 12, 2023 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 5:01 PM.

**Roll Call.** Cindy Powell, Kevin Magner, Reid Wiecks, Mike Pietsch, Jennifer Nilson. Excused: Garcia Woods. Phyllis Head arrived at 5:06 PM. Others present: Trustee Nick Ehrhardt arrived at 5:10 PM; and staff members Jason Dosch, Dawn Collins, Tish Torweihe.

#### Approval of Minutes

1. Minutes from November 14, 2023, Meeting. MOTION (Cindy, Reid) to approve the minutes as presented. Motion passed 5-0.

**Petty Cash Report.** Mike reported expenses and a new balance of \$124.

**Public Works Supervisor Report.** Jason Dosch reported that staff loaded up items and cleaned up at Elephant Rock property. Awake the Lake will assist in funding the trucking to haul material from the Monument tank project to the Centennial Park pickleball court site. Additional material will be hauled when material and/or funds are available. Jason brought in the tennis and pickleball court signs to view. The stone steps will be cleared off after snow events.

**Town Administrator Report.** Dawn Collins thanked all who assisted with removing logs from the reservoir for the bridges. She congratulated Cindy on the Mile High Youth Corp grant award of four weeks of labor in 2024.

#### Business Items

2. Current Volunteer Hours Report. Reviewed volunteer hours which will be added to the Board packet.

3. Kiosk Revenue Report. Reid requested a bar graph to show the Kiosk trends since installation following year end. The additional warranty will not be renewed this year.

4. 2024 Parks Project List. The Parks project list will be included in the Board packet. Reid suggested that names be added to the projects early in 2024. Kevin will be working on a hands-on budget for Parks projects to plan (separate from the Town Parks budget).

5. Review Noxious Weeds Workday. Phyllis reported a very successful workday with approximately 40 hours from 14 volunteers. PLFD also participated.

6. Review Christmas Lights Contest. Reviewed flyer: judging will begin at 7 pm on Sunday 12/17. Palmer Lake citizens and Commission members will judge all decorated per the categories. Light up trophies will be awarded.

7. Consider Recommendation to Board for Trail and Bridge Activity. Kevin and Reid will present the Palmer Lake Creekside, Kent, Prairie, E-Rock Trail System Plan to the Board along with a Power Point. Reid reviewed his summary. Discussion about the bridge designs took place. MOTION (Mike, Cindy) to recommend the Glue Laminated Beams with stainless steel cables. Motion passed 6-0. Review took place about the cadets' professional presentation and the high interest of other cadets to get involved.

8. Switchback Unified Team's Donation Request. Discussion was had about possible sponsorship. Collins stated that sponsorship from a municipality is typically not recommended. It would need to go to the Board and would open a floodgate of any organization requesting financial support. Parks will reach out to work with them as a partnership for the future multi-use field.

9. Christmas Bonus for Parks Maintenance Staff. Discussion took place about a \$50 bonus to three part-time Parks maintenance staff. MOTION (Reid, Phyllis) to give the three part-time employees each a \$50 bonus from Parks donations. Motion passed 6-0.

10. Introduction to Parks Budget for Planning Purpose. Kevin briefed Parks on a draft budget that he is working on to help guide the Parks projects in 2024. He asked for any estimates to be forwarded to him.

### **Centennial Park**

11. Review Winterfest - Broomball Tournament. Jennifer stated over \$1500 in sponsorship has come in for this event. Discussion took place about possible items to sell. A budget is needed to plan for awards and fundraising sales. Jennifer created a new Gmail account for email. MOTION (Reid, Phyllis) to approve a \$400 budget for spending on the Winterfest Broomball tournament. Motion passed 6-0.

12. Multi-Use Field Future Replacement Funds. Discussion ensued about setting aside funds for 15 years for the replacement of artificial turf to assist the GOCO grant. Jennifer suggested setting aside \$5000 each year as a starting point. Kevin will research possible revenue and annual maintenance. Pride Soccer Club has a fluffer machine that could be worked out with Parks for renting the machine 2-3 times per year. Jason suggested a percentage of kiosk funds or raising the fee a dollar. Pickleball courts could help generate funds. The next GOCO grant cycle has a concept deadline of January 26th, and it will be discussed at the January workshop. MOTION (Jennifer, Cindy) to set aside \$5,000 a year to help fund the replacement of the multi-use field contingent on being awarded the grant.

13. Review Centennial Park Master Plan Site Map. Map not available and will be tabled for the next meeting.

### **Glen Park**

**Public Comment.** None

### **Report of Other Meetings**

14. Mile High Youth Corp Open House, 11/30. Phyllis and Gene K attended the meeting, and it was a success with a great group of people.

15. USAFA Engineering Department, 12/4. Discussed previously.

**Next Meeting (1/9/2024) and Future Items.** A special workshop will be held on January 2<sup>nd</sup> at 5 PM.

**Adjourn.** Reid adjourned the meeting at 6:27 PM and wished everyone a Happy Holiday.

*Minutes by: Tish Torweihe, Administrative Specialist*