



Parks Commission Meeting Minutes

December 7th, 2020

Depot(11 Primrose) 8:30am

1. Call to Order
2. Roll Call - Present: Jessica Farr, Alicia Gatti, Kirk Noll, Mike Pietsch, Reid Wiecks, Greg Feuerhaken., Town Manager Dawn Collins, Guest - Ande Furrer.
3. Absent: Gland Havenar, Bob Mutu
4. Approval of minutes (approved) and agenda (add presentation by Samantha - Speed Trap and approved)
5. Petty Cash Report - \$364.88
6. Samantha - Speed Trap proposed that Parks considering do more for the community by promoting and participating in a food drive for Tri-Lakes Cares as part of the Lights Contest. Boxes for donations will be Speed Trap, Town Hall, and various other restaurants. She also floated the idea of having a Christmas Choir for Palmer Lake that would walk about town and sing. Approved.
7. Boy Scout project at the Lake - Mike (who will be the POC for this project) outlined his meeting with Eagle Scout Jacob U. Who is going to erect fencing around the Lake wildlife area and plans to have it completed by April 12, 2021. Various details were discussed. Dawn to see if CTF \$ can be used to help defray some of the fencing costs (no). Mike and Reid to measure boundary and pass it and helpful contact information on to Jacob. Alicia mentioned the possibility of using Ladies Auxiliary donated funds to help Jacob. Discussion also about the possible future location of holes where they border the Wildlife area. Needs to be good communication between the POCs for these two areas to head off any conflicts and facilitate planning.
8. POC responsibilities for 2021 – finalize - list was passed around and a few more spots were filled but there are still more to be filled. We each need to take on more than one area, most have. Reid to send Dawn a copy. Parks will be able to participate in the Agenda Management Program she outlined at the trustee workshop. She'll work on the details for getting us set-up.

9. Discussion of Commission meetings vs parks Sub-committees meetings for 2021: Parks Commission will meet Jan. 4th at 8:30 in the Town Hall and decide on which Monday to meet - 1st or 2nd of the month and the time. We need to standardize. The sub-committees aren't bound by the same "sunshine laws" as the Commission so can meet as needed, without posting an agenda or minutes, wherever they see fit. Their sub-committee chairpersons should keep the Commission informed as to progress and needs by attending Commission meetings when possible. Dawn: "YES, TYPICALLY COURT IS FIRST MONDAY OF MONTH BEGINNING AT 8A AT TOWN HALL, SO NOT BEST OPTION AND HOLIDAYS WERE ALSO MENTIONED, SO WOULD ANOTHER MORNING WORK? OR THE SECOND MONDAY? OBVIOUSLY UP TO YOUR MEMBERS."
Dawn also added that: "*FUNDS ARE IN THE 2021 BUDGET FOR APPROXIMATELY 1000 HRS - BE IT SEASONAL OR REG P/T (BUDGET TO BE ADOPTED AT 12/10 MTG) (for a parks employee)"
10. Lake playground swings update: delivered today to the yard. Look at trying to get it into the ground as soon as possible. Reid to check on hole digger (Elvis). Minimally it would be good to dig the holes and cover.
11. Lights around the digital sign warranty update: Dawn updated us. She added a line in the Town Policy about the warranty. For now no lights around the sign poles.
12. Mitigation Grant/Cusp/PLVFD involvement: Dawn brought the members up to date on the progress of a new grants with CUSP to mitigate north of Upper reservoir, provide an education piece, and matching grant money for those who mitigate their home property.
13. CIRSA Report/Recommendations in relation to Parks: Dawn handed out recommendations recently conducted. Issues - cushioning in Glen Park playground, slide structure, fall distance from "see-saw type" apparatus. Reid to follow up and explained the lack of progress in those areas.
14. No Crossing Tracks Disc Golf Rule: discussion - BNSF's responsibility to post signs and fencing. It isn't just Disc Golf but most users who park on the west side. Disc Golf users are told not to cross the tracks. More signage needed along the both sides. No easy solution. More discussion needed.
15. 2021 Calendar rough draft: Jessica presented. Two events (Creek Week and PLES 4th of July Run) added. Will "clean up" and give to Town. Approved.
16. Christmas lights contest update: Reid to clean up the score sheet. Jessica to post information again. Only one sign top so far. Judging Dec. 17th, at 6:00. We will meet 5:30 at the Depot to get score sheets, maps, and head out.
17. Porta Shed discussion: Jessica uncomfortable with purchasing the lumber right now as it is very expensive and storing it over the winter may lead to warping.

Suggested we use the money (\$4500) for Glen Park cushioning and curbing now and address the shed in the late winter/spring, and possibly the steps at the Gazebo. Approved. Dawn: “*WASN'T THIS MATERIAL ALREADY PURCHASED? (BELIEVE JESS PROVIDED RECEIPT) BUT WILL FURTHER CHECK ON ADDITIONAL FUNDS FOR MATERIAL” Follow up information from Dawn.

18. POC areas and the development of “master plans” for each area (for those that would benefit from having one for long term planning and budgeting. Reid suggested we each begin to develop informal “master plan lists for each areas on the POC list that needs a plan to facilitate a formal plan and long-range budgeting.
19. Greg requested permission to build and install a ‘Little Free Library” in Glen Park. Reid and Jessica had also talked about one across the street from their homes. Greg to bring the possible location in Glen Park to the Commission once he is ready. Approved
20. Kirk asked Dawn if the Town can bring the old firetruck that is up in the yard into the park to display? She will check on it. Kirk to develop a list of possible locations.
21. After the meeting Greg and Ande were looking for it (application for the Parks Commission) but couldn't find it. If it isn't can I have them use our version until it is available?

Dawn: “*A 'NEWS' ITEM WAS POSTED MONDAY - HERE IS LINK <https://www.townofpalmerlake.com/bc/page/looking-volunteers> & ALSO LOCATED AT BOARDS/ COMMISSIONS UNDER VOLUNTEERS”

22. **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 the commission extends it. The Parks Commission is to listen and not discuss the item nor make any decision on an item presented at this time but rather refer the item to staff for follow up or for a future agenda. Personnel issues may not be discussed nor

Adjourn 10:15

Next meeting: Monday, January 4th, 8:30 in the Town Hall (Dawn to let us know) - confirmed by Dawn 12/29/20

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