Parks Commission SPECIAL Meeting Minutes: 03/18/2021 – 8:30 AM – Town Hall, Palmer Lake
Member Attendance: Mike P, Reid W, Greg F, Kirk N, Ande F (arrived late)
Others: Cindy G, Jason D, Dawn C

1. Call to Order at 8:35 AM.
2. Roll Call – Greg, Mike, Kirk, Reid (Ande arrived just before 9 AM).
3. Approve Minutes from 03/04/21 meeting. MOTION (Mike, Kirk) to approve. Motion passed. Agenda was reviewed and agreed to take item 16 first to hear from guests to speak to fundraising event on July 4th in coordination with Fireworks.
   Fireworks. Amanda (Keller Williams) and Jen (local lender) were present and offered fundraising ideas to the Parks members for July 4th activity after 2pm. Ideas were discussed and Amanda will coordinate with Cindy, Fireworks, for non-water ideas. Collins will send Amanda the special event application.
   Cindy reported the expected estimate for fireworks, including about $15,000 to the fireworks company with a deposit of $7500 due by April 30. The event requires about $30,000 total. Cindy has reached out for volunteers and donations to assist and will plan a public meeting at town hall at the end of March. Collins will coordinate with Tish to instruct Cindy using pay by card through the town for donations.
4. Thank you to Home Depot. Potting soil was donated and Dosch confirmed that staff will utilize it. Reid will complete a thank you to Home Depot.
5. Review Parking Kiosk Options for Trailhead. Reid reviewed the comparison sheet of kiosk options. Discussion took place about each type. MOTION (Mike, Kirk) to recommend that a parking kiosk is purchased to install at the trailhead. Motion passed 5-0. Review and discussion of types of kiosk, including solar, manual and electronic. Discussion took place about what is similar as well as differentials, such as electricity requires additional cost to properly add power, solar requires a minimum of 6 hours of sunshine each day and has battery back up. Discussion of warranty, install and service contract took place. Dosch suggested consideration of a solar light to cover the kiosk area for safety. It was agreed by members to recommend an option for debit/credit card and not cash. MOTION (Kirk, Ande) to recommend the solar T2 Cosmo S kiosk. Motion passed 5-0. Discussion continued about fees. It was agreed that the kiosk is for parking so any person parking would be subject to a fee. MOTION (Greg, Kirk) to recommend a fee of $5 per vehicle parking. Motion passed 5-0. It was suggested that potential free days as well as premium days be considered in the future, depending upon the direction of the Board of Trustees. Reid stated this recommendation will go before the Board at the 3/25 meeting.
6. Condition of Lake Level. Reid began the discussion of the lake level and suggested that the members consider the best case scenario for the summer and designate areas for activity. Following discussion, it was agreed that water activity would need to be determined by the end of April and not much may change by then. MOTION (Greg, Mike) to recommend that water activity is not allowed for events until further notice of improvement of the lake level. Motion passed 5-0. Consideration was mentioned to remove the dock. Reid requested that Collins speak with Mayor Bass to add this recommendation to the Board agenda.

7. Special Events. The Captain Jack event was reviewed. MOTION (Reid, Greg) to approve the use of the area. Motion passed 5-0. Discussion took place about the Adventure Run. Recommendation to staff was to have participants park at public parking off 105, allow a first station beyond the reservoir (off Balanced Rock Rd, roughly 10 miles from start), not allow any vehicles and request the finish be near the lake, not in the Glen.
   Kirk also mentioned the camping area for the 24 Hour run event was incorrectly marked for allowed camping. Collins stated she will make the correction with the Sasquatch Running Company.
8. Santa Fe Open Space. Reid provided a summary of this change with El Paso County and that public parking near the ballpark is becoming more significant, and activity to begin the first (upper) lot should begin.
9. Memorial guidelines. Reid stated that the request from Ms. Gray was withdrawn and asked members to review the drafted guidelines for a future meeting.
10. Reid suggested that the review of cement pour projects be held until the next meeting.
11. Master/Comp Plan relating to Parks. Reid stated the neighborhood meeting relating to Parks is scheduled for May 25 and requested that members plan to listen in. Collins stated once the flyer/announcement is complete, she will distribute to members.
12. Glen Park Playground. Review of this will take place in the near future.
13. Reid suggested that the events checklist be held until the next meeting.
14. Status of lights on bridge. Kirk stated the restaurant group will donate LED white lights to keep bridge lit. Discussion took place about future lights not requiring power or installing power properly for safety purpose.

Kirk left the meeting.

15. Burn of wood from Winterfest. Discussion took place about when to plan an impromptu fire. MOTION (Reid, Greg) to not burn the pile but remove it in coordination with staff and service day in the spring. Motion passed 4-0.
16. Taken first.
17. Certificate of Appreciation. Discussion took place about staff preparing a certificate of appreciation for Scout Jacob Unwin upon completion of the conservation project.
18. Centennial Park. Reid suggested this be planned as a walk-about meeting in the spring.
19. Storage Shed. Reid reported that the noxious weeds shed has been turned over to them. It was discussed that, in coordination with staff, inventory should be taken of items needed and clean out – re-organize – what will be used.
20. Reid suggested the discussion of plans for the Old Firetruck be held for a future meeting.
21. Public Comment. None.
22. Other Meetings. Reid mentioned the meeting he and Cindy had met with staff regarding Fireworks funding. Kirk continues to attend Awake the Lake meetings.
23. Next meeting is April 1. It was discussed to add Little League and the status of the agreement as well as Golf Course issues to the agenda. Greg inquired Dosch about posts for caution signs. Dosch also mentioned there are street signs available to sell.
24. Adjournment moved by Reid at 10:47 AM.

Minutes by Dawn A. Collins, Town Clerk