



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: October 12, 2023	ITEM NO.	SUBJECT: Direction on Request to Waive Fees for Meetings (Pickleball Court Project)
Presented by: Town Administrator /Clerk		

Background

The Board approved the Pickleball Courts/restroom project for Awake Palmer Lake at Centennial Park.

A Memo of Understanding (MOU) will be drafted to reflect the responsibilities of both parties – ie., hold funds for water line replacement (APL); offer in-kind services – water taps, dirt, grading (Town).

APL is requesting that, when meetings are required for the project, the reservation fee be waived for this project.

Staff suggests that, if the Board agrees to the request, it be specifically addressed in the MOU and not generally waive fees. Every other non-profit pays a reservation fee at a 50% discount for use of town hall.

Additionally, there may be meetings that staff will be included and thus, it can be reserved as staff use.

Recommended Action

Consider directing staff, if agreeable, to include the use of the town hall in the MOU.