



## BOARD OF TRUSTEES

Thursday, January 13, 2022 at 5:00 PM

Tri-Lakes Chamber House, 300 Hwy 105, Monument

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### MINUTES

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

#### **Pledge of Allegiance**

**Roll Call.** Present: Mayor Bill Bass, Trustees Jessica Farr, Darin Dawson, Sam Padgett, Glant Havenar, Karen Stuth. Trustee Nicole Currier arrived at 5:05 PM.

**Consent Agenda.** MOTION (Stuth, Havenar) to approve the consent agenda including 1) Minutes from December 9, 2021 Meeting; 2) Financials (November); 3) Checks over \$15,000 - TN Parker and Wells & West; 4) Resolution 1-2022 Designating Posting Location; and 5) Resolution 2-2022 Appointing Town Officers. Roll call vote – aye (6); nay (0). Motion passed.

#### **Staff/Department Reports**

6. Water

7. Public Works including Roads & Parks. Supervisor Jason Dosch explained the planned stimulus funds of \$200,000 for bridge work planned roughly Aug-Sep later this year. Jason also informed the Board he was appointed to serve as Vice Chair to TAC (PPACG). Trustee Havenar inquired about funds considered for wear and tear to Hwy 105 and Jason responded it would go to CDOT.

8. Police; 9. Fire; 10. Administration; 11. Attorney

12. Administrator/Clerk. Collins reported about the break in and damage to Elephant Rock property. The ramp project is expected to be completed with handrail installation next week and library planning a reopening in March. The town hall exterior restoration is completed and interior work including updated power and electrical, insulation, new lighting and finishing work to continue into February. Collins provided an update of the Master Plan work to begin with individual interviews and the survey link available at the town website the week of 1/17 with a postcard mailing. The deadline for completion is 2/8. Collins reported the completion of revisions for the codification of the municipal code and expects a return copy in March. The crosswalk at Pie Corner is planned completion next week. The parking kiosk payment program is being built anticipated by mid to end Q2 completion. Appointments to be considered at the next meeting were reviewed.

**Public Comment**

Ms. Brenda Woodward inquired about page 8 of the Board packet, financials, offering language to clarify the accounts. Mr. Bill Dandino raised concern about a Glenarm property being vacant and inquired about maintenance of County Line Road. Supervisor Dosch offered to check with El Paso County for improvement. Mr. George Blake inquired about the criteria for the recently adopted ordinance relating to short term rental. Ms. Nancy Marshall extended a thank you to the Board for the ramp project for the library and inquired about state sales tax collection.

**Business Items**

Mayor Bass inquired about others attending and suggested taking item 18 first.

18. Review of 2022 Master Fee Schedule. Collins stated an apology and explained an error on the marijuana fees on the draft and reviewed the various comparisons used for modification to fees. Discussion took place about the variety of municipalities used. Mr. Dino Salvatori provided background to the state licensing review and requirements. He offered information relating to fees. Ms. Melissa Woodward also offered information relating to fees. Ms. Brenda Woodward spoke to the history of the town fees for marijuana licensing. Trustee Dawson inquired about the liquor fees and Collins responded they were not all included on the 2021 fee schedule, along with others. Discussion took place about other “like” municipalities, less than 4000 population. It was suggested to assemble the current and proposed fees, stating the difference, in a spreadsheet for Board review. Ms. Lindsay Aho inquired about a “bed tax” for short term rental. Collins noted that is not addressed in the fee schedule but in the municipal code of ordinance – discussed to be a percentage but not yet amended. Mr. Dino Salvatori announced the date of May 14 that he will host a car show and fundraiser for the Fire department.

13. Ordinance 15-2021 Granting Franchise Agreement with Black Hills - Final Reading. MOTION (Currier, Padgett) to approve Ordinance 15-2021 granting the agreement with Black Hills. Roll call vote – aye (7); nay (0). Motion passed.

14. Resolution 3-2022 to Authorize IGA for Palmer Lake Elementary Improvement Project. Supervisor Dosch explained the project planned for the Elementary School improvement, including water lines, the Town match of \$30k budgeted and beginning the design this year. MOTION (Padgett, Havenar) to approve Resolution 3-2022 to authorize the IGA with CDOT. Roll call vote – aye (7); nay (0). Motion passed.

15. Resolution 4-2022 to Authorize Signature to 2021 MS4 Annual Report. Supervisor Dosch stated this is the first year reporting with compliance to the Town’s MS4 permit requirements with thanks to Mr. John Chavez. MOTION (Farr, Padgett) to approve Resolution 4-2022 to authorize signing the annual report. Roll call vote – aye (7); nay (0). Motion passed.

16. Resolution 5-2022 to Approve Residential Well Agreement (Brenneman, Hwy 105). Mr. Rick Shellenberger was present for Randy Brenneman. MOTION (Stuth, Havenar) to approve Resolution 5-2022 to allow the residential well. Roll call vote – aye (7); nay (0). Motion passed. Mr. Matt Stephen inquired about the new RA zoning to allow watering outside. Collins stated the agreement will be amended when additional building takes place.

17. Review of Improved Water Billing. Collins expressed gratitude for staff efforts with the new billing service. The change allows staff to be proactive working through issues and provides information

needed to address issues. A few Board members implied customer service issues and staff asked that concerns be directed to Julia directly to address.

18. This item taken first.

19. Review of De-annexation Process, Set Public Hearing. Attorney Krob explained the statutory process and options with a request to disconnect or de-annex from the Town. United Congregational Church is requesting disconnection from the Town. MOTION (Dawson, Stuth) to set hearing for disconnection for the next Board meeting on 1/27. Roll call vote – aye (7); nay (0). Motion passed.

**Board Reports.** Trustee Havenar provided an update of PPACG, including elections, determining whether I-25 becomes toll or HOV, review of ten-year plan, and explained the Drive Colorado program she will participate in. The success of the Santa letters was also discussed.

Mayor Bass reviewed the various appointments to be considered, including Tri Lakes Cares. Trustees should reach out to Mayor Bass with interest and appointments will be on the 1/27 agenda.

Trustee Stuth provided an update of the PLEDG (Palmer Lake Economic Development Group) website development.

**Next Meeting (Jan 27th, Chamber Community Room, 2nd St) and Future Items.** Trustee Currier noted she will not be available 2/12 through 3/5. Mayor Bass inquired about a date to reschedule the 2/4 retreat. It was agreed that in addition to the 1/21 retreat, the Board will meet 1/28.

**Convene to Executive Session.** MOTION (Stuth, Farr) to convene to executive session at 7:15 PM. Motion passed. Mayor Bass read: *Pursuant to C.R.S. 24-6-402(4)(b) conferences with Town Attorney for the purpose of receiving legal advise on specific legal questions – use of undeveloped right of way.*

The room was cleared.

**Reconvene to Open Session.** MOTION (Currier, Farr) to reconvene at 7:45 PM. Motion passed.

**Adjourn.** MOTION (Currier, Havenar) to adjourn at 7:46 PM. Motion passed.

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William Bass, Mayor

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Dawn A. Collins, Town Administrator/Clerk