



BOARD OF TRUSTEES MEETING

Thursday, July 13, 2023

Executive Session at 5:00 PM & Regular Meeting at 6:00 PM

Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado

MINUTES

Call to Order & Roll Call. Mayor Havenar called the meeting to order at 5:02 pm. Present: Mayor Glant Havenar and Trustees Shana Ball, Kevin Dreher, Sam Padgett, Jessica Farr, Dennis Stern. Excused: Trustee Nick Ehrhardt.

Convene to Executive Session. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – Lease Agreement for EcoSpa (Willans); Lease Agreement for Star View Ranch; Fire IGA. MOTION (Padgett, Farr) to convene to executive session. Roll call vote – aye 6; nay 0. Motion passed. Attorney Krob confirmed that Richard and Lindsay Willan are invited to the executive session discussion.

Reconvene to Open Session. MOTION (Farr, Stern) to reconvene to open session at 5:46 pm. Roll call vote – aye 6; nay 0. Motion passed.

Roll Call. Same members present.

Pledge of Allegiance. Sgt Joe Lundy led the pledge.

Presentations

1. Recognize Volunteers for Festival on the Fourth. Mayor Havenar recognized the volunteers involved in the Festival on the Fourth and certificates will be distributed to Tim and Laurie Caves and Mike and Tish Torweihe.
2. Presentation of 2022 Financial Audit, Green & Associates. Mr. David Green was invited to present the 2022 financial audit. He referenced the draft copy provided to the members, noting that Fromm Accounting will complete the MDA portion. He reviewed the audit process, procedures followed and his responsibilities. Mr. Green identified one control deficiency of duplicated checks reported though they were not duplicate payments. These were reconciled in the audit. Mr. Green reviewed the net position and statement of activities. Mr. Roger Moseley questioned the budget being well over the actual spending in 2022 and questioned why the DOLA numbers were not reflected. Mr. Green responded to his remarks noting that a budget is a best guess to expected revenue and anticipated expenses and being under budget is ideal. Mayor Havenar asked Mr. Green to explain the budget and accounting process and he clarified municipal accounting on a full accrual basis and that

entries in error are adjusted or transferred throughout the year. Discussion took place about improvement of the financial and audit processes. Collins also added that it was in 2021 that capital items began to be budgeted and saved for and that staff practice is conservative - budget expenses high and revenue low. Trustee Padgett inquired about the amount under budget for the water fund. Mr. Green advised that if members see something odd to follow up for a response. He reminded members that the Board directs the accounting consultant. Mayor Havenar thanked Mr. Green for his work.

Consent Agenda

MOTION (Ball, Dreher) to approve the consent items including 3) Minutes from June 22, 2023 Meeting and 4) Checks over \$15,000 - Schmidt Construction Company (\$241,939.50). Roll call vote – aye 6; nay 0. Motion passed.

Staff/Department Reports

5) Water; 6) Public Works including Roads & Park Maintenance

7. Police – Sgt Lundy offered a report of the first Citizen Academy class. Trustee Ball inquired about the mass casualty training event. Sgt Lundy responded on the success of the active shooting event. Discussion was had about the involvement of the PLPD and PLFD and feedback was positive. A smaller training event took place with Monument agencies.

8. Fire – Chief Vincent reported that the new brush truck is in service.

9. Administration

10. Attorney – no report.

11. Administrator/Clerk. Collins congratulated Supervisor Dosch joining the Regional Transportation Plan Advisory Committee as part of PPACG for the 2050 long range transportation plan process. Schmidt Construction completed the roadway improvement on Vale, Spring, Sailing and will continue work at Westward and follow up with the town office parking area. The water line replacement at Buena Vista will begin next week and will continue for about five weeks. Graffiti damage in town will be addressed by volunteers of Focus on the Forest. Collins stated an assessment is needed of water damage in the library and museum structure. Staff completed the CIRSA audit and a comparison of year-over-year improvement was provided to members. Collins reported that the finance functions will be conducted by Maria Kelly in the interim. She started this week and will be in the office two days a week. The concept submittal for GOCO funds for the multi-use athletic field is being worked on with Parks and Collins requested permission to write a letter of support. Two positions – Deputy Town Clerk and a full time Public Works position will be advertised. Collins thanked members for their support to close doors and phones to the public on Friday mornings. Although staff is available by email and appointment, the summer office hours are Mon-Thu., 7:30a-4:30p.

Business Items

12. Special Event Application - Verity Village Fundraiser (9/16). Ms. Beverly Jacobson provided her story that created Verity's Village non-profit organization. The proposed event is to raise funds to hire a full-time employee. She explained the details of the event – a 5k and a fun run to follow and registration will open in the coming weeks for September. Mayor Havenar offered assistance and Ms. Jacobson responded that any help getting the word out for folks to participate and sponsorship.

Members stated support for the fundraiser and offered suggestions. MOTION (Padgett, Stern) to approve the event and waive the event fee. Roll call vote – aye 6; nay 0. Motion passed.

13. Resolution 47-2023 to Renew the Law Enforcement Cooperative Agreement, PD - Child Welfare. Sgt Lundy explained the long-standing relationship and assistance provided in these cases. MOTION (Padgett, Ball) to approve Resolution 47-2023 to renew cooperative agreement. Roll call vote – aye 6; nay 0. Motion passed.

14. Resolution 48-2023 to Authorize Filing of 2022 Financial Audit. Staff will file the audit in a timely manner. MOTON (Dreher, Ball) to approve Resolution 48-2023 to authorize filing. Roll call vote – aye 6; nay 0. Motion passed.

15. Consider Direction for Water Rate Structure and Capital Improvement Plan. Mayor Havenar summarized the prior evening of workshop activity. Discussion took place about the one page summary provided. Staff will clarify the 5% annual increase for the base rate only or include the usage rate. Discussion took place about the surcharge for “out of town” accounts. Attorney Krob spoke from the legal perspective of charging differently for out-of-town users. Discussion took place about the process to notice water users. Mr. Roger Moseley stated that he does not support the higher base rate and commented that separate checking accounts should be utilized for each water fund. Mayor suggested that having a 2/3 ratio for the base rate supports the total operating budget, meaning if users conserve usage, the operating needs will be covered. Members agreed that staff should move forward with the recommendation for a proper resolution and final report for the 7/27 meeting.

16. Consider Ordinance to Prohibit "RV" Use in Town. Discussion took place about the former “house car” code omitted in the recodification. Attorney Krob suggested examples of the code restricting RVs on private property and parking on public property. Members agreed about the public property but had different perspectives to restrict RVs on private property. Discussion took place about numerous scenarios that could be anticipated. Attorney Krob agreed to produce several questions for members to consider.

17. Set Hearing for Request to Annex a Parcel ID 7109013007 (J.Parco). Mayor Havenar provided the background to the request to annex to swap parcels – item 17 and 18 for neighbors. These two parcels basically require swapping but are in opposite jurisdiction than the homeowner. MOTION (Ball, Padgett) to set hearing for the annexation and rezone as suggested to Planning Commission and the Board of Trustees. Roll call vote – aye 6; nay 0. Motion passed.

18. Discussion/Explanation of Request to Disconnect Parcel (J.Fitzgerald). Attorney Krob explained the different processes for items 17 and 18, noting that the annexation and disconnect will not reduce or enlarge the town boundary but slightly modify the boundary line.

19. Consider Recommendation for Elephant Rock Master Plan by Planning Commission. Collins generally explained the discussion at the Planning Commission meeting and recommendation to complete a master plan before any activity is allowed on the property. It was agreed by the Board that staff explain the process. Trustee Farr will provide ongoing updates to the Planning Commission.

20. Review Proposed 2024 Budget Schedule. The proposed budget schedule was reviewed, and a department workshop date confirmed.

21. Addendum to Water System Improvements Preliminary Engineering Report (PER). With distribution, the Board directed that a resolution come forward to accept the Addendum as provided.

Public Comment

Mr. Roger Moseley provided members with a handout and accused the town of using ARPA funds inappropriately as a slush fund for water department expenditures based on the requirements.

Board Reports. Trustee Farr reported that the Parks Commission completed and adopted a Master Plan for Centennial Park. Trustee Ball discussed considering grants for a public safety facility and it was noted that with the fall budget meetings, this will be requested. Mayor Havenar reported her participation in the CML conference, PPACG and a meeting that she and Trustee Erhardt held with benefits for aging citizens. She also stated that she will be attending a Fountain Creek Watershed meeting on Monday. Collins noted that she extended the invitation to Mike Pietsch, Parks Commission member.

Next Meeting (July 27) and Future Items

Convene to Executive Session. MOTION (Padgett, Dreher) to convene to executive session for remaining discussion at 8:16 pm. Roll call vote – aye 6; nay 0. Motion passed.

Reconvene to Open Session. MOTION (Padgett, Stern) to reconvene to open session at 9:16 pm. Roll call vote – aye 6; nay 0. Motion passed.

Adjourn. MOTION (Ball, Stern) to adjourn at 9:17 pm. Roll call vote – aye 6; nay 0. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk