



## **BOARD OF TRUSTEES MEETING**

**Thursday, October 27, 2022 at 5:00 PM**

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

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### **MINUTES**

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**Call to Order.** Mayor Bass called the meeting to order at 5:03 pm.

#### **Pledge of Allegiance**

**Roll Call.** Present: Mayor Bill Bass, Trustees Jessica Farr, Darin Dawson, Sam Padgett, Nicole Currier, Glant Havenar, Karen Stuth.

#### **Presentations**

1. Present the HPA Civic Restoration Award for the Town Hall Project. Mayor Bass presented the HPA Civic Restoration Award for the Town Hall project to GMS, represented by Mark Morton and Ryan Cramer, who managed the project and to Neil Parker of TN Parker Inc.

#### **Consent Agenda**

MOTION (Currier, Stuth) to approve the consent agenda including items 2) Minutes from October 13, 2022 Meeting; 3) Resolution to Approve New Parks Commission Member (Mr. Gene Kalesti); 4) Financials (September). Roll call – aye 7; nay 0. Motion passed. Mr. Gene Kalesti arrived at the meeting for an introduction to the Board.

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

5. Attorney – None.

6. Administrator/Clerk. Collins noted the corrected loan memo on the tabletop and Julia Stambaugh explained the correction. Interim Fire Chief Vincent provided an update on the engine status and having a temporary loaner from Peyton. He also provided a summary of the small fire and evacuation incident of Recovery Village on Sunday. Mayor Bass informed the Board and public members of the thank you notes received from Recovery Village staff and residents. Collins expressed a thank you to town staff, citizens, and Board volunteers for assisting Sunday as well as CORE for the prompt response to restore power. The Planning Commission held a special meeting on Wednesday and approved the Community Master Plan. Awake Palmer Lake will install a new water level gauge in the lake, a copy provided to the Board. Park Commission and Awake Palmer Lake members are collaborating on a concept submittal for a GOCO grant for Centennial Park. Staff is gathering electrical quotes and working a design with CORE to establish power at the west side of the ped bridge. The Parks Commission completed a flyer thanks to funding provided by Tri-lakes Chamber.

**Public Hearing**

7. PUBLIC HEARING - Conditional Use (Vale) for Residential Dwelling in CC Zone. Potential property owner, Ms Melinda Hughes, made her request for a conditional use for a single-family dwelling on a lot on Vale, zoned CC. No person spoke for or against the request. Mayor Bass closed the hearing.

**Business Items**

8. Special Event Application - Yule Log Dinner (11/29) and Hunt (12/11). Mr. Niall Byrne announced the 89<sup>th</sup> annual yule log hunt and dinner. He described the background of the long-time tradition, stating appreciation for numerous volunteers. It was suggested that the Board consider a resolution to permanently establish the event. Approval was not required though the Board approved it unanimously.
9. Special Event Application - 2nd Annual Palmer Lake Hockey Classic (1/6-7). Ms Jill Bradley, HS Coach Bradley's wife, explained the plans for the 2<sup>nd</sup> annual hockey classic to include additional hockey teams and a second day of youth camp. The event will include food trucks and anticipate about 1500 participants. Ms Bradley also noted that they have applied for non-profit status so that regardless of the future coach the event will continue, and funds used for the event. MOTION (Currier, Havenar) to approve the event and waive the fees. Roll call – aye 7; nay 0. Motion passed.
10. Resolution 48-2022 to Approve Conditional Use for Residential Dwelling in CC Zone (Vale). MOTION (Padgett, Currier) to approve Resolution 48-2022 for residential use in a CC zone. Roll call – aye 7; nay 0. Motion passed.
11. Resolution 49-2022 to Authorize Agreement with GMS for Design of the Palmer Lake Elementary School Roadway Project. Collins explained the design portion of the project. Trustee Stuth inquired about an RFQ. MOTION (Currier, Havenar) to approve Resolution 49-2022 to authorize an agreement with GMS. Roll call – aye 7; nay 0. Motion passed.
12. Resolution 50-2022 to Extend Land Use Permit Issued at 95 and 97 Greeley. MOTION (Farr, Dawson) to approve Resolution 50-2022 to extend the land use permits. Roll call – aye 7; nay 0. Motion passed.
13. Resolution 46-2022 to Authorize MOU with Little League (Ballfield). Trustee Currier stated she would like to learn more about the improvements once they are determined. Collins suggested an addendum to the MOU as plans develop. MOTION (Padgett, Currier) to approve Resolution 46-2022 to authorize the MOU. Roll call – aye 7; nay 0. Motion passed. Collins stated that improvements will be brought before the Parks Commission and Board of Trustees as developed.
14. Resolution 51-2022 to Authorize Vehicle Loan Payoff. Trustee Havenar inquired about the water fund portion of the vehicle loan being paid early in 2022. Julia Stambaugh explained the payoff of the loan saving over \$14,000 of interest. The payoff in the amount of \$63,436.78 by 10/31. MOTION (Padgett, Farr) to approve Resolution 51-2022 to authorize the payoff. Roll call – aye 7; nay 0. Motion passed.
15. Resolution 52-2022 to Authorize Signing the Revised IGA with Town of Monument for Emergency Interconnect. Attorney Krob explained the modification to the agreement approved by the Town of Monument in October. MOTION (Farr, Dawson) to approve Resolution 52-2022 to sign the revised IGA. Discussion took place about planning for the future with the emergency interconnect. Mr. Matt Stephen inquired about clarifying the distance to hook up to any water line or specifically the

town water line. Attorney Krob stated he could assist offline to address his inquiry. Roll call – aye 6; nay 1 (Stuth). Motion passed.

16. Emergency Ordinance 15-2022 Considering Moratorium on Signs in Town. Attorney Krob reviewed the purpose of considering an emergency ordinance to hold new signs in town until the sign code is addressed by Planning Commission and adopted by the Board. The square feet size to exclude was discussed. Discussion ensued about signs on private property. It was noted that the town has and does regulate signs. The review is necessary due to constitutional changes. MOTION (Currier, Padgett) to approve Ordinance 15-2022. Roll call – aye 4; nay 3 (Farr, Havenar, Stuth). Motion passed.

17. Direction for Board "Chromebook" Purchase in 2022 (vs. iPad). Collins explained the recommendation of replacing the iPad with a Chromebook and to utilize the unused iPads in the Police department for writing electronic tickets. Board direction was to move forward with the Chromebook.

18. Draft 2023 Budget Updates and Upcoming Meeting Dates. Julia Stambaugh explained the revisions, specifically moving \$20,000 in the Fire budget from communications to capital. Interim Chief Vincent explained further reductions totaling more than \$200,000 in his budget. It was recommended to add the wildland fire program into the proposed budget. Mr. Roger Moseley pointed out errors in the budget, and Julia Stambaugh suggested reviewing his notes offline.

19. Information Relating to the Water Fund - Rates and Loan Obligation. Collins provided the background to this information being introduced to the Board early in 2021 and the Board implementing the appropriate rate increase as directed by resolution in 2019. Stambaugh reviewed the status of the loan obligation and analysis of the water fund to forecast planning for five years. Staff noted their recommendation is that two of the rates be increased to 7% for one year to get where the rates were intended to be at. Mr. Roger Moseley suggested the ARP funds be shown and capital improvement separated on the budget.

20. Information Relating to Recodification Project. Discussion took place about the course of events leading to the completion of the recodification project. Mayor Bass inquired about the workshop planned for 11/7. Trustee Stuth explained having the redline documents reviewed for the public. Ms. Nikki McDonald spoke about the Board members acting as commissioners again. Mr. Roger Moseley stated the short-term rental code needs revision and that the code is a work in progress. Discussion took place about whether to hold the workshop. Attorney Krob explained that staff takes direction from the Board. MOTION (Bass, Currier) to not hold the workshop on 11/7. Roll call – aye 5; nay 2 (Havenar, Stuth). Motion passed.

**Public Comment.** Mr. Bill Dandino thanked the Board members for their service and for all the participation to complete the Community Master Plan. Mr. Dandino addressed Mayor Bass about sending a Mayor's Message weeks prior to the election and using town funds for what seemed like a campaign letter. He requested Mayor Bass reimburse the town costs. Mr. Gene Kalesti stated that he contacted the secretary of state regarding the same complaint. Trustee Havenar stated that the message was campaigning and requested to speak about the matter. Mayor Bass disagreed, stating the discussion was not appropriate for the meeting. Trustee Havenar asked that the minutes reflect she was not allowed to speak, and the meeting continued.

**Board Reports.** Trustee Stuth explained the opportunity for local businesses with the enterprise zone (EZ). A workshop will be scheduled on 11/30 to assist businesses to pre-register/certify this year to take advantage of state income tax benefits.

**Next Meeting (Nov 10 meeting & Budget Hearing on Nov 17) and Future Items**

**Convene to Executive Session.** MOTION (Bass, Padgett) to 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) – ambulance coverage with Tri-lakes district; land offer on Hwy 105 to town, Elephant Rock property lease terms, possible annexation, possible public land sale; and for the purpose of receiving legal advise on specific legal questions under C.R.S. 24-6-402(4)(b) - road and development standards, code of conduct policy. Roll call – aye 7; nay 0. Motion passed.

**Reconvene to Open Session.** MOTION (Padgett, Dawson) to reconvene to open session. Roll call – aye 7; nay 0. Motion passed.

**Adjourn.** MOTION (Padgett, Currier) to adjourn at 9:29 pm. Motion passed.

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William Bass, Mayor

ATTEST: Dawn A. Collins, Town Clerk