



BOARD OF TRUSTEES

Thursday, November 18, 2021 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

MINUTES

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

Pledge of Allegiance

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

Consent Agenda

MOTION (Havenar, Stuth) to approve the items of the consent agenda including – 1) Minutes from October 28th Meeting; 2) Minutes from November 4th Special Meeting; 3) Checks over \$15,000 - Marion Ford Hyundai, TN Parker, Martin Marietta; and 4) Financials (October). Roll call vote – aye (7); nay (0). Motion passed.

Staff/Department Reports

5. Water

6. Public Works including Roads & Park Maintenance. Supervisor Jason Dosch introduced staff including Larry (roads), Madeleine and David (parks maintenance).

7. Police

8. Fire. Trustee Havenar inquired about the engine. Chief McCarthy explained the engine stalling with an early morning call and, over the course of the day, repaired the issue for \$313.

9. Administration

10. Attorney

11. Administrator/Clerk. Collins provided an update on the ramp project, anticipating completion by Christmas; and the town hall restoration, expecting to learn of the State Historical grant first of December. Collins also reported on the Master Plan consultant scope of services and town purchase of the survey software for \$900 in 2021 for the advisory members to conduct and analyze the town survey. Collins stated the town received about 7 citizen input to the 28-acre elephant rock property and heard preliminary proposals from 3 parties requesting use of the property. The property was reviewed by the Town insurance company and recommends not utilizing it for public activity. Trustee Havenar stated the Time Capsule event will take place on Sunday, 11/21 after 2 PM outside Town Hall.

Public Comment. None.

Public Hearing

12. PUBLIC HEARING - Proposed 2022 Town Budget. Collins reviewed the modifications, specifically increase and accurate revenue figures for General Fund, Water Fund and Conservation Trust Fund. Discussion took place about the contingency line item. Staff recommended an increase of the figure to accommodate maintenance of the 28-acre elephant rock property (\$30,000) and allow additional funds, if needed, for professional services if directed by the Board for the property in 2022, totaling an increase of \$50,000. Discussion took place about contingency funds. Trustee Currier inquired about grant opportunities requiring matching funds and it was agreed any unused contingency could be considered depending upon the grant requirement. The Board directed staff to increase the contingency line. Mayor Bass inquired if a public member had any questions. No person spoke and thus, the hearing closed. The final budget will be presented for Board adoption on December 9.

Business Items

13. Mayor's Message. Mayor Bass expressed a message of thanks to the Board and staff in the year past and the work on the 2022 budget. He stated the Board is committed to explore options for additional revenue for the town.
14. Ordinance 11-2021 Amending Developer Warranty to 2 Years. Staff explained the typical warranty timeframe for developer installed infrastructure is two years. MOTION (Havenar, Padgett) to approve Ordinance 11 amending the warrant to two years. Roll call vote – aye (7); nay (0). Motion passed.
15. Direction for Ordinance Relating to Short Term Rental. Attorney Krob addressed a question of conflict for a member having a rental. Staff reviewed sections of the drafted ordinance. Discussion took place about the 10% cap and the current total households in town as well as whether a business license is also required. It was agreed that one renewal process is sufficient. Resident John Marshall expressed his concern of the ordinance and infringing on residents who rent space. Nancy Marshall inquired about fees. It was stated that fees will be presented with the town fee schedule. Board members explained the purpose for creating guidelines. A final version of the short term rental ordinance will be brought back to the Board on December 9. Direction was provided to staff to proceed with the modifications.
16. Update on Guidelines for Residential Wells. Collins reported that GMS is working on additional questions with the state that came out of staff discussion about local requirements on residential wells.

Board Reports. Trustee Stuth provided a review of the Advisory Team meeting and the recommendation to Planning Commission to purchase survey software for \$900. Stuth also provided an update of Economic Development (designated as PLEDG – Palmer Lake Economic Development Group) with four citizens from each pillar leading the initiative. They are currently creating a 501(c)6 status. Next steps include considering grants for 2022.

Next Meeting (December 9) and Future Items. The 12/9 meeting will be held at the Tri-Lakes Chamber House at 300 Hwy 105.

Adjourn. MOTION (Padgett, Farr) to adjourn at 6:15 PM. Motion passed.