



Record of Minutes

Thursday, January 11, 2018, 6:30PM

Palmer Lake Town Hall – 28 Valley Crescent

This agenda is subject to revision

Board of Trustees Present:

Mayor John Cressman

Mayor Pro-tem Richard Kuehster

Trustee Paul Banta

Trustee Glant Havenar

Trustee Mark Schuler

Trustee Bob Mutu

Trustee Mitch Davis (arrived 6:45)

Staff Present:

Town Attorney Maureen Juran

Town Administrator Catherine Green

Palmer Lake Liquor and Marijuana Licensing Authority

1. Call to Order: 6:30PM
2. Special Event Liquor License: “Brew Ha Ha” at the Pinecrest Event Center: Fireworks Committee
Jen Coopman of the Fireworks Committee described the event which is a fundraiser for the fireworks committee. Staff reported that the site had been posted and all proper paperwork had been submitted and will be forwarded to the State upon Board approval. Trustee Mutu made a motion to approve the Special Event Liquor License, Trustee Kuehster seconded the motion. Motion carried 6-0
3. Adjourn
Trustee Kuehster made a motion to adjourn the Palmer Lake Liquor and Marijuana Licensing Authority, Trustee Mutu seconded the motion. Motion carried 6-0

Town Council Meeting

1. Call to Order
Mayor Cressman called meeting to order at 6:48PM
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
Trustee Mutu made a motion to accept the agenda, motion seconded by Trustee Schuler, Motion passes 7-0
5. Approval of Minutes (December 2017)

Trustee Schuler made a motion to approve the December minutes, motion was seconded by Trustee Mutu. Motion carried 7-0

6. Unscheduled Public Comments

Reserved for members of the public to make a presentation to Council on items or issues that are not scheduled on the agenda. As a general practice, the Council will not discuss/debate these items, nor will Council make any decisions on items presented during this time, rather will refer the items to staff for follow up. Comments are limited to three (3) minutes per speaker. Time will be limited to 30 minutes.

Melinda Reichal spoke to the Board about a group formed to encourage Random Acts of Kindness. She passed out material on the group and gave examples of their work such as assisting neighbors with cleaning house gutters, lawn help, rides, etc. The Board thanked her group for their volunteer work.

Financials:

7. Submittal of December Financials (questions of staff, no vote required)

8. Approval of December Bills

Trustee Kuehster questioned the Wells Fargo credit card charge. Green said she would follow up on the charge. A discussion was held about identifying bills with line items in the budget. Green will follow up with how this might be accomplished through the Town's financial software. In the meantime, credit card statements can be added to the monthly bills. Trustee Kuehster made a motion to approve the December bills and Trustee Schuler seconded the motion. Motion carried 7-0

Resolutions: (No public hearing, audience comments at Mayor's discretion):

9. Resolution No. 1 of 2018: A Resolution of the Board of Trustees of the Town of Palmer Lake, Colorado, designating posting locations for notices of public meetings.

Trustee Havenar asked if the website should be added to the posting places. Attorney Juran said that although the website could continue to be a posting place, it was better not to formalize by resolution too many posting places. This could result in something going wrong the Town being held responsible for not posting a meeting properly. Trustee Kuehster made a motion to pass Resolution 1 of 2018, Trustee Schuler seconded the motion. Motion carried 7-0.

10. Resolution No. 2 of 2018: A Resolution of the Board of Trustees of the Town of Palmer Lake, Colorado, providing that the April 3, 2018, regular town election shall be a polling place election governed by article 10 of title 31 of the Colorado Revised Statutes. *Attorney Juran explained that this resolution was part housekeeping which is required for the upcoming election, and part change in policy, in that it will change Palmer Lake's local election from April until the general election in November. The change in months would allow Palmer Lake to always do a combined ballot with El Paso County saving on expenses and allowing more convenience to residents through the mail in ballot. Trustee Kuehster asked if having the election in the prime of budget time would be a problem for the town, since new trustees may not yet be accustomed to the budgeting process. He asked if newly elected official could wait to be sworn in in January. Juran said this was a state statute regulation and that she would follow up on it. After a discussion the Board decided to vote on the resolution without changes. Note: According to state statutes, the newly*

elected officials must be sworn in at the next Board meeting. A motion to pass Resolution 2 of 2018 was made by Trustee Kuehster and seconded by Trustee Mutu. Motion passed 7-0.

11. Resolution No. 3 of 2018: A Resolution regarding regular meeting dates of the Board of Trustees.

Trustee Schuler noted that the Board of Trustees tended to work faster as the evening got later and suggested that maybe the Board would be more efficient with time if they started a bit later. He suggested that the time of the Board meetings be moved to 7:00PM. Attorney Juran explained that the current Ordinance did not have to be changed to accommodate this request. Trustee Banta asked that the regular Board meetings be held on the Second Thursday of each month and that if another meeting is needed to complete business, a special meeting can be called for the fourth Thursday of each month. In this way, the fourth Thursday meeting of each month is not assumed but can be called when necessary. After a discussion, Trustee Banta made a motion to pass Resolution 3 of 2018 with the following sentence added:

- *“The Town Board of Trustees may, in its discretion, add a second meeting on the Fourth Thursday of each month.”*

The motion was seconded by Schuler. Motion carried 7-0.

12. Resolution No. 4 of 2018: A Resolution authorizing signatures, including facsimile signatures, for banking services on behalf of the Town of Palmer Lake

A discussion on this Resolution took place around the security and liability of a signature on a stamp. Several Trustees felt that there should be more or less signatures and that at least one or two should be wet signatures. Green explained that only two signatures were registered with the bank at this time which meant that Green and Remington were having to sign their own checks. Although a problem now, once a Town Clerk is hired, signatures will not be a problem. After further discussion, the Board decided to table this Resolution. Trustee Havenar made a motion to table Resolution 4 of 2018, seconded by Trustee Mutu. Motion carried 7-0.

Ordinances: (roll call vote, public hearing required)

13. Ordinance No. 1 of 2018: An Ordinance amending Chapter 1.50 of the Municipal Code governing elections to conform to State Statute and declaring an emergency.

Attorney Juran explained that this was a necessary Ordinance required to update Palmer Lake's Ordinances to comply with Colorado State Statutes regarding elections. A motion was made by Trustee Schuler to approve Ordinance 1 of 2018. The motion was seconded by Trustee Mutu. A roll call vote was taken and the Ordinance passed 7-0.

Discussion of Agenda Items for upcoming Council Meetings

14. Beginning a Citizen's Advisory Group for Town Parks

Trustee Mutu described the organization of a Parks Commission for the Town of Palmer Lake. Regarding parks, Trustee Havenar asked about the status of the playground equipment that was to be ordered and constructed in Glenn Park. Green said that it was being handled by the former Town Clerk and that to her knowledge nothing had been ordered. Trustees Mutu and Havenar planned to meet the following Wednesday at 10:00AM to discuss playground equipment and the formation of a Parks Ad Hoc Committee. The following citizens volunteered to be part of the committee: John and Cristine Ramshar, Alex and Jessica Farr, Matt Stephen.

15. Food truck and vendor ordinance

Green explained that the Planning Commission, specifically Ken Dickinson was working on an Ordinance to regulate food trucks and other mobile vendors.

16. Approved engineering firms on retainer

Green explained that staff was working on a Resolution to bring to the board that would place a few engineering firms (1-4) on a preferred vendor list so that they could be contracted with on smaller contracts or for land use plan reviews, without bringing the contract to a vote of the Board first. Mayor Juran explained that this was often done in towns to save time and resources getting quotes on smaller projects.

17. Amendment to noise/barking dogs

An ordinance increasing fines for barking dogs will be brought to the Board

18. Unscheduled Public Comments

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Kelsey Hemp, a resident of Palmer Lake spoke regarding the brightness of the commercial lights on County Line Road. She asked if the town could try to stop the bright lighting. The Board explained that the Town had an ordinance in place but it needed to be enforced. Ms. Hemp requested the Board to talk to the businesses about coming into compliance. At the Board's request, Green said that she would meet with the landowners and explain the lighting ordinance.

19. Town Attorney report

Ms. Juran said that she and Green had gone through the first seven chapters of the Code of Ordinances for recodification and that she would like to get Board agreement before moving on. Rather than go through the chapters page by page and review changes, she asked that a subcommittee be appointed to review the chapters. A volunteer subcommittee was made up of Mayor Cressman, Trustee Davis, and Trustee Banta. They agreed to meet the following Thursday at 5:00pm and the meeting would be posted so that the public could attend.

20. Staff updates

Staff report was included in packet

20. Town Council Comments and Reports

21. Adjourn

Trustee Schuler made a motion to adjourn seconded by?. All began leaving.

Minutes reported by Town Administrator, Catherine Green_____

Minutes approved by Town Council and signed by Mayor Cressman_____