



**Record of Minutes**  
**BOT Meeting Thursday April 12th, 2018 7:00 p.m.**  
Palmer Lake Town Hall- 28 Valley Crescent

**Board of Trustees Present**

Mayor John Cressman  
Mayor Pro-tem Richard Kuehster (Leaving office)  
Trustee Robert Mutu  
Trustee Paul Banta  
Trustee Glant Havenar  
Trustee Mark Schuler  
Trustee Faust  
Trustee Mitch Davis

**Staff Present**

Town Attorney: Maureen Juran  
Town Administrator: Catherine Green  
Finance Officer HR Director: Valerie Remington  
Town Clerk: Verla Bruner

**Palmer Lake Liquor & Marijuana Licensing Authority Meeting**

Mayor Cressman called the meeting to order at 7:01

Vote needed for special event liquor license for Awake the Lake at Pinecrest Event Center. Mayor Pro-tem Richard Kuehster made first motion, Trustee Glant Havenar seconded the motion all state Aye- Motion

**Approved**

Mayor Cressman closed Palmer Lake Liquor & Marijuana Licensing Authority meeting at 7:05

**Town Council Meeting**

Mayor Cressman called Town council meeting to order 7:05 PM

Roll call -**All** in attendance

Vote to approve agenda as amended of April 12th, 2018, Trustee Mitch Davis made first motion to approve agenda,

Mayor Pro-tem Kuehster seconded motion, all state Aye-motioned **Approved**

Vote to Appoint Town Attorney to give oaths of office to appointed officials; Trustee Mitch Davis made First motion, Trustee Mutu seconded motion, all state Aye-motion **Approved**

Town Attorney Maureen Juran, gives oaths of office to appointed officials:

- Town Administrator: Catherine Green
- Finance Officer HR Director: Valerie Remington
- Town Clerk: Verla Bruner

Town Attorney Maureen Juran swears into office Elected officials:

- Mayor John Cressman
- Mitch Davis
- Gary Faust
- Glant Havenar
- Robert Mutu

Announcement is made that the Mayor and Trustees need to nominate a Mayor Pro-tem.

Mayor Cressman nominates Glant Havenar

Trustee Mutu nominates Mr. Schuler

A suggestion is made to do a silent vote on paper, all trustees and Mayor vote; Town Clerk; Verla Bruner count votes and reads final

Mr. Schuler wins the vote

Mayor Cressman Thanks everybody for coming and invites everybody to a 15 to 20-minute reception for the new board members.

**Reception** 15-20 mins.

Mayor Cressman Reconvened Town Council Meeting at 7:45 pm

Mayor Cressman opened the floor up to Unscheduled Public Comments;

Miss Lori Megginson from Living Word Chapel to discuss the upcoming fundraiser. The purpose of this event is to take a step in equipping the Palmer Lake and Monument Police departments with active shooter and crowd control gear police. Miss Megginson invited Trustees, Mayor and audience members to the church dinner for the fundraiser. Fundraiser is Saturday April 28th between 6 and 8 p.m. cost is \$61 per person.

Michelle with the Historical Society and Pat Atkins who is a docent for the Historical Society Museum announces that they will be planning on attending Council meetings more frequently and to announce that there will be a film named "Forging the West" played next Thursday between 7 and 9

Mr. Gary Atkins spoke at podium gives his background information on his time in Palmer Lake he lives on the 40-mile zone in Palmer Lake, complains about odor issues with Marijuana growing and Hemp manufacturing. States he is concerned that Palmer Lake would allow more Marijuana growing or retail space and the odors would be increased. Trustee Mitch Davis states that the town ordinance disallows any new Marijuana businesses.

### **Financials**

Trustee Schular ask about specific items in the financial report

Cathy Green Town Administrator responds with specifics, states the fire department is at 56% of their budget and is concerned about Labor cost for the remainder of the year.

The Parks and Rec Department are discussed ask why there's zero in labor Trustee Schuler ask Mr. Mutu you if they had volunteers to mow and take care of flowers? Mr. Mutu talks about the birth of the parks and rec committee and how it will look.

### **Finance Report**

Finance and HR Director Valerie Remington gives financial report;

- As of March 31st, we are just under 2 Million

- We have a 2009 CWRPDA loan , we owe 1.1 million.
- We have a 2018 CWRPDA loan for 1.1 million in that is for the in-ground water tank, the first disbursement will be signed tonight.
- We have a financial audit coming in May
- We are reviewing all the vendors and contracts to see if we can cut cost

#### **Human Resources**

- Staff has been notified that all pay will be direct deposited
- Mrs. Remington mentions she is working on the Personnel Manual, believes the adoption of it will be done in the second quarter of this year
- Additionally, Mrs. Remington states that we will be offering new health insurance benefit and also would like to set up a Safety Committee
- Would like to document board training
- Is writing a business continuity plan.

#### **Special Guests**

Mr. Reid from Fire-Wise promoting the education program on May 5th would like to remind everyone to attend.

Miss Jennifer Coopman with the Fireworks Committee for the July 4th celebration states that they have arranged security and insurance, two ambulances, basic life support service and porta potties as well.

Awake the Lakewood representatives respond to concern about construction issues over the summer due to the bridge over the railroad tracks being built.

#### **Ordinances**

Ordinance Number 6. of 2018 an ordinance approving the minor subdivision of all a block 18 Glen Park address as 312 Buena Vista Avenue Palmer Lake Colorado owner Miss Stewart and Mr. Hannigan from the surveyor company spoke about issues with the survey.

Due to multiple concerns, ordinance 6 was tabled for further review.

Ordinance Number 7. of 2018 an ordinance adding a new chapter to town code governing backflow prevention and cross-connection control to protect the town's water system.

Ordinance number 7 put to a vote trustee Mitch Davis made first motion trustee Glenn to have an R second in motion all Aye motion -**Approved.**

Ordinance 8. of 2018 and ordinance of the Board of Trustees of the Town of Palmer Lake concerning fire and open burning restrictions within the town.

Town Attorney Maureen Juran expressed concern with some of the wording in the ordinance, multiple discussions ensued vote was tabled until May 10th of 2018.

Trustee Faust unhappy with the progress with the fire restriction ordinance, discussion ensued asking to hold a meeting in 2 weeks to hash out policy changes with the fire restriction which would be Thursday the 25th of April 2018.

#### **Motion**

Motion to approve the purchase of a boat dock for Palmer Lake using existing conservation trust funds and directing the Planning Commission to amend the comprehensive plan to include replacement thereof

Trustee Glen Haven are made first motion Trustee Mitch Davis seconded motion all Aye Motion **Approved.**

The number of Trustees ask that old business could be put back on the agenda regularly to help keep a running track of items not completed.

Town Clerk; Verla Bruner states that she will place old business on all agendas from now on.

Multiple conversations ensued, questions about the refacing of the Dam,

**Unscheduled Public Comments**

Discussion about a gate at the reservoir occurred

Outhouse discussion

**Town Attorney Report:** Nothing stated

**Staff update and Reports:**

- Roads report was given by Verla Bruner Town Clerk

Meeting adjourned 10:55 PM

Mayor \_\_\_\_\_ Date \_\_\_\_\_

Town Clerk \_\_\_\_\_ Date \_\_\_\_\_