



Amended Agenda

Town Board of Trustees Special Meeting/Worksession

Thursday, August 23, 2018 at 6:00 p.m.

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

This agenda is subject to revision

1. Convene as Town Board of Trustees

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll call
- D. Approval of Agenda

2. Executive Session

- A. Executive session pursuant to CRS 24-6-402(4)(B) with Town counsel to provide legal advice regarding transfer of ownership related to Mulford Circle proposed plat and possible sale of Town owned property and duplex/subdivision issue.

3. Convene as Local Liquor Licensing Authority

- A. Application/Hearing for a 3.2 Beer On-Premise Liquor License for Duncan LLC located at 56 CO-105, suite B, Palmer Lake, Colorado (Dex's Diner)

4. Re-Convene as Town Board of Trustees

- A. Approval of Minutes from August 9th, 2018
- B. Resolutions and Ordinances
 - (1) Public Hearing and Consideration of **Resolution 10 of 2018**, Approving a Conditional Use Permit to allow a manufacturing business on a property currently zoned C-1 General Business and Commercial Zone District located at 80 Spruce Mountain Road.

- (2) Public Hearing and Consideration of **Ordinance No. 13 of 2018** – An ordinance approving the conveyance of Town property generally known as Lot 1, Reed Replat No. 1 to Timberwood Investments, LLC
- (3) Public Hearing and Consideration of **Resolution 12 of 2018**, Conditionally Approving the Mulford Circle Plat (to be opened continued to a date certain that is thirty days after the effective date of Ordinance 14 of 2018, or)
- (4) Public Hearing and Consideration of **Ordinance No. 14 of 2018** – An ordinance approving the conveyance of Town property and approving A Quit Claim Deed Deeding Certain Real Property to Dona Stuart, and accepting a Quit Claim Deed Deeding to the Town Certain Real Property by Dona Stuart

C. **Worksession**

- (1) New fire ordinance chart review
- (2) Code of Conduct handbook for Elected Official's (vote to accept)

5. **Adjourn**

NEXT REGULAR BOARD OF TRUSTEES MEETING September 13th, 2018

Please note: If you have a disability and need auxiliary aids or services, please contact the Town of Palmer Lake (719-481-2953) at least 48 hours in advance of when services are needed. The Town of Palmer Lake will make every effort to accommodate the needs of the public.



RECORD OF MINUTES
TOWN COUNCIL REGULAR MEETING
AUGUST 9TH 2018

Board of Trustees Present

Mayor John Cressman

Trustee Paul Banta

Trustee Glant Havenar

Trustee Gary Faust

Trustee Bob Mutu

Trustee mitch Davis

Mayor Pro Tem Mark Schuler

Staff Present

Town Attorney: Maureen Juran

Town Administrator: Cathy Green

Finance Officer: Valerie Remington

1. Call to Order - 6:10 pm

2. Roll Call

3. Approval of Agenda- Motion made by Trustee Havenar, seconded by Trustee Mutu, Motion passed

4. Approval of Minutes- Motion made to approve minutes from July 26th, 2018 by Trustee Havenar, seconded by Trustee Faust, Motion passed 6-0.

Unscheduled Public Comments

- Mark Layton- would like to change duplex into two separate properties.

- *Christy Ramshur states; she is frustrated with entrance to park, large potholes and broken benches, Cathy Green Town Administrator suggests that the parks committee should write letter to El Paso county*
- *Pam Ransom asked questions about the emergency regulation about no dogs on the Reservoir trail and what caused the drastic measure.*
- *Mandy Hanson, also is upset about no dogs allowed on the reservoir trail*
- *Bill Dandino states he will respect the council's decision about no dogs on trail*
- *Kip Murray states he is concerned about water rights for his land worries about the ordinance restricting water. Wants to know why they allow grow facilities that use water. Trustee Havenar states that the grow facilities have their own wells.*
- *Kathie Kaufer suggested that the town look into writing grants so that the land Mr. Murray owns could be purchased and used as open space.*
- *Mike Ricardo is in favor of closing trail to dogs*

Financials

Motion to approve June 2018 check register; Trustee Davis made first motion, Trustee Mutu seconded it all aye motion approved.

Ordinances

Ordinance No. 13 of 2018: Trustee Schular questioned information on page 3, asks the question if fire hydrants will be at every intersection or every 600 feet, states the map is wrong and needs to be adjusted. Motion made by Trustee Havenar to table ordinance as it is written, Trustee Banta seconded motion- all aye motion approved to table ordinance until further notice.

Ordinance No. 14 of 2018: Trustee Banta made first motion, seconded by Trustee Havenar, roll call vote ensued all trustees vote no Motion fails.

Resolutions

Resolution No.10 of 2018: Motion made to table until August 23rd, 2018 motion made by Trustee Schular and seconded by Trustee Davis- Motion approved.

Resolution No. 11 of 2018: Motion made by Trustee Davis seconded by Trustee Schular motion all aye- Motion approved.

Motions:

Allows Mayor John Cressman to sign Contract to sell Town property to Timberwood Investments with attorney approval. Motion made by Trustee Havenar and seconded by Trustee Faust. All aye motion approved.

Staff Reports: Town Administrator; Cathy Green discussed code enforcement, updated that the water pump is not in yet and that Palmer Lake is no longer in stage two fire restrictions.

Motion made by Trustee Mutu to adjourn, seconded by Trustee Davis, all aye motion approved 8:00pm

Mayor John Cressman _____

Town Clerk Verla Bruner _____

PALMER LAKE, COLORADO

RESOLUTION NO. 10 OF 2018

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT
TO ESTABLISH LIGHT MANUFACTURING BUSINESS
ON A PROPERTY CURRENTLY ZONED C-1 GENERAL
BUSINESS AND COMMERCIAL ZONE DISTRICT
AND LOCATED AT 80 SPRUCE MOUNTAIN ROAD ("PROPERTY")**

WHEREAS, PALMER LAKE IS A STATUTORY TOWN ORGANIZED UNDER AND AUTHORIZED PURSUANT TO PART 3 OF ARTICLE 4 OF TITLE 31 OF THE COLORADO REVISED STATUTES; AND

WHEREAS, SECTION 17.37.020 OF THE PALMER LAKE MUNICIPAL CODE PROVIDES THAT A LIGHT MANUFACTURING BUSINESS IS A CONDITIONAL USE IN THE C-1 CENTRAL BUSINESS AND COMMERCIAL ZONE DISTRICT; AND

WHEREAS, SECTION 17.08.090 PROVIDES THAT THE PLANNING COMMISSION SHALL MAKE RECOMMENDATIONS OF APPROVAL OR DENIAL OF CONDITIONAL USES TO THE BOARD OF TRUSTEES, WHICH HAS THE FINAL AUTHORITY TO GRANT OR DENY SUCH APPLICATIONS; AND

WHEREAS, SECTION 17.08.090 FURTHER PROVIDES THAT THE APPLICANT FOR A CONDITIONAL USE SHALL FOLLOW THE SAME PROCEDURE AS IS REQUIRED FOR AN APPLICATION FOR A ZONING DESIGNATION CHANGE, INCLUDING THE POSTING AND PUBLICATION OF LEGAL NOTICE; AND

WHEREAS, CHAPTER 17.76 SETS FORTH THE PROCEDURE FOR ZONING AMENDMENTS ALSO APPLICABLE TO CONDITIONAL USE APPLICATIONS; AND

WHEREAS, PUBLISHED AND POSTED NOTICE OF THE PUBLIC HEARINGS BEFORE THE PLANNING COMMISSION AND BOARD OF TRUSTEES AS REQUIRED BY SECTION 17.76.10 WAS DULY AND TIMELY ACCOMPLISHED; AND

WHEREAS, THE PALMER LAKE PLANNING COMMISSION RECOMMENDED APPROVAL OF THIS CONDITIONAL USE WITH CONDITIONS.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO, AS FOLLOWS:

Section 1. The application pursuant to Section 17.37.020 for a Conditional Use Permit to establish a light manufacturing business on property currently zoned "C1" General Business and Commercial, and located at 80 Spruce Mountain Road is hereby approved.

Section 2. This Resolution shall be effective immediately.

APPROVED AND ADOPTED ON THIS 9th DAY OF AUGUST 2018, BY A VOTE OF ___ FOR AND ___ AGAINST.

	Approved as to Form:
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JOHN CRESSMAN, MAYOR	
ATTEST:	MAUREEN JURAN, TOWN ATTORNEY
VERLA BRUNER, TOWN CLERK	



PLANNING COMMISSION STAFF REPORT

Z.1.18

Conditional Use at 80 Spruce Mountain Road

LOCATION OF PROPERTY: 80 Spruce Mountain Road, Palmer Lake, CO 80133

ZONING: C-1, General Business and Commercial Zone District

APPLICANT : Ron and Maria Turenne
10324 Big Sky Trail
Elbert CO 80106

NOTICING:

Property posted: June 26, 2018
Published in the Gazette – June 28, 2018
Contact: Catherine Green
cathy@palmer-lake.org

PROJECT DESCRIPTION

This is a request to grant a conditional use in a C-1 zone district for light manufacturing with a retail storefront (granite countertops).

BACKGROUND

The property and business owners (Turennes), currently have their business, International Stoneworks, LLC, located across the street on County Line Road. Black Hills Energy has purchased this property and the Turennes purchased the land at 80 Spruce Road to build their business and eventually subdivide the remainder of the 27 acres. At that time, the Turennes are considering a rezone of the property to either a M-1 or a PUD zone district. In the meantime, they would like to obtain a conditional use permit, so they can begin construction of their business without delay.

ANALYSIS – TITLE 17. ZONING. The Planning Commission shall make a recommendation to the Board of Trustees, who shall approve the designation of the proposed conditional use if it finds the following:

- A. **The proposed use complies with the Palmer Lake Comprehensive Plan.** *The proposed use complies with the Comprehensive Plan which envisioned this land as industrial and highway commercial.*
- B. **The proposed use meets the required standards of the C-1 Zone District.** *The proposed use (granite production and sales) is a conditional use in the C-1 zone district.*

- C. **The developer is proposing the following development standards to reduce or alleviate the impacts on surrounding properties.** *The business is located on a 27+ acre undeveloped parcel zoned C-1. The nearest residential area is across State Highway 105. The business itself does not produce any noise or odors that would be offensive to neighbors. The corner where the applicants are proposing to construct their building is a highly visible corner in the town of Palmer Lake and is considered by many to be a gateway into the Town. The applicant intends to use architectural designs to keep the entryway attractive and reflective of the rural setting to the north and east.*

Staff proposes the following conditions be placed on this conditional use request:

Mandatory Conditions (Required by Code of Ordinance):

1. **The proposed use provides at least one off street parking space for every 300 square feet of building floor area.**

Recommended Conditions:

2. Keep outside area clean; all outdoor storage must be kept out of view by fencing or landscaping.
3. Applicant will construct either the building drawings submitted or a building of similar design and size.
4. Before a land use permit is approved, the applicant must show prove of water, sanitary sewer, highway access, road to business, and drainage retention.

PALMER LAKE, COLORADO

ORDINANCE NO. 13 OF 2018

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE APPROVING THE CONVEYANCE OF PROPERTY GENERALLY KNOWN AS LOT 1, REED REPLAT NO. 1 TO TIMBERWOOD INVESTMENTS, LLC

WHEREAS, THE TOWN OF PALMER LAKE IS A COLORADO MUNICIPAL CORPORATION AUTHORIZED BY STATE LAW, SECTION 31-15-713(1)(b) C.R.S., TO SELL OR DISPOSE OF REAL ESTATE HELD FOR OTHER THAN GOVERNMENTAL PURPOSES BY ORDINANCE; AND

WHEREAS, THE TOWN OF PALMER LAKE OWNS REAL PROPERTY ADJACENT TO COUNTY LINE ROAD THAT IS DESCRIBED AS LOT 1, REED REPLAT NO. 1, EL PASO COUNTY, STATE OF COLORADO (THE "PROPERTY"); AND

WHEREAS, THE TOWN RECEIVED AN UNSOLICITED OFFER TO PURCHASE THE PROPERTY FROM TIMBERWOOD INVESTMENTS, LLC ("BUYER") FOR \$225,000.00; AND

WHEREAS, THE TOWN DOES NOT HOLD OR USE THE PROPERTY FOR ANY SPECIFIC GOVERNMENTAL PURPOSE; AND

WHEREAS, THE TOWN BOARD, BY MOTION, AUTHORIZED THE MAYOR TO EXECUTE THE CONTRACT TO BUY AND SELL REAL ESTATE (LAND) CONCERNING THE CONVEYANCE OF THE PROPERTY TO BUYER (THE "CONTRACT"); AND

WHEREAS, UPON COMPLETION OF DUE DILIGENCE BY THE BUYER AND OTHER OBLIGATIONS OF THE PARTIES UNDER THE CONTRACT, THE TOWN BOARD DESIRES TO THE CONVEY THE PROPERTY TO BUYER AND AUTHORIZE THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE THAT CONVEYANCE.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO:

Section 1. The Town Board hereby finds that the Property is nonessential to municipal purposes and not used for any other governmental purposes and may be conveyed by ordinance.

Section 2. The Town Board hereby approves the conveyance of the Property to Buyer and authorizes the Mayor, in consultation with the Town Administrator and Town Attorney, to execute a deed and any other documents required to complete that conveyance.

Section 3. Severability. It is hereby declared to be the intention of the Board of Trustees of the Town of Palmer Lake, Colorado that the sentences, clauses and phrases of this ordinance are severable, and if any sentence, clause or phrase of this ordinance be declared unconstitutional or invalid by the valid judgment or decree of Court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining sentences, clauses or phrases of this ordinance since the same would have been enacted by the Board of Trustees without the incorporation of any unconstitutional or invalid sentence, clause or phrase.

Section 4. Publication and Effective Date. The Town Clerk shall certify to the passage of this ordinance and cause notice of its contents and passage to be published by title only and posted in full on the Town official web site. This ordinance shall become effective thirty (30) days after the date of publication.

PASSED AND ADOPTED THIS __ DAY OF _____, 2018 BY A VOTE OF __ FOR
AND __ AGAINST.

JOHN CRESSMAN, MAYOR

ATTEST:

VERLA BRUNER, TOWN CLERK

I hereby certify that the above Ordinance was adopted by the Board of Trustees of the Town of Palmer Lake at its meeting of _____, 2018, and ordered published by title only by _____ newspaper on _____, 2018 and published in full on the Town's official web site.

Verla Bruner, Town Clerk

**TOWN OF PALMER LAKE
EL PASO COUNTY
COLORADO**

Resolution No. 12 of 2018

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE
TOWN OF PALMER LAKE APPROVING THE MINOR SUBDIVISION
OF ALL OF BLOCK 18, GLEN PARK, ADDRESSED AS 312 BUENA VISTA AVENUE,
PALMER LAKE, COLORADO ("MULFORD CIRCLE PLAT")**

WHEREAS, subdivision of lands within the Town is governed by Title 16 of the Municipal Code of the Town of Palmer Lake; and

WHEREAS, Dona Stuart ("Owner"), as the owner of all the property set forth on the plat map entitled Mulford Circle ("Plat"), which consists of 3 individual lots ("Lots"), having combined previously existing five separate lots, has submitted the Plat for approval in accordance with Title 16 of the Municipal Code of the Town of Palmer Lake; and

WHEREAS, Town staff, consultants and referral agencies have reviewed the Plat against the requirements set forth in Title 16 of the Municipal Code of the Town of Palmer Lake, and in particular Chapter 16.36, and have determined the completeness of the submitted Plat materials, which have been also been reviewed by the Town's Planning Commission at a public hearing on March 14, 2018, at which the Planning Commission made a recommendation for approval; and

WHEREAS, the Town Board of Trustees desires to approve the Plat as set forth at this meeting conditioned on the Owner removing any private improvements located outside the Plat, specifically to include concrete sidewalk and steps.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
THE TOWN OF PALMER LAKE, COLORADO:**

Section 1. The Town Board of Trustees adopts the recitals set forth in this Resolution.

Section 2. The Town Board of Trustees approves the Plat as presented with this Resolution conditioned on the Owner removing any private improvements located outside the Plat, specifically to include concrete sidewalk and steps, and directs the Town Administrator to execute the Certificate of Filing and cause such Plat to be recorded by the Clerk and Recorder for El Paso County upon satisfaction of such condition.

Section 3. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining issues of this Resolution.

Section 4. This Resolution shall be effective upon its adoption.

INTRODUCED, READ AND ADOPTED AS AMENDED THIS 23rd day of August, 2018.

TOWN OF PALMER LAKE

John Cressman, Mayor

ATTEST:

Verla Bruner, Town Clerk

PALMER LAKE, COLORADO

ORDINANCE 14 OF 2018

AN ORDINANCE OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALMER LAKE APPROVING THE CONVEYANCE OF TOWN OWNED PROPERTY BY APPROVING THE EXECUTION OF A QUIT CLAIM DEED DEEDING CERTAIN REAL PROPERTY TO DONA STUART, AND ACCEPTING A QUIT CLAIM DEED DEEDING TO THE TOWN CERTAIN REAL PROPERTY BY DONA STUART,

WHEREAS, THE TOWN OF PALMER LAKE IS A COLORADO MUNICIPAL CORPORATION AUTHORIZED BY STATE LAW, SECTION 31-15-713(1)(b) C.R.S., TO SELL OR DISPOSE OF REAL ESTATE HELD FOR OTHER THAN GOVERNMENTAL PURPOSES BY ORDINANCE; AND

WHEREAS, CERTAIN REAL PROPERTY WITHIN SECTION 5, T11S, R67W, 6TH PM, GLEN PARK, PALMER LAKE, COLORADO ("THE "PROPERTY") IS HELD BY THE TOWN AS RIGHT OF WAY; AND

WHEREAS, THE TOWN DOES NOT HOLD OR USE THE PROPERTY FOR ANY SPECIFIC GOVERNMENTAL PURPOSE; AND

WHEREAS, THE TOWN DESIRES TO CONVEY THE PROPERTY AND ACCEPT A CONVEYANCE TO THE TOWN OF OTHER PROXIMATE REAL PROPERTY AS SET FORTH IN THE DEEDS ATTACHED HERETO AS EXHIBIT A.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO:

Section 1. The Town Board of Trustees adopts the recitals set forth in this Ordinance.

Section 2. The Town Board hereby finds that the Property is nonessential to municipal purposes, not used for any other governmental purposes, and the Town is willing to convey what rights it has in the Property, if any, to Dona Stuart by quit claim deed.

Section 3. The Town Board of Trustees approves of the form of two quit claim deeds presented at this meeting and authorizes the Mayor to execute the same on behalf of the Town in the form attached hereto as Exhibit A.

Section 4. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining issues of this Resolution.

Section 5. Publication and Effective Date. The Town Clerk shall certify to the passage of this ordinance and cause notice of its contents and passage to be published by title only and

posted in full on the Town official web site. This ordinance shall become effective thirty (30) days after the date of publication.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2018 BY A VOTE OF ____ FOR AND ____ AGAINST.

JOHN CRESSMAN, MAYOR

ATTEST:

VERLA BRUNER, TOWN CLERK

I hereby certify that the above Ordinance was adopted by the Board of Trustees of the Town of Palmer Lake at its meeting of _____, 2018, and ordered published by title only by _____ newspaper on _____, 2018 and published in full on the Town's official web site.

Verla Bruner, Town Clerk

EXHIBIT A
FORM OF DEEDS

THIS QUITCLAIM DEED, executed _____ by Dona Stuart ("Grantor"), whose post office address is PO Box 11733, Aspen, CO 81612 and Town of Palmer Lake ("Grantee"), whose address is PO Box 208 Palmer Lake, CO 80133.

(Seal)

Exhibit A to Quitclaim Deed from Dona Stuart to Town of Palmer Lake.

PARCEL B:

THAT PORTION OF BLOCK 18 AS PLATTED IN GLEN PARK, IN THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, STATE OF COLORADO, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 30, 1886 IN PLAT BOOK A AT PAGE 83 NOT LYING WITHIN THE FOLLOWING DESCRIBED TRACT OF LAND:

ALL THAT PART OF THE SOUTHWEST ONE QUARTER OF SECTION 5, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, BEING A PORTION OF GLEN PARK, TOWN OF PALMER LAKE, EL PASO COUNTY, STATE OF COLORADO, THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST END OF THE NORTH LINE OF LOT 4, ELLIOTT'S CORNER, TOWN OF PALMER LAKE AS RECORDED JUNE 19, 2006 IN THE EL PASO COUNTY CLERK AND RECORDER'S OFFICE UNDER RECEPTION NO. 206712355 AND CONSIDERING SAID NORTH LOT LINE TO BEAR NORTH 82 DEGREES 49 MINUTES 42 SECONDS EAST, WITH ALL BEARINGS CONTAINED HEREIN RELATIVE THERETO;

THENCE NORTH 71 DEGREES 34 MINUTES 07 SECONDS WEST, LEAVING SAID NORTH LOT LINE A DISTANCE OF 53.39 FEET TO THE POINT OF BEGINNING;

THENCE NORTH 11 DEGREES 15 MINUTES 42 SECONDS EAST A DISTANCE OF 28.46 FEET;

THENCE NORTH 17 DEGREES 51 MINUTES 38 SECONDS WEST A DISTANCE OF 190.30 FEET;

THENCE SOUTH 48 DEGREES 21 MINUTES 54 SECONDS WEST A DISTANCE OF 6.67 FEET TO AN ANGLE POINT;

THENCE SOUTH 19 DEGREES 27 MINUTES 20 SECONDS WEST A DISTANCE OF 289.70 FEET;

THENCE SOUTH 70 DEGREES 32 MINUTES 40 SECONDS EAST A DISTANCE OF 46.78 FEET TO A POINT OF CURVE;

THENCE ALONG THE ARC OF A CURVE TO THE LEFT A DISTANCE OF 27.22 FEET, SAID CURVE HAS A RADIUS OF 25.00 FEET AND A CENTRAL ANGLE OF 62 DEGREES 22 MINUTES 24 SECONDS TO A POINT OF TANGENT;

THENCE NORTH 47 DEGREES 04 MINUTES 57 SECONDS EAST ALONG SAID TANGENT A DISTANCE OF 115.82 FEET TO THE POINT OF BEGINNING.

QUITCLAIM DEED

THIS QUITCLAIM DEED, executed _____ by Town of Palmer Lake ("Grantor"), whose post office address is PO Box 208, Palmer Lake, CO and Dona Stuart ("Grantee"), whose address is 80133PO Box 11733, Aspen, CO 81612.

WITNESSETH, that the Grantor, for good consideration and for the sum of Ten Dollars (\$10.00) paid by the Grantee, the receipt whereof is hereby acknowledged, does hereby sell, remise, release and quitclaim unto the Grantee forever, all the right title, interest and claim which the Grantor has in and to the following described real estate in the county of El Paso, State of Colorado:

See Exhibit A

Also known by street address as: 312 Buena Vista Avenue, Palmer Lake, CO

And assessor's schedule or parcel number: 7105327001

With all its appurtenances.

IN WITNESS WHEREOF, the Grantor has signed and sealed these presents the _____ day of _____, 20__.

STATE OF COLORADO)
) ss
County of _____)

The foregoing instrument was acknowledged before me this ____ of _____, 20__
By Dona Stuart, as Grantor.

Witness my hand and official seal.

My commission expires: _____

Notary Public

(Seal)

Exhibit A to Quitclaim Deed from Town of Palmer Lake to Dona Stuart

PARCEL A:

THOSE PORTIONS OF BUENA VISTA AVENUE, CHAUTAUQUA AVENUE, CORONA AVENUE AND BONITA AVENUE AS PLATTED IN GLEN PARK, IN THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, STATE OF COLORADO, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 30, 1886 IN PLAT BOOK A AT PAGE 83 LYING WITHIN THE FOLLOWING DESCRIBED TRACT OF LAND:

ALL THAT PART OF THE SOUTHWEST ONE QUARTER OF SECTION 5, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, BEING A PORTION OF GLEN PARK, TOWN OF PALMER LAKE, EL PASO COUNTY, STATE OF COLORADO, THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST END OF THE NORTH LINE OF LOT 4, ELLIOTT'S CORNER, TOWN OF PALMER LAKE AS RECORDED JUNE 19, 2006 IN THE EL PASO COUNTY CLERK AND RECORDER'S OFFICE UNDER RECEPTION NO. 206712355 AND CONSIDERING SAID NORTH LOT LINE TO BEAR NORTH 82 DEGREES 49 MINUTES 42 SECONDS EAST, WITH ALL BEARINGS CONTAINED HEREIN RELATIVE THERETO; THENCE NORTH 71 DEGREES 34 MINUTES 07 SECONDS WEST, LEAVING SAID NORTH LOT LINE A DISTANCE OF 53.39 FEET TO THE POINT OF BEGINNING;

THENCE NORTH 11 DEGREES 15 MINUTES 42 SECONDS EAST A DISTANCE OF 28.46 FEET;
THENCE NORTH 17 DEGREES 51 MINUTES 38 SECONDS WEST A DISTANCE OF 190.30 FEET;
THENCE SOUTH 48 DEGREES 21 MINUTES 54 SECONDS WEST A DISTANCE OF 6.67 FEET TO AN ANGLE POINT;

THENCE SOUTH 19 DEGREES 27 MINUTES 20 SECONDS WEST A DISTANCE OF 289.70 FEET;
THENCE SOUTH 70 DEGREES 32 MINUTES 40 SECONDS EAST A DISTANCE OF 46.78 FEET TO A POINT OF CURVE;

THENCE ALONG THE ARC OF A CURVE TO THE LEFT A DISTANCE OF 27.22 FEET, SAID CURVE HAS A RADIUS OF 25.00 FEET AND A CENTRAL ANGLE OF 62 DEGREES 22 MINUTES 24 SECONDS TO A POINT OF TANGENT;

THENCE NORTH 47 DEGREES 04 MINUTES 57 SECONDS EAST ALONG SAID TANGENT A DISTANCE OF 115.82 FEET TO THE POINT OF BEGINNING.

Activity	Absent Stage 1 or Stage 2	Stage 1	Stage 2
Open Burning of dry vegetation, slash, debris, trash, fence rows or fields	Not allowed	Not allowed	Not allowed
Recreational Fire of Firewood	Allowed	Allowed	Not allowed
1. Fire size (H and W)?	Max of 2' x 3'	Max of 2' x 3'	
2. Containment?	Yes-fire chamber max of 2' x 3'	Yes-fire chamber max of 2' x 3'	
3. Spark control?	Yes-fire chamber max of 2' x 3'	Yes-fire chamber max of 2' x 3'	
4. Attended?	Yes- comp adult of 18	Yes- comp adult of 18	
5. Way to extinguish present? Water, hose, extinguisher	Yes-2 gal water, charged hose, extinguisher	Yes-2 gal water, charged hose, extinguisher	
6. Separation from combustibles? Define Combustibles vs flammable	Yes-6'	Yes-6'	
7. Other?			
Gas Fueled Commercial Fire pit			
1. Fire size (H and W)?	Yes-fire chamber max of 2' x 3' (9 sq ft)	Yes-fire chamber max of 2' x 3'	Yes-fire chamber max of 2' x 3'
2. Attended?	Yes- comp adult of 18	Yes- comp adult of 18	Yes- comp adult of 18
3. Separation from flammables? Define Combustibles vs flammable	Yes-15'	Yes-15'	Yes-15'
4. Allowed on decks?	Yes	Yes	Yes
5. Other?			

Charcoal Grills		Allowed	Allowed	Not allowed
1. Separation from flammables?		Yes- 15' from flammables	Yes- 15' from flammables	
2. Allowed on decks?		Yes	Yes	
3. Other?				
Gas Grills		Allowed	Allowed	Allowed
1. Separation from flammables?		Yes- 15' from flammables	Yes- 15' from flammables	Yes- 15' from flammables
2. Allowed on decks?		Yes	Yes	Yes
3. Other?				
Sale or Use of Fireworks		Not allowed	Not allowed	Not allowed
Commercial Fireworks		Allowed if permitted	Allowed if permitted	Not Allowed
Outdoor for construction or repair (Explosives), Welding, Torches Rework wording in ordinance		Explosives-State Regs Welding, torches tools with sparks-15 from flammables	Explosives-State Regs Welding, torches tools with sparks-15 from flammables	Not Allowed
Smoking				
1. Private indoors?		Allowed	Allowed	Allowed
2. Private vehicles?		Allowed	Allowed	Allowed
3. Private outdoors?		Allowed	Allowed	Not Allowed
4. Public Town Property?		Not Allowed	Not allowed	Not allowed
5. Public restaurant/pub?		According to state law	According to state law	According to state law
6. Other?				

Other Considerations

1. Camp stoves, camp lanterns,	Allowed	Allowed	Not allowed
2. Red Flag warnings?	Eliminate (or put in as "suggested or guideline" ?)		
3. Town Property:			
Fires	Not allowed	Not allowed	Not allowed
Grills	Allowed	Allowed	Not allowed
4. Annual inspection?	Eliminate		
6. Special events? Chili supper, Winterfest, etc	Allowed as exemption under permission by BOT with PLVFD oversight		
8. Non-adulterated wood	Cannot use (work on wording for ordinance)		
9. Town communication and notice Signs, website, social media, radio, etc.	Will put in specific places and may be put elsewhere as a courtesy		
10. Other?			

Town of Palmer Lake Code of Conduct for Elected Officials

The Three R's of Palmer Lake's Government Leadership: Roles, Responsibilities, and Respect

The Town policies provide detailed information on the roles and responsibilities of Board members, the Mayor Pro-Tem, and the Mayor. The Town's Code of Ethics provides guidance on ethical issues and questions of right and wrong.

This Code of Conduct is designed to describe the manner in which Board members should treat one another, city staff, constituents, and others they come into contact with in representing the Town of Palmer Lake. It reflects the work of the City Board while defining more clearly the behavior, manners, and courtesies that are suitable for various occasions.

The constant and consistent theme through all the conduct guidelines is "respect." Board members experience stress in making decisions that impact the lives of the citizens. At times, the impacts of the entire community must be weighed against the impact of only a few. Despite these pressures, elected officials are called upon to exhibit appropriate behavior always.

Demonstrating respect for everyone through words and actions is the touchstone that can help guide Board members to do the right thing in even the most difficult situations.

Overview of Roles & Responsibilities

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the Municipal Code and in the Handbook for Municipal Elected Officials, published by the Colorado Municipal League.

Mayor

- Recognized as head of the Board of Trustees for all ceremonial and legal purposes, and executes and authenticates legal instruments requiring the Mayor's signature as official.

- Preside over meetings of the Board of Trustees
- Has same speaking and voting rights as any other member
 - Leads the Board into an effective, cohesive working team.

Mayor Pro-Tem

- Acts as Mayor during the absence of the Mayor with all powers granted to the Mayor.

All Board Members

All members of the Town Board, including the Mayor and Mayor Pro-Tem, have equal votes.

No Board member has more power than any other Board member, and all should be treated with equal respect.

All Board members should:

- Fully participate in Town Board meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
- Prepare in advance of meetings and be familiar with issues on the agenda.
- Represent the Town at ceremonial functions at the request of the Mayor.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in Palmer Lake government.
- Provide contact information to the Town Clerk in case of an emergency or an urgent situation arises while the Board member is out of town.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities.

POLICIES & PROTOCOL RELATED TO CONDUCT

Ceremonial Events

Requests for a Town representative at ceremonial events will be handled by Town staff. The Mayor will serve as the designated Town representative. If the Mayor is unavailable, then Town staff will determine if event organizers would like another representative from the Board. If yes, then the Mayor Pro-Tem will be recommended to serve as the substitute. Invitations received at Town Hall are presumed to be for official Town representation. Invitations addressed to Board members at their homes are presumed to be for unofficial, personal consideration.

Correspondence Signatures

Board members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Board meetings. Town staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor or the appropriate Town staff. If correspondence is addressed only to one Board member, that correspondence will be shared with the rest of the Board.

Endorsement of Candidates

Board members have the right to endorse candidates for all Board seats or other elected offices. It is inappropriate to mention endorsements during Board meetings or other official City meetings or functions.

Legislative Process

The Town follows Roberts Rule of Order for meeting management.

Public Meeting Hearing Protocol

The Mayor will open the public hearing. Staff will make initial comments and /or presentations.

The applicant shall have the right to speak first. The Mayor will determine the length of time allowed for this presentation. Staff

will make initial comments and/or presentation. Speakers representing pro points of view will be allowed to follow. Speakers representing opposing points of view will then follow. The Mayor will determine how much time will be allowed for each speaker, with 3 to 5 minutes the standard time granted. The Mayor will then ask the Board if any issues need clarification before the public hearing is closed.

The Mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly. Board members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by Board members are not appropriate until after the close of the public hearing. Board members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view. The Mayor shall direct public testimony and discussion to the City Board instead of staff, when appropriate.

Main motions may be followed by amendments, followed by substitute motions. Any Board member can call for a point of order. Only Board members who voted on the prevailing side may make motions to reconsider.

BOARD CONDUCT WITH ONE ANOTHER

Boards are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Board may "agree to disagree" on contentious issues.

In Public Meetings

- Practice civility, professionalism, and decorum in discussions and debate difficult

questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Board members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Board members should conduct themselves in a professional manner always, including dress.

- Honor the role of the Mayor in maintaining order. It is the responsibility of the Mayor to keep the comments of Board members on track during public meetings. Board members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Unless asking a question of a speaker at the podium, Trustees should avoid engaging with audience as a whole. If a Trustee feels a question must be asked of the audience, it should be directed towards the Mayor, for example; "Mr. Mayor, would you ask the audience how many would be willing to attend a workshop on roadway standards?"

- Avoid personal comments that could offend other Board members. If a Board member is personally offended by the remarks of another Trustee, the offended Trustee should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Board member to justify or apologize for the language used. The Mayor will maintain control of this discussion.
- Demonstrate effective problem-solving approaches. Board members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.
- Be punctual and keep comments relative to topics discussed, Board members have

made a commitment to attend meetings and partake in discussions. Therefore, it is important that Board members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discussed scheduled issues.

In Private Encounters

- Even private conversations can have a public presence. Elected officials are always on display -their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

BOARD CONDUCT WITH TOWN STAFF

Governance of a Town relies on the cooperative efforts of elected officials who set policy and staff who implement and administer the Board's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.
- Limit contact with specific Town staff. Questions of Town staff and/or requests for additional background information should be directed to the Town Administrator, Town Attorney, or Department Heads. The Town Administrator should be copied on or informed of any request.

Requests for follow-up or directions to staff shall be made through the Town Administrator or the

Town Attorney when appropriate. When in doubt about what staff contact is appropriate, Board members should ask the Town Administrator for direction. Materials supplied to a Board member in response to a request will be made available to all members of the Board so that all have equal access to information.

- Do not disrupt Town Staff from their jobs. Board members should not disrupt Town Staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.
- Never publicly criticize an individual employee. The Board should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Town Administrator through private correspondence or conversation.
- Do not get involved in administrative functions. Board members must not attempt to influence Town staff on items that are deemed day to day management and do not go to the Board of Trustees for approval.
- Check with Town staff on correspondence before taking action. Before sending correspondence, Board members should check with Town staff to see if an official Town response has already been sent or is in progress.
- Do not attend meetings with Town staff unless requested by staff. Even if the Board member does not say anything, the Board member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively. Requests for additional staff support -even in high priority or emergency situations – should be made to the Town Administrator who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.

BOARD CONDUCT WITH THE PUBLIC**In Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Board members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- Be welcoming to speakers. Speaking in front of Board can be a difficult experience for some people. Some issues the Board undertakes may affect people's daily lives and homes. Some decisions are emotional. The way that Board treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.
- Be fair and equitable in allocating public hearing time to individual speakers. The Mayor will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three-minutes with applicants and appellants or their designated representatives allowed more time. If there are a number of speakers anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.
- Give the appearance of active listening. It is disconcerting to speakers to have Board members who do not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

- Ask for clarification, but avoid debate and argument with the public. Only the Mayor - not individual Board members -- can interrupt a speaker during a presentation. However, a Board member can ask the Mayor for a point of order if the speaker is off the topic or exhibits behavior or language the Board member finds disturbing.

- Follow the parliamentary procedure in conducting public meetings. The Town Attorney serves as advisory parliamentarian for the Town and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, subject to the appeal of the full Board.

In Unofficial Settings

- Make no promises on behalf of the Board of Trustees. Board members will frequently be asked to explain a Board action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Board action, or to promise Town staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).
- Make no personal comments about other Board members. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Board members, their opinions, and actions.
- Remember that Palmer Lake is a small community at heart. Board members are constantly being observed by the community every day

that they serve in office. Their behaviors and comments serve as models for proper behavior.

BOARD CONDUCT WITH THE MEDIA

- The Mayor is the official spokesperson. The Mayor is the designated representative of the Board to present and speak on the official Town position. If an individual Board member is contacted by the media, the Board member should be clear about whether their comments represent the official Town position or a personal viewpoint.
- Choose words carefully and cautiously. Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

SANCTIONS

- Public Disruption. Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Board Chambers.
- Board members Behavior and Conduct. Town Board members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Board. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Board.

PRINCIPLES OF PROPER CONDUCT

Proper conduct IS ...

- Keeping promises
- Being dependable

- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

It all comes down to respect

Respect for one another...respect for the validity of different opinions...respect for the process...respect for the community that we serve.

HOW GOVERNING BODY MEMBERS CAN GOVERN BETTER

The following is taken from the Colorado Municipal League, Handbook for Municipal Elected Officials, and is reprinted from the League of Kansas Municipalities' brochure, "Suggestions for Successful Public Service"

Governing is clearly more of an art than a science. There are no ultimate answers on how to govern; different approaches are to be expected, and probably desired. However, there do seem to be some fundamentals. The suggestions that follow range from practical, common sense fundamentals to those more philosophic and theoretical. These tips for successful and effective public service is intended to assist mayors, Board members, and board trustees.

While most suggestions relate to individual officer's others apply to the governing body as a whole. These two applications, however, are interdependent - the capacity of a governing body to govern effectively depends on the collective capacities of at least a majority of its membership. These suggestions are not in any order, and not all are universally accepted. All of them, however, are worth consideration by anyone who would serve the public through an elective local office.

1. Learn all you can about your Town, its history, its operation, its financing. Do your homework. Know your Town ordinances. Dust off your comprehensive plan.
2. Devote sufficient time to your office and to studying the present and future problems of your community.
3. Don't burn yourself out on the little things but recognize that they are often important to the public. Save some energy - and time - for the important matters.
4. Don't act as a committee of one; governing a Town requires team effort - practically and legally.
5. Don't let honest differences of opinion within the governing body degenerate into personality conflicts.
6. Remember that you represent all the people of your community, not just neighbors and friends. Be wary of personal experiences coloring your public decisions.
7. Take budget preparation seriously, for it determines what your Town does or does not do for the coming year and will also influence what happens in future years.
8. Establish policy statements. Written policy statements let the public, and the Town staff, know where they stand. They help the governing body govern, and writing them provides a process to develop consensus.

9. Make decisions on the basis of public policy, and be consistent. Treat similar situations similarly, and avoid favoritism.

10. Focus your attention on ways to prevent problems, rather than just trying to solve them as they occur. Filling potholes is one approach to governing; developing plans to prevent them is more important.

11. Don't be misled by the strong demands of special interest groups who want it done now, their way. Your job is to find the long-term public interest of the community as a whole, and you may be hearing from the wrong people.

12. Don't rush to judgment. Few final actions have to be taken at the first meeting at which they are considered. Avoid "crisis management."

13. Don't be afraid of change. Don't be content to just follow the routine of your predecessors. Charge your appointed officers and employees with being responsible for new ideas and better ways. Listen to what they have to say.

14. Don't give quick answers when you are not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing and damaging to tell a person something which is wrong.

15. As an individual, even if you are the mayor, don't make promises you can't deliver! Most decisions and actions require approval of the governing body, and this takes a majority vote.

16. Remember that you have legal authority as a governing body member only when the governing body is in legal session.

17. Don't spring surprises on your fellow governing body members or Town staff, especially at formal meetings. If a matter is worth bringing up for discussion, it's worth being on

the agenda. Surprises may get you some publicity, at the embarrassment of others, but they tend to erode the "team" approach to governance.

18. Participate in official meetings with the dignity and decorum fitting those who hold a position of public trust. Personal dress and courteous behavior at meetings help create an environment for making sound public decisions.

19. Conduct your official public meetings with some formality, and follow rules of procedure. Have an agenda, and follow it. Most governing body members agree that formal meetings expedite the process and promote better decision making.

20. Don't be afraid to ask questions, it is one of the ways we learn. But do your homework by studying agenda material before meetings.

21. Vote yes or no on motions. Don't cop out by abstaining except when you have a conflict of interest. A pass does not relieve you of responsibility when some decision must be made.

22. Once a majority decision of the governing body has been made, respect that official position and defend it if needed, even if you personally disagreed.

23. Respect the letter and intent of the open meetings law, but also keep private and confidential matters to yourself. Don't gossip.

24. Retain competent, key employees, pay them well, trust their professional judgment, and recognize their authority and responsibilities.

25. Don't bypass the system! Stick to policy-making and avoid personal involvement in the day-to-day operations of the municipality.

26. Don't let others bypass the system. Insist that people such as equipment or service suppliers work with your city staff. If direct contact with governing body members is

necessary, it should be with the governing body as a whole, or a committee, and not on a one-on-one basis.

27. Don't pass the buck to the staff or employees when they are following your policies or decisions.

28. Don't always take no for an answer. The right question may be "How can we do this?" instead of "May we do this?" Be positive!

29. Learn to evaluate recommendations and alternative courses of action. Request that your staff provide options. Encourage imaginative solutions.

30. Avoid taking short-term gains at the expense of long-term losses. Be concerned with the long-term future of the city.

31. In determining the public interest, balance personal rights and property interests, the possible harm to a few versus the good of the many. Recognize that in some situations, everyone can't be a winner.

32. Remember that Towns are for people! Be concerned with the total development - physical, economic, and social - of your community.

33. Don't act as if the Town operates in a vacuum. Town's must work within the intergovernmental system to be effective. Keep in contact and cooperate with your federal, state, county, and school officials.

34. Know your neighbors. Get to know the officials of neighboring and similar size cities. Visit other cities, particularly those with a reputation for being well run.

35. Learn to listen- really listen- to your fellow governing body members and the public. Hear what they are trying to say, not just the words spoken.

36. Keep your constituents informed, and encourage citizen participation.

37. Be friendly and deal effectively with the news media. Make sure what you say is what you mean. Lack of good communication, with the media and the public, can be a major problem for municipal officials.

38. Remember that what you say, privately and publicly, will often be news. You live in glass houses. Avoid over-publicizing minor problems.

39. Expect, and respect, citizen complaints. Make sure that your governing body members and your city have a way to deal effectively with them. Have a follow-up system.

40. Be careful about rumors. Check them out. Help squelch them when you know they are false.

41. Appoint citizen advisory committees and task forces when you need them, but be prepared to follow their advice if you use them.

42. Take care in your appointments to boards and commissions. Make sure they are willing and capable as well as representative of the whole community.

43. Seek help. Use manuals, guides, and other technical assistance and information available from the Colorado Municipal League and other agencies. Attend workshops and conferences put on for the benefit of you and your city.

44. Pace yourself. Limit the number of meetings you attend. Set some priorities, including the need to spend time with your family. Recognize that life- and the Town -is dependent on a lot of things you have little control over.

45. Establish some personal goals and objectives. What do you want to help accomplish this year? Next year?

46. Help develop some short-term and long-term goals and objectives for your Town and

check your progress at least every six months.

47. Similarly, help your Town develop a vision of the future.

48. Focus on the future, and try to leave your city better than that which you inherited as a Town officer.

49. Be a leader, as well as part of the team of elected and appointed officials who were selected to make your city an even better place to live.

50. At least once a year, schedule a governing body discussion about how you are governing. Review the processes and procedures. Sit back and ask, "How are we doing and can we do things better?"

51. Be enthusiastic about your public service and the privilege you have, and let the public know it. But maintain your sense of humor. Don't take yourself or the business of government so seriously that you don't enjoy it. Governing should be fun as well as a rewarding experience.

52. Celebrate! Always focusing on problems and issues may lead you, the governing body, and the public, to believe that nothing positive ever happens. Good things do happen. Let the public share your successes.

Date _____

Signature _____