



**Board of Trustees Regular Meeting
Thursday, February 13, 2020, 6:00 PM
Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado**

AGENDA

Town Council Meeting

This agenda is subject to revision

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of the Agenda
5. Approval of minutes January 23, 2020
6. Resolution 4 of 2020 - A RESOLUTION CONCERNING THE ISSUANCE OF SPECIAL EVENTS PERMITS
BY THE TOWN OF PALMER LAKE BOARD OF TRUSTEES
ACTING AS THE LOCAL LICENSING AUTHORITY
7. Munoz Subdivision – Tabled from January 23, 2020
8. John Chavez – MS4s – Presentation - 15 min.
9. Shana Ball – Fire Department Grants

Financials

10. Approval of Checks over \$15,000 – Bridge \$ 445,792.50, Cirsa, (2 checks)- \$ 56,766.78 ttl.
and Pikes Peak Rural Water Authority - \$ 6,419.20

Staff Reports:

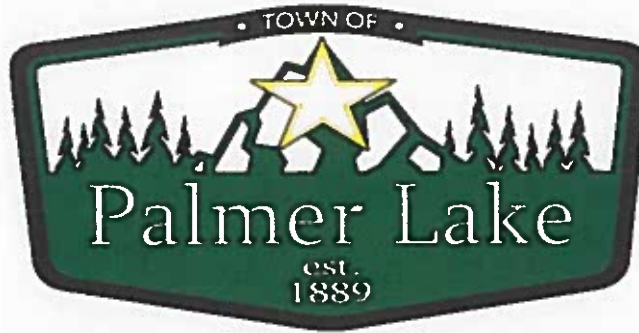
- Water
- Roads
- Police
- Fire
- Parks
- Clerk's Report
- Manager's Report

11. Board comments, reports, meetings attended

12. **Unscheduled Public Comments**-*Reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. As a general practice, the Board will not discuss/debate these items, nor will the Board 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*

Next Palmer Lake Town Board of Trustees Meeting will be held February 27, 2020.

Please note: If you have a disability and need auxiliary aids or services, please notify 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

THURSDAY, January 23, 2020 6:00 PM

PALMER LAKE TOWN HALL -28 VALLEY CRESCENT, PALMER LAKE, COLORADO

Liquor Licensing Authority

1. Call to order

Mayor John Cressman called the Authority to order at 6:03 PM

Roll Call

Present	Mayor John Cressman
Present	Mayor Pro Tem Mark Schuler
Present	Trustee Paul Banta
Present	Trustee Glant Havenar
Present	Trustee Bob Mutu
	Vacant
Present	Trustee Patty Mettler

- Matthew Hexter – Evergood Elixirs – Palmer Lake Wine Festival – September 12, 2020
Mr. Hexter is asking for an increase of ticket sales from 2019 (1,000) to 1,500 because of last year's success. 2019 ticket sales were 850, but they have hired an event planner and expect more in 2020. Discussion ensued pertaining to over consumption, security, water, food, etc. for the safety of attendees and surrounding area. The Council determined last year's fees would remain as our Town fee structure still being examined. Mr. Hexter stated that he will again donate a reasonable amount to the Parks Department for ground preparation. Trustee Havenar made a motion to APPROVE the license for the upcoming event with the increase to 1500 ticket sales. SECONDED by Trustee Mutu. ROLL CALL VOTE
Motion PASSED -UNANIMOUSLY.
- Palmer Lake Restoration Project – Cindy Graff – February 15, 2020 – Pinecrest -Special Event Fund Raiser. Ms. Graff stated that this was the first of many for the Palmer Lake Fireworks Committee. Discussion ensued pertaining to over consumption, security, water, food, etc. The entries will be staffed and no one under 21 will be allowed into the facility and that if necessary,

volunteers would drive questionable attendees to their homes. Mr. Hexter from the Wine Festival offered to donate colored wrist bands for drivers to be identified. Ms. Graff asked that the Town waive the \$100.00 license fee as done in the past.

Trustee Havenar made a motion to APPROVE the Special Event License for the Committee and to WAIVE the \$100.00 fee. SECONDED by Trustee Mettler – ROLL CALL VOTE Motion PASSED – UNANIMOUSLY.

- Trustee Banta made a motion to ADJOURN the Licensing Authority @ 6:29 PM. SECONDED by Trustee Mutu – Motion – PASSED – UNANIMOUSLY.

Town Council Meeting

6:29 PM –

1. Mayor Cressman Called the meeting to order.

2. Pledge of Allegiance

3. Roll call

Present	Mayor John Cressman
Present	Mayor Pro Tem Mark Schuler
Present	Trustee Paul Banta
Present	Trustee Glant Havenar
Present	Trustee Bob Mutu
	Vacant
Present	Trustee Patty Mettler

Interim Attorney - Matt Krob

Interim Town Manager – Bob Radosevich

4. Approval of the Agenda

Mayor Cressman asked to amend the agenda to allow Pikes Peak Regional Building Department (PPRBD) to make a presentation making (6 a) on the agenda. Trustee Havenar made a motion to APPROVE the amended agenda. SECONDED by Trustee Mutu. Motion PASSED – UNANIMOUSLY.

5. Approval of minutes from January 9, 2020

Trustee Schuler commented on Item 10 concerning the drainage issue on Upper Glenway. Attorney Krob stated clarifications would be stated in the agreement to be drawn up and signed by both parties.

Trustee Shuler made a motion to APPROVE the minutes as written. SECONDED by Trustee Mutu Motion – PASSED - UNANIMOUSLY

6. Approval of the Bills

Trustees Havenar and Schuler questioned some checks and requested some reconciliations on Ambulance fees for 2019 and the Mayor suggested a reconciliation of the pedestrian bridge also. Manager Radosevich asked if he could e-mail answers to those questions at a later date. -APPROVED. Trustee Havenar made a motion to APPROVE the Bills pending answers from staff. SECONDED by Trustee Mutu. Motion – PASSED – UNANIMOUSLY.

6a. Pikes Peak Regional Building Department

Gentlemen from PPRBD stated that FEMA (Federal Emergency Management Agency) sent out a letter of map revision that their count will relieve 52 homes and businesses of the need for flood insurance, collectively saving approximately \$100,000.00. Those property owners should contact their lenders for more information. They left copies of the newly mapped area. Copies available at PPRBD and TOPL.

7. Application to Town Council Open Seat

At the time of this meeting, ONLY 1 application is available for review. Susan Miner. Trustee Mettler asked what Ms. Miner thought to be her biggest question or concern or changes she'd like to see. Zoning gives the power to the Town.

Trustee Havenar made a motion to ACCEPT Susan Miner to fill the Seat until the 2020 November election. SECONDED by Trustee Schuler. ROLL CALL – Motion – PASSED – UNANIMOUSLY.

8. Resolution No. 2 OF 2020 – A Resolution Adopting the Glen Park Master Plan

Tabled from January 9, 2020. Reid Wiecks, Parks Committee Chair stated that the Council had received the plan in September and that he had heard no changes. The plan is a 5 year, living document. Trustee Mutu made a motion to APPROVE the Resolution No. 2 of 2020 adopting the Glen Park Master Plan. SECONDED by Trustee Havenar. Motion – PASSED – UNANIMOUSLY.

Trustee Mutu made a motion to accept the Completion of the Water Storage Tank. Seconded by Trustee Banta. Motion PASSED – UNANIMOUSLY.

9. Munoz Subdivision

Manager Radosevich failed to contact Mr. Munoz. Trustee Banta made a motion to TABLE this item until the February 13, 2020 meeting. SECONDED by Trustee Schuler. Motion – PASSED – UNANIMOUSLY.

10. Financials

Checks over \$ 15,000

- Motorola - \$ 25,000 – Money from an anonymous donor for radios for the Police Department.
- Mel Ro Construction - \$ 199,155.58 – completion of the Water Storage Tank

Trustee Banta made a Motion to authorize signing of the checks. SECONDED by Trustee Mutu. Motion PASSED – UNANIMOUSLY.

11. Manager's Report

Manager Radosevich answered questions raised at the last meeting from Public Input:

- 3 minutes is significant time for Board to hear from citizens and direct staff to review.
- Concerns of operating a business without a license-(discussed later in the meeting)
- Concerns of speeding and failure to stop at stop signs. Police have set the mobile speed trailer at Lower Glenway and the Chief stated increased monitoring of patrols on local streets.
- If the Town could seek "liquid damages" from the water tank contractor. Under review.
- Recognition of the new bridge.
- Concerns of construction equipment in non-compliant areas.

These concerns and the others concerning businesses operating without a license were discussed at length and the Board directed the Manager to issue letters to the different operators and have the letters delivered by the Police Department in lieu of a Code Enforcement Officer (interviews are being established). More on this topic in the Public Input portion of the meeting.

- The Office has received calls concerning the release of Land Use Permits (LUPs). The LUPs have been revised, fees increased, and drainage enhanced. Because this was a temporary moratorium, there was no Ordinance, therefore, Trustee Schuler made a Motion to Rescind the moratorium. **SECONDED** by Trustee Havenar. Motion – **P[ASSED – UNANIMOUSLY]**.
- Preparing the final Job Description for Town Clerk (e-mailed to Board for review). How will we set up the hiring process? A lengthy discussion ensued. It was determined that the Manager would list the Job Description at CML, CMCA, and INDEED and perhaps other sites, not to exceed \$ 1,000.00
- Next week, after receiving all necessary documentation from the accountant, we will re-submit our 2020 budget to the State. (Deadline-January 31, 2020)

12. Board Comments, Reports, Meetings

Trustee Schuler will e-mail the final draft of the Job Description to the Board. Currently, it is in legal review.

Mayor Cressman attended a luncheon with a few Mayors in El Paso County (Mayors from Colorado Springs, Manitou, etc.) Wildland fires was the main topic. All expressed concerns. Trustee Miner expressed concerns on how to get info to the citizens. More meetings will take place in the near future.

13. Unscheduled Public Comments-Reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. As a general practice, the Board will not discuss/debate these items, nor will the Board 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.

- Reid Wiecks, Parks Committee Chair express concerns as to how much money was in the Conservation Trust Fund (CTF) account. Manager Radosevich is reviewing the budget but is comfortable with them spending \$ 6,000 in the short term. Staff will review the Parks list prior to the expenditure.
- Kit Bromfield thanked the Board for answering the questions from the last meeting. She welcomed Ms. Miner to the Board. She also requested a better sound system.
- Rich Kuehster asked that additional speakers be installed.
- Dee Banta-concerns about Illumination Pointe. Shipping containers, U-Haul trailers, etc.

14. Adjourn

Motion to adjourn the meeting was made by Trustee Havenar and seconded by Trustee Schuler. Motion passed. Meeting adjourned at 9:12

John Cressman, Mayor

Robert Radosevich, Town Manager

February 13, 2020
Date Approved



**PALMER LAKE, COLORADO
RESOLUTION NO. 4 OF 2020**

**A RESOLUTION CONCERNING THE ISSUANCE OF SPECIAL EVENTS PERMITS
BY THE TOWN OF PALMER LAKE BOARD OF TRUSTEES
ACTING AS THE LOCAL LICENSING AUTHORITY**

WHEREAS, pursuant to Article 5, Title 44, of the Colorado Revised Statutes, otherwise known as the Colorado Liquor Code – Special Events Permits allows Local Authorities to elect not to notify the State Licensing Authority to obtain the state’s approval or disapproval of an application for a Special Events Permit; and

WHEREAS, Regulation 47-1002(C) requires application to be filed with the Local Licensing Authority not less than thirty (30) days prior to the date of the event; and

WHEREAS, an application that is timely filed under this Regulation may or may not have enough time to be process through both the local and state process within the thirty days; and

WHEREAS, The Town wishes to provide the most time-efficient application processing for its customers without causing an increase to the required application deadline; and

WHEREAS, choosing the local-only option creates a better customer service environment and timely processing for the Town’s citizens; and

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

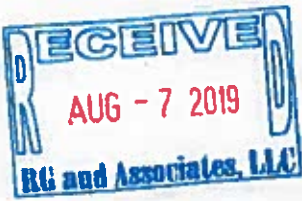
Section 1. Pursuant to the authority contained in CRS 44-5-107(5)(a), the Palmer Lake Board of Trustees, sitting as the Local Licensing Authority, elects not to notify the state licensing authority to obtain the state licensing authority’s approval or disapproval for a special events permit.

Section 2. All other requirements contained in the Colorado Liquor Code and associated Regulations remain applicable.

Section 2. This Resolution shall be effective immediately.

APPROVED AND ADOPTED on this 13th day of February 2020 by a vote of ____ for and ____ against.

_____ JOHN CRESSMAN, MAYOR ATTEST: _____ Robert Radosevich – Interim Town Manager	Approved as to Form:  _____ Matthew Krob, Interim TOWN ATTORNEY
--	--



Town of Palmer Lake

42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719-481-2953 - office
719-488-9305 - fax

Office Use Only

Date: _____

Fees: _____

Check #: _____

Rec'd By: _____

Minor Subdivision Application Form

Name of Applicant: RAULPH B. MUÑOZ

Address: 116 COLUMBINE RD Phone#: (719) 651-8452

Name of Proposal: SUBDIVIDING LOT INTO TWO LOTS

Tax Schedule #: 71052-13-027

Legal Description: LOTS 41 TO 47 INC. BLK 30 PALMER LAKE AMD. FIL.

This is a Minor Subdivision - A request for a subdivision with less than 5 lots. This request must be accompanied by those items outlined in the Palmer Lake Zoning Regulations.

Please fill out the appropriate submission checklist to complete the application.

Location of Property: Section: 05 Township: 11

Range: 67 Quarter section: NW

Nearest Street Intersection: PIE CORNER Existing Subdivision: _____

Current Zoning and Uses of Surrounding Property:

N:	<u>R3</u>	<u>RESIDENCE</u>
E:	<u>R3</u>	<u>"</u>
S:	<u>R3</u>	<u>"</u>
W:	<u>R3</u>	<u>"</u>

Raulph B. Muñoz
Signature of Owner

7/15/2019
Date

MS-107-2019

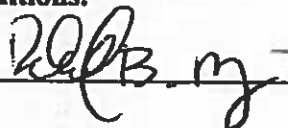
On the second Thursday of the following month the Board of Trustees will hear comments from the applicant and public and make a decision to APPROVE OR DENY. **APPLICANT MUST BE PRESENT**

All submittals will need to be in compliance with the corresponding Palmer Lake Municipal Code.

By signing this application, all parties agree to the following:

- Town of Palmer Lake staff or its consultants may enter the property to inspect the property and evaluate the proposal.
- The applicant/petitioner is liable for all fees and costs associated with the Town's review of this application. These may include, but are not limited, to engineering and consultant fees, public notice costs, recordation fees, and any other fees paid by the Town in connection with or related to review of this application.
- Payment of fees as described above will be due within 10 days of the date of invoice, and if not received within 30 days will be considered past due. Payment of the above fees shall not relieve the payment of any other fees imposed by the Town.

As owner/applicant, I affirm the information contained in this application is accurate, and I agree to the above conditions.

Applicant Signature:  Date: 7/15/2019

If the applicant is not the owner:

As owner of the above property, I agree to the application.

Owner – Print : _____

Owner – Signature: _____ Date: _____

NOTES:

REQUIREMENTS FOR MINOR SUBDIVISION

All initial applications will be submitted to the Town office 30 days before the next regular Planning Commission meeting. An application is not considered a submittal until signed off as "complete" by staff.

☒	Checklist for Initial Submittal for Minor Subdivision
☒	Application form (1 copy)
☒	Letter of intent, signed by applicant (1 copy)
☒	Paper Site Plans (eight 24"x36" copies), and (one 11X17 copy)
☒	Electronic Site Plan (1 pdf file, can be emailed to es@palmer-lake.org)
☒	Application fee (\$500 fee + \$25 per acre) to the town clerk

tan

☒	Checklist for Public Notice (due within 5 business days of submittal)
☐	List of all property owner names and addresses (PO box if in Palmer Lake), of adjacent property owners
☐	Receipts from post office of all certified letters sent to adjacent property owners

Approval Process

The Planning Commission shall make recommendation to the Board of Trustees, who shall approve the designation of the proposed subdivision if it finds the following:

- ☐ The lots are not part of any other subdivision approved within one year
- ☐ The proposed subdivision would not constitute a subdivision of land into 5 or more building sites with 5 years

Plat Filing

- ☐ On obtaining a designation as a minor subdivision and if the proposed subdivision meets these requirements, the subdivider shall file the plat of the proposed lots with the Town Clerk.

The following is a general description of the steps involved in processing your Minor Subdivision with an estimate of the time required.

Day of Submittal

The application is reviewed by Town Staff for its completeness. The project will not be scheduled for the Planning Commission review until all of the required information has been submitted and the necessary approvals have been obtained for supporting documentation. After all the required application materials have been received by the Town Staff, it will then begin the review process.

Public notification is sent out 15 days prior to the Planning Commission workshop.

On the third Wednesday of the month The Planning Commission will meet and make its recommendations to the Board of Trustees.

APPLICANT MUST BE PRESENT

On the second Thursday of the following month the Board of Trustees will hear comments from the applicant and public and make a decision to APPROVE OR DENY.

APPLICANT MUST BE PRESENT

Appeals can be filed 15 days after the Board of Trustees decision.

LETTER OF INTENT

This Letter of Intent is in reference to the existing property at 116 Columbine Road, Palmer Lake, CO 80133. The El Paso County Schedule Number is 71052-13-027. The Property Description is LOTS 41 to 47 INC BLK 30 PALMER LAKE AMD FIL.

On the property there is a single family residence with 850 square feet on the main level and 720 square feet in the unfinished basement. There is also a 576 square foot 2 car garage accessible to the house via an air lock. The lot measures 175 feet wide with frontage along Columbine Road and is 110 feet front to back.

I am asking for approval to divide the lot into two lots. The south lot would measure 60 feet wide by 110 feet deep. This would allow the building of a single family residence on the 60 foot wide lot at some future date.

Thank you for your help and consideration in this matter.

Sincerely,

Ralph B. Muñoz

El Paso County - Community: Property Search
Schedule Number: 7105213027



El Paso County - Community: Property Search
Schedule Number: 7105213027





TO: Town of Palmer Lake Board of Trustees
FOR: January 23, 2020 Public Hearing
CASE: Munoz Minor Subdivision; 116 Columbine Road

APPLICANT:

The applicant, Mr. Ralph Muñoz, is the property owner of 116 Columbine Road.

SUMMARY OF REQUEST

The application seeks to subdivide the property into two legal lots described by the Munoz Subdivision proposing Lot 1 (6599 sq. feet) and Lot 2 (12,648 sq. feet).

The property is currently described as seven (7) 25' x 110' lots (lots 41, 42, 43, 44, 45, 46, and 47 inclusive, Block 30 Palmer Lake Amended Filing) totaling a19,247 sq. ft. (.44 acres) consisting of 175 feet of frontage along Columbine Road.

LOCATION and CONDITION OF PROPERTY:

The property is generally located north of Pie Corner, south of Primrose Street, on the west side of Columbine Road.

The property contains one single family home (approx. 850 sq. ft plus an unfinished basement) with a detached garage (approx.. 576 sq. ft.) connected with the residence.

ZONING

The property is zoned R-3 (Medium Density Residential), Town of Palmer Lake, Colorado.

NOTICING:

Notice of the hearing has been published in the paper and the property has been posted.

ATTACHMENTS:

1. [Vicinity Map](#)
2. [Minor Subdivision Application](#)
3. [Munoz Subdivision Plat.](#)
4. [Improvement Plot Plan](#)
5. [Evidence of publication and posting](#)
6. [Planning Commission Minutes - December 11, 2019](#)

REVIEW PROCESS AND CRITERIA

The request by Mr. Muñoz is defined as a subdivision and is further regulated under Chapter 16.36 of the Town of Palmer Lake Municipal Code. The Board of Trustees have the final authority over the designation of a subdivision of land used for single family purposes defined as a Minor Subdivision.

The Planning Commission heard the case at their December 11, 2019 hearing (Attachment 6) and provided a recommendation to approve the designation of the request as a minor subdivision and recommend that the Board of Trustees approve the subject plat with the condition that the utility easements be modified prior to recording.

The Board of Trustees are encouraged to visit the site. Any interested parties that wish to speak on the matter are encouraged to attend the public hearing to share their opinions, facts, and thoughts with the



RECORD OF MINUTES

WEDNESDAY, DECEMBER 11, 2019, 6:00 PM

PALMER LAKE TOWN HALL - 28 VALLEY CRESCENT, PALMER LAKE, COLORADO

PLANNING COMMISSION REGULAR MEETING

1. Call to Order

Chair Commissioner Cooper called the Planning Commission Meeting to order at 6:02 p.m.

Present	Commissioner David Cooper
Present	CO-Commissioner Samantha Padget
Present	Commissioner Vic Brown
Present	Commissioner Mark Bruce
Present	Commissioner Bill Fisher
Present	Commissioner Charles Ihlenfeld

Also present were:

Mayor John Cressman
Valerie S. Remington – Town Manager
Megan Holmberg – Interim Assistant Town Clerk
Christopher Price – Assistant Town Attorney
Ralph Munoz - 116 Columbine Road
Police Chief and Deputies
Joy McGee – RG and Associates
2 Members of the Public

2. Approval of Minutes – Table to the next meeting when they are made available to Board

3. Introduction of Joy McGee, Planning Project Manager, RG and Associates

Ms. Remington introduced current Town staff members along with Joy McGee.

*****Skipped to #5 – Approval of Minor Sub-division*****

Ms. Remington responded to questions regarding applicant reimbursement agreement noting the funds needed in the amount of \$5,000 per applicant, to be used and reimbursed as applicable for the planning process. Discussion ensued as to the amount and pertinence to each project. Concerns were expressed from the public regarding the cost of the fee.

4. Town of Paler Lake Planning Process

Discussion ensued regarding meeting packet format, exhibits and associated transmittal. Ms. Remington reported that meeting items will be submitted to Ms. McGee, Ms. McGee will review, and the completed packet will be submitted to the Planning Commission for review, before the Meetings. Postings and public documents will also be updated and posted on-line. Ms. McGee will then pull the criteria for the project, confirm that the criteria has been met, evaluate outstanding conditions and provide a recommended approval to The Commission. The Commission will then approve or deny the request as deemed fit. If inquiries are received that The Town cannot handle, they will be forwarded to Ms. McGee. Ms. McGee noted that she can respond to and process most items remotely and will only travel to The Town as requested by The Commission.

The Commission inquired as to the cost of services, hiring process and contract amounts for RG and Associates. The Commission also inquired as to the Small Town vs. Large City experience and needs. Ms. McGee and Ms. Remington responded as to the immediate need for qualified and experienced staffing, the direction to hire staff immediately by the Board of Trustees, and agreed to follow-up with the Commission with the requested items, noting that the small town expectation and need would be noted. Ms. Remington reminded The Commission that the intent for the Contract with RG was so that the Town would not need to be paying for applicant costs and that planning staff would be utilized on an as-needed basis, which would be much more cost-effective. The reimbursement agreement and application fee with the individual would cover most project costs and be reimbursed accordingly.

Further discussion ensued regarding the \$5,000 application fee and ability of all residents being able to realistically produce that amount of money, even for small projects. Commissioners suggested using a tiered structure pertaining to specific projects or a % of overall costs. Ms. Remington agreed to re-visit the average cost of projects within the 2020 year and welcomed policy suggestions. The Commissioners requested that Ms. Remington and Ms. McGee provide the number of current applications that have been received and projects that are outstanding.

The Commission noted that they would appreciate being better-informed as to Planning Department proceedings and expressed some frustrations with recent transitions and cancelled meetings. Ms. Remington noted that there had been a large amount of turn-over at The Town leaving inadequate staffing to handle current projects and meetings. Ms. Remington reported that hiring planning staff should eliminate a large portion of the problem and agreed to make it a priority to maintain contact with The Commission on future items, and to ensure that adequate, future meetings would be held. Commissioners also made inquiries as to the Town Code and Re-Codification. Mr. Price reported that Re-codification was in-process and Ms. Remington agreed to supply the Board with the Town Code and all approved updates, as requested, noting that it was also available on-line.

5. 116 Columbine Road – Approval of Minor Subdivision at 116 Columbine Road

Mr. Munoz was present to answer questions on his background, plans, application and intent. Mr. Munoz noted that he owns 7 of the original 8 family lots at 116 Columbine Road. He wants to divide the property, update the current home for a possible rental property, and build a new, single family home on the larger property. Commissioners inquired as to the distance between lots and building materials and Mr. Munoz responded adequately. Ms. McGee answered technical questions pursuant to property covenant, easements, beneficiaries, etc....and noted that the required setbacks would remain.

A motion was made by Commissioner Fisher to approve the Minor Subdivision as presented and seconded by Commissioner Padgett. Motion passed.

*****Skipped back to #3 – Planning Project Manager*****

Unscheduled Public Comment (comments limited to 3 minutes per speaker)

Dave and Sandra Tenace were present to inquire as to the Planning Process as they are building a new residence at 39 Mystic Lane. Questions regarding fees and costs were presented. Ms. Remington and Mayor Cressman responded and requested feedback.

6. Adjourn

Motion to adjourn the meeting was made by Commissioner Bruce and seconded by Trustee Padgett. Motion passed. Meeting adjourned at 8:11 pm.

David Cooper, Chair Commissioner

, Town Manager

******An Audio Tape of the Proceedings from this Meeting in entirety is available upon request, at The Town Office******



ANNUAL INVOICE

Town of Palmer Lake
Attn: Christi Birkeland
P.O. Box 208
Palmer Lake CO 80133

Account # 10-21-3281 = 11353.36
10-31-3281 = 11353.35
10-41-3281 = 11353.36
10-51-3281 = 11353.35
20-81-3281 = 11353.36

Date: January 01, 2020

Invoice #: 200092

Member ID: 12468

DESCRIPTION	COVERAGE DATES	AMOUNT DUE
Property/Casualty Coverage:	01/01/2020-01/01/2021	
Auto Liability		\$4,827.99
Auto Physical Damage		\$8,304.76
General Liability (including separately rated exposures)		\$4,915.71
Police Professional Liability		\$10,251.44
Property Damage		\$18,394.91
Public Officials E&O Liability		\$10,714.97
Total Property/Casualty Coverage:		\$57,409.78
2019 Loss Control Audit Credit		(\$643.00)
	TOTAL	\$56,766.78

This invoice constitutes your Property/Casualty Pool billing for 2020. Based on your selection when you accepted your quote, you opted to pay your contribution premium in full. Payment is due on January 1, 2020. Payments received in our office after February 15 will be charged interest at the current Prime Rate.

Delinquencies are subject to CIRSA Bylaws, Article VIII (1) (a) and Article XV.

This invoice includes all exposure changes reported to us from the time your renewal quote was calculated, August 15, 2019, to the time the invoice was calculated, December 20, 2019. Any changes between August 15 and December 20, including but not limited to the addition or deletion of buildings, mobile equipment and automobiles, are reflected in this invoice. Any changes after December 20 will be billed or credited separately.

PAYMENT OPTIONS:

Pay On-Line Website Address:

<https://www.cirsa.org/billpay>

Pay On-Line by EFT:

Bank Name: Wells Fargo Bank N.A.
Account Name: CIRSA
Routing Number: 102000076
Account Number: 1018076908

Pay by Check Mailing Address:

CIRSA
P.O. Box 910543
Denver, CO 80291-0543

Pikes Peak Regional Water Authority

Invoice

c/o Security Water District
Attn: Roy Heald, Treasurer
231 Security Blvd.
Colorado Springs, CO 80911

Date	Invoice #
1/23/2020	2058

Bill To
Town of Palmer Lake

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			1/23/2020			
Quantity	Item Code	Description			Price Each	Amount
	Dues	Annual Dues - 2020			4,204.20	4,204.20
	Transit Loss	Transit Loss: Operation and Maintenance Cost of Gaging Stations			2,215.00	2,215.00
		Account # <u>20-81-3153</u>				

GMS, INC.
CONSULTING ENGINEERS
611 NORTH WEBER, SUITE 300
COLORADO SPRINGS, COLORADO 80908-1074

TELEPHONE (719) 475-2938
TELEFAX (719) 475-2938

EDWARD D. MEYER, P.E.
ROGER J. SAMS, P.E.
JASON D. MEYER, P.E.
DAVID R. FRISCH, P.L.S.

THOMAS A. McCLERNAN, P.E.
MARK A. MORTON, P.E.
KEN L. WHITE, P.L.S.

February 3, 2020

Mr. Bob Radosevich, Interim Town Manager
Town of Palmer Lake
42 Valley Crescent
Palmer Lake, CO 80133

*Via Electronic Mail to: bob@palmer-lake.org
No Hard Copy to Follow*

Re: Town of Palmer Lake
Palmer Lake Pedestrian Bridge
Contractors Request for Payment No. One (1)

Dear Mr. Radosevich:

GMS, Inc. has received the enclosed Application and Certificate for Payment No. One (1) from SEMA Construction, Inc. This Application and Certificate for Payment is for work completed on the Palmer Lake Pedestrian Bridge that passes over the BNSF and UPRR railroad during the period of August 9, 2019 through January 20, 2020.

Based on our observation of the work completed, it appears as if this Application and Certificate for Payment No. One (1) accurately reflects the status of the work as of January 27, 2020. Accordingly, we recommend the Town of Palmer Lake give consideration to making payment to SEMA Construction, Inc. in the amount of **\$445,792.50**. As indicated on page one of the Application and Certificate for Payment, this includes retainage of 10% of the "Total Amount Due to Date" in accordance with the contract provisions.

If you are in agreement with the recommendation, please enter the amount due to SEMA Construction, Inc. in the amount of **\$445,792.50** into your accounts payable system. An original copy of the Application and Certificate for Payment will be provided to you for your permanent records.

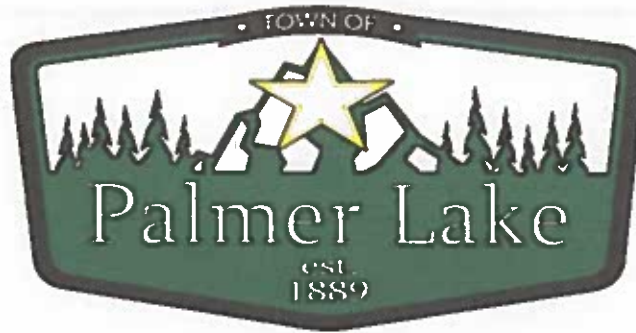
In the interim, should you have any questions or desire additional information, please contact us at your convenience.

Sincerely,



David R. Frisch, P.L.S.

DRF/cg
Enclosures



Board of Trustees Summary Sheet

	Item
Title	Monthly Report
Action	N/A
Date	1/1-1/31/2020
Contact	J. Vanderpool
Summary	In the Month of January 2020, the PLPD conducted 107 traffic stops and issued 51 citations. Also, in the month of January, 1 Traffic Accident and 2 DUI's were investigated resulting in arrests made in each case.
Training	Officers attended different trainings this month to include Fire Arms and Training for Trainers.
Photographs	The attached Photograph(s) is/are of the radios purchased with the kind donation from our anonymous benefactor. With this generous donation we were able to purchase 15 new hand held radios and four mobile (vehicle) radios.
Other Actions	Officers handled numerous other calls this month, to include 1 Theft, 2 Domestic Violence, 2 Menacing, 1 Burglary, 1 Criminal Trespass Auto, cases.
Active investigations	Officers responded to a Barricaded Suspect. With help from the El Paso Count Sheriff's Office, their Swat Team, and their Crisis Negotiation team, the Monument Police Department, and the Colorado State Patrol, the situation was resolved with out injury to the Suspect of any Officer involved. We cannot thank our neighboring department enough for the invaluable help they provided.
Calls for service	Officers responded to 263 calls for service this month. 233 of these calls were in the Town of Palmer Lake, 30 were outside of town.



January Roads Report

Plowed snow as needed from Town streets

Sanded icy street as necessary

Fixed and replaced street signs

Patched potholes

Performed normal maintenance on equipment

Graded roads as weather allowed

Town of Palmer Lake Monthly Water Usage**Month
Year****January
2020**

	Gallons	Acre Ft
Surface Water	2,763,000	8.48
Well A2	1,313,000	4.03
Well D2	0	0
Total	4,076,000	12.51
Avg. Gal/Day	132,000	0.41

Manager's Report

February 13, 2020

Comments from the Jan. 23, 2020 mtg:

- Resident – Reid Wiecks-Chair of the Parks Committee expressed concerns of monies in the Conservation Trust Fund (CTF). Staff will review the list prior to any expenditures.
- Resident- Kit Bromfield welcomed Trustee Miner to the Board. She also requested a better sound system. Staff is looking into the costs associated with that request.
- Resident- Rich Kuehster also requested better speakers. Staff is looking into the costs associated with that request.
- Resident- Dee Banta expressed concerns about Illumination Pointe. Council directed staff to review. Upon review, I issued a non-compliance letters to Mr. Furrer of Dia-Cut for non-conforming use of their property allowing cranes, modular home, etc. to be removed. I also issued a non-compliance letter to Mr. Ferrante of Real Property LLC, for non-compliance use of the property allowing storage containers, etc. stored on the property. I spoke with the owner of the Tanglewood trailers/U-Haul distributors. He complies with the zoning and would like to add 1 storage container/pre-fab unit for the storage of accessories for the trailers, snowplows, etc. and add a single restroom within the unit. He stated that it would be tucked back and be connected to the sanitation line.

- As of February 4, 2020, we are no longer using RG & Associates for our engineering. We are also NOT charging the \$5,000.00 pre-pay for LUPs. The new procedure will be; ** The user turns in an LUP, (depending on the use), the Town will determine whether an engineer is necessary. If an engineer is required, the user will hire their own engineer plus pay to have the Town Engineer to review their plans.* A few members of the Planning Commission and Board of Adjustments have volunteered their time to review the site and plans prior to release. Most LUPs will be done internally.
- Questions arose last meeting concerning specific checks written;
 1. Check 45880 -Town of Palmer Lake - \$487.93 – water bill payment
 2. Checks 45900 & 45920 – Widner Juran - \$ 5,457.70 & \$ 5,459.19 – Attorney- Dec. monthly charge and the final payment.
 3. Check 45910 – Gary Faust - \$ 672.20 – Reimbursement for yard signs for fire survey.
- The RFPs for Attorney, Clerk, and Fire Chief are posted on the website, CML, CMCA, and INDEED (Clerk). We have received a few already. 2 Clerk, 1 Fire as of 02/05.
- The approved 2020 budget was sent to State with proper documentation.
- We've posted 3 new items on the Town web site. We are seeking volunteers for the Planning Commission, Board of Adjustments and Job Commission. The Job Commission will be for 3 people to assist in the hiring of the Town Clerk. They may be used for other jobs as well.