TOWN OF

Palmer Lake

est. 1889

COLORADO

Board of Trustees Regular Meeting
Thursday, March 26, 2020, 6:00 PM
Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado

AGENDA

*****THIS MEETING WILL BE ON ZOOM, A REMOTE SESSION*****

Town Council Meeting

This agenda is subject to revision

1. Call to order **-6:00**
2. Pledge of Allegiance – **6:01**
3. Roll call – **6:02**
4. Approval of the Agenda – **6:03**
5. Approval of minutes March 12, 2020 and March 14, 2020 – **6:04**
6. Discussion/Decision on Attorney RFPs – **6:09**

7. **Financials**

Approval of Checks over $15,000 – None

Staff Reports: 6:25

- Water
- Roads
- Police
- Fire
- Parks

- Clerk's Report
- Attorney Report
- Manager's Report

8. Board comments, reports, meetings attended – **6:45**

9. **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*

10. Executive Session - 1) pursuant to CRS 24-6-402(4)(f) for the purpose of a Personnel matter and not involving any member of this body or any elected official; the appointment of any person to fill an office of this body or of any elected official; or personnel policies that do not require the discussion of matters personal to particular employees. Specifically, the purpose is to interview applicants for the City Clerk position; and 2) § 24-6-402(4)(e) for determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators. Specifically, the purpose is to instruct a negotiator to proceed with negotiations necessary for extending a job offer to a Town Clerk applicant.

11. Adjourn

Next Palmer Lake Town Board of Trustees Meeting will be held March 26, 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.

TOWN OF Palmer Lake est. 1889

RECORD OF MINUTES

Board of Trustees

THURSDAY, March 12, 2020 6:00 PM

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

1. Call to order

Mayor John Cressman called the meeting to order at 6:06 PM

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-excused
Present	Trustee Bob Mutu-excused
Present	Trustee Susan Miner
Present	Trustee Patty Mettler-excused

4. Approval of the Agenda

Trustee Miner made a motion to APPROVE the minutes as proposed. Seconded by Trustee Schuler.

Motion PASSED – UNANIMOUSLY.

5. Approval of minutes of February 27, 2020

Trustee Schuler made a motion to APPROVE the minutes of February 27, 2020 as presented. Seconded by Trustee Banta. Motion PASSED - UNANIMOUSLY.

6. Discussion/Decision on Attorney RFPs

Trustee Banta stated that he had not yet received copies of the RFPs.

Trustee Schuler made a motion to TABLE the Decision until the March 26, 2020 meeting. Seconded by Trustee Banta. Motion PASSED – UNANIMOUSLY.

7. Resolution No. 5 of 2020 - *A Resolution Designating a Presumptive Neighborhood for all Liquor and Fermented Malt Beverage license applications.*

Trustee Miner made a motion to Adopt the Resolution as written and have the Planning Commission review the study concerning the Resolution. Motion FAILED due to a lack of a Second. After discussion and Public Comment, Trustee Banta made a motion to PASSED Resolution No. 5 of 2020 with the AMENDED radius "for businesses that are further than 500 feet from the centerline of Highway 105, the neighborhood is a radius of 1000 feet (amended from 800) from the business". Seconded by Trustee Schuler. ROLL CALL – Motion PASSED - UNANIMOUSLY.

8. Shana Ball - Fire Department Grants follow-up

Ms. Ball stated that the FEMA grant NOT applied for. She presented a Scope of Service Proposal in the amount of $ 5,000.00 from Bill Fisher and John Cameron to include "studies, investigations, designs, and graphics that will be used by the PLVFD for campaign purposes towards the bond election".

Trustee Schuler made a motion for the Town to sign the proposal. Seconded by Trustee Banta.
ROLL CALL – Motion PASSED – UNANIMOUSLY.

Ms. Ball also asked that the monies that were going to go to the FEMA grant be used to purchase radios for the Fire Department. The same type radios are also used by the Police Department. The purchase would be for 10 radios for $ 12,859.20. The Mayor asked for a thumbs up from the Board after it was determined that the monies were available. UNANIMOUS CONSENT.

9. Financials

Approval for checks over $15,000 - None

10. Staff Reports

Fire, Police and Water reports are attached. In addition to the Police report, Chief Vanderpool gave a presentation on an upcoming "Evacuation Exercise that will be held September 26, 2020 in Northern El Paso County. In the months ahead more information will be made available.

Trustee Schuler began discussion on the water bill error from last month upon a note written and placed at each Board member's chair. He stated that although the error had been resolved, he did not agree on the other issues described in the note. Trustee Banta agreed. Resident – Mike Bromfield stated that he was the author of the note and wanted clarification on past Ordinances and Resolutions. The Board directed the Attorney and the Manager to review and respond to the Board at the next meeting.

11. Manager's Report

- Manager Radosevich stated hat a refund would be on the next billing cycle.
- Reminded the Board of Saturday's Executive Session for Town Clerk interviews.
- We have begun the closing of the "Rockin' the Rails" grant for March 31, 2020 deadline.
- We are also reviewing the vacation of Vale St. from 2019.

12. Board comments, reports, and meetings:

The Mayor asked Police Chief Vanderpool and Manager Radosevich to review protocols for the COVID pandemic. Update at the next meeting.

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.*

- Resident - Reid Wiecks spoke concerning the CUSP grant. He said that he was going to apply for the upcoming grant for the Town.
- Resident – Mike Bromfield spoke to the safety of Spring Street and requested the Town look at the installation of a guard rail.

14. Adjourn

Trustee Banta made a motion to adjourn @8:02 PM. Seconded by Trustee Miner.

Motion PASSED – UNANIMOUSLY.

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John Cressman, Mayor

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Robert Radosevich, Town Manager Date Approved

RECORD OF MINUTES

Board of Trustees

Special Meeting

THURSDAY, March 14, 2020 9:30 AM

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

1. Call to order

Mayor John Cressman called the meeting to order at 9:43 AM

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-excused
Present	Trustee Susan Miner
Present	Trustee Patty Mettler-excused

4. Approval of the Agenda

Trustee Havenar made a motion to APPROVE the Agenda as proposed. Seconded by Trustee Schuler.

Motion PASSED – UNANIMOUSLY.

5. Executive Session

Trustee Havenar made a motion to go into Executive Session. Seconded by Trustee Miner.

Motion – PASSED – UNANIMOUSLY.

The Mayor read the motion: Executive Session 1) pursuant to CRS 24-6-402(4)(f) for the purpose of a Personnel matter and not involving any member of this body or any elected official; the appointment of any person to fill an office of this body or of any elected official; or personnel policies that do not require the discussion of matters personal to particular employees. Specifically, the purpose is to interview applicants for the City Clerk position; and 2) § 24-6-402(4)(e) for determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators. Specifically, the purpose is to instruct a negotiator to proceed with negotiations necessary for extending a job offer to a Town Clerk applicant. The Mayor also allowed 2 citizens – Karen Stuth and Meredith Bromfield to attend the executive session.

Recess Executive Session @ 11:35 AM

Trustee Havenar made a motion to return to Executive Session @ 12:55 PM. Seconded by Trustee Miner.

Motion – PASSED – UNANIMOUSLY.

5. Adjourn from Executive Session

Trustee Havenar made a motion to Adjourn from Executive Session @ 2:26 PM. Seconded by Trustee Schuler. Motion – PASSED – UNANIMOUSLY.

Trustee Miner made a motion to return to the regular meeting. Seconded by Trustee Havenar.

Motion – PASSED – UNANIMOUSLY

Salaries for Town Clerk were discussed.

Trustee Schuler made a motion for Manager Radosevich to negotiate the salary with 1 of the applicants. Seconded by Trustee Miner. Motion – PASSED – UNANIMOUSLY.

6. Adjourn

Trustee Miner made a motion to adjourn @2:45 PM. Seconded by Trustee Banta.

Motion PASSED – UNANIMOUSLY.

John Cressman, Mayor

Robert Radosevich, Town Manager

Date Approved