



**Board of Trustees Regular Meeting
Thursday, May 14, 2020, 6:00 PM
Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado**

AGENDA

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

Meeting ID: 517-849-869

Town Council Meeting

This agenda is subject to revision

- 1. Call to order -6:15**
- 2. Pledge of Allegiance – 6:16**
- 3. Roll call – 6:17**
- 4. Approval of the Agenda – 6:18**
- 5. Approval of minutes April 23, 2020 – 6:19**
- 6. Terri Hayes – Tri Lakes Chamber of Commerce – Census - 6:21**
- 7. Protecting our Natural Resources – Discussion – 6:36**
- 8. Fire Chief applications - Mark Schuler – 7:10**

9. Financials – 7:15

Approval of Checks over \$15,000 – None

10. Staff Reports: 7:16

- Water
- Roads
- Police
- Fire
- Parks
- Clerk's Report
- Attorney Report
- Manager's Report to include any Public Comments from previous meeting

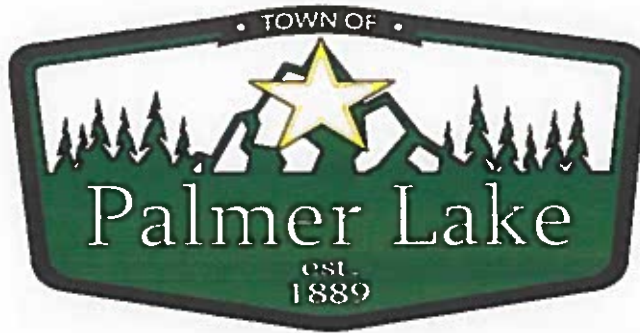
11. Board comments, reports, meetings attended – 7:40

12. Public Comment – 8:00 *During remote sessions, it is advised to e-mail all questions to Interim Town Manager, bob@palmer-lake.org. and we will get those answered as soon as possible.*

13. Adjourn

Next Palmer Lake Town Board of Trustees Meeting will be held May 28, 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

Board of Trustees

Thursday April 23, 2020 6:00 PM

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

****** THIS MEETING WAS HELD REMOTELY ON ZOOM ******

Meeting ID : 517-849-869

Palmer Lake Liquor Licensing Authority

1. Mayor Cressman called the Authority to order @ 6:02 PM with all members present.
2. "Needs and Desires hearing and action in consideration of Lodging and Entertainment Liquor license application by Becoming One Events LLC d/b/a Pinecrest Weddings & Event Center.

Mayor Cressman opened the hearing. Interim Clerk Judy Egbert gave an overview of the application and confirmed that the property was posted and the legal notice was published as required.

She reminded the Board that its role was to determine whether granting this license would meet the needs of the neighborhood and the desires of the adult inhabitants of the neighborhood. The neighborhood has been presumptively defined by Resolution as a 1000-foot radius from the proposed premises. This radius is most generally described as the HOA.

Mark Giveans represented the applicant and described the need and intended use of the license. He presented a letter of support from the HOA dated April 19, 2020 and signed by Stephen Hock in his role as Board Chairman of the Pinecrest Homeowners Association, and by Laura Mawdsley, Board Treasurer.

His testimony included his professional capability and protocols in training employees and managing a liquor license in a responsible way. He described desire from customers to have the option of having alcohol available for events.

Ms. Egbert clarified that past events held by qualified non-profits have obtained a Special Events Permit for alcohol during their event. Having an ongoing license at the premises will allow alcohol sale/service without the need for a Special Events Permit.

Terri Hayes spoke in favor of granting the license, saying that it would be an enhancement to the facility and community.

There was no one wishing to speak in opposition.

Ms. Egbert added that there were no character issues raised for the persons affiliated with this applicant.

There being no one further wishing to speak, Mayor Cressman closed the hearing.

Trustee Havenar made a motion to APPROVE the liquor license for the Pinecrest Weddings & Event Center. Seconded by Trustee Mutu. Motion PASSED- UNANIMOUSLY.

3. Adjourn

Town Board Meeting

1. Call to order

Mayor Cressman called the meeting to order at 6:27 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
Present	Trustee Bob Mutu
Present	Trustee Susan Miner
Present	Trustee Patty Mettler

4. Approval of the Agenda

Trustee Schuler made a motion to APPROVE the agenda as presented. Seconded by Trustee Havenar.

Roll Call: Motion PASSED – UNANIMOUSLY.

5. Approval of Minutes from April 9, 2020 & April 17, 2020

Trustee Schuler made a motion to APPROVE the minutes as presented. Seconded by Trustee Havenar.

Motion PASSED – UNANIMOUSLY.

6. Appointment of Parks Committee Members

Reid Wiecks-Jessica Farr-John & Christie Ramshur-Bob Mutu-Alicia Gatti

Trustee Havenar made a motion to APPROVE the appointments. Seconded by Trustee Schuler.

Motion PASSED- UNANIMOUSLY with (Trustee Mutu abstaining).

7. Foxtrot Minor Subdivision

Jerry Hannigan-assigned spokesperson for Foxtrot explained that they were only moving a lot line on the property's owner by the same individual-Doug Higgins-owner.

Trustee Havenar made a motion to APPROVE the Foxtrot Minor Subdivision. Seconded by Trustee Miner. Roll Call vote. Motion PASSED – UNANIMOUSLY.

8. Possible adoption of Ordinance 02-2020 – *An Ordinance approving design, construction, and placement standards for public displays of art, advertising, sponsorship, memorials, or other public displays, whether permanent or temporary, upon public property within the Town of Palmer Lake.*

Much discussion concerning art vs. advertising.

Trustee Banta made a motion to APPROVE Ordinance 02-2020 with the following changes.

Section 6-Paragraph C-1 through 4, the words "Advertising on" be removed and that the Sections following are to be put in numerical sequence properly. Seconded by Trustee Mutu.

Roll Call – Motion – PASSED – UNANIMOUSLY.

9. Review of Memorandum of Understanding (MOU) with Palmer Lake Restoration Project, Inc., d/b/a Awake the Lake/ Awake Palmer Lake.

Much discussion ensued pertaining to legislating a better relationship with both parties, tying the Town's hands, contractual issues. As some of the Board members and public had not received the amended copy in time to review, Trustee Havenar made a motion to TABLE the MOU. Seconded by Trustee Mutu. Roll Call – 5 NO – 2 YES (Trustees Mutu & Schuler). Motion FAILED.

Upon more discussion. Trustee Banta made a motion to APPROVE the MOU as a living document and that Section 3-1d clarifying the wording concerning "the Town will provide insurance" and that both parties would resume talks with public input. Seconded by Trustee Miner. Roll Call 6-YES – 1 NO (Trustee Mutu). Motion- PASSED.

10. Appoint Town Clerk/Deputy Town Administrator and approve employment contract.

Trustee Havenar made a motion to APPOINT Dawn A. Collins as Town Clerk/Deputy Town Administrator and APPROVE the employment contract. Seconded by Trustee Schuler.

Roll Call – Motion PASSED UNANIMOUSLY.

11. Palmer Lake Sports Riders Lease Agreement

Discussion ensued as to the current lease/contract. It was determined that the Town Attorney and Manager would review the lease/contract in order to make sure the Town's indemnification was intact. Trustee Schuler made a motion to TABLE this item until the next meeting, May 14, 2020.

Seconded by Trustee Banta. Motion – PASSED UNANIMOUSLY.

12. Financials.

No checks over \$15,000.00. The Board reviewed the Financial Report from the accountant

13. Staff Reports

Manager report attached. An addition that an anonymous donor wanted to purchase a vehicle for the Police Department. Town Attorney will review options as to what is best for the Town.

14. Board Comments

Mayor Cressman stated that he had been contacted by an anonymous donor to purchase an electronic sign for the Town. Trustee Miner had concerns as to the placement regarding the Sign Ordinance and the Comprehensive Plan. Public discussion will follow in the days to come.

Trustee Schuler stated that interviews for Fire Chief will be in a couple of weeks. They will do an "in person" interviews with proper social distancing.

Trustee Havenar has been meeting with people regarding trails, parking, permitting, etc. They will be meeting in the weeks to come.

Trustee Mutu left the meeting.

15. Public Comments

Citizen- Jeff Hulsman asked for permission to temporarily place the Bridge Art/Advertising Signs already approved by the Board in an earlier meeting months ago. Some discussion ensued concerning the Ordinance that had passed earlier tonight.

Trustee Miner made a motion to ALLOW Awake the Lake (ATL) to an early start date of April 26, 2020 to test fit the locomotives and cars, not to exceed 11 and to allow the test to remain for 45 days to allow the Board to do an on-site review and that ATL was to get their application in. Seconded by Trustee Mettler. Roll Call- Motion PASSED – UNANIMOUSLY. Manager Radosevich asked if a Letter of Intent would suffice as an application. All approved.

Citizen- Matt Stephen inquired as to the status of RAD extraction, Illumination Pointe, and Fletcher Well Drilling. Manager Radosevich stated that the Code Enforcement Officer had gone to RAD today and that he had not spoken with him yet. Illumination Pointe owners were in discussion with the trailer company owner, and that Fletcher Well Drilling was no longer in compliance with the C-2 zone.

16. Adjourn

Trustee Havenar made a motion to adjourn @ 9:07 PM. Seconded by Trustee Banta. Motion – PASSED- UNANIMOUSLY

John Cressman, Mayor

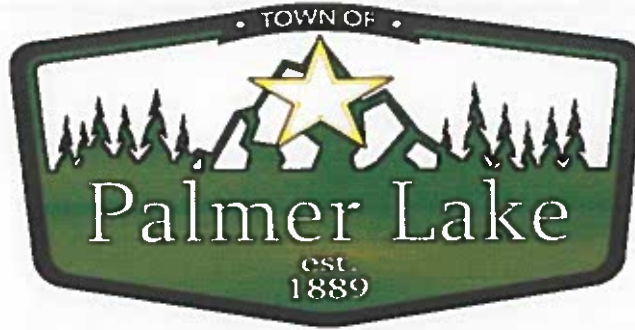
Robert Radosevich, Town Manager

Date Approved

Manager's Report

April 23, 2020

- We have started to open the office with limited access. We would prefer people make appointments, but most do not.
- We are releasing Land Use Permits that were backlogged.
- Attended several zoom and conference calls concerning COVID -19.
- We are fielding several calls and website questions concerning the trailhead parking lot closure.
- Worked with Matt concerning the contract negotiations.
- SEMA has poured the sidewalk over the tracks and continues final work on the bridge.
- Has the Board reviewed the draft amended budget?
- We have an anonymous donor who would like to buy a Police vehicle. Should the person buy and donate or reimburse the Town when we purchase it?



Board of Trustees Summary Sheet

	Item
Title	Monthly Report
Action	N/A
Date	4/1-4/30/2020
Contact	J. Vanderpool
Summary	In the Month of April 2020, the PLPD conducted 25 traffic stops and issued 5 citations. Also, in the month of April, 2 Traffic Accidents, and 1 DUI were investigated resulting in an arrest made in each case.
Training	Officers attended different trainings this month to include SFST and Covid-19 response\ Covid-19 safety.
Photographs	The attached Photograph(s) is/are of the new pedestrian bridge, that is now open.
Other Actions	Officers handled numerous other calls this month, to include 1 Theft, 1 Warrant Service, 1 DUID, 1 Domestic Violence, 2 Criminal Trespass Autos, and 1 criminal mischief cases.
Active investigations	The Officers from the PLPD have been tasked with dealing with the reality of the COVID -19 outbreak. As we all know these are trying times, however the Officer of PLPD are responding with courtesy and professionalism. PLPD Officers have written 13 plus parking violations and towed 7 vehicles in violation of the new no parking ordinance. The PLPD have had no less than 5 officers on duty each weekend, and a minimum of 2 Officers each weekday since the ordinance was put into place.
Calls for service	Officers responded to 317 calls for service this month. 277 of these calls were in the Town of Palmer Lake, 40 were

	outside of town.
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Town of Palmer Lake Monthly Water Usage**Month
Year****April
2020**

	Gallons	Acre Ft
Surface Water	3,769,000	11.57
Well A2	518,000	1.59
Well D2	0	0
Total	4,287,000	13.16
Avg. Gal/Day	143,000	0.44

Manager's Report

May 14, 2020

- **National Police Week – May 10-16, 2020**
- **Preparing for the audit. Planning for June**
- **We've hired a replacement part time cleric to assist in accounts receivable/payable to replace the add staff position.**
- **We received 30 cotton masks from "MasksON", a volunteer group. If any Board member would like 1, let me know.**
- **Next meeting, the Board will hear the APPEAL for Elite Cranes for a Conditional Use Permit that was DENIED by the Planning Commission.**
- **Next meeting, draft Ordinance changes for Chapters 8, 14, 16, and 17 concerning MS4s.**
- **We've been getting complaints from non-residents who want the trailhead parking issue open.**